

# OUTREACH

EXTENDING UNLV TO THE COMMUNITY



## Advance Your Career

Advanced Project Management  
Certified Nursing Assistant  
Bail Agent Protective Services  
CompTIA Certification  
Preparation

## Learn Something New

Arts & Crafts  
Photography



UNLV | CONTINUING  
EDUCATION

## Instructor Spotlight

# Vernetta Thomas

## Photography classes

### **“What we do changes lives.”**

**This gets to the heart of Vernetta Thomas’s philosophy. Her art goes beyond capturing mere visuals.** It harnesses the emotions, connections, and narratives that make each moment special. This passion is one of the greatest tools she shares with her students at UNLV.

Vernetta Thomas took a unique path towards becoming a professional photographer and graphic designer. She went to school to become an accountant. After finding the corporate world did not suit her wants and needs, she returned to school to become a paralegal. After working on her new craft for several years, she realized she was just doing corporate all over again from a different route. The third time’s a charm as Vernetta went back to school to learn digital photography and graphic design. She already had a love of photography from her father and her own travels through Europe, but that was the old days of film. She needed to make herself relevant in the ever changing digital world, so she learned new skills and perfected her new craft.

Vernetta Thomas has carved a niche for herself in the world of photography and graphic design. Her commitment to capturing genuine moments and telling stories through her images is evident

in everything she creates. With her keen eye for detail, storytelling approach, and ability to create a comfortable environment, Vernetta brings out the best in her subjects, resulting in captivating and heartfelt photographs.

Vernetta brings a wealth of experience and industry insights to her role at UNLV. She designs engaging and relevant curricula that equips students with the technical skills, conceptual understanding, and critical thinking abilities necessary to thrive in the rapidly evolving field of photography and graphic design. Her teaching methodology encompasses a blend of hands-on practical assignments, thought-provoking discussions, and exposure to diverse genres.

Vernetta’s commitment to her students extends beyond the confines of the classroom. She acts as a mentor, offering guidance and support as students navigate their artistic journeys. Whether it’s providing career advice, sharing industry contacts, or helping students develop their portfolios, Vernetta is dedicated to helping her students succeed both academically and professionally. In her work at UNLV Continuing Education, she continues to inspire and touch the hearts of those who take her classes, showcasing the timeless beauty of precious moments frozen in time.

**Learn more about photography classes on page 51 or at [ced.unlv.edu/photography](http://ced.unlv.edu/photography).**

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# UNLV

## CONTINUING EDUCATION

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UNLV is an equal opportunity affirmative action employer committed to achieving excellence through diversity.



### 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](http://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](http://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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### Certificate Candidates:

Once you complete the requirements for your certificate, please fill out a Certificate Issuance Request form, available online at [ced.unlv.edu/certificate-form](http://ced.unlv.edu/certificate-form)

Need assistance? Call 702-895-3394 or email [continuing.education@unlv.edu](mailto:continuing.education@unlv.edu).



## Attend a Free Certificate Information Session

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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.

### Business Administration Certificate Information Session

F | Aug 25 | noon-12:45pm | Online-Zoom | 232BD6107

### Grant Academy Information Session

Th | Aug 24 | 6-7pm | Online-Zoom | 232GR1150

### Human Resource Management Certificate Program Information Session

W | Aug 16 | 5:30-6:30pm | Online-Zoom | 232CP6155

### Mediation Training Certificate Information Session

F | Sep 8 | noon-1pm | Online-Zoom | 233CM1100

### Nonprofit Fundraising Information Session

M | Aug 28 | 6-7pm | Online-Zoom | 232NP3172

## GRANTS, LOANS & FINANCIAL 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 Assistance  
Private Education Loans  
College Ave Student Loan

### Questions?

Call 702-895-3394 or email [continuing.education@unlv.edu](mailto:continuing.education@unlv.edu)  
[ced.unlv.edu/financial-assistance](http://ced.unlv.edu/financial-assistance)

# Business

## Business Administration Certificate Program

[ced.unlv.edu/business-administration](http://ced.unlv.edu/business-administration)

The Business Administration Certificate Program is designed to introduce early career business professionals and managers to the most important concepts, tools, and techniques taught in today's top business schools. Boost your productivity, confidence, and effectiveness when managing yourself, others, and your business. This program is offered in collaboration with UNLV's Lee Business School.

The curriculum is divided into six learning sessions and covers

- **Budgeting & Reporting:** The budgeting process, creating budgets, how budgets are presented and ultimately used in a business setting
- **Accounting & Finance:** Understanding basic finance and accounting principles including profit and loss statements, balance sheets and capitalization
- **Professional Presence & Communication:** Writing in a business context, business presentations, overall professional presence
- **Leadership & Negotiations:** Leadership styles, team management, decision-making, negotiation techniques, contract negotiations
- **Sales & Marketing:** Proposal writing, managing your sales funnel, identifying top prospects, branding, integrated marketing
- **Quality Service & Service Operations:** Understanding customer expectations, creating and implementing proper service standards, focusing on the customer journey and quality management

The Business Administration Certificate is structured as six, 6-hour, in-class sessions delivered over six consecutive weeks. Each week will require approximately one hour of online preparatory work including readings, videos, and brief assignments that will be utilized or discussed in live sessions. Sessions will be led by industry experts with significant experience and MBAs, or top Lee Business School faculty.

