
EXTENDING UNLV TO THE COMMUNITY

OUTREACH

ced.unlv.edu



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COURSE CATALOG
SPRING 2020

UNLV | CONTINUING
EDUCATION



Natalie Knuth took the creative path to a career in production management.

UNLV | CONTINUING EDUCATION

“The Lean Six Sigma program provided me just what I needed to get where I wanted to go professionally.”

-Natalie Knuth, General Manager

Natalie Knuth recently completed both UNLV's Lean Six Sigma Green Belt and Black Belt programs. Did she enroll in the courses in hopes of bettering her future at a Fortune 500 company? Was she striving to become a successful CEO or vice president? Did her past showcase a traditional business management career path? Not exactly. Natalie came to the Lean Six Sigma program at UNLV by way of her theater background.

Her theater career, focused on wardrobe, began with a successful stint in high school. She moved from Southern California to Las Vegas and continued her education with a Bachelor of Fine Arts in Technical Theater Design at UNLV. Simultaneously, she worked full time with record-breaking musical *Mamma Mia!* at Mandalay Bay. After graduating she continued to improve her resume with positions at MGM Resorts International, Cirque du Soleil, and The Wynn, working on shows that included

Showstoppers, Donny & Marie, Paula Abdul, The Backstreet Boys, Lady Gaga, Halsey, Hugh Jackman, and many more.

During her time in the theater, Natalie noticed her brain did not exactly work like all the other artists around her. Her empirical mind was not always in tune with her creative world. Instead of raging against such a difference, she chose to embrace her special skills and bring order to chaos. After years of training specifically for the art world, though, she needed new tools to help translate her ideas into reality.

Enter UNLV Continuing Education's Lean Six Sigma program. The program allowed her to transition from a career in wardrobe and costume design into her current role as general manager for Piff The Magic Dragon. Natalie enjoyed returning to her alma mater for the program because it was familiar and allowed her to take advantage of her company's tuition reimbursement plan.

Learn more about Continuing Education's programs at ced.unlv.edu.

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UNLV

CONTINUING EDUCATION

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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.

 ced.unlv.edu

 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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JUST LAUNCHED

**NEW and REVISED programs
for Spring 2020:**

Integrated Marketing Communications
Management Certificate
Spanish for Medical Professionals
Medical Interpreter: Spanish
Federal Employment Law Series

DETAILS AT CED.UNLV.EDU/NEW

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

T | Jan 7 | noon-1pm | PAR Room 300 | 201WS6101A
W | May 6 | noon-1pm | PAR Room 300 | 201WS6101B

PHR/SPHR Information Session

W | Jan 8 | 6:30-7:30pm | PAR Room 302 | 201CP6118

Grant Academy Information Session

T | Jan 7 | 6-7pm | PAR Room 511 | 201GR1150

Human Resource Management Certificate Information Session

W | Jan 8 | 5:30-6:30pm | PAR Room 511 | 201CP6155

Mediation Training Information Session

M | Jan 27 | 5:30-6:30pm | PAR | 201CM1100

Medical Interpretation: Spanish Certificate Information Session

T | Jan 28 | 6-7pm | PAR Room 511 | 201LA1170

Nonprofit Fundraising Certificate Information Session

M | Jan 13 | 6-7pm | PAR Room 300 | 201NP3172

Paralegal Certificate Information Session

M | Jan 13 | noon-1pm | PAR Room 300 | 201PL6128A
T | Jan 14 | 5:30-6:30pm | PAR Room 300 | 201PL6128B
M | Feb 3 | noon-1pm | Online Delivery | 201PL6128C
T | Feb 4 | 5:30-6:30pm | PAR Room 511 | 201PL6128D
M | May 4 | noon-1pm | PAR Room 300 | 201PL6128E
T | May 5 | 5:30-6:30pm | PAR Room 300 | 201PL6128F
M | May 18 | noon-1pm | Online Delivery | 201PL6128G
T | May 19 | 5:30-6:30pm | PAR Room 300 | 201PL6128H

Grants, Loans & Tuition Assistance

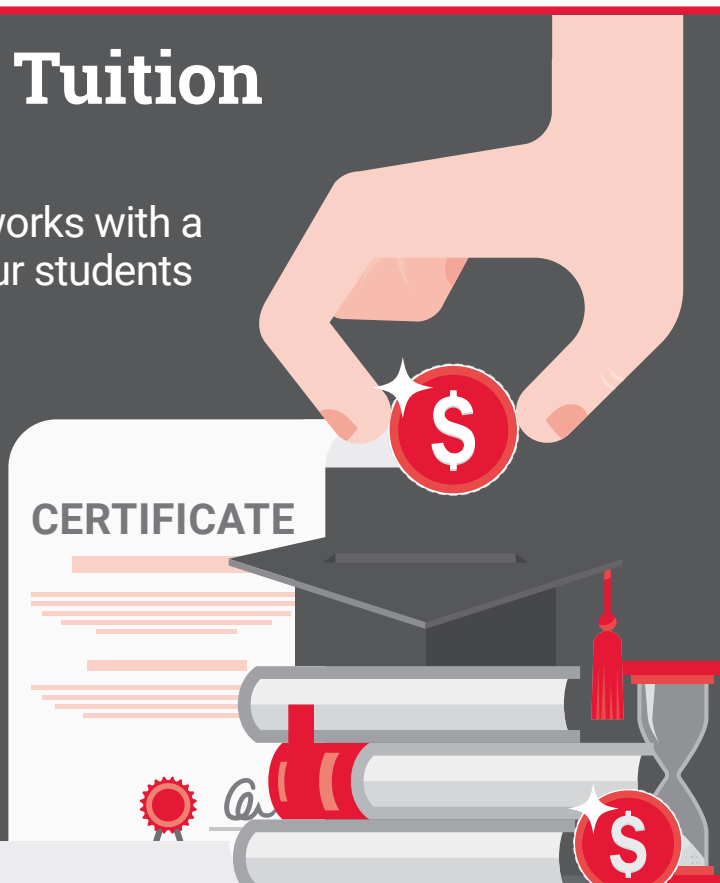
UNLV Continuing Education works with a variety of resources to help our students afford career training.

Options Include:

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

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

 ced.unlv.edu/financial-assistance



Aerospace & Defense

Protective Services Professional Certificate Program

ced.unlv.edu/protective-services

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

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

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

Protective Services Professional Certificate

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

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

Steve Krystek, PFC Training
 PDOC & PAD Package
 F-Th | Apr 3-9 (meets 7x) | \$2,850
 Off site | 201SD3143 | 7 CEUs

Protective Driving Operations Course (PDOC) module only
 F-Su | Apr 3-5 (meets 3x) | 9am-5pm each day | \$1,950

Protection Agent Development (PAD) module only
 M-Th | Apr 6-9 (meets 4x) | 8am each day; varied end times | \$1,215

Unmanned Aircraft Systems Certificate

ced.unlv.edu/uas

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

Unmanned Aircraft Systems Certificate

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

Jonathan Daniels, Crystal Berry, Praxis Aerospace Concepts, Inc.
 FSaSu | Feb 28-Mar 8 (meets 6x) | 8am-5pm | \$1,899
 Praxis Aerospace | 201UA1110 | 4 CEUs
 *Class meets: 6-10pm on Fridays.

Business Administration

Executive Certificate in Business Administration

ced.unlv.edu/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:

- People Management
- Internal Business Environment
- Managing the Customer Experience
- Business Performance

Executive Certificate in Business Administration Bundle

This bundle includes registration to the four (4) Executive Certificate in Business Administration modules. The modules include People Management, Business Performance, Internal Business Environment and Managing the Customer Experience. These are hybrid classes. Access to the online component is available two weeks prior to the in-person meeting dates. You should anticipate spending eight hours per module in online preparation before the in-person meeting dates, plus eight hours per module for online follow up assignment. 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 \$4676.40

Lee Business School

TW | Mar 24-Oct 7 (meets 8x) | 8am-5pm | \$4,676.40

Lee Business School, WRI Room C302 | 201BDBUND | 6.4 CEUs



Business Performance Module

The Business Performance module provides 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 focus areas, each taught by an experienced faculty member or local business leader.

The Market Process: 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: Better understand 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.

Finance: Discuss how managers and investors evaluate projects and investments in order to determine whether an investment should be undertaken. Specifically, we will consider 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 focus area 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 online preparation before the in-person meet dates, plus eight hours per module 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 \$4676.40

Lee Business School

TW | Oct 6-7 (meets 2x) | 8am-5pm | \$1,299

Lee Business School, WRI Room C302 | 203BD6121 | 1.6 CEUs

Internal Business Environment Module

The Internal Business Environment module explores the challenges and opportunities a business leader should consider when developing structures and processes within their organization. Specific topics include handling budgeting and reporting, the role information systems play, identifying common legal pitfalls, and how social responsibility impacts the bottom line.

This module includes four focus areas, each taught by an experienced faculty member or local business leader.

Budgeting and Reporting: Utilize your budgeting process to communicate and fund business priorities. Take a fresh approach to your company's finances once you reframe the budget process as a way to quantify management goals and focus leaders' thinking around planning for the future.

Information Systems: Don't overlook the importance of well designed, thoughtfully implemented, and carefully managed information systems and decision support systems to the success of your business venture. Discuss the role information technology applications play in decision making and problem solving at an operational and strategic level.

Business Law: Professionals must be acutely aware of business law in order to avoid violations. Proactively prevent legal problems before they arise, or mitigate their effects by understanding and recognizing potential business law pitfalls. Expect to cover basic contract law, tort and property law, as well as the law of legal entities.

Corporate Social Responsibility: Corporate Social Responsibility (CSR) is not just a public relations opportunity; in the most successful organizations, CSR is fully integrated into a firm's business model. Businesses engage in CSR for strategic and/or ethical purposes, generally with the expectation that there will be a positive impact on the bottom line. Learn about multiple ways to approach CSR and explore implementation strategies.

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 online preparation before the in-person meet dates, plus eight hours per module 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 \$4676.40

Lee Business School

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

Lee Business School, WRI Room C302 | 201BD6123 | 1.6 CEUs

Managing the Customer Experience Module

The Managing the Customer Experience module concentrates on the interactions, both direct and indirect, that customers have with a company and its products or services. Successful customer interactions can lead to positive brand perception, purchase, and ultimately customer loyalty. Specific concepts include multiple forms of business communication to various stakeholders, evaluating the service experience, marketing, and understanding the sales process.

This module includes four focus areas each taught by an experienced faculty member or local business leader.

Marketing: View your business from the customer's point of view so you can craft a marketing strategy tailored to your unique product and target audience. You will be provided with tools to develop an effective marketing strategy and will learn the basics of how to analyze market opportunities, develop marketing plans, and implement marketing programs.

Business Communications: Focus on a variety of business communications for the organization-specifically writing in a business context and designing and delivering business presentations. Written communication will cover appropriate content, organization, and tone. Presentation delivery will focus on effective organization, content, delivery, non-verbal cues, use of media, and appearance.

Service Operations: Examine approaches for achieving operational competitiveness in a service-focused business and investigate several tools for analyzing service operations. Operational excellence is critical for success in any service industry, as businesses increasingly face deregulation, global competition, and rapidly-evolving information technology.

Sales: Understanding the sales process and the role of a professional salesperson/manager is a critical part of any business, regardless of company size or customer profile. After outlining key steps within the sales process, you will identify ways to improve your company's sales efforts throughout the customer lifecycle.

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 online preparation before the in-person meet dates, plus eight hours per module 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 \$4676.40

Lee Business School

TW | Apr 21-22 (meets 2x) | 8am-5pm | \$1,299

Lee Business School, WRI Room C302 | 201BD6122 | 1.6 CEUs

People Management Module

The People Management module provides you with the most up-to-date information about managing and leading people. You will learn principles of people management and how to apply them to your business or team. Specific topics include managing organizations, managing conflict, leading through change, and methods for conflict resolution. Completing this module provides you with tools and techniques you can immediately apply to your workplace.

This module includes four focus areas, each taught by an experienced faculty member or local business leader.

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

Managing People: The essence of an organization is its workforce; employees must effectively work together to produce positive outcomes. Gain knowledge 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. Enhance your ability to negotiate deals, settle disputes, and make team-based decisions.

Change and Transformation: Examine change management theory and application. Change in organizations is unavoidable. We can allow it to happen to us, or we can embrace it and harness 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.

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 online preparation before the in-person meet dates, plus eight hours per module 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 \$4676.40

Lee Business School

TW | Sep 15-16 (meets 2x) | 8am-5pm | \$1,299

Lee Business School, WRI Room C302 | 203BD6120 | 1.6 CEUs

Cannabis

Cannabis Classes

ced.unlv.edu/cannabis

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

Cannabis & the Opioid Epidemic

Pain is one of the most common health conditions for which people use cannabis. In this course 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 explores the relationship between cannabis and the opioid epidemic, and how patients alter their health and quality of life with cannabis.

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

Jan 27-Feb 21 | \$99 | Online Delivery | 201CH1103 | 0.3 CEU

Cannabis Professional

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

Prerequisite: Students 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

Jan 27-Feb 21 | \$99 | Online Delivery | 201CH1100 | 0.4 CEU

Pets & Cannabis

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

Prerequisite: Students 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

Jan 27-Feb 21 | \$99 | Online Delivery | 201CH1102 | 0.3 CEU



Design & Technology: Fashion Design

Fashion Design Certificate Program

ced.unlv.edu/fashion

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

PROGRAM REQUIREMENTS: To earn the Fashion Design Certificate you must successfully complete five core courses plus an additional 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.

Jane Ross

SaSu | Jan 11-26 (meets 6x) | 10am-3:25pm | \$429

PAR Room 401 | 201FD2102 | 3.2 CEUs



New! Fashion Apparel Construction: Icon

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

Prerequisite: Must have previous sewing/machine skills.

Gretchen Marshall

SaSu | May 2-17 (meets 5x) | 9am-1:55pm | \$289

PAR Room 401 | 201FD2157 | 2.4 CEUs

*Class does not meet: May 10

Patternmaking: Introduction

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

Prerequisite: Must have previous sewing/machine skills.

