UNLV CONTINUING EDUCATION

MAY-AUGUST 2018 COURSES

ced.unlv.edu
UNLV Continuing Education has an exciting lineup of summer courses to help you update your knowledge and skills. Full course descriptions and registration are available online at ced.unlv.edu/sum2018. Contact us at continuing.education@unlv.edu or 702-895-3394 with questions and program ideas.

**Career Management**

**Business Writing & Communication**

EDITING & PROOFREADING YOUR WORK  
Sa | 6/23 | 9AM-noon | $69  

**Microsoft Office: Essentials**

EXCEL ESSENTIALS  
M | 6/4 | 1-4PM | $69  
EXCEL ESSENTIALS: ANALYZING DATA  
T | 6/5 | 1-4PM | $69  
EXCEL ESSENTIALS: PRESENTING DATA  
W | 6/6 | 1-4PM | $69  
WORD ESSENTIALS: WORKING WITH LONG DOCUMENTS  
Th | 6/7 | 1-4PM | $69

**Design & Technology**

**Fashion Design Certificate Program**

BASIC SEWING  
SaSu | 6/2-6/17 | 10AM-3:25PM | $429  
BASIC SEWING 2-STITCH IT  
SaSu | 7/7-7/22 | 10AM-2:55PM | $289  
FASHION: DRAW, DRAPE & DESIGN  
SaSu | 7/28-8/12 | 10AM-2PM | $289  
STUDENT SPRING AFFAIR SHOWCASE  
Sa | 5/19 | 1-4PM | No Charge
Print & Graphic Design Certificate Programs

Web Design Certificate Program
ADOBE INDESIGN LEVEL I  
T  |  6/5-7/17  |  6-9PM  |  $309
ADOBE ILLUSTRATOR LEVEL I  
W  |  7/25-8/29  |  5:30-8:30PM  |  $309
ADOBE PHOTOSHOP LEVEL I  
T  |  7/24-8/28  |  5:30-8:30PM  |  $309
SOCIAL MEDIA OUTREACH  
F  |  6/1  |  noon-3PM  |  $69

Fine Arts, Photography, & Video Production

Drawing & Painting
DRAWING I  
Sa  |  6/9-7/7  |  9AM-noon  |  $129
WATERCOLORS I  
Sa  |  6/9-7/7  |  1:30-4:30PM  |  $129

Photography & Video Production
ARCHITECTURE & LANDSCAPE PHOTOGRAPHY  
T  |  6/5-6/26  |  6-9PM  |  $199
CELL PHONE PHOTOGRAPHY  
Sa  |  7/28  |  9AM-1PM  |  $69
DIGITAL PHOTOGRAPHY I: THE ESSENTIALS  
Sa  |  6/23  |  9:30AM-3:30PM  |  $119
DIGITAL PHOTOGRAPHY II: VISUAL COMMUNICATION  
Sa  |  7/21  |  9:30AM-3:30PM  |  $119
DIGITAL PHOTOGRAPHY III: FOCAL LENGTHS TO FILTERS  
Sa  |  8/18  |  9:30AM-3:30PM  |  $119
FOOD PHOTOGRAPHY  
T  |  7/10-7/24  |  6-9PM  |  $149

Sculpture & Woodworking
GLASS BLOWING EXPERIENCE  
Sa  |  6/16  |  4-6PM  |  $229
Sa  |  8/18  |  4-6PM  |  $229
GLASS BLOWING: INTRODUCTION  
SaSu  |  7/14-7/15  |  2-5PM  |  $399
GLASS FUSION EXPERIENCE  
Su  |  6/10  |  11AM-1PM  |  $125
Su  |  8/12  |  11AM-1PM  |  $125
GLASS FUSION: INTRODUCTION  
Sa  |  5/12  |  10AM-4PM  |  $299
Sa  |  7/21  |  10AM-4PM  |  $299
Register at least 15 days in advance for best course selection and availability.

POTTERY: HAND BUILDING
Sa | 5/5-6/30 | 10AM-1PM | $145
Th | 6/28-8/16 | 6:30-9:30PM | $145

POTTERY: WHEEL THROWING
Sa | 5/5-6/30 | 1-4PM | $145
W | 5/9-6/27 | 6-9PM | $145
Th | 6/28-8/16 | 6:30-9:30PM | $145

STONE CARVING
Sa | 6/2-8/4 | 9:30AM-12:30PM | $449

WOODWORKING I
T | 5/15-6/19 | 6-9PM | $279
M | 7/16-8/20 | 6-9PM | $279

WOODWORKING: DINING ROOM CHAIR DESIGN
Th | 7/19-8/23 | 6-9PM | $279

Food & Beverage

Cooking & Baking Classes

CARIBBEAN DELIGHTS
T | 7/24 | 6-8:30PM | $49

CELEBRATION OF SUMMER
T | 8/7 | 6-8:30PM | $49

CREATIVE SALADS
T | 7/10 | 6-8:30PM | $49

PIZZA WORKSHOP
T | 5/15 | 6-8:30PM | $49

SALSAS, SPREADS & DIPS
T | 5/22 | 6-8:30PM | $49

SIZZLING SUMMER GRILLING
T | 6/5 | 6-8:30PM | $49
Sommelier Academy Certificate Programs