**PROGRAM REQUIREMENTS:** To earn the Business Administration Certificate you must successfully complete all six learning sessions. Sessions must be taken in the semester the student registers.

**In collaboration with:**

**UNLV** | LEE BUSINESS SCHOOL



### Business Administration Certificate Information Session

Hear about what you can expect in the Business Administration Certificate directly from several of the instructors. You will learn about the program's structure, content, and logistics. For those who have already registered for the program, this is an opportunity to ask any pre-class questions you may have.

Lee Business School  
F | Aug 25 | noon-12:45pm | No charge  
Online-Zoom | 232BD6107

### Business Administration Certificate

Develop your overall understanding of business theory and practice so you can thrive in a leadership role within your organization. Through discussion and exercises, you will begin to recognize your own leadership style and understand how it impacts your approach to people and project management. You will practice negotiation and other communication techniques helpful in both personal and professional interactions. On the financial side, you can expect to better understand internal policies, processes, and procedures that impact business including budgeting; you will also acquire experience generating basic finance and accounting documents including profit/loss statements and balance sheets. The program dedicates time to generating plans and strategies for managing the customer experience including brand, marketing, and sales concepts. The Business Administration Certificate is structured as six, 6-hour, in-class sessions delivered over six consecutive weeks. Each week will require approximately one hour of online preparatory work including readings, videos, and brief assignments that will be utilized or discussed in live sessions. Sessions will be led by industry experts with significant experience and MBAs, or top Lee Business School faculty. Please note, requests to drop classes and receive refunds must be submitted no later than seven business days prior to the first class meeting.

Lee Business School  
F | Sep 22-Oct 27 (meets 6x) | 9am-3:30pm | \$2,100  
Lee Business School, EMBA Suite, WRI Room C302  
233BD6106 | 3.6 CEUs

## Business Analytics Science Certificate Program

[ced.unlv.edu/business-analytics](https://ced.unlv.edu/business-analytics)

Love digging deep with data? In this 10-week course, you will learn key business analytics concepts and methodologies, get hands-on practice and earn in-demand credentials.

**PROGRAM REQUIREMENTS:** To earn the Business Analytics Science Certificate, you must successfully complete the Business Analytics Science course.

### Business Analytics Science

Industry experts teach our Business Analytics Science program where students can walk away with in-demand practical skills and a Strategic Business Analytics Playbook that showcases their data analysis, data modeling, data visualization, SQL, and analytical reasoning skills to current and future employers. Delivered online, this 10-week comprehensive on-demand program students will learn key analytics concepts and methodologies, get hands-on practice (with expert feedback) and finish the program prepared for the Tableau Desktop Specialist Certification Exam. (1-year access to Tableau eLearning Content with the potential to earn additional Tableau Badges is included). As an added bonus, we have a Career Hub with on-demand career modules, resources, and workshops dedicated to helping you meet your career goals. Register today at <https://fig.ced.unlv.edu/business-analytics/>

M | Aug 7-Oct 13 | 4-6pm  
Online Delivery-Self Paced with Optional Live Online Sessions on M, 4-6pm

M | Sep 11-Nov 17 | 4-6pm  
Online Delivery-Self Paced with Optional Live Online Sessions on M, 4-6pm

T | Oct 2-Dec 15 | 4-6pm  
Online Delivery-Self Paced with Optional Live Online Sessions on T, 4-6pm

W | Nov 6-Jan 26 | 4-6pm  
Online Delivery-Self Paced with Optional Live Online Sessions on W, 4-6pm

T | Dec 4-Feb 16 | 4-6pm  
Online Delivery-Self Paced with Optional Live Online Sessions on T, 4-6pm

This course is offered in collaboration with GreenFig

**GREENfig**

## Communications Classes

[ced.unlv.edu/communications](https://ced.unlv.edu/communications)

### Communicate with Difficult People with Tact & Skill

Communicate effectively with difficult people in both your professional and personal life. Learn to recognize and address situations in constructive ways with a toolkit of strategies and techniques to proactively communicate with difficult, angry, and abusive people in a way that preserves and maintains the relationship.

Continuing Ed Staff  
F | Oct 13 | 9am-noon | \$159  
PAR Room 107 | 233CX1106 | 0.3 CEU

### Effective Speaking for International Professionals

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

Katia Abou-Haidar, MAAL  
MW | Aug 14-30 (meets 6x) | 6-8:30pm | \$279  
PAR Room 300 | 232CX1117 | 1.5 CEUs

MW | Nov 27-Dec 13 (meets 6x) | 6-8:30pm | \$279  
PAR Room 302 | 233CX1117 | 1.5 CEUs

“What our students are saying:  
Great structure and valuable information. I would recommend this course to anybody interested in learn about data analytics.”