Gretchen Marshall

SaSu | Feb 8-23 (meets 6x) | 9am-2:25pm | \$389

PAR Room 401 | 201FD2105 | 3.2 CEUs

Sewing: Alterations

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

Prerequisite: Must have previous sewing/machine skills

Gretchen Marshall

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

PAR Room 401 | 201FD2121 | 2.4 CEUs

Swimwear & Lingerie

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

Prerequisite: Must have previous sewing/machine skills.

Jane Ross

SaSu | Apr 4-19 (meets 5x) | 10am-2:55pm | \$289

PAR Room 401 | 201FD2114 | 2.4 CEUs

*Class does not meet: Apr 12

Design & Technology: Print, Graphic & Web Design

Print & Graphic Design Certificate Programs

ced.unlv.edu/graphic-design

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

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 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

Web Design Classes

ced.unlv.edu/web-design

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.

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.

Jessica Kennedy

T | Jan 21-Feb 25 (meets 6x) | 5:30-8:30pm | \$319
PAR Room 125 | 201WM8121 | 1.6 CEUs

Adobe Illustrator Level II

Intermediate users will build upon their Illustrator knowledge and skills by working with layers and artboards, blending shapes and colors, working with custom brushes, working with styles and effects, working with symbols, and integrating projects with other Adobe applications.

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

Jessica Kennedy

T | March 3-April 7 (meets 6x) | 5:30-8:30pm | \$319
PAR Room 125 | 201WM8100 | 1.6 CEUs

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)

Denise Snow

Th | Feb 27-Apr 2 (meets 6x) | 5:30-8:30pm | \$319
PAR Room 125 | 201WM8106 | 1.6 CEUs

Adobe Photoshop Level I

Create, design, and manipulate print-based artwork, web-based graphics, and digital photography with Adobe Photoshop. Students will learn to perform basic tasks in Photoshop, including color correction, retouching, creating composite images, using masks, resizing images, adding text, and creating art from scratch. This course targets advanced beginners who use Photoshop for personal and professional projects and wish to broaden their knowledge and skills in this program. Required Textbook(s): *Adobe Photoshop CC Classroom in a Book* (ISBN: 9780321928078)

Rakitha Perera

Th | Jan 16-Feb 20 (meets 6x) | 5:30-8:30pm | \$319
PAR Room 125 | 201WM8122 | 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.

Rakitha Perera

W | May 6-Jun 3 (meets 2x) | 6-9pm | \$209
PAR Room 125 | 201WM8177 | 0.6 CEU

*Class does not meet: May 13, 20 & 27

HTML Level I

HTML allows web designers to hand-code web pages for smooth transition into XML while still remaining compatible with current web browsers. Apply the concepts, foundations, syntax, and structure of HTML as you code basic pages by hand. The course will include an introduction to Cascading Style Sheets (CSS). All pages created in the class will be validated using the W3C validation service. Required Textbook(s): *Head First HTML and CSS* (ISBN: 9780596159900)

Denise Snow

T | Feb 4-Mar 3 (meets 5x) | 6-9pm | \$289
PAR Room 123 | 201WM8105 | 1.3 CEUs

HTML Level II

Augment your web design skills by learning intermediate HTML concepts such as designing table-less layouts, using forms to collect data, and controlling web page format and design using Cascading Style Sheets (CSS). By the end of the class, you will be able to design and code enhanced websites.

Prerequisite: HTML Level I or comparable experience.

Denise Snow

T | Mar 10-Apr 7 (meets 5x) | 6-9pm | \$289
PAR Room 123 | 201WM8104 | 1.3 CEUs

Introduction to Composition & Color

Bring more purpose to your art and graphics projects after investigating the practical, physical, and psychological reasons we see and react to everything from web pages to greeting cards to fine art. Once you grasp the fundamentals of composition and color theory, you can apply these elements to your own art and design work. This class is also an elective for Print and Graphic Design Certificate Programs. Supply list will be provided.

Gabbie Hirsch

M | Apr 6-20 (meets 3x) | 6-8pm | \$119
PAR Room 511 | 201AR1220 | 0.6 CEU

Print Design Capstone: From Pre-Press to Production

All your training in print design comes together in a final portfolio project. Fuse your knowledge of Adobe InDesign, Adobe Illustrator, and Adobe Photoshop into a single integrated branding project. Receive file-building and pre-press training so your files will export correctly and result in beautiful printed pieces.

Jessica Kennedy

Th | Apr 16-May 7 (meets 4x) | 6-9pm | \$209
PAR Room 125 | 201WM8156 | 1.2 CEUs



Design & Technology: Web Development Coding

Web Development Coding

ced.unlv.edu/coding-bootcamp

Learn in-demand skills in web development by earning a UNLV Continuing Education certificate in the UNLV Coding Bootcamp powered by DevPoint Labs. From React.js to Ruby on Rails, experienced instructors teach a challenging curriculum full of the most sought-after coding skills in the tech industry. Great programmers can adapt and adjust to new technologies that arise and grow with the technology field. That's why our curriculum focuses on teaching you how to learn, think, and problem solve like a software engineer. The 24 week part-time schedule is designed to fit the needs of working professionals as you train for career change or advancement.

Please visit ced.unlv.edu/coding-bootcamp for upcoming program dates, for information about the application process, and to sign up for the interest list.

English as a Second Language (ESL) & Accent Reduction

Accent Reduction

ced.unlv.edu/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.

Amy Nassar (Bourji)

MW | Jan 27-Feb 12 (meets 6x) | 6:30-9pm | \$249
PAR Room 401 | 201CX1113 | 1.5 CEUs

Accent Reduction for International Professionals II

Focus on mastering the consonant sounds of American English. This class is the next step after the Level I class. Now that you have completed the basic vowel program 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.

Amy Nassar (Bourji)

MW | Feb 24-Mar 11 (meets 6x) | 6:30-9pm | \$249
PAR Room 401 | 201CX1123 | 1.5 CEUs

Accent Reduction for International Professionals III

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

Amy Nassar (Bourji)

MW | Mar 23-Apr 8 (meets 6x) | 6:30-9pm | \$249
PAR Room 401 | 201CX1124 | 1.5 CEUs

Effective Speaking for International Professionals

Do you want to speak effectively? Do you want to communicate with clarity and confidence? Are you an international professional or student who wants to improve your speaking and communication skills? This class will help you acquire the aspects of effective speech delivery. You will learn organization of content, use of verbal and non-verbal language, and voice control including understandable accent, proper intonation and better articulation. You will also master the techniques of pacing, pausing, and linking for delivering a smoother, clearer and more concise speech. Improving your speaking skills will boost your self-confidence, and have a positive impact on your professional and social life. You will overcome your fear of speaking, and communicate ideas in a coherent and convincing manner. Required Textbook(s): *Speech Communication Made Simple 2, 4th Edition* (ISBN: 9780132861694)

Prerequisite: Accent Reduction I, II and III

Katia Abou-Haidar, MAAL

TTh | Apr 21-May 7 (meets 6x) | 6:00pm-8:30pm | \$249
PAR Room 401 | 201CX1117 | 1.5 CEUs



English as a Second Language (ESL)

ced.unlv.edu/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

Sa | Jan 4 | 9-11am | \$15
PAR Room 123 | 201PP1100A

M | Jan 6 | 6-8pm | \$15
PAR Room 123 | 201PP1100B

Sa | Apr 25 | 9-11am | \$15
PAR Room 123 | 201PP1100C

M | May 4 | 6-8pm | \$15
PAR Room 123 | 201PP1100D

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 with Online Self-Study, 5th Edition* (ISBN: 9781316620311) and *Workbook* (ISBN: 9781316622476).

Cecilia P Ordinario, M.Ed.

Sa | Jan 25-May 23 (meets 15x) | 9am-1pm | \$549
PAR Room 300 | 201LA2125A | 6 CEUs

*Class does not meet: Feb 15, Mar 21, Apr 11

Patricia Lewis (Ascher)

TTh | Jan 28-Apr 2 (meets 20x) | 6-9pm | \$549
PAR Room 301 | 201LA2125B | 6 CEUs

*Class does not meet: Feb 15, Mar 21

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)

Patricia Lewis (Ascher)

MW | Jan 27-Apr 20 (meets 20x) | 6-9pm | \$549

PAR Room 300 | 201LA1124 | 6 CEUs

*Class does not meet: Feb 17, Mar 16 & 18, Apr 6 & 8

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, 3rd Edition, Student Book 2* (ISBN: 9781107627079)

Katia Abou-Haidar, MAAL

MW | Feb 3-Apr 27 (meets 20x) | 6-9pm | \$549

PAR Room 301 | 201LA1126 | 6 CEUs

*Class does not meet: Feb 17, Mar 16 & 18, Apr 6 & 9



Fine Arts, Photography & Video Production

Drawing & Painting

Acrylics I

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

Gabbie Hirsch

Sa | Jan 25-Feb 22 (meets 5x) | 1:30-4:30pm | \$139

PAR Room 301 | 201AR1121

Acrylics II

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

Gabbie Hirsch

Sa | Mar 7-Apr 4 (meets 5x) | 1:30-4:30pm | \$139

PAR Room 301 | 201AR1100

Drawing I

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

Gabbie Hirsch

Sa | Mar 7-Apr 4 (meets 5x) | 9am-noon | \$139

PAR Room 301 | 201AR1130

Drawing II

Apply your freehand drawing skills to more complex projects as you study and practice useful techniques for bringing realism to your work. Time will be devoted to depicting glass, metal, and reflections. Instruction will also cover basic human anatomy and proportions. Assignments will utilize 3D set ups as well as reference photos. Supply list will be provided.

Gabbie Hirsch

Sa | Apr 18-May 16 (meets 5x) | 9am-noon | \$139
PAR Room 301 | 201AR1134

Face First: Introduction to Portraits

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

Gabbie Hirsch

Sa | Apr 11-May 16 (meets 6x) | 1-4pm | \$159
PAR Room 512 | 201AR1132

Introduction to Composition & Color

Bring more purpose to your art and graphics projects after investigating the practical, physical, and psychological reasons we see and react to everything from web pages to greeting cards to fine art. Once you grasp the fundamentals of composition and color theory, you can apply these elements to your own art and design work. This class is also an elective for Print and Graphic Design Certificate Programs. Supply list will be provided.

Gabbie Hirsch

M | Apr 6-20 (meets 3x) | 6-8pm | \$119
PAR Room 511 | 201AR1220 | 0.6 CEU

Watercolors I

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

Gabbie Hirsch

W | Jan 29-Feb 26 (meets 5x) | 6-9pm | \$139
PAR Room 107 | 201AR1140

Watercolors II

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

Gabbie Hirsch

W | Mar 4-Apr 1 (meets 5x) | 6-9pm | \$139
PAR Room 107 | 201AR1141

Watercolors III

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

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

Gabbie Hirsch

W | Apr 15-May 13 (meets 5x) | 6-9pm | \$129
PAR Room 107 | 201AR1137



Photography & Video Production

Adobe Premiere: Video Editing I

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

Craig Bergonzoni

W | Feb 19-Mar 4 (meets 3x) | 6-8pm | \$119
PAR Room 125 | 201CW8151

Adobe Premiere: Video Editing II

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

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

Craig Bergonzoni

W | Mar 11-25 (meets 3x) | 6-8pm | \$119
PAR Room 125 | 201CW8152

Architectural Photography

Capture stunning images of architecture by learning to look at composition, lighting, and the right time of the day to shoot buildings, bridges, and other structures. Knowing the correct lenses to use and judiciously integrating supplemental gear is paramount to successfully capturing great images. Learn how the elements of design and composition play a large part in the net result of shooting stellar photographs. Students will also be taught how to shoot abstract architecture and will learn how to render more creative images. For this course there will be two field trips. Please bring your DSLR and a tripod to all sessions.

Prerequisite: Digital Photography I or comparable experience.

Vernetta Thomas

W | Mar 25-Apr 15 (meets 4x) | 6-9pm | \$199
PAR Room 403 | 201PH1158

Building a Photography Business

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

Vernetta Thomas

W | Apr 15-May 20 (meets 6x) | 6-9pm | \$299
PAR Room 400 | 201PH1151

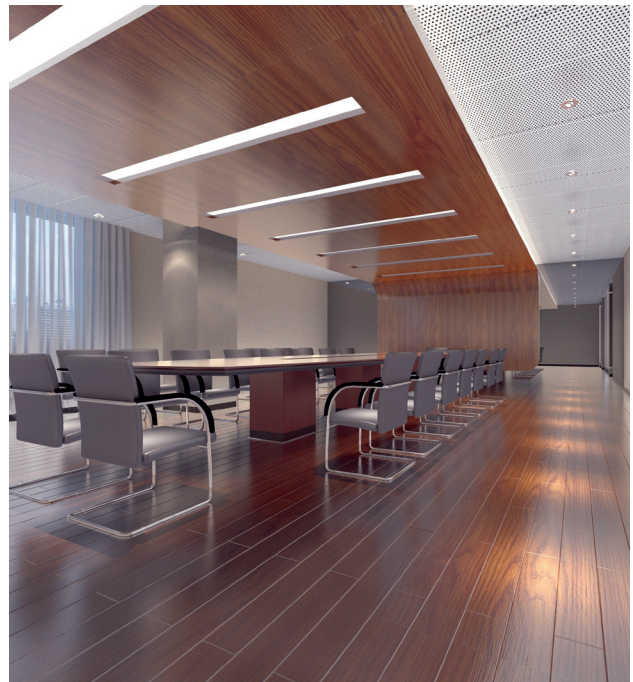
Desert Night Sky Photography

Take stunning photographs of stars and star trails over the desert landscape. Instruction concentrates on selecting the appropriate camera settings for your DSLR camera, choosing a composition to maximize the night sky, and determining the appropriate direction and time of night to shoot photographs of the stars in a desert setting. We will discuss planning a photo shoot with consideration of the north star, moon phase, and moon rise/moon set times. By the end of this class you will be able to plan and execute night sky photo shoots on your own. Please bring DSLR camera, tripod, shutter release, and wide-angle lens, and head lamp (useful). Wear appropriate clothing to be outside for 3 hours in the evening. Participants must provide own transportation to field trip location that will be located within 1 hour of Las Vegas Valley.

Prerequisite: Digital Photography I or comparable experience.

