

May-August 2017
CONTINUING EDUCATION COURSES



Never stop learning.



Join us for a summer of learning at UNLV Continuing Education. We have an exciting lineup of courses to help you update your knowledge and skills.

Full course descriptions and registration are available online at continuingeducation.unlv.edu. You may also contact us at continuing.education@unlv.edu or 702-895-3394.

Career Management

Business Writing & Communication

EDITING & PROOFREADING YOUR WORK

F | 6/9 | noon-3PM | \$69

Microsoft for the Workplace

EXCEL LEVEL I

M | 6/12-7/24 | 6-8PM | \$269

Microsoft Office: Essentials

EXCEL ESSENTIALS

M | 6/5 | 1-4PM | \$69

EXCEL ESSENTIALS: ANALYZING DATA

T | 6/6 | 1-4PM | \$69

EXCEL ESSENTIALS: PRESENTING DATA

W | 6/7 | 1-4PM | \$69

WORD ESSENTIALS: WORKING WITH LONG DOCUMENTS

Th | 6/8 | 1-4PM | \$69

Personal Computing

MICROSOFT OFFICE BASICS

Th | 6/22-7/27 | 1-3PM | \$189

Register at least 15 days in advance for best course selection and availability.

Design & Technology

Fashion Design Certificate Program

BASIC SEWING

SaSu | 6/3-6/24 | 10AM-3:25PM | \$359

BASIC SEWING 2-STITCH IT

SaSu | 7/1-7/15 | 10AM-2:55PM | \$289

NEW! FASHION: DRAW, DRAPE & DESIGN

SaSu | 7/22-8/6 | 10AM-2PM | \$289

STUDENT SPRING AFFAIR SHOWCASE

Sa | 5/13 | 1-4PM | No Charge

Internet Design & Technology Certificate Program

Print & Graphic Design Certificate Programs

ADOBE INDESIGN LEVEL I

T | 7/25-8/29 | 6-9PM | \$309

ADOBE ILLUSTRATOR LEVEL I

M | 7/24-8/28 | 5:30-8:30PM | \$309

ADOBE PHOTOSHOP LEVEL I

T | 6/6-7/18 | 6-9PM | \$309

Financial Planning

Retirement Planning

FINANCIAL STRATEGIES FOR SUCCESSFUL RETIREMENT

Th | 5/4-5/25 | 6:30-9PM | \$69

Fine Arts & Photography

Drawing & Painting

DRAWING I

Sa | 6/10-7/15 | 9AM-noon | \$129

WATERCOLORS I

Sa | 6/10-7/15 | 1:30-4:30PM | \$129

Photography

ARCHITECTURE & LANDSCAPE PHOTOGRAPHY

T | 6/6-6/27 | 6-9PM | \$199

CELL PHONE PHOTOGRAPHY

Sa | 7/29 | 9AM-1PM | \$69

DIGITAL PHOTOGRAPHY I: THE ESSENTIALS

T | 6/27 | 9:30AM-3:30PM | \$109

DIGITAL PHOTOGRAPHY II: VISUAL COMMUNICATION

Sa | 7/22 | 9:30AM-3:30PM | \$109

DIGITAL PHOTOGRAPHY III: FOCAL LENGTHS TO FILTERS

Sa | 8/19 | 9:30AM-3:30PM | \$109

Sculpture & Woodworking

POTTERY: HAND BUILDING

Sa | 5/6-7/1 | 10AM-1PM | \$135

Th | 6/29-8/17 | 1-4PM | \$135

POTTERY: WHEEL THROWING

Sa | 5/6-7/1 | 1-4PM | \$135

W | 5/10-6/28 | 6-9PM | \$135

Th | 6/29-8/17 | 1-4PM | \$135

STONE CARVING

Sa | 6/3-8/5 | 9:30AM-12:30PM | \$399

WOODWORKING I

Th | 5/18-6/22 | 6-9PM | \$254

M | 7/17-8/21 | 6-9PM | \$254

WOODWORKING: MAKING A BOOKCASE

T | 5/16-6/20 | 6-9PM | \$254

NEW! WOODWORKING: HAND TOOL FUNDAMENTALS

W | 7/26-8/9 | 6-9PM | \$125

Food & Beverage

Cooking & Baking Classes

NEW! CARIBBEAN DELIGHTS

T | 7/25 | 6-8:30PM | \$49

NEW! CELEBRATION OF SUMMER

T | 8/8 | 6-8:30PM | \$49

NEW! CREATIVE SALADS

T | 7/11 | 6-8:30PM | \$49

PIZZA WORKSHOP

T | 5/16 | 6-8:30PM | \$49

SALSAS, SPREADS & DIPS

T | 5/9 | 6-8:30PM | \$49

SIZZLING SUMMER GRILLING

T | 6/6 | 6-8:30PM | \$49

Sommelier Academy Certificate Program

VINE TO WINE: THE FUNDAMENTALS

W | 5/31-9/13 | 10:30AM-5:30PM | \$1,599

Foreign Languages, Translation & Interpretation

Accent Reduction

ACCENT REDUCTION FOR INTERNATIONAL PROFESSIONALS I

MW | 6/5-6/21 | 6-8:30PM | \$219

ACCENT REDUCTION FOR INTERNATIONAL PROFESSIONALS II

MW | 6/26-7/12 | 6-8:30PM | \$219

English as a Second Language (ESL)