Business Analytics Science,  
Spring 2023

## On-Camera Confidence

Experience what it is like to perform on camera with professional cameras and lighting equipment guided by Maria Ngo and Ray DuGray, a media production duo with years of experience hosting, producing, and training in on-camera techniques and media relations. In this highly interactive, hands-on training, you will practice real-world techniques that will help you grow your confidence and effectiveness with on-camera events, meetings, presentations, media interviews, video content creation, social media, fundraising, and sales presentations. Learn to eliminate nervous energy and present in a relaxed, confident, and professional manner feeling certain that your appearance, body language, vocal communication, and use of technology are on point.

Maria Ngo, Ray DuGray

W | Sep 6 | 9am-noon | \$219

PAR Room 125 | 233CX1100A | 0.3 CEU

W | Oct 4 | 9am-noon | \$219

PAR Room 125 | 233CX1100B | 0.3 CEU

W | Nov 1 | 9am-noon | \$219

PAR Room 125 | 233CX1100C | 0.3 CEU

W | Dec 6 | 9am-noon | \$219

PAR Room 125 | 233CX1100D | 0.3 CEU

**New!**

## The Art of Conflict Mediation: A Supervisor's Guide to Turning Disputes into Opportunities

Master the art of managing difficult conversations and handling sensitive situations with empathy and professionalism. Promote a culture of open communication and collaboration within the workplace, resulting in improved employee morale and job satisfaction. In this interactive training with practical exercises, you will learn how to identify and manage different types of workplace conflict, communicate effectively with employees, and implement conflict resolution strategies. Our experienced facilitators will help you build confidence in your conflict resolution skills and develop a deeper understanding of how to foster strong, productive relationships with your team members. Don't miss this opportunity to improve your leadership and communication skills while creating a more harmonious workplace!

Patricia Battie, MPA, Wes Miller M.Ed.

F | Nov 3-Dec 15 (meets 4x) | 9am-1:30pm | \$499

PAR Room 101 | 233CP6189 | 1.3 CEUs

\*Class does not meet: Nov 10 & 24, Dec 8



## Community Manager Pre-Certification Education

[ced.unlv.edu/community-manager](http://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 course meets Nevada's mandated 60-hour classroom education requirement for those who are involved in common-interest community management (HOAs). 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 Manager Pre-Certification Education 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.

Robert Forney, Carli A Gilchrist, Tonya Bates, Betsi Williams, Donna Zanetti, Cheri Hauer, Justin Fertick, Lauren Starner, June Heydarian, Supervising Community Manager  
TWTh | Sep 5-Oct 25 (meets 23x) | 5:30-8:30pm | \$699  
Online-UNLVGO and Zoom | 233RP1100 | 6 CEUs

## Digital Marketing Science Certificate Program

<https://ced.unlv.edu/programs/digital-marketing-science-certificate-program>

Fast-track your next career move by enrolling in our comprehensive Digital Marketing Science program. You'll get practical training and technical certifications online, on your schedule, in just 10 weeks.

**PROGRAM REQUIREMENTS:** To earn the Digital Marketing Science Certificate, you must successfully complete the Digital Marketing Science course.

### Digital Marketing Science

This Digital Marketing Science program will transform you into a digital marketer with expertise in the most sought-after marketing domains. Delivered online, this 10-week on-demand program is taught by industry experts and supplemented with optional live/online instructor-led classes. You'll leave the course with industry-recognized certifications and qualifications, including Google Ads Search Certification, Google Analytics Individual Qualification, and HubSpot Email Marketing Certification. The course curriculum covers in-demand digital marketing channels like SEO, SEM, Facebook Ads, Content Marketing, Marketing Automation, and more. As an added bonus, we have a Career Hub with on-demand career modules, resources, and workshops dedicated to helping you meet your career goals. Register today at <https://fig.ced.unlv.edu/digital-marketing/>

M | Sep 11-Nov 17 | 4-6pm  
Online Delivery-Self Paced with Optional Live Online Sessions on M, 4-6pm

T | Oct 2-Dec 15 | 4-6pm  
Online Delivery-Self Paced with Optional Live Online Sessions on T, 4-6pm

W | Nov 6-Jan 26 | 4-6pm  
Online Delivery-Self Paced with Optional Live Online Sessions on W, 4-6pm

T | Dec 4-Feb 16 | 4-6pm  
Online Delivery-Self Paced with Optional Live Online Sessions on T, 4-6pm

This course is offered in collaboration with GreenFig

**GREENfig**

## Human Resource Management Certificate Programs/aPHR Certification Preparation

[ced.unlv.edu/HRManagement](https://ced.unlv.edu/HRManagement)

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

### HUMAN RESOURCE MANAGEMENT CERTIFICATE PROGRAM

**REQUIREMENTS:** To earn the Human Resource Management Certificate you must successfully complete the following required core course plus an additional 2.4 CEUs of elective courses.

- Essentials of Human Resource Management

### ADVANCED HUMAN RESOURCE MANAGEMENT CERTIFICATE PROGRAM

**REQUIREMENTS:** To earn the Advanced Human Resource Management Certificate you must successfully complete the following required core course plus an additional 6 CEUs of elective courses.

- Essentials of Human Resource Management

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

### Human Resource Management Certificate Program Information Session

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

Continuing Ed Staff  