Corinne Severn, Shawn Severn

ThF | Mar 19-20 (meets 2x) | 7-10pm | \$129
PAR Room 301 | 201PH1160



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 | Jan 25-Feb 22 (meets 5x) | 9:30am-3:30pm | \$297
PAR | 201PHBUND

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 | Jan 25 | 9:30am-3:30pm | \$119
PAR Room 511 | 201PH1100

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 | Feb 8 | 9:30am-3:30pm | \$119
PAR Room 511 | 201PH1141

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 | Feb 22 | 9:30am-3:30pm | \$119
PAR Room 512 | 201PH1125



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 that must be made based on scenarios that can change or not change. These decisions will help you choose camera and light settings for food photography as well as 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 | Apr 14-28 (meets 3x) | 6-9pm | \$149
PAR Room 511 | 201PH1152

Digital Photography Editing

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

Vernetta Thomas

Sa | Apr 11-May 2 (meets 4x) | 9am-noon | \$299
PAR Room 125 | 201PH1156

Introduction to Landscape Photography

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

Prerequisite: Digital Photography I or comparable experience.

Corinne Severn, Shawn Severn

Sa | Mar 7-14 (meets 2x) | 9am-4pm | \$129
PAR Room 400 | 201PH1159

Neon Night Photography: Capturing the Glow

Capture the neon glow for which Las Vegas is famous! After classroom instruction, we will step outside to Fremont Street and begin an on-location photography adventure. You will learn the manual camera settings to achieve optimal results. Covered techniques will include proper exposure, traffic trails, zooming during exposure, and painting with light. Students must have a DSLR, hybrid, or point-and-shoot digital camera with manual exposure capabilities, a sturdy tripod, and a flashlight.

Prerequisite: Digital Photography I or comparable experience.

Vernetta Thomas

M | Mar 2-16 (meets 3x) | 7-9pm | \$129
PAR Room 511 | 201PH1103

Presenting & Marketing Your Photographs

Let your best photos tell the story of your art and business. While shooting and processing are fun, ultimately the goal is to make money with your work. Learn to present and share images in both print and digital portfolios, set up online store fronts (Wix, Wordpress, Zenfolio), and print high-quality photo books. Find out how to utilize direct mail campaigns and social media outlets (Facebook, LinkedIn, Instagram) to market your photography and reach new audiences. Photographers have to sell themselves; create professional-looking business cards, freshen up your networking skills, and connect with photography organizations such as ASMP (American Society of Media Photographers) or PPA (Professional Photographers of America). Finally, discuss how to sell images on stock networks such as Getty Images and iStock.

Vernetta Thomas

Sa | Mar 14-28 (meets 3x) | 9am-noon | \$149
PAR Room 125 | 201PH1153

Street Photography

Street photography is a very broad category encompassing many types of photography. Un-staged images are captured as the action unfolds, generally in public spaces. This course will explore various styles falling under this umbrella term, including documentary photography and photojournalism. In-class and out-of-class assignments will allow students to focus their eyes and lens on the scene and increase their comfort level with shooting on the street to capture interesting scenes, events, and happenings. Please bring your camera to participate in the classroom shooting demonstrations.

Prerequisite: Digital Photography I or comparable experience.

Vernetta Thomas

Th | Feb 6-20 (meets 3x) | 6-9pm | \$149
PAR Room 511 | 201PH1154

Travel Photography

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

Prerequisite: Digital Photography I or comparable experience is recommended.

Corinne Severn, Shawn Severn

Sa | Mar 28 | 9am-4pm | \$129
PAR Room 401 | 201PH1107

Videography I: The Essentials

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

Jim Palmquist

W | Jan 29-Feb 12 (meets 3x) | 6-8pm | \$119
PAR Room 400 | 201CW8155

Sculpture & Woodworking

Making a Child's Rocking Chair

If you have a child or grandchild on the way, now is the time to create your family heirloom. Students will build this wonderful solid oak rocking chair, with a chance to customize it with various features including inlay, carving, and sculptural adornments. Since these techniques are the same for small or larger chairs, this design can be adapted to make full sized rockers, too. Students will need to pay \$120 for materials at the first class session. Attendance is mandatory at the first class. If you miss it, you forfeit your class registration.

Prerequisite: Woodworking I

Jamie Yocono

M | Jan 13-Feb 17 (meets 5x) | 6-9pm | \$279

Wood It Is! | 201AR1200

Woodworking I

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

Jamie Yocono

T | Mar 10-Apr 14 (meets 6x) | 6-9pm | \$279

Wood It Is! | 201AR1190A

T | May 12-Jun 16 (meets 6x) | 6-9pm | \$279

Wood It Is! | 201AR1190B

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).

Kristine Keppel, UNLV Department of Dance

MW | Jan 22-May 11 (meets 32x) | 10-10:50am | \$229

HFA Room 126 | 201DN2103A

*Class does not meet: Mar 16-20, Jan 20, Feb 17

Marie-Joe Tabet, UNLV Department of Dance

TTh | Jan 21-May 9 (meets 33x) | 11:30am-12:20pm | \$229

HFA Room 126 | 201DN2103B

*Class does not meet: Mar 16-20, Jan 20, Feb 17

Ballroom Dancing

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

Gail Michel-Parsons, PEX Department

WM | Jan 22-May 13 (meets 30x) | 6:30-7:20pm | \$224

MPE Room 302 | 201DN2108

*Class does not meet: Mar 16 & 18, Jan 20, Feb 17

New! Ballroom Formation Dancing

Formation dance is a style of ballroom dancing. It is pattern, or shadow, team dancing by at least 4 couples that constitute the Formation Team. The choreography may be based either on a single dance or a medley of dances. This routine choreography includes patterns for the couples and patterns for the entire team. Both should be executed simultaneously. Formation dancing may be done for exhibition or competition between teams. This class will introduce the student to the basics of ballroom formation dancing by teaching 1-2 complete formations.

Prerequisite: Ballroom Dancing

Gail Michel-Parsons

WM | Jan 22 - May 13 (meets 30x) | 5:30-6:20pm | \$224

MPE | 201SF1191

*Class does not meet: Mar 16 & 18, Jan 20, Feb 17

Hip Hop I

Learn the basic movement vocabulary of Hip Hop, a lively street dance style developed alongside the hip-hop style of music and culture. Students may also enroll for university credit in DAN 116 (1 credit).

Shaquida Vergo, UNLV Department of Dance
 MW | Jan 22-May 9 (meets 30x) | 5:30-6:20pm | \$229
 MPE Room 302 | 201DN2101A
 *Class does not meet: Mar 16-20, Jan 20, Feb 17

Shaquida Vergo, UNLV Department of Dance
 TTh | Jan 21-May 9 (meets 31x) | 5:30-6:20pm | \$229
 MPE Room 302 | 201DN2101B
 *Class does not meet: Mar 16-20, Jan 20, Feb 17

Jazz Dance I

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

Shaquida Vergo, UNLV Department of Dance
 TTh | Jan 21-May 9 (meets 31x) | 8:30-9:20am | \$229
 HFA Room 126 | 201DN2102
 *Class does not meet: Mar 16-20, Jan 20, Feb 17

Modern Dance I

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

Carrie Miles, UNLV Department of Dance
 MW | Jan 22-May 9 (meets 32x) | 4-4:50pm | \$229
 MPE Room 506 | 201DN2104
 *Class does not meet: Mar 16-20, Jan 20, Feb 17



Mat Pilates & Injury Prevention Certificate Program

ced.unlv.edu/pilates

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

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

CORE COURSES:

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

Dance for Flexibility & Tone

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

Courtney Burke, UNLV Department of Dance
 Jan 21-May 9 | \$267
 Online Delivery | 201DN2111 | 3.6 CEUs
 *Class does not meet: Mar 16-20, Jan 20, Feb 17

Dance Kinesiology

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

Prerequisite: Pilates I or Dance for Flexibility & Tone.

Ian Dodge, UNLV Department of Dance

Jan 21-May 9 | \$801

Online Delivery | 201DN2112 | 3.6 CEUs

*Class does not meet: Mar 16-20, Jan 20, Feb 17

Pilates I

The class is an introduction of the theory and techniques applicable to athletes and sports medicine, all dance forms and also beneficial for the general public as well. The students will study mat work and the history of Pilates theory and technique.

Julia Ricciardi, UNLV Dance Department

TTh | Jan 21-May 7 (meets 32x) | 8:30-9:45am | \$248

MPE Room 506 | DN2110A

*Class does not meet: Mar 16-20, Jan 20, Feb 17

Courtney Burke, UNLV Dance Department

Jan 21-May 9 (meets 32x) | \$248

Online Delivery | DN2110B

*Class does not meet: Mar 16-20, Jan 20, Feb 17

Prevention & Care of Dance Injuries

This course will use Anatomy in Clay methods (building the muscles and connective tissue) for advance training and review in Anatomy and Kinesiology related to injury prevention. Using Pilates exercises to introduce the basic concepts of prevention of injury and rehabilitation properties of Pilates exercise for dance and sport injury, safely returning the athlete to the rigors of activity. Students may also enroll for university credit in DAN 451 for 3 credits.

Prerequisite: Pilates I or Dance for Flexibility & Tone

Dolly Kelepecz, UNLV Department of Dance

TTh | Jan 21-May 9 (meets 31x) | 2:30-3:45pm | \$801

Online Delivery | 201DN2113 | 3.6 CEUs

*Class does not meet: Mar 16-20, Jan 20 and Feb. 17

NASM Certification Preparation Programs

ced.unlv.edu/personal-training

Work one-on-one with clients to define their fitness and wellness goals and design customized training 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. Course fees include textbook, access to online instruction, and the NASM certification exam. NASM exam retakes are not included in the course fee.

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

Kristine Bragg, PhD

T | February 4-April 14 (meets 11x) | 6-8:30pm | \$1,199

UNLV Campus | 201SM3100 | 2.75 CEUs

*Meets: Mar 14 11:30am-4:30pm for CPR at UNLV Paradise Campus Room 512.

Sports

Fundamentals of Coaching

This course provides students a foundational understanding of athlete-centered coaching. The class will focus on building a coaching philosophy, administrative duties, teaching strategies, motivational techniques, and organizational skills needed to be an effective coach. Upon completion of course students will meet NFHS level 1 coaching education requirements. Students may also enroll for university credit in PEX 201.

Steven Barnson

W | Jan 22-May 13 (meets 16x) | 4-6:45pm | \$711

UNLV Campus | 201SM3112 | 4.4 CEUs

*Class does not meet: Mar 16-20, Jan 20, Feb 17

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.

James Massey, PEX Dept

T | Jan 21-May 12 (meets 15x) | 5:30-7:10pm | \$285

Las Vegas Golf Center | 201SF1104

*Class does not meet: Mar 16-20, Jan 20, Feb 17

New! Pickleball

This class will introduce the student to the game of pickleball. Pickleball is a sport that is played with a solid racket on a badminton court and net. It is played at local parks and recreation centers, high schools, and colleges. A team of 2 players is most common but singles can be played. It is a mixture of racquetball, badminton, and tennis. Students will learn the basics of the game including scoring, types of shots, and equipment.

Staff

WM | Jan 22-May 13 (meets 30x) | 4:30-5:20pm | \$115

MPE | 201SF1190

*Class does not meet: Mar 16-20, Jan 20, Feb 17



Wellness

New! Mindful Self Compassion

Are you a person who has an easier time taking care of others' needs than your own? Do you have a strong inner critic? Do you have an intuitive sense that being kinder to yourself would serve you, but you are not sure where to begin? Mindful Self-Compassion course topics to be covered are: practice self-compassion in your daily life, understand benefits of self-compassion, motivate yourself with kindness rather than criticism, handle difficult emotions with greater ease, and manage caregiver fatigue. Studies show the benefits of MSC include: emotional well-being, less anxiety, depression and stress, maintenance of healthy habits such as diet and exercise, and satisfying personal relationships. Through classroom exercises, mindfulness practices and discussion during the eight-week course, you can gain insight and self-awareness.

Wendy Ronovech

Sa | Mar 14-May 2 (meets 8x) | 11:30am-1:30pm | \$309

PAR Room 133 | 201HE1135

Mindfulness Based Stress Reduction

Young or old, student or professional, everyone has stress in their life. Through Mindfulness-Based Stress Reduction (MBSR), apply principles and practices of mindfulness to your daily life to help reduce and better cope with that stress. Weekly discussion topics and beginning meditation practices will teach you the fundamentals of mindfulness, which studies show is effective in managing stress, fear, anger, anxiety, and depression. Classroom exercises and mindfulness practices will put you on the path to better stress management. Please bring a yoga mat and wear comfortable clothes.

Wendy Ronovech

Sa | Mar 14-May 2 (meets 8x) | 9-11am | \$309

PAR Room 133 | 201HE1160

Food & Beverage

Cooking & Baking Classes

Cooking Basics: Stocks & Sauces

Take your cooking to the next level of flavor and excitement with delicious homemade stocks and classic mother sauces. This class is a great foundation for all cooks looking for alternatives to store bought products. Once you know the basics, it is easy to experiment with variations.

Les Kincaid
T | Feb 18 | 6-8:30pm | \$49
Ferguson Enterprises | 201HA1226

Essential Knife Skills

Become a successful, efficient, and safe cook by mastering proper knife techniques. Observe and practice proper knife handling and sharpening, learn how to slice, dice, and chop, and discover the art of cutting up a chicken. If you have them, bring your own knives to class for hands-on practice.

Les Kincaid
W | Mar 4 | 6-8:30pm | \$49
PAR | 201HA1238

Fish To Perfection

Overcome any fears of preparing fish. Cover three different ways to cook fish as well as the how-tos of buying, storing, and substituting one fish for another. Discover healthy "best choices" for consumption, as well as fish to avoid per local fish advisories.

Les Kincaid
T | Apr 14 | 6-8:30pm | \$49
Ferguson Enterprises | 201HA1231

Flavors of Thailand

Explore the unique ingredients and simple techniques of Thai cooking. Thailand's distinctive cuisine aspires to a perfect blend of flavors and textures; an ideal meal will include sweet, salty, sour, bitter, and spicy elements. Prepare many favorite Thai dishes using aromatic herbs and spices with traditional ingredients during class. Take home recipes to enjoy in your own kitchen.