ESL (ENGLISH AS A SECOND LANGUAGE) ACCELERATED

Sa | 6/3-8/5 | 9AM-noon | \$239

ESL (ENGLISH AS A SECOND LANGUAGE) BASIC I

Sa | 6/3-8/12 | 9AM-noon | \$239

ESL (ENGLISH AS A SECOND LANGUAGE) INTERMEDIATE

Sa | 6/3-8/5 | 1-4PM | \$239

Foreign Languages

SPANISH I

MTh | 5/1-6/5 | 6:30-8:30PM | \$199

Legal Interpretation: Spanish Certificate Program

NEW! CONSECUTIVE INTERPRETING II

T | 5/16-6/6 | 6-9PM | \$309

NEW! SIMULTANEOUS INTERPRETING II

W | 6/7-6/28 | 6-9PM | \$309



Health Care & Allied Professions

Gap Training for RNs: Transition into Practice Program

GAP TRAINING FOR RNS: TRANSITION INTO PRACTICE PROGRAM INFORMATION SESSION

Th | 6/1 | noon-1PM | No Charge

GAP TRAINING FOR RNS: TRANSITION INTO PRACTICE PROGRAM

Individualized Schedule | 6/1-8/31 | \$3,030

NASM Personal Training Certification Programs

NASM PERSONAL FITNESS TRAINER PROGRAM

F | 6/2-8/11 | 5:30-8PM | \$1,199

Personal Care Aide Certificate Program

PERSONAL CARE AIDE INFORMATION SESSION

T | 5/2 | noon-1PM | No Charge

T | 5/2 | 5:30-6:30PM | No Charge

NEW! PERSONAL CARE AIDE CERTIFICATE PROGRAM

SaMTWTh | 6/24-7/17 | 9AM-1PM | \$1,599

SaSu | 6/24-7/22 | 9AM-5PM | \$1,599

Home, Garden & Animal Care

Dog Obedience

DOG OBEDIENCE TRAINING I

Su | 6/4-7/16 | 7:30-8:30PM | \$109

DOG OBEDIENCE TRAINING II

Su | 7/16-8/13 | 8:30-9:30PM | \$109

Home & Garden

CONTAINER GARDENING FOR LAS VEGAS

T | 8/15 | 2-4PM | \$39

ENJOY FOUR SEASONS OF COLOR & FRAGRANCE RIGHT OUTSIDE YOUR DOOR

T | 8/29 | 2-4PM | \$39

GROWING FALL & WINTER VEGETABLES

T | 8/22 | 2-4PM | \$39

GROWING & USING HERBS FROM YOUR YARD

T | 8/8 | 2-4PM | \$39

Human Resources

Human Resource Management Certificate Programs

HUMAN RESOURCE MANAGEMENT CERTIFICATE PROGRAM INFORMATION SESSION

W | 6/7 | 5:30-6:30PM | No Charge

Th | 8/17 | 6-7PM | No Charge

W | 8/23 | 5:30-6:30PM | No Charge

CHANGE MANAGEMENT

F | 6/9 | 9AM-4PM | \$279

NEW! COACHING & COUNSELING FOR SUCCESS

F | 7/7 | 9AM-4PM | \$279

NEW! CREATING A STRATEGIC THINKING PARADIGM

F | 8/11 | 9AM-4PM | \$279

DOCUMENTATION, DISCIPLINE & TERMINATION

F | 5/5 | 9AM-4PM | \$279

Register at least 15 days in advance for best course selection and availability.

NEW! PROBLEM SOLVING & DECISION-MAKING