SOMMELIER ACADEMY INFORMATION SESSION
  W | 5/9 | noon-1PM | No Charge
  T | 8/14 | noon-1PM | No Charge

VINE TO WINE: THE FUNDAMENTALS
  W | 5/30-9/12 | 10:30AM-5:30PM | $1,599

Foreign Languages, Translation & Interpretation

Accent Reduction

ACCENT REDUCTION FOR INTERNATIONAL PROFESSIONALS I
  MW | 5/21-6/11 | 6-8:30PM | $219

ACCENT REDUCTION FOR INTERNATIONAL PROFESSIONALS II
  WM | 6/13-7/2 | 6-8:30PM | $219

ACCENT REDUCTION FOR INTERNATIONAL PROFESSIONALS III
  MW | 7/9-7/25 | 6-8:30PM | $219

English as a Second Language (ESL)

ESL (ENGLISH AS A SECOND LANGUAGE) ACCELERATED
  Sa | 6/9-8/11 | 9AM-noon | $259

ESL (ENGLISH AS A SECOND LANGUAGE) BASIC II
  Sa | 6/9-8/11 | 9AM-noon | $259

ESL (ENGLISH AS A SECOND LANGUAGE) INTERMEDIATE
  Sa | 6/9-8/11 | 1-4PM | $259

Foreign Languages

SPANISH II
  ThM | 5/31-7/2 | 6:30-8:30PM | $199

Legal Interpretation: Spanish Certificate Program

CONSECUTIVE INTERPRETING II
  T | 5/1-5/22 | 6-9PM | $309

INTRODUCTION TO LEGAL INTERPRETING
  W | 8/1-8/22 | 6-9PM | $309

SIMULTANEOUS INTERPRETING II
  W | 6/6-6/27 | 6-9PM | $309

Medical Interpretation: Spanish Certificate Program

MEDICAL INTERPRETING CERTIFICATION PREP
  TTh | 5/15-5/17 | 6-9PM | $109
Health Care & Allied Professions

Health Care Professional CEU Classes

END OF LIFE CARE
  FSa | 6/15-6/16 | 8AM-3:30PM | $99

EVIDENCE-BASED PRACTICE & QUALITY IMPROVEMENT PROJECTS
  F | 5/18 | 8AM-3:30PM | $49

HOSPITAL ACQUIRED CONDITIONS
  F | 7/20 | 8:30AM-3:30PM | $99

Medical Assistant Certificate Program

MEDICAL ASSISTANT CERTIFICATE PROGRAM INFORMATION SESSION
  T | 5/22 | 5:15-6PM | No Charge
  T | 6/5 | 5:15-6PM | No Charge
  W | 6/20 | 5:15-6PM | No Charge

MEDICAL ASSISTANT PROGRAM
  MTWTh | 7/9-12/20 | 6-9PM | $5,999

Human Resources

Human Resource Management Certificate Programs

HUMAN RESOURCE MANAGEMENT CERTIFICATE PROGRAM INFORMATION SESSION
  W | 6/6 | 5:30-6:30PM | No Charge
  Th | 8/16 | 5-6PM | No Charge

CHANGE MANAGEMENT
  F | 6/8 | 9AM-4PM | $279

COACHING & COUNSELING FOR SUCCESS
  F | 7/6 | 9AM-4PM | $279

CREATING A STRATEGIC THINKING PARADIGM
  F | 8/10 | 9AM-4PM | $279

DOCUMENTATION, DISCIPLINE, & TERMINATION
  F | 5/4 | 9AM-4PM | $279

FOSTERING A DIVERSE AND INCLUSIVE WORKPLACE
  F | 5/25 | 9AM-4PM | $279

PROBLEM SOLVING & DECISION-MAKING
  F | 5/18 | 9AM-4PM | $279

PHR/SPHR Certification Preparation

PHR/SPHR INFORMATION SESSION
  Th | 8/16 | 6-7PM | No Charge

Register at ced.unlv.edu/sum2018 any time or call 702-895-3394 Mon-Fri 8a.m.-5p.m.
### Leadership

**Organizational Leadership Certificate Program**

- **FOSTERING A DIVERSE & INCLUSIVE WORKPLACE**
  - **F** | 5/25 | 9AM-4PM | $279

- **PROBLEM SOLVING & DECISION-MAKING**
  - **F** | 5/18 | 9AM-4PM | $279

### Legal Studies

**Legal Classes**

- **CONTRACT LAW**
  - Th | 7/19-8/9 | 6-9PM | $289

- **MICROSOFT OFFICE & ADOBE ACROBAT FOR LEGAL PROFESSIONALS**
  - WM | 5/30-6/27 | 9AM-noon | $349
  - WM | 5/30-6/27 | 6-9PM | $349