Les Kincaid
T | Feb 25 | 6-8:30pm | \$49
Ferguson Enterprises | 201HA1227

Indian Cooking Classics

Indian cuisine has multiple regional variations, but is generally characterized by perfect spice and flavor combinations. Learn about various Indian spices and ingredients and how to use them to make satisfying, delicious, and healthy Indian meals right at home.

Les Kincaid
T | Mar 17 | 6-8:30pm | \$49
Ferguson Enterprises | 201HA1245

Not Your Classic Macaroni & Cheese

Take a weeknight favorite and step it up a notch. Give up the box mix once you discover how easy it is to prepare this warm, cheesy, creamy goodness in just minutes. We will start with the basic recipe and add ingredients to create new variations of this rich and delicious staple.

Les Kincaid
T | Jan 21 | 6-8:30pm | \$49
Ferguson Enterprises | 201HA1246

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 12 | 6-8:30pm | \$49
Ferguson Enterprises | 201HA1232

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 19 | 6-8:30pm | \$49
Ferguson Enterprises | 201HA1189

The Perfect Steak

Make the most of every steak with essential techniques and informed selection of the perfect cut. Discuss different types of cuts and what to look for when selecting good beef. Cover the three most popular cooking methods: pan-broiling, pan-sautéing, and grilling. Also on the menu: recipes for classic sides, rubs, and sauces to complement your steak.

Les Kincaid
T | Apr 7 | 6-8:30pm | \$59
Ferguson Enterprises | 201HA1241

Sommelier Academy Certificate Programs

ced.unlv.edu/sommelier

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

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

Sommelier Academy Information Session

Learn more about how the Sommelier Academy can benefit you personally or professionally. Meet the instructor and ask questions about the content of the course, teaching methods, and expectations of the students. Whether you'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

T | Jan 7 | noon-1pm | No charge
PAR Room 300 | 201WS6101A

W | May 6 | noon-1pm | No charge
PAR Room 300 | 201WS6101B

Vine to Wine: The Fundamentals

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

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

Heath Hiudt

T | Jan 28-May 12 (meets 13x) | 10:30am-5:30pm | \$1,599
Total Wine and More-Town Square | 201WS6100A | 9.1 CEUs
*Class does not meet: Feb 25, Mar 17, Apr 7

W | May 27-Sep 9 (meets 13x) | 10:30am-5:30pm | \$1,599
Total Wine and More-Town Square | 201WS6100B | 9.1 CEUs
*Class does not meet: Jul 1 & 29, Aug 26



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 | Jan 25-Apr 11 (meets 10x) | 9-11am | \$199
PAR Room 302 | 201LA1107

*Class does not meet: Feb 15, Mar 21

Beginning French II

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

Pascale Tessier

Sa | Jan 25-Apr 11 (meets 10x) | 11:30am-1:30pm | \$199
PAR Room 302 | 201LA1116

*Class does not meet: Feb 15, Mar 21

Beginning French III

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

Pascale Tessier

Sa | Jan 25-Apr 11 (meets 10x) | 2-4pm | \$199
PAR Room 302 | 201LA1117

*Class does not meet: Feb 15, Mar 21

Beginning French IV

Continue to improve your spoken French. New topics will be introduced weekly to promote conversation and help you discover regions of France. You will resume using your textbook to develop grammar skills. Poems and songs will be used to help perfect pronunciation. Projects include a short oral presentation. Required Textbook(s): *Ultimate French, Beginner - Intermediate* (ISBN: 9781400009633).

Prerequisite: Basic understanding of the language.

Pascale Tessier

M | Jan 27-Apr 20 (meets 11x) | 6:30-8:30pm | \$199
PAR Room 400 | 201LA1118

*Class does not meet: Feb 17, Mar 16, Apr 6

Beginning Italian I

Communicate better with the Italian-speaking people in your life or prepare for a more enjoyable trip to Italy. This class will include basic language structure, correct pronunciation, and vocabulary for simple phrases and sentences. Required Textbook(s): *Learn Italian the Fast and Fun Way* (ISBN: 978-1438074962).

Manuela Carrescia

M | Feb 3-Apr 6 (meets 9x) | 7-9pm | \$199

PAR Room 403 | 201LA1106

Spanish I

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

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

MW | Feb 24-Mar 25 (meets 10x) | 6-8pm | \$199

PAR Room 512 | 201LA1104

Spanish II

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

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

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

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

PAR Room 512 | 201LA1105

Spanish for Health Care Professionals Certificate Program

ced.unlv.edu/spanish-healthcare

Given the large Spanish-speaking population in the Las Vegas area, the need for current and future health care professionals to speak Spanish has never been greater. Studies show that when providers speak some Spanish, the patient-provider relationship improves, patient compliance is better, outcomes are better, and patient satisfaction is better. This series will train current and future medical professionals (nurses, pharmacists, physicians, dentists, physical therapists, medical assistants, etc.) to speak and understand Spanish in a health care setting by focusing on oral communication and listening strategies. You can expect to learn general medical vocabulary, beginning grammar structures, pronunciation, communication strategies, and cross-cultural issues. Knowing Spanish will help you provide better care to Spanish-speaking patients and bolster your resume if you are seeking employment or applying to graduate, professional, or medical school.

New! Spanish for Health Care Professionals I

This course is for current and future health care providers new to Spanish who want to interact in Spanish with patients. The focus is on oral communication and listening strategies, to quickly develop your ability to speak and understand Spanish in a health care setting. It presents general medical vocabulary, beginning grammar structures, pronunciation, communication strategies, and cross-cultural issues. Required Textbook(s): *An Introduction to Medical Spanish: Communication and Culture* (ISBN: 9780300226027).

Deborah Arteaga, Ph.D, CMI, CHI™

TTh | Feb 11-Mar 12 (meets 10x) | 6-8pm | \$240

PAR Room 512 | 201LA1178 | 2 CEUs

New! Spanish for Health Care Professionals II

This course is designed for current and future health care providers with an intermediate level of Spanish who want to interact in more depth in Spanish with patients, by improving their fluency. The focus is on oral communication and listening strategies, to further develop your ability to speak and understand Spanish in a health care setting. It presents more specialized medical vocabulary, grammar structures, pronunciation, communication strategies, and cross-cultural issues. Required Textbook(s): *An Introduction to Medical Spanish: Communication and Culture* (ISBN: 9780300226027).

Deborah Arteaga, Ph.D, CMI, CHI™

TTh | Mar 24-Apr 30 (meets 10x) | 6-8pm | \$240

PAR Room 512 | 201LA1179 | 2 CEUs

*Class does not meet: Apr 7 & 9

Health Care & Allied Professions

Certified Nursing Assistant

ced.unlv.edu/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 and pass the NSBN-approved exam.

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 one set of scrubs (top and bottom) is included in the tuition. Students will need to purchase additional items and will need to be 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. Registered, students will complete an enrollment agreement.

Crystal Alexander, RN

MWF | Jan 17-Feb 13 (meets 13x) | 8am-4:30pm | \$2,100

Perry Foundation | 201NA1100A | 9.6 CEUs

MWF | Feb 19-Mar 18 (meets 13x) | 8am-4:30pm | \$2,100

Perry Foundation | 201NA1100B | 9.6 CEUs

MWF | May 4-Jun 1 (meets 13x) | 8am-4:30pm | \$2,100

Perry Foundation | 201NA1100C | 9.6 CEUs

MWF | Apr 3-29 (meets 13x) | 8am-4:30pm | \$2,100

Perry Foundation | 201NA1100D | 9.6 CEUs

Medical Assistant Certificate Program

ced.unlv.edu/medical-assistant

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



Medical Assistant Certificate Program

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

Sammie Nix
 MTWTh | Jan 6-Jun 25 (meets 97x) | 6-9pm | \$5,999
 Shadow Lane Campus, Classroom 2 | 201ME6130 | 30 CEUs

Medical Assistant Externship

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

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

Miguel Covarrubias
 SaM | Jul 25-Sep 27 (meets 3x) | 9am-noon | \$349
 Shadow Lane Campus, Classroom 2 | 202ME6131

Human Resources

Human Resource Management Certificate Programs/aPHR Certification Preparation

ced.unlv.edu/HRmanagement

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

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.

Staff

W | Jan 8 | 5:30-6:30pm | No charge
PAR Room 511 | 201CP6155

Developing Mentorship Programs

Mentorship programs are an effective way to develop promising staff for future leadership, pass along institutional knowledge or technical skills, and improve employee engagement and retention. Lay the groundwork for a formal mentorship program within your workplace or organization, either to meet specific individual needs or as part of a comprehensive staff development program. We will compare multiple models for creating mentoring programs. We will review methods for participation selection and for effectively matching mentors with mentees. You will learn to align your mentoring program goals and objectives with the organization's strategy and culture, and establish a process for program evaluation.

Nelandra Anselmo, SPHR, SHRM-SCP, CHE
F | Apr 24 | 9am-4pm | \$289
PAR Room 302 | 201CP6303 | 0.6 CEU

New! Employee Recruitment Deep Dive

With unemployment at a record low, how can organizations find ideal candidates to meet their needs? Where are those fabulous candidates hiding who will drive your business forward? In this interactive workshop, receive tangible, actionable strategies to level-up your current recruitment processes, whether for a single business unit or your entire organization. You will apply your learning by outlining a new strategy, identifying improvement data points, and creating action steps for your organization. If you want to work as a planning team, register your core members so you will all be aligned on your goals and path forward.

Staci McIntosh, Ed.D.
F | Feb 7 | 9am-4pm | \$289
PAR Room 302 | 201CP1107 | 0.6 CEU

Essentials of Human Resource Management

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

Staci McIntosh, Ed.D.
M | Jan 27-May 4 (meets 13x) | 6-9pm | \$849
PAR Room 302 | 201CP6113 | 3.9 CEUs
*Class does not meet: Feb 17 & Apr 6

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

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

Greg Wilken, JD, SPHR
F | May 1 | 9am-4pm | \$289
PAR Room 302 | 201CP6109 | 0.6 CEU

Federal Employment Law: Employment Discrimination

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

Greg Wilken, JD, SPHR
F | Feb 21 | 9am-4pm | \$289
PAR Room 302 | 201CP6133 | 0.6 CEU

Federal Employment Law: Labor-Management Relations

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

Greg Wilken, JD, SPHR
F | Jan 24 | 9am-4pm | \$289
PAR Room 302 | 201CP6129 | 0.6 CEU

Federal Employment Law: Wage & Hour

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

Greg Wilken, JD, SPHR
F | Mar 20 | 9am-4pm | \$289
PAR Room 302 | 201CP6106 | 0.6 CEU



New! Managing & Responding to Poor Employee Performance

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

Chris Higgins, MBA, SPHR
F | Mar 27 | 9am-4pm | \$289
PAR Room 302 | 201CP6125 | 0.6 CEU

Workplace Investigations

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

Greg Wilken, JD, SPHR
F | Mar 6 | 9am-4pm | \$289
PAR Room 302 | 201CP6105 | 0.6 CEU

PHR/SPHR Certification Preparation

ced.unlv.edu/phr-sphr

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

PHR/SPHR Information Session

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

Greg Wilken, JD, SPHR
W | Jan 8 | 6:30-7:30pm | No charge
PAR Room 302 | 201CP6118

PHR/SPHR Certification Preparation

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

Greg Wilken, JD, SPHR
W | Jan 29-May 6 (meets 13x) | 6-9pm | \$849
PAR Room 302 | 201CP6116 | 3.9 CEUs
*Class does not meet: Apr 8 & Apr 22

Interpretation & Translation

Legal Interpretation: Spanish Certificate Program

ced.unlv.edu/legal-interpretation

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 I

Gain valuable experience in interpreting in the simultaneous form-meaning at the same time as the speaker. In simultaneous interpretation, you must be able to listen in a source language and speak in the target language at the same time. Students will work on memory exercises, paraphrasing, completing dual tasks, visualization exercises, basic interpreting techniques, beginning strategies, and hands-on practice in every class. Learn about valuable (and mostly free) resources to help you practice interpreting, and get tips on how to build vocabulary, improve memory and speed, and much more. This course is approved for 12 CE credits with the Supreme Court of Nevada: Administrative Office of the Courts (AOC). Required Textbook(s): *ACEBO - Edge 21: Simultaneous Interpreting*

Prerequisite: Must meet language proficiency requirements stated in the Prerequisite section.

Judy Jenner

W | Jan 15-Feb 5 (meets 4x) | 6-9pm | \$309
PAR Room 123 | 201LA1136 | 1.2 CEUs

Legal Consecutive Interpreting II

Build mastery of tools utilized in the Consecutive Interpreting Mode as you prepare for the Certified Court Interpreter exam. Extensive hands-on practice and role playing in the classroom will help students fine tune their preferred techniques for memorization and recall of lengthy segments, as well as improve their note taking skills. Passages will become longer and more complex, simulating scenarios you will encounter as a professional. This

course also focuses on advanced legal terminology used in different legal settings. This course is approved for 12 CE credits with the Supreme Court of Nevada: Administrative Office of the Courts (AOC). Required Textbook(s): *ACEBO - Edge 21: Consecutive Interpreting* (ISBN: 9781880594377)

Prerequisite: Consecutive Interpreting I

Cristina Sanchez

T | Feb 11-Mar 3 (meets 4x) | 6-9pm | \$309
PAR Room 401 | 201LA1137 | 1.2 CEUs

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: Simultaneous Interpreting I

Judy Jenner

W | Mar 11-Apr 1 (meets 4x) | 6-9pm | \$309
PAR Room 123 | 201LA1138 | 1.2 CEUs



Medical Interpretation: Spanish Certificate Program

ced.unlv.edu/medical-interpretation

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

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

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

CORE COURSES:

- Introduction to Medical Interpreting
- Medical Terminology & Specialties I
- Medical Terminology & Specialties II
- Medical Interpreting Skills Development

Medical Interpretation: Spanish Certificate Program Information Session

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

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB
T | Jan 28 | 6-7pm | No charge
PAR Room 511 | 201LA1170



Introduction to Medical Interpreting

Prepare for a career in medical interpretation by developing skills that are an essential part of the job. Medical interpreting requires knowledge of interpreting techniques and modes of interpretation, theoretical concepts, ethical boundaries, health care systems, health care interpreter standards, and cultural awareness. Medical interpreters must manage the flow of the sessions, be familiar with ethical principles and cultural nuances, devise strategies to handle the challenges presented, and maintain the clinical importance of the medical encounter. Students must also pay 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. Required Textbook(s): *Must purchase course materials upon entry of your first class*

Prerequisite: Must meet language proficiency requirements stated in the Prerequisite section.