F | 5/19 | 9AM-4PM | \$279

PHR/SPHR Certification Preparation

PHR/SPHR INFORMATION SESSION

Th | 8/17 | 5-6PM | No Charge

IT & Cybersecurity

Call 702-895-5099 for offerings and enrollment

Legal Studies

Legal Classes

CONTRACT LAW

Th | 7/20-8/17 | 6-9PM | \$289

TORT LAW

Th | 6/15-7/13 | 6-9PM | \$289

Mediation Certificate Program

MEDIATION TRAINING CERTIFICATE

Th | 5/4-6/1 | 8:30AM-4:30PM | \$1,199

Paralegal Certificate Programs

PARALEGAL CERTIFICATE INFORMATION SESSION

M | 5/22 | noon-1PM | No Charge

M | 5/22 | 5:30-6:30PM | No Charge

W | 5/31 | noon-1PM | No Charge

W | 5/31 | 5:30-6:30PM | No Charge

PARALEGAL CERTIFICATE PROGRAM

TTh | 6/13-9/26 | 9AM-noon | \$6,549

TTh | 6/13-9/26 | 6-9PM | \$6,549

PARALEGAL CERTIFICATE ONLINE

Online Delivery | \$7,529

NURSE PARALEGAL CERTIFICATE PROGRAM

T | 6/13-9/26 | 9AM-noon | \$4,349

T | 6/13-9/26 | 6-9PM | \$4,349

NEW! NURSE PARALEGAL CERTIFICATE ONLINE

Online Delivery | \$4,999

Music, Performing Arts & Stage Production

Acting & Comedy

BREAK INTO THE WORLD OF VOICEOVER

T | 6/6-6/27 | 6:30-9:30PM | \$349

Music

GUITAR I

T | 6/6-7/11 | 7:15-8:45PM | \$109



Stage Technician Education and Development Intensive Certificate Program

NEW! STAGE TECHNICIAN & ENTERTAINMENT ELECTRICS BUNDLE

M-Su | 5/15-5/21 | 8AM-6PM | \$1,999

M-Su | 6/26-7/2 | 8AM-6PM | \$1,999

M-Su | 7/31-8/6 | 8AM-6PM | \$1,999

NEW! STAGE TECHNICIAN EDUCATION & DEVELOPMENT INTENSIVE (STEADI) CERTIFICATE PROGRAM

MTWTh | 5/15-5/18 | 8AM-6PM | \$1,299

MTWTh | 6/26-6/29 | 8AM-8PM | \$1,299

MTWTh | 7/31-8/3 | 8AM-8PM | \$1,299

NEW! ENTERTAINMENT ELECTRICS

FSaSu | 5/19-5/21 | 8AM-4PM | \$779

FSaSu | 6/30-7/2 | 8AM-3PM | \$779

FSaSu | 8/4-8/6 | 8AM-3PM | \$779

Nonprofit Management

Nonprofit Management Certificate Program

A NONPROFIT BOARD'S ROLE & RESPONSIBILITY TO ITS AGENCY & THE COMMUNITY

F | 6/2 | 11AM-12:30PM | No Charge

F | 8/4 | 11AM-12:30PM | No Charge

AN INTRODUCTION TO THE NONPROFIT SECTOR

F | 6/2 | 9-10:30AM | No Charge

F | 8/4 | 9-10:30AM | No Charge

CAPITAL CAMPAIGNS: EVERYTHING YOU NEED TO KNOW

Th | 5/11 | 9AM-1PM | \$79

STRONG FINANCIAL OVERSIGHT

W | 6/7-6/28 | 9AM-1PM | \$279

Register at least 15 days in advance for best course selection and availability.