- **TORT LAW**
  - Th | 6/21-7/12 | 6-9PM | $289

### Paralegal Certificate Programs

- **PARALEGAL CERTIFICATE INFORMATION SESSION**
  - T | 5/15 | noon-1PM | No Charge
  - T | 5/15 | 5:30-6:30PM | No Charge

- **PARALEGAL CERTIFICATE PROGRAM**
  - TTh | 6/19-9/27 | 9AM-noon | $6,549
  - TTh | 6/19-9/27 | 6-9PM | $6,549

### Mediation

**Mediation Certificate Program**

- **MEDIATION TRAINING CERTIFICATE**
  - Th | 5/3-5/31 | 8AM-5PM | $1,199

### Music, Performing Arts & Stage Production

**Music**

- **UNLV SUMMER COMMUNITY CONCERT BAND**
  - T | 5/15-7/3 | 7-9:20PM | $15

### Nonprofit Management

**Nonprofit Management Certificate Program**

- **A NONPROFIT BOARD’S ROLE & RESPONSIBILITY TO ITS AGENCY & THE COMMUNITY**
  - F | 6/1 | 11AM-12:30PM | No Charge
  - F | 8/3 | 11AM-12:30PM | No Charge
Nonprofit Management Certificate (continued)

AN INTRODUCTION TO THE NONPROFIT SECTOR
F | 6/1 | 9-10:30AM | No Charge
F | 8/3 | 9-10:30AM | No Charge

BOARDS BUILT FOR SUCCESS: ABCS OF BOARD RECRUITMENT, RETENTION & SUCCESSION PLANNING
F | 5/18 | 9AM-1PM | $79

BUILDING A SUCCESSFUL FUNDRAISING ENTERPRISE
W | 5/2-5/23 | 9AM-1PM | $219

CAPITAL CAMPAIGNS: EVERYTHING YOU NEED TO KNOW
Th | 5/10 | 9AM-1PM | $79

COMMUNICATING WITH PURPOSE
Th | 6/7 | 9AM-1PM | $79

STRONG FINANCIAL OVERSIGHT
W | 6/6-6/27 | 9AM-1PM | $279

Register at least 15 days in advance for best course selection and availability.
Real Estate
Community Association Management Precertification Program

COMMUNITY MANAGER PREPARATION COURSE INFORMATION SESSION
W | 5/23 | noon-1PM | No Charge
W | 5/23 | 5:30-6:30PM | No Charge
T | 8/7 | noon-1PM | No Charge
T | 8/21 | 5:30-6:30PM | No Charge

COMMUNITY MANAGER PREPARATION COURSE
T W Th | 6/12-8/1 | 5:30-8:30PM | $599

COMMUNITY MANAGER PREPARATION STATE EXAM REVIEW
Th | 8/1 | 5:30-8:30PM | $29

Small Business & Entrepreneurship
Entrepreneurship Classes

BUSINESS FINANCE
MW | 6/18-7/23 | 6:30-8:30PM | $269
FREE VACATIONS-TRAVEL FREE, PLUS MAKE MONEY DOING IT!
M | 6/4 | 6-9:30PM | $59

Social Work
Social Work CEU Series

CHILD TRAUMA
Th | 7/12 | 6-9:15PM | $49

THE SHAPING OF A WOMAN’S VOICE
Th | 8/9 | 6-9:15PM | $49

TREATING ADDICTIONS
Th | 5/10 | 6-9:15PM | $49

Sports, Health & Wellness
NASM Certification Preparation Programs

NASM PERSONAL FITNESS TRAINER PROGRAM
M | 6/4-8/13 | 5:30-8PM | $1199

Connect with us:
UNLV PROFESSIONAL DEVELOPMENT 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. Learn more at ced.unlv.edu/certificate-programs.

Aerospace & Defense
  Protective Services Professional

Design & Technology
  Fashion Design
  Print & Graphic Design
  Web Design

Food & Beverage
  Sommelier Academy

Foreign Languages, Translation & Interpretation
  Legal Interpretation: Spanish
  Medical Interpretation: Spanish

Health Care & Allied Professions
  *Medical Assistant

Human Resources
  Human Resource Management
  PHR/SPHR Preparation

Leadership
  Organizational Leadership

Legal Studies
  *Paralegal

Mediation
  Mediation

Nonprofit Management
  Grant Academy
  Nonprofit Management

Real Estate
  Community Association Management

Sports, Health & Wellness
  NASM Fitness Nutrition Specialist
  NASM Personal Fitness Trainer

*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-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)

View policies at ced.unlv.edu/registration-policies

NEW

BUSINESS ADMINISTRATION CERTIFICATES WITH THE

UNLV LEE BUSINESS SCHOOL

The Executive Certificate in Business Administration, a new partnership between UNLV’s Lee Business School and UNLV Continuing Education, launches in Fall 2018. Visit ced.unlv.edu/business-administration for more information on certificate options or to sign up to receive program updates as they become available.