Alvaro Vergara-Mery, Ph.D., CMI
TTh | Feb 18-Mar 5 (meets 6x) | 6-9pm | \$329
PAR Room 400 | 201LA1171 | 1.8 CEUs

Medical Terminology & Specialties I

Medical interpreters must build an extensive vocabulary of all the medical terms encountered from the time patients register in a health care facility to the moment they are discharged. Receive a thorough grounding in basic medical terminology through a structured study of root words, prefixes, and suffixes that allows you to decode the meaning of words when the vocabulary is unknown. Anatomy, physiology, common health problems, and medical procedures will be covered in the following human body systems: integumentary, skeletal, muscular, digestive, and endocrine. Students must also pay 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

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB
TTh | Mar 10-19 (meets 4x) | 6-9pm | \$219
PAR Room 401 | 201LA1172 | 1.2 CEUs

Medical Terminology & Specialties II

Study the elements of medical word building to develop the extensive vocabulary medical interpreters use within specialty settings. Receive a thorough grounding on basic medical terminology through a study of root words, prefixes, and suffixes that allows you to decode the meaning of words when the vocabulary is unknown. Anatomy and physiology, most common health problems, and medical procedures will be covered in the following areas: respiratory, reproductive, urinary, nervous, cardiovascular, lymphatic, and mental health. Students must also pay for a one-time \$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 and Medical Terminology & Specialties I.

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB
TTh | Mar 24-Apr 2 (meets 4x) | 6-9pm | \$219
PAR Room 401 | 201LA1173 | 1.2 CEUs

New! Medical Interpreting Skills Development

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

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

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB
TTh | Apr 7-23 (meets 6x) | 6-9pm | \$329
PAR Room 400 | 201LA1157 | 1.8 CEUs

Leadership

Organizational Leadership Certificate Program

ced.unlv.edu/organizational-leadership

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

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

- Fundamentals of Leadership

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

- Fundamentals of Leadership

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

New! Conflict Management: Tools for Organizational Success

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

Nelandra Anselmo, SPHR, SHRM-SCP, CHE
F | Jan 31 | 9am-4pm | \$289
PAR Room 302 | 201CP6191 | 0.6 CEU

Creating High-Functioning Teams Using Strengths

Identify your team members' talents and harness those strengths to create a strong, effective workforce. Managers and leaders will explore ways to recognize and cultivate expertise and natural aptitudes in their staff; these strengths can then be used to build high-functioning project teams. Gain an understanding of what a strengths-based organization looks like and the direct positive effect this management approach can have on key business metrics. Students must purchase and complete the Clifton Strengths 34 Assessment Tool prior to class. www.gallupstrengthscenter.com/store

Maggie Harris

WF | Feb 12-14 (meets 2x) | 9am-noon | \$289

PAR Room 107 Wed. | PAR Room 302 Fri. | 201CP6139 | 0.6 CEU

Fostering a Diverse & Inclusive Workplace

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

André Wade

F | May 22 | 9am-4pm | \$289

PAR Room 302 | 201CP6301 | 0.6 CEU

Fundamentals of Leadership

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

Jacob Murdock

W | Mar 4-25 (meets 4x) | 6-9pm | \$699

PAR Room 400 | 201CP6300 | 1.2 CEUs

Managing in a Multi-Generational Workplace

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

Maggie Harris

WF | Apr 15-17 (meets 2x) | 9am-noon | \$289

PAR Room 107 | 201CP6185 | 0.6 CEU

Office Politics: Navigating the Organization

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

Charles Carr, M.A. Ed.S.

TTh | Mar 31-Apr 2 (meets 2x) | 6-9pm | \$289

PAR Room 301 | 201CP6157 | 0.6 CEU

Organizational Climate & Cultural Assessment

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

Charles Carr, M.A. Ed.S.

TTh | May 5-7 (meets 2x) | 6-9pm | \$289

PAR Room 301 | 201CP6156 | 0.6 CEU

Organizational Design: Aligning Structure, Jobs & Skills

Use organizational design tools to make effective changes to corporate structure, employee roles, and job design. Learn how to evaluate different organizational structures, select optimal solutions, and align staff roles with changes initiated by mergers, acquisitions, IT software implementations, or major business process changes used in ERP projects. We will approach organizational design from the tactical (job) level through the company (strategic) level, and will apply best practice methods and tools to hands-on-examples and to any project or example you bring to class. This is a must-have skill set for leaders, supervisors, managers, or project team members.

Charles Carr, M.A. Ed.S.

TTh | Feb 25-27 (meets 2x) | 9am-noon | \$289

PAR Room 302 | 201CP6306 | 0.6 CEU

Problem Solving & Decision Making

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

Charles Carr, M.A. Ed.S.

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

PAR Room 302 | 201CP6182 | 0.6 CEU

The Art of Persuasion & Influence

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

André Wade

F | Feb 28 | 9am-4pm | \$289

PAR Room 302 | 201CP1108 | 0.6 CEU

The Language of Leadership

Position yourself to learn from professional or personal challenges and forge ahead with greater insight and leadership capacity. Explore how a mix of words and deeds can generate a platform for building effective leadership qualities. Using the Crucible of Leadership as a framework, examine motives, values, methods, and position to create a conscious approach to leading and following in large and small groups. The program draws on historical and contemporary leaders through written and multi-media resources and allows for significant interaction between members of the class. Join us to learn how to walk your talk and talk your walk.

Kenneth Lange

WF | Apr 1-3 (meets 2x) | 9am-noon | \$289

PAR Room 107 | 201CP6307 | 0.6 CEU

View course descriptions and details for more Organizational Leadership electives on pp. 28-29 of the catalog or through the online registration system.

Lean Six Sigma

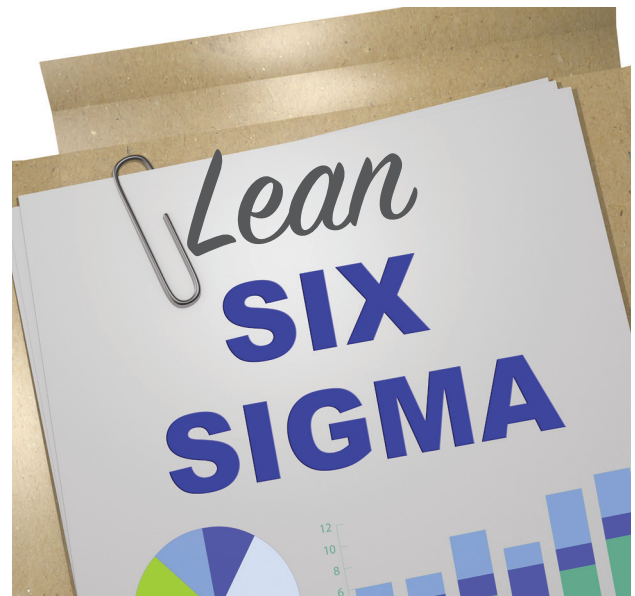
Lean Six Sigma Green Belt & Black Belt

ced.unlv.edu/lean-six-sigma

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

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

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



Lean Six Sigma: Green Belt

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

Erik Christensen

TWThM | Jan 21-Feb 6 (meets 10x) | 6-9pm | \$1,500
PAR Room 512 | 201LN1100A | 3 CEUs
*Class does not meet: Feb 3

MTWThF | Mar 2-6 (meets 5x) | 9am-4pm | \$1,500
Off-Site Training Facility | 201LN1100C | 3 CEUs

MTWThF | May 4-8 (meets 5x) | 9am-4pm | \$1,500
Off-Site Training Facility | 201LN1100D | 3 CEUs

Lean Six Sigma: Black Belt

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

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

Erik Christensen

MTWThF | Apr 20-24 (meets 5x) | 9am-4pm | \$2,000
Off-Site Training Facility | 201LN1101 | 3 CEUs

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. This is a hybrid course where students will be enrolled in an online learning system. Students are highly encouraged to enroll one week prior to course to avoid delays in receiving course materials. Required Textbook(s): *Basic Contract Law for Paralegals* (ISBN: 9781454855552)

Matthew Pfau, J.D.

Th | Apr 2-30 (meets 4x) | 6-9pm | \$399
PAR Room 302 | 201PL6107 | 1.2 CEUs

*Class does not meet: Apr 9

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. This is a hybrid course where students will be enrolled in an online learning system. Students are highly encouraged to enroll one week prior to course to avoid delays in receiving course materials. Required Textbook(s): *Tort and Personal Injury Law* (ISBN: 9781133691853)

Matthew Pfau, J.D.

Th | Feb 27-Mar 26 (meets 4x) | 6-9pm | \$399
PAR Room 302 | 201PL6102 | 1.2 CEUs

*Class does not meet: Mar 19

UNLV Continuing Education now offers live-online LSAT preparation classes. See p. 55 or visit ced.unlv.edu for details.

Paralegal Certificate Programs

ced.unlv.edu/paralegal

Being a paralegal is more than just having a job in the legal field. It can be a rewarding life-long career. If lawyers are the gears of the justice system, paralegals are the grease that keeps it running smoothly. According to the Bureau of Labor Statistics, demand for paralegals is growing at over double the national job growth rate, with a national median salary of \$50,940 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.

Continuing Ed Staff

M | Jan 13 | noon-1pm | No charge
PAR Room 300 | 201PL6128A

T | Jan 14 | 5:30-6:30pm | No charge
PAR Room 300 | 201PL6128B

M | Feb 3 | noon-1pm | No charge
Online Delivery | 201PL6128C

T | Feb 4 | 5:30-6:30pm | No charge
PAR Room 511 | 201PL6128D

M | May 4 | noon-1pm | No charge
PAR Room 300 | 201PL6128E

T | May 5 | 5:30-6:30pm | No charge
PAR Room 300 | 201PL6128F

M | May 18 | noon-1pm | No charge
Online Delivery | 201PL6128G

T | May 19 | 5:30-6:30pm | No charge
PAR Room 300 | 201PL6128H

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. This is a hybrid course where students will be enrolled in an online learning system. Students are highly encouraged to enroll one week prior to course to avoid delays in receiving course materials. Required Textbook(s): ISBN: 9781133691853, ISBN: 9781454855552, ISBN: 9781717901606

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

Richard Chatwin, JD, MBA, Robin Peters
MW | Feb 24-Jun 24 (meets 30x) | 9am-noon | \$6,549
PAR Room 302 | 201PL6131A | 12.5 CEUs
*Class does not meet: Mar 16 & 18, Apr 6 & 8, May 25 & 27

Matthew Pfau, J.D., Caitlin Ahern
TTh | Feb 25-Jun 25 (meets 28x) | 6-9pm | \$6,549
PAR Room 302 | 201PL6131B | 12.5 CEUs
*Class does not meet: Mar 17 & 19, Apr 7 & 9, May 26 & 28



Management

Management Certificate Program

ced.unlv.edu/management

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

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

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

PROGRAM REQUIREMENTS: To earn the Management Certificate you must successfully complete a minimum of 3.2 CEUs. It is recommended that individuals complete at least one course in each of the competency areas.

New! Conflict Management: Tools for Organizational Success

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

Nelandra Anselmo, SPHR, SHRM-SCP, CHE
F | Jan 31 | 9am-4pm | \$289
PAR Room 302 | 201CP6191 | 0.6 CEU

Creating High-Functioning Teams Using Strengths

Identify your team members' talents and harness those strengths to create a strong, effective workforce. Managers and leaders will explore ways to recognize and cultivate expertise and natural aptitudes in their staff; these strengths can then be used to build high-functioning project teams. Gain an understanding of what a strengths-based organization looks like and the direct positive effect this management approach can have on key business metrics. Students must purchase and complete the Clifton Strengths 34 Assessment Tool prior to class. www.gallupstrengthscenter.com/store

Maggie Harris
WF | Feb 12-14 (meets 2x) | 9am-noon | \$289
PAR Room 107 | 201CP6139 | 0.6 CEU



Effective Facilitation of Meetings & Discussions

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

Jacob Murdock

Sa | Feb 22 | 9am-4pm | \$289

PAR Room 511 | 201CP6302 | 0.6 CEU

Fostering a Diverse & Inclusive Workplace

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

André Wade

F | May 22 | 9am-4pm | \$289

PAR Room 302 | 201CP6301 | 0.6 CEU

New! Managing & Responding to Poor Employee Performance

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

Chris Higgins, MBA, SPHR

F | Mar 27 | 9am-4pm | \$289

PAR Room 302 | 201CP6125 | 0.6 CEU



Managing in a Multi-Generational Workplace

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

Maggie Harris

WF | Apr 15-17 (meets 2x) | 9am-noon | \$289

PAR Room 107 | 201CP6185 | 0.6 CEU

Problem Solving & Decision Making

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

Charles Carr, M.A. Ed.S.

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

PAR Room 302 | 201CP6182 | 0.6 CEU

New! The Project Management Lifecycle

Through interactive planning of sample projects, you will work through the initiation, planning, monitoring, and closure activities required for successful completion of a project. By using the step-by-step walkthrough and aligned tools and resources provided, you will be able to implement simple and effective project management strategies that are sure to improve project outcomes. Develop a foundation of concepts and solutions for managing projects of any size and for determining when projects would benefit from using a formal project planning process.

Kellie Ballard

Sa | Apr 25 | 9am-4pm | \$289

PAR Room 302 | 201CP6202 | 0.6 CEU

Marketing & Communications

Integrated Marketing Communications Certificate

ced.unv.edu/integrated-marketing

Integrated marketing communications unifies marketing communication elements — public relations, social media, and advertising — into a consistent branding effort that remains constant across distinct media channels. It empowers public and private organizations the ability to provide a seamless customer experience for products, services, and organizations. It touches all segments of marketing and communications, including social media marketing, digital media, journalism, market research, public relations, public outreach, broadcast media, and other related areas.