Parenting & Families

Parenting

COOPERATIVE PARENTING-SHIELDING YOUR CHILDREN FROM CONFLICT

Sa | 5/20-7/22 | 9-11AM | \$299

T | 5/16-7/11 | 7-9PM | \$299

T | 8/15-10/3 | 6-8PM | \$299

Real Estate

Community Association Management Precertification Program

COMMUNITY MANAGER PREPARATION COURSE
INFORMATION SESSION

W | 5/17 | noon-1PM | No Charge

W | 5/17 | 5:30-6:30PM | No Charge

COMMUNITY MANAGER PREPARATION COURSE

TWTh | 6/6-7/26 | 5:30-8:30PM | \$599

Small Business & Entrepreneurship

Entrepreneurship Classes

FREE VACATIONS-TRAVEL FREE, PLUS MAKE MONEY DOING IT!

W | 5/17 | 6:30-9:30PM | \$69

Sports, Health & Wellness

Sports & Fitness

GOLF FOR BEGINNERS

Su | 5/7-6/18 | 9:30-11AM | \$129

Sa | 5/6-6/17 | 9:30-11AM | \$129

Travel & Exploring

Road Scholar

ROAD SCHOLAR PROGRAM: CRIME SCENE FORENSICS

MTWThF | 5/15-5/19

MTWThF | 6/12-6/16

Register at www.roadscholar.org

**Connect
with us:**



UNLV PROFESSIONAL DEVELOPMENT CERTIFICATE PROGRAMS

Aerospace & Defense

Protective Services Professional

Design & Technology

Fashion Design

Internet Design & Technology

Print & Graphic Design

Food & Beverage

Sommelier Academy

Foreign Languages, Translation & Interpretation

Legal Interpretation: Spanish

Health Care & Allied Professions

*Gap Training for RNs: Transition into Practice Program

*Personal Care Aide

NASM Fitness Nutrition Specialist

NASM Personal Fitness Trainer

Human Resources

Human Resource Management

PHR/SPHR Preparation

Information Technology & Business Systems

IT & Cybersecurity

Legal Studies

Legal Secretary

Mediation

Nurse Paralegal

*Paralegal

Paralegal Specialist

Music, Performing Arts & Stage Production

*Stage Technician Education & Development Intensive

Nonprofit Management

Grant Academy

Nonprofit Management

Real Estate

Community Association Management

Small Business & Entrepreneurship

Fitness Business Management

*Starred programs may be eligible for Workforce
Connections training funds.

EASY WAYS TO REGISTER



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



BY PHONE – 702-895-3394
Register by phone Mon-Thu, 8am-7pm;
Fri 8am-5pm



IN PERSON – Visit our office at the
UNLV Paradise Campus, 851 E.
Tropicana Ave., Building 100, Las
Vegas, NV 89119 (Southeast corner,
Tropicana and Swenson)



CERTIFICATE PROGRAMS

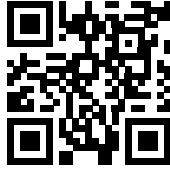
Continuing Education's certificate programs are designed to move you forward professionally. They are offered via classroom, online, and hybrid formats, and provide skill sets valued by employers in a variety of career areas: design & technology, language, health care & wellness, legal, human resources, nonprofit, protective services, and real estate. Certificate courses may also be taken individually to enhance a skill or knowledge without pursuing a certificate. Learn more at ced.unlv.edu/certificate-programs.

UNLV | CONTINUING
EDUCATION
DIVISION OF EDUCATIONAL OUTREACH

UNIVERSITY OF NEVADA, LAS VEGAS

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