PROGRAM REQUIREMENTS: To earn the Integrated Marketing Communications certificate, you must successfully complete four required core classes and 2.4 CEUs of elective courses.

CORE COURSES:

- Fundamentals of Integrated Marketing
- Digital & Social Media Marketing
- Consumer Behavior & Market Research
- Writing & Content Creation

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

New! Brand Management

A brand is often the most valuable asset a business possesses. This course focuses on the definition of a brand and how to create, develop, position, maintain, update, and enhance the most important attributes of a brand. You will identify and evaluate effective national or global brands and examine the theory, anatomy, and building blocks of why they are successful. Additionally, cover the importance of building a brand-centered organization, the tenets of successful brand communication strategies, and the importance of differentiation among industry competition.

Ken Rubino

M | Jul 27-Aug 17 (meets 4x) | 6-9pm | \$349
PAR | 202IM1106 | 1.2 CEUs

New! Consumer Behavior & Market Research

Understanding your audience is critical to effective marketing. Examine why consumers behave the way they do and the practical marketing implications of that behavior. Develop a deeper understanding of consumer behavior by learning about relevant psychological and sociological theories and identifying how those theories can be used to inform marketing strategies. Additionally, explore advanced market research methods, learn how to measure the effectiveness of marketing programs so you can determine necessary changes, and discover how to implement an effective, competitive strategy to raise demand for a product or service. Required Textbook(s): *Stukent Consumer Behavior; Stukent Market Research Essentials*

Shauna Lemieux

M | May 4-Jul 20 (meets 10x) | 6-9pm | \$649
PAR Room 511 | 201IM1103 | 3 CEUs
*Class does not meet: May 25 & Jun 29

New! Digital & Social Media Marketing

Business owners, self-employed entrepreneurs, online marketers, webmasters, and content creators all need a comprehensive understanding of how to capitalize on opportunities for web-based marketing and take control of their online presence. Join us as we take an in-depth look at the key concepts of digital marketing; a strong theoretical understanding will allow you to adapt to the industry's rapid changes. The class will also equip you with practical skills to perform vital daily functions including search engine optimization, paid search marketing, online advertising, web analytics, email marketing, web design, and social media marketing. Required Textbook(s): *Stukent-Digital Marketing Essentials; Stukent-Mimic Intro Simulation*

John Larson

W | May 6-Jul 8 (meets 10x) | 6-9pm | \$649
PAR Room 123 | 201IM1100 | 3 CEUs

New! Fundamentals of Marketing

Examine the core elements of integrated marketing communications through the lens of services marketing. A well-executed integrated marketing plan is proven to garner the best results, so you will learn about marketing research, segmentation, positioning, branding, analytics, and promotions plus how they all fit together. Readings, case studies, and guest lectures will deepen your understanding by providing opportunities for analysis and discussion. Required Textbook(s): *Stukent Modern Marketing Principles*

Michael Bertetto

W | Feb 5-Apr 22 (meets 10x) | 6-9pm | \$649
PAR Room 511 | 201IM1101 | 3 CEUs
*Class does not meet: Mar 18 & Apr 8

New! Internal Communications for Marketing

Behind every successful marketing campaign are empowered and engaged leaders and employees who were informed, trained, and given time to ask questions and seek clarity BEFORE they played their role in delivering the message to customers. You want your team to be fans and ambassadors of the campaign message and deliverables before the first public tweet, billboard, or digital campaign lands in consumers' laps. Their buy-in will be evident in the end product, but how do you build that? Establishing effective internal communication is the critical first step of projecting a clear, focused message and plays a valuable role in the early stages of marketing campaign development.

Kelley Tucky

W | Jul 15-22 (meets 2x) | 6-9pm | \$229

PAR | 202IM1105 | 0.6 CEU

New! Writing & Content Creation for Marketers

Communicate effectively by mastering the varied skills necessary to write for departments, businesses, and organizations across a variety of media. Learn how to recognize and reach audiences, reinforce their relationship with the brand, and add value to their experience. Practice the art of writing clear, concise, accurate, conspicuous, and human content, delivered in a variety of styles and formats as part of an integrated marketing communication plan.

Richard Becker, ABC

Th | Feb 27-Apr 23 (meets 8x) | 6-8pm | \$349

PAR Room 511 | 201IM1102 | 1.6 CEUs

*Class does not meet: Apr 9

Marketing Classes

Introduction to Google Ads

CTR, quality score, impressions, CPA, conversion rate, negative keywords, ROI, placements, CPC: What does it all mean? If you are lost in the world of online advertising, looking for new ways to reach potential customers, or wanting to grow your business, this course is for you. Generate instant website traffic by harnessing the power of pay-per-click (PPC) advertising using Google AdWords. Beat the learning curve and create successful PPC campaigns no matter what your budget. Choose when and where your advertising is seen, set your ad spend budget, measure and track your results using analytics, and optimize your campaign for even greater return on investment. Learn approaches to market research, copywriting techniques, split testing, analytics, budgeting, and more.

Prerequisite: HTML Level I or comparable experience.

John Larson

Th | Mar 12-Apr 2 (meets 4x) | 6-9pm | \$289

PAR Room 123 | 201WM8166 | 1.2 CEUs

Introduction to YouTube Marketing

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

John Larson, Maximiliano Lopez (Gacitua)

Sa | Mar 14 | 9am-4pm | \$149

PAR Room 511 | 201WM8175 | 0.6 CEU



Communications Classes

Communicate with Difficult People with Tact & Skill

Analyze types of difficult behavior and practice constructive ways to communicate with difficult people in your professional and personal life. Learn ways to help you deal with supervisors, entertainers, and analytical types of people, as well as angry and abusive people.

Kimberly Virtuoso

Sa | Feb 8 | 9am-noon | \$149

PAR Room 107 | 201CX1106

How to Deal with Disagreements, Conflict & Confrontation

Do not let disagreements, conflict, or confrontation undermine your personal or professional life. Reduce the stress and fear often associated with conflict by learning to distinguish between disagreements and misunderstandings, following rules for fighting fair during conflict, and knowing how to face an angry person.

Kimberly Virtuoso

Sa | Feb 8 | 1-4pm | \$149

PAR Room 107 | 201PG1191

Public Speaking Bootcamp

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

Amy Pourciau

F | Feb 7 | 9am-4pm | \$289

PAR Room 107 | 201CX1109



Mediation

Mediation Certificate Program

ced.unlv.edu/mediation

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

PROGRAM REQUIREMENTS: To earn the Mediation Certificate you must successfully complete the Mediation Training course and practicum.

Mediation Training Certificate Information Session

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

Patricia Battie, Wes Miller

M | Jan 27 | 5:30-6:30pm | No charge

PAR Room 511 | 201CM1100

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 | Feb 1-29 (meets 5x) | 8am-5pm | \$1,199

Clark County Neighborhood Justice Center | 201CM1120 | 4 CEUs

Microsoft Office

Microsoft Office

ced.unlv.edu/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 Workshop: Data Basics

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

Prerequisite: Basic working knowledge of Excel.

Sharon Fry, MCT, MOS Master, MCP, MTA

M | Feb 3 | 1-4:15pm | \$69
PAR Room 123 | 201CU1100A | 0.3 CEU

Sa | May 2 | 1-4:15pm | \$69
PAR Room 123 | 201CU1100B | 0.3 CEU

Excel Essentials Workshop: Analyzing Data

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

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

Sharon Fry, MCT, MOS Master, MCP, MTA

T | Feb 4 | 1-4:15pm | \$69
PAR Room 123 | 201CU1110A | 0.3 CEU

Sa | May 9 | 1-4:15pm | \$69
PAR Room 123 | 201CU1110B | 0.3 CEU



Excel Essentials Workshop: Presenting Data

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

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

Sharon Fry, MCT, MOS Master, MCP, MTA

W | Feb 5 | 1-4:15pm | \$69
PAR Room 123 | 201CU1111A | 0.3 CEU

Sa | May 16 | 1-4:15pm | \$69
PAR Room 123 | 201CU1111B | 0.3 CEU

Excel I

Excel I & II provide a deeper, more comprehensive, broader exploration of the software compared to the Excel Essentials series. In Excel I, discover the Microsoft Excel 2016 interface and become skilled at the essentials of manipulating cells, columns, rows, worksheets, and workbooks. Additionally, you will explore formulas and functions; create charts and sparklines; filter, sort, and import data; and be introduced to PivotTables. Assignments outside of class provide a variety of spreadsheet experiences to enrich your understanding of Excel. Notes/Textbook: The required text book is *Exploring Microsoft Office Excel 2016 Comprehensive* (ISBN: 978-0134479446). Digital version recommended. Required Textbook(s): *Exploring Microsoft Office Excel 2016 Comprehensive* (ISBN: 9780134479446). *Digital version recommended*

Sharon Fry, MCT, MOS Master, MCP, MTA
Sa | Jan 25-Feb 15 (meets 4x) | 9am-12:15pm | \$269
PAR Room 123 | 201CW8163 | 1 CEU

Excel II

Excel I & II provide a deeper, more comprehensive, broader exploration of the software compared to the Excel Essentials series. In Excel II, gain additional practice and experience with Microsoft Excel 2016 PivotTables and PivotCharts; explore advanced formatting options; work more with formulas and functions, including using 3D references; consolidate data sets;; utilize formula auditing and data tools; and work with decision making tools. Collaboration, editing, security, efficiency tools, and macros round out the curriculum. Assignments outside of class provide a variety of spreadsheet experiences to enrich your understanding of Excel. Notes/Textbook: The required text book is Exploring Microsoft Office Excel 2016 Comprehensive (ISBN: 978-0134479446). Digital version recommended. Required Textbook(s): *Exploring Microsoft Office Excel 2016 Comprehensive* (ISBN: 9780134479446). *Digital version recommended*

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

Sharon Fry, MCT, MOS Master, MCP, MTA

Sa | Mar 28-Apr 18 (meets 4x) | 9am-12:15pm | \$269
PAR Room 123 | 201CW8138 | 1 CEU

Microsoft Office Basics

Navigate through Word, Excel, and PowerPoint. You will use Word to write your resume, make a simple flyer, and create a sign. In Excel you will create a simple spreadsheet to keep track of things like your household budget or even a simple invoice. Finally you will work in PowerPoint, combining pictures and text into effective presentations.

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

John Larson

W | Mar 11-Apr 15 (meets 6x) | 1-3pm | \$189
PAR Room 123 | 201CW8177

Music & Performing Arts

Acting & Comedy

Break Into the World of Voiceover

Voice acting is a growing industry! With affordable audio technology readily available at our fingertips and more opportunities online than ever before, voiceover has become a sought-after career. Explore the broad range of voice acting genres from animation, TV and radio commercials, video games, audiobooks, eLearning, anime, AI, and more! Learn how to interpret and perform different types of voiceover copy, while experiencing hands-on training and recording in a professional studio. Gain industry knowledge in recording software and home-studio setup, understand the voiceover job market and work-from-home opportunities, while uncovering which voiceover genres your voice is best suited for. This interactive course is positive, supportive, and led by a full-time, professional voice actor who is immersed in the day-to-day life of voice acting.

Melissa Moats

T | Mar 3-24 (meets 4x) | 6:30-9:30pm | \$299
The Voice Actors Studio | 201CX4171

Introduction to Voiceover Workshop

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

Melissa Moats

Th | Feb 27 | 7-9pm | \$49
The Voice Actors Studio | 201CX4170





Music

Guitar I

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

Jesse Del Quadro

M | Mar 9-Mar 30 (meets 4x) | 7-8:30pm | \$99
PAR Room 140 | 201MU1107

Guitar II

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

Jesse Del Quadro

M | Apr 6-Apr 27 (meets 4x) | 7-8:30pm | \$99
PAR Room 140 | 201MU1116

Ukulele I

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

Jesse Del Quadro

M | Mar 9-Apr 13 (meets 6x) | 5:30-7pm | \$109
PAR Room 140 | 201MU1117

UNLV Community Concert Band

Formed in Jan 1987, the UNLV Community Concert Band is among the oldest community instrumental groups in the Las Vegas area. The 70-plus members range in age from high school to seniors. The band plays a wide variety of music including 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 & 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

W | Jan 22-May 6 (meets 16x) | 7-9:20pm | \$45
BMC Room 160 | 201MU1102

UNLV University Chorale

The UNLV University Chorale performs on campus and has appeared at out-of-state regional and national choral festivals. Repertoire includes "classical" choral music of all styles, as well as folk tunes, spirituals, and musical theatre highlights. Membership is open to UNLV students, faculty, staff, and community members. Attendance at all rehearsals and performances is mandatory. A complete performance schedule will be available at the beginning of the semester; there are usually two or three performances during the semester. Students will be required to purchase a uniform for performances. This is a university-level ensemble and is also offered as a credit course in the university catalog. Thus, instructor approval is required and an audition will take place during the first class meeting. Interested community members are encouraged to contact the instructor at david.weiller@unlv.edu or 702-895-3008 for further information.

David Weiller

MW | Jan 22-May 4 (meets 27x) | 2:30-3:45pm | \$39
BMC Room 159 | 201MU1119

*Class does not meet: Mar 16 & 18

Nonprofit Management

Grant Academy Certificate Program

ced.unlv.edu/grant-academy

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 Information Session

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

Beth Rubins, MSW, Kenneth Lange, Cynthia Radley, Kipp Ortenburger

T | Jan 7 | 6-7pm | No charge
PAR Room 511 | 201GR1150

Grant Academy Bundle

Register for this class to receive bundle discount of \$899 for all five classes.

Staff
TTh | Jan 21-Apr 23 (meets 28x) | 4-6pm | \$899
PAR | 201GRBUND | 4.2 CEUs

Building a Grant Ready Organization

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

Kenneth Lange
TTh | Feb 11-20 (meets 4x) | 4-6pm | \$199
PAR Room 107 | 201GR1142 | 0.8 CEU

Grants Management

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

Cynthia Radley
TTh | Apr 14-23 (meets 4x) | 4-6pm | \$199
PAR Room 107 | 201GR1136 | 0.8 CEU

Identifying Funding Sources

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

Kipp Ortenburger
TTh | Jan 21-30 (meets 4x) | 4-6pm | \$199
PAR Room 107 | 201GR1140 | 0.8 CEU

Proposal Writing I

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

Beth Rubins, MSW

TTh | Mar 3-12 (meets 4x) | 4-6pm | \$199
PAR Room 107 | 201GR1144 | 0.8 CEU

Proposal Writing II

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

Prerequisite: Proposal Writing I

Beth Rubins, MSW

TTh | Mar 24-Apr 2 (meets 4x) | 4-6pm | \$199
PAR Room 107 | 201GR1134 | 0.8 CEU



Nonprofit Fundraising

ced.unlv.edu/nonprofit-fundraising

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

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

CORE COURSES:

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

ELECTIVE COURSE OPTIONS:

- Strong Financial Oversight
- The Funders' Perspective: Deciding Who Gets What
- Whose Ball Is It? Developing Collaborative Return on Sponsorship
- Capital Campaigns: Everything You Need to Know
- Creating a Development Plan
- Social Enterprise: From Marketing to Sustainability
- Raise More Money From Your Business Community
- Building a Successful Fundraising Enterprise
- Telling the Stories that Make Donors Give
- Introduction to Gift Planning

Nonprofit Fundraising Information Session

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

T. Clay Buck, CFRE, Jeff Grandy, Gregory Gudenkauf, MPA
M | Jan 13 | 6-7pm | No charge
PAR Room 300 | 201NP3172

Nonprofit Fundraising Bundle

Register in all four core classes for the Nonprofit Fundraising Certificate and receive the discounted price of \$899. Responsible Fundraising Effective Fundraising Donor Relations Infrastructure and Process of Nonprofit Fundraising

Staff

Feb 3-Apr 22 | \$899

PAR | 201NPBUNDA | 5.1 CEUs

Creating a Development Plan

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

Linda Lysakowski, ACFRE

W | Mar 4 | 9am-1pm | \$89

PAR Room 107 | 201NP3148 | 0.4 CEU

Donor Relations

Take a donor-centric and data-driven approach to donor identification, cultivation, solicitation, and stewardship. First, study donor psychology and behavior fundamentals so you better understand why people give. Then, walk through the full life cycle of working with donors—from researching prospects, to connecting with ideal donors, to making the request, to acknowledging gifts. Time will also be dedicated to discussing the appropriate role each member of your organization should play in the fundraising process.

Jeff Grandy

MW | Apr 13-22 (meets 4x) | 4-7pm | \$229

PAR Room 101 | 201NP3170 | 1.2 CEUs

Effective Fundraising

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

Prerequisite: Responsible Fundraising

Gregory Gudenkauf, MPA

MW | Mar 23-Apr 1 (meets 4x) | 4-7pm | \$229

PAR Room 101 | 201NP3169 | 1.2 CEUs

Infrastructure & Process of Nonprofit Fundraising

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

Prerequisite: Responsible Fundraising or comparable experience.

T. Clay Buck, CFRE

MW | Mar 2-11 (meets 4x) | 4-7pm | \$229

PAR Room 101 | 201NP3163 | 1.2 CEUs

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

F | May 22 | 9am-1pm | \$89

PAR Room 300 | 201NP3168 | 0.4 CEU

Responsible Fundraising

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

T. Clay Buck, CFRE

MW | Feb 3-19 (meets 5x) | 4-7pm | \$299

PAR Room 107 Mon, PAR Room 140 Wed | 201NP3130 | 1.5 CEUs

*Class does not meet: Feb 17

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 11-20 (meets 4x) | 4-6pm | \$179

PAR Room 300 | 201NP3165 | 0.8 CEU

Nonprofit Management Certificate Program

ced.unlv.edu/nonprofit-management

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

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

CORE COURSES:

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

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

Kevin Dincher

F | Jan 24 | 11am-12:30pm | \$19

PAR Room 300 | 201NP3143 | 0.15 CEU

An Introduction to the Nonprofit Sector

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

Kevin Dincher

F | Jan 24 | 9-10:30am | \$19

PAR Room 300 | 201NP3151 | 0.15 CEU



Nonprofit Management Bundle

Register in all four core classes for the Non-profit Management Certificate and receive the discounted rate. Governance, Legal Compliance, & Public Disclosure Responsible Fundraising Strong Financial Oversight Nonprofit Program Management & Assessment

Staff

Feb 3-Jun 27 | \$1,049

PAR | 201NPBUND | 6.4 CEUs

Capital Campaigns: Everything You Need to Know

Assess your organization's internal and external readiness to conduct a capital fundraising campaign. We will discuss the infrastructure needed to run a successful campaign-board involvement, staffing, technology, and the case for support. Participants will evaluate their readiness to conduct a campaign and critique campaign case statements. We will also discuss planning/feasibility studies-do you need one, what you should expect from the study, and what to do if the study says you are not ready for a campaign.

Linda Lysakowski, ACFRE

W | Feb 26 | 9am-1pm | \$89

PAR Room 107 | 201NP3146 | 0.4 CEU

Effective Volunteer Management

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

Brittany Holtzclaw, MSW

F | Apr 3 | 9am-5pm | \$179

PAR Room 302 | 201NP3152 | 0.7 CEU



Governance, Legal Compliance & Public Disclosure

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

Scott Emerson

Th | Apr 16-May 7 (meets 4x) | 9am-1pm | \$299
PAR Room 302 | 201NP3149 | 1.6 CEUs

Nonprofit Marketing Essentials

Don't get lost in the crowd. Marketing has been identified as one of the top challenges for nonprofits and its importance is often overlooked. In this day and age the number of causes to support is immense so how does an organization stand out? Learn the essential steps of marketing, such as creating a brand, how to tell your story effectively, and what are the best marketing strategies for your cause. Learn to rise above the crowd and let your organization's voice be heard.

Jennifer Ramieh

F | Mar 27 | 9am-1pm | \$89
PAR Room 107 | 201NP3157 | 0.4 CEU

Nonprofit Program Management & Assessment

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

Scott Emerson

Th | May 21-Jun 11 (meets 4x) | 9am-1pm | \$299
PAR Room 302 | 201NP3164 | 1.6 CEUs

Responsible Fundraising

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

T. Clay Buck, CFRE

MW | Feb 3-19 (meets 5x) | 4-7pm | \$299
PAR Room 107 Mon | PAR Room 140 Wed | 201NP3130 | 1.5 CEUs
*Class does not meet: Feb 17

Strong Financial Oversight

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

Cynthia Radley

Th | Mar 5-Apr 2 (meets 4x) | 9am-1pm | \$299
PAR Room 302 Wed | 201NP3131 | 1.6 CEUs
*Class does not meet: Mar 19



Parenting & Families

Parenting

ced.unlv.edu/cp

Navigate parentings 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.

Sunshine Collins

T | Jan 28-Mar 17 (meets 8x) | 5:30-7:30pm | \$299
PAR Room 300 | 201PL6105A

Joyce Gallina, MSW

Th | Feb 20-Apr 9 (meets 8x) | 5:30-7:30pm | \$299
PAR Room 300 | 201PL6105B

Real Estate

Community Association Management Precertification Program

ced.unlv.edu/community-manager

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

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

Community Manager Preparation Course

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

Tonya Bates, Robert Forney, Carli Gilchrist, Christine Greengrass, Nicholas Haley, Melissa Ramsey, Ken Richardson, Patrick Ward, Betsi Williams

TWTh | Feb 4-Mar 24 (meets 22x) | 5:30-8:30pm | \$649
First Service Residential | 201RP1100 | 6 CEUs



Declarant Transition & Resales

Understand the process of transitioning a new residential development from declarant (developer) control to control by the homeowners. Cover NRS-required thresholds, elections, the reserve study, and final audit, as well as document transfer and operating and reserve account transfer. You will also learn the required documents and allowable charges for the resale of existing units in mature common-interest communities.

Christine Greengrass, CMCA®, AMS®, PCAM®
W | Feb 19 | 5:30-8:30pm | \$25
First Service Residential | 201RP1105 | 0.3 CEU

NRS/NAC 116 Overview

Gain comprehensive knowledge of NRS 116 and NAC 116, the laws governing management of common-interest communities in Nevada. Emphasis is placed on key sections of the statute that are frequently applied in the everyday practice of Community Association Managers.

Ken Richardson
Th | Feb 27 | 5:30-8:30pm | \$25
First Service Residential | 201RP1106 | 0.3 CEU



Social Work

Social Work CEU Courses

ced.unlv.edu/social-work

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 behavioral health practitioners in Nevada and beyond. Courses are approved for CEUs by the State of Nevada Board of Examiners for Social Workers. Pending approval from the State of Nevada Board of Psychological Examiners and State of Nevada Board of Examiners for Marriage and Family Therapists. Class topics vary each semester. Visit ced.unlv.edu/social-work for more information on course offerings.

Advanced Skills for Child Clinicians

Therapeutic intervention with children and teens is most effective when clinicians possess certain personal traits and have knowledge of specialized skills. This three-hour training will focus on enhancing these attributes to optimize clinical practice. Included in the discussion will be topics such as countertransference, working effectively with parents, and ensuring multicultural competence. Finally, there will be discussion about managing compassion fatigue when working with this population.

Anne-Marie Abruscato, LCSW
T | Feb 25 | 6-9pm | \$59
PAR Room 511 | 201SW3214 | 0.3 CEU

New! Assessing LGB + Couples: Current Findings & Techniques

This workshop will provide education and empirical data to help improve assessment and clinical work with LGB+ couples. Get an introduction to queer theory and better understand how that lens can help in clinical practice. Discuss the importance of affirmative practice and cover some examples of affirmative choices in paperwork and things to say or avoid saying in session.

Sarah Steelman, PhD, MFT
Th | Jan 23 | 6-9pm | \$59
PAR Room 301 | 201SW3222 | .03 CEUs

New! Identifying & Treating Emotional Dysregulation Disorders in Adolescents

Are you working with a youth who engages in dangerous, concerning behaviors that involve self-injury, substance abuse, or being hurtful toward peers at school or within their community? Is the child experiencing significant discord in their relationship with their parent or caregiver? Although frightening, this kind of out-of-control behavior may be a mechanism to cope with out-of-control emotions. If you are providing professional support to a teen who lashes out or engages in unhealthy behavior, join us for this session to learn tools to support them and their family in creating a life worth living and a family worth living with.

Vena Wilson, LCSW
Th | Mar 26 | 6-9pm | \$59
PAR Room 301 | 201SW3223 | .03 CEUs

Integrated Behavioral Health

This workshop is designed for social workers who deliver or plan to deliver integrated behavioral health services and who serve populations often presenting with complex needs in physical health, mental health, and substance use. Gain knowledge about integrated behavioral health care and working in an integrated care setting. Build stronger assessment, intervention, and consultation skills so you can achieve better outcomes for clients with complex issues.

Natasha Mosby, LCSW
Th | Apr 23 | 6-9pm | \$59
PAR Room 301 | 201SW3202 | .03 CEUs

New! Understanding the Complex Needs of Homeless Families

Tens of thousands of families with children experience homelessness in the United States each year. Families with children are unique among the homeless population; they experience a range of complex needs that span service systems and hinder timely return to stable housing. Furthermore, a homeless episode can impede family processes and disrupt healthy child development. A developmental, holistic approach to addressing family homelessness can leverage social workers' unique strengths to support this population. This session will introduce concepts from child development and family studies as well as organizational science to inform the ways we deliver homeless services.

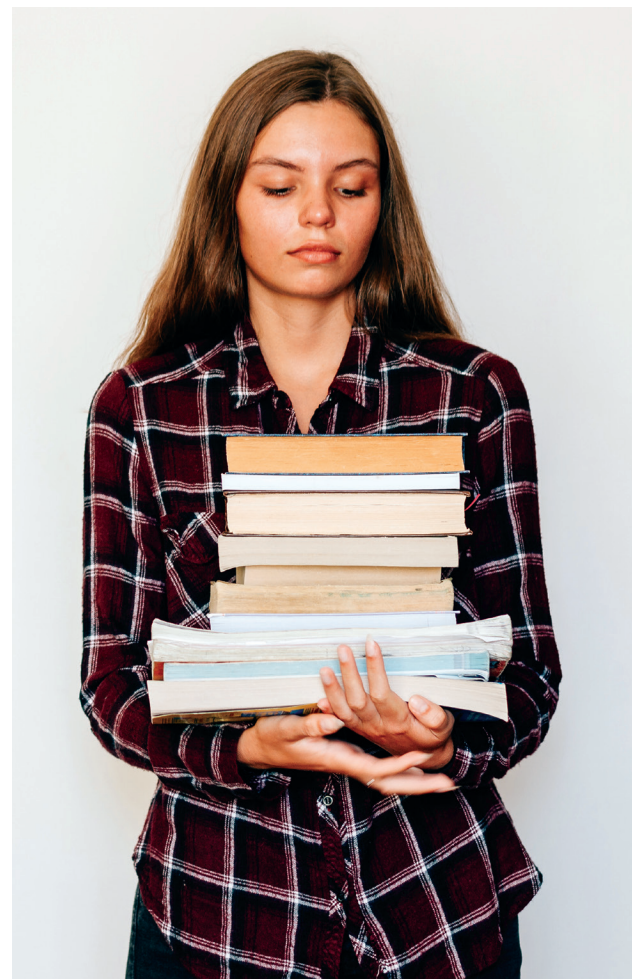
Katherine Marçal, PhD, MSW
Th | May 28 | 6-9pm | \$59
PAR Room 301 | 201SW3224 | .03 CEUs

Test Preparation & Learning Enrichment

Institute of Reading Development

unlv.readingprograms.org

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 2020 reading program listings by age, location, and date can be found at unlv.readingprograms.org.



Test Preparation

ced.unlv.edu/test-prep

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

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.

ThT | Jan 9-Feb 4 (meets 8x) | 4-6pm | \$399
Online Delivery | 201TL1107A

Su | Feb 9-Mar 29 (meets 8x) | 1-3pm | \$399
Online Delivery | 201TL1107B

ThT | May 14-Jun 9 (meets 8x) | 4-6pm | \$399
Online Delivery | 201TL1107C

New! SAT Blitz

SAT Blitz classes are strategically scheduled for the weeks leading up to the most popular SAT test dates. Our multi-week course format allows abundant opportunities for learning and for interacting with our expert instructors. Classes include live-online instruction, the official preparation guide including practice tests from The College Board, a course workbook, and access to our online resources-class recordings, pre-recorded class modules, an instructor-monitored question forum, and online office hours.

Su | Feb 16-Mar 8 (meets 4x) | 1-5pm | \$115
Online Delivery | 201TL1115

*Class does not meet: Jan 20 & Feb 17

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.

ThT | Feb 13-Mar 10 (meets 8x) | 4-6pm | \$399
Online Delivery | 201TL1106A

ThT | Feb 13-Mar 10 (meets 8x) | 7-9pm | \$399
Online Delivery | 201TL1106B

Su | Mar 1-Apr 26 (meets 8x) | 1-3pm | \$399
Online Delivery | 201TL1106C
*Class does not meet: Apr 12

ThT | May 7-Jun 2 (meets 8x) | 4-6pm | \$399
Online Delivery | 201TL1106D

ThT | May 7-Jun 2 (meets 8x) | 7-9pm | \$399
Online Delivery | 201TL1106E

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.

ThT | Jan 23-Feb 18 (meets 8x) | 4-7pm | \$799
Online Delivery | 201TL1101A

ThT | Feb 20-Mar 17 (meets 8x) | 6-9pm | \$799
Online Delivery | 201TL1101B

ThT | Mar 19-Apr 14 (meets 8x) | 4-7pm | \$799
Online Delivery | 201TL1101C

Sa | May 2-Jun 27 (meets 8x) | 12-3pm | \$799
Online Delivery | 201TL1101D
*Class does not meet: May 23

New! 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.

TTh | Mar 31-Apr 23 (meets 8x) | 6-9pm | \$749
PAR Room 140 | 201TL1116

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.

WM | Jan 29-Feb 26 (meets 8x) | 6-9pm | \$749
Online Delivery | 201TL1100A
*Class does not meet: Feb 17

ThT | Feb 6-Mar 3 (meets 8x) | 4-7pm | \$749
Online Delivery | 201TL1100B
*Class does not meet: Feb 17

ThT | Mar 5-31 (meets 8x) | 6-9pm | \$749
Online Delivery | 201TL1100C

WM | Mar 18-Apr 13 (meets 8x) | 4-7pm | \$749
Online Delivery | 201TL1100D

ThT | Apr 9-May 5 (meets 8x) | 6-9pm | \$749
Online Delivery | 201TL1100E

WM | Apr 22-May 18 (meets 8x) | 4-7pm | \$749
Online Delivery | 201TL1100F

ThT | May 7-Jun 2 (meets 8x) | 6-9pm | \$749
Online Delivery | 201TL1100G

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.

MW | Jan 13-Feb 19 (meets 10x) | 4-7pm | \$799
Online Delivery | 201TL1102A
*Class does not meet: Jan 20 & Feb 17

ThT | Jan 16-Feb 18 (meets 10x) | 6-9pm | \$799
Online Delivery | 201TL1102B

WM | Feb 19-Mar 23 (meets 10x) | 6-9pm | \$799
Online Delivery | 201TL1102C

ThT | Feb 20-Mar 24 (meets 10x) | 4-7pm | \$799
Online Delivery | 201TL1102D

ThT | Mar 19-Apr 21 (meets 10x) | 6-9pm | \$799
Online Delivery | 201TL1102E

TThSu | Mar 31-Apr 23 (meets 10x) | 9pm-12M | \$799
Online Delivery | 201TL1102F
*Class does not meet: Apr 12

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

GMAT Strategy Workshop

W | Jan 15 | 6-7pm | No charge | Online Delivery | 201TL1110A
W | Feb 12 | 6-7pm | No charge | Online Delivery | 201TL1110B
T | Mar 10 | 6-7pm | No charge | Online Delivery | 201TL1110C
T | Apr 21 | 6-7pm | No charge | Online Delivery | 201TL1110D
Th | May 28 | 6-7pm | No charge | Online Delivery | 201TL1110E

New! GRE Strategy Workshop

W | Jan 8 | 6-7pm | No charge | Online Delivery | 201TL1112A
Th | Jan 30 | 6-7pm | No charge | Online Delivery | 201TL1112B
Th | Feb 27 | 10-11am | No charge | Online Delivery | 201TL1112C
T | Mar 3 | 6-7pm | No charge | Online Delivery | 201TL1112D
T | Mar 10 | 6-7:30pm | No charge | PAR Room 511 | 201TL1117A
T | Mar 31 | 6-7pm | No charge | Online Delivery | 102TL1112E
W | Apr 29 | 6-7pm | No charge | Online Delivery | 201TL1112F
Th | May 21 | 10-11am | No charge | Online Delivery | 201TL1112G
W | May 27 | 6-7pm | No charge | Online Delivery | 201TL1112H
W | May 27 | 6-7:30pm | No charge | PAR Room 511 | 201TL1117B

New! LSAT Strategy Workshop

Th | Feb 13 | 9-10pm | No charge | Online Delivery | 201TL1114A
W | Mar 11 | 6-7pm | No charge | Online Delivery | 201TL1114B
W | Apr 8 | 6-7pm | No charge | Online Delivery | 201TL1114C
T | May 19 | 6-7pm | No charge | Online Delivery | 201TL1114D

Teacher Training Test Preparation

Praxis Core Math Online Test Preparation

In the 15 hours of classroom instruction, you will review the mathematical concepts tested on the Praxis and prepare for the questions typically seen on the test.

ThT | Feb 6-20 (meets 5x) | 4-7pm | \$199
Online Delivery | 201TL1109

Praxis Core Verbal Online Test Preparation

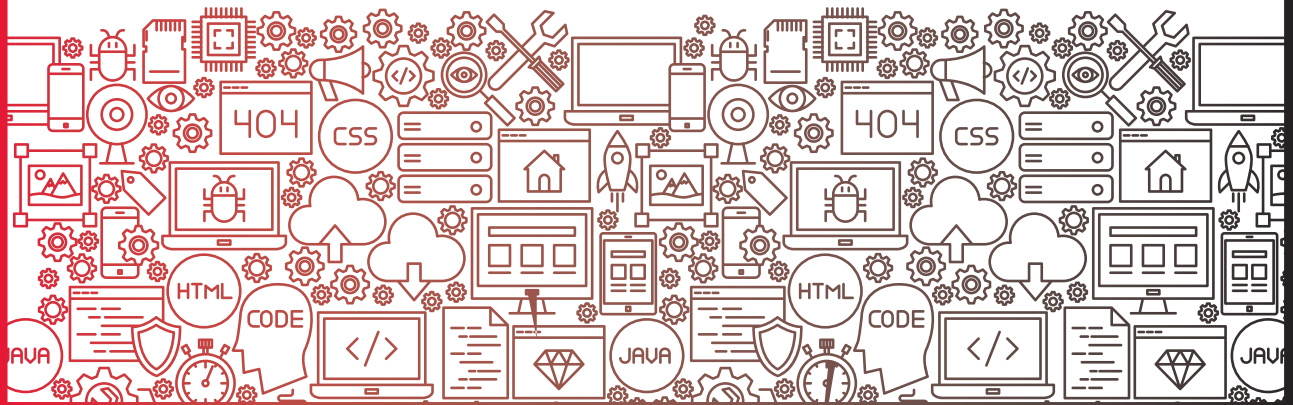
The class consists of 10 hours of classroom instruction that covers an overview of the reading skills and writing conventions tested on the Praxis and prepares you for the questions typically seen on this test.

TTh | Feb 25-Mar 5 (meets 4x) | 4-6:30pm | \$159
Online Delivery | 201TL1108

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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.

SPRING 2020: FEB 3 - APR 17

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UNLV

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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 61 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.

Registration Fees & Payment

Payment in full is due at the time of registration. For a list of payment options, see page 64 of this catalog or visit ced.unlv.edu/registration-policies#fees.

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

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

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 ced.unlv.edu/registration-policies#cancel

Refunds & Dropping Or Withdrawing From Classes

Requests to drop classes and receive refunds must be submitted at least three business days before the first day of the class (unless otherwise stated). Requests for refunds must be made in writing. Phone requests or changes discussed with instructors or university staff are not accepted. Requests received by the deadline will be refunded 100% of the registration fee. At no time will the amount refunded exceed the amount of the original registration fee.

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 ced.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 ced.unlv.edu/registration-policies#wait.

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

Certificate Programs

Students enrolling in a certificate program are responsible for reviewing and abiding by all certificate program policies, as well as submitting all necessary forms. Visit our website for our certificate program policies and details about all of our certificate programs.

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 ced.unlv.edu/registration-policies#attendance.

Student Code of Conduct

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

Copyright Policy

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

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.



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Location Legend

Lee & Thomas Beam Music Center (BMC)

Ham Fine Arts (HFA)

Paradise Campus (PAR)

Paul McDermott Physical Education (MPE)

Wright Hall, Executive MBA (WRI)

Shadow Lane Campus (SLC)

UNLV campus maps are
available online at
www.unlv.edu/maps

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

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

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

Lean Six Sigma Off-Site 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

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

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

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

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Registration

Have you taken a class with UNLV Continuing Education?

Yes No

Registrant's Name _____

Address (street, city, state, zip) _____

Email _____

Phone Number _____

Date of Birth _____ M F

Course Information:

| Course Code | Course Name | Course Fee |
|-------------|-------------|------------|
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BY PHONE – 702-895-3394

Register by phone 8am–5pm

Monday–Friday.



BY MAIL – Make your check payable

to Board of Regents and send to:

UNLV Division of Educational Outreach

Box 451019

4505 S. Maryland Parkway

Las Vegas, NV 89154-1019.



BY FAX – 702-895-4195

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



IN PERSON – Bring your registration

form to the UNLV Division of Educational Outreach, Paradise

Campus, 851 E. Tropicana,

Las Vegas, NV 89119 (Southeast corner, Tropicana and Swenson),

8am-5pm Monday-Friday.

By submitting this form you are indicating that you have read and agree to abide by all of the policies available online at ced.unlv.edu/registration-policies. This includes but is not limited to the policies outlined on page 59-60 of this catalog as well as the following payment policies.

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

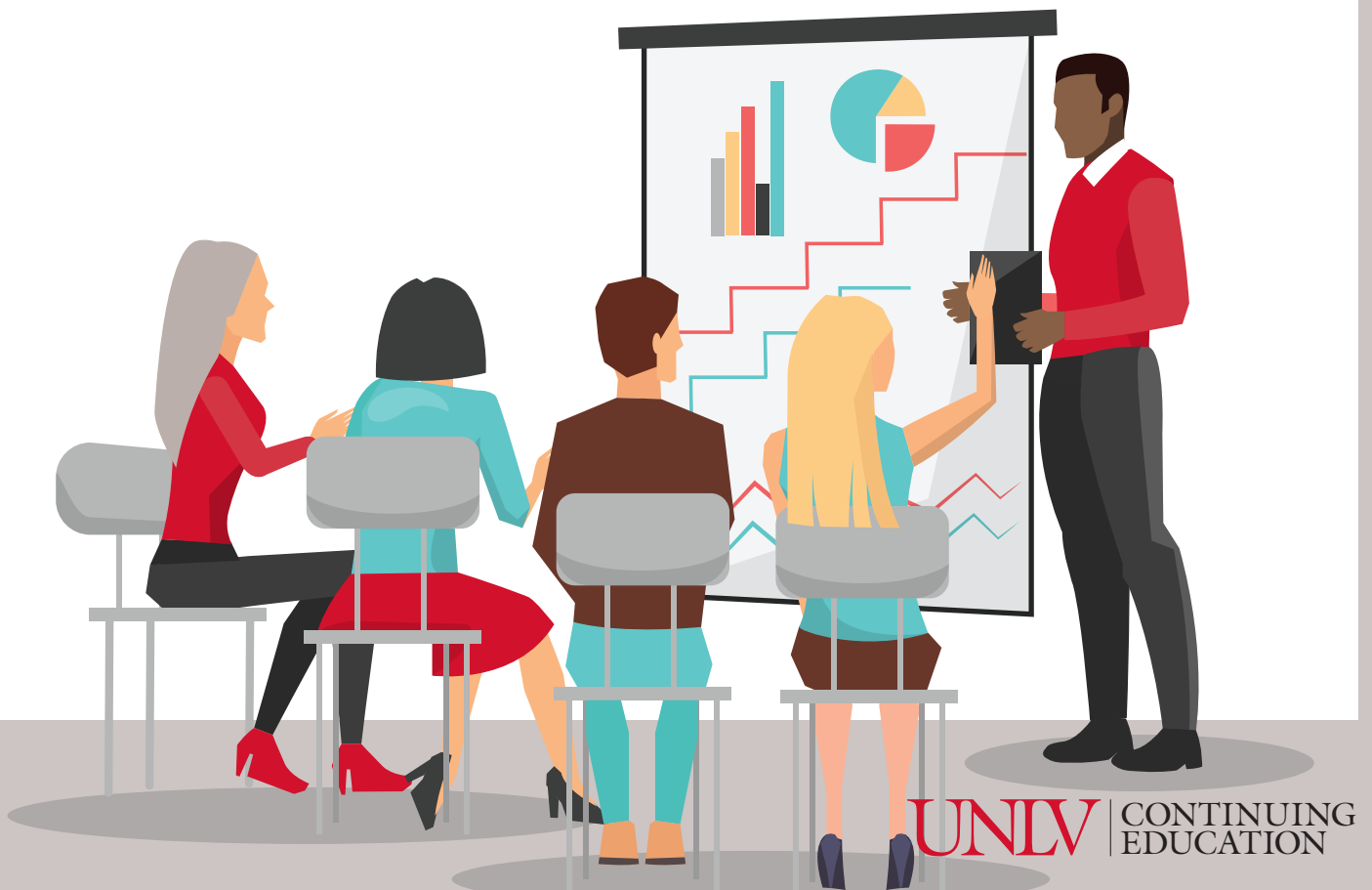
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For a free custom training consultation, contact UNLV Continuing Education's custom training team at continuing.education@unlv.edu or 702-895-5099.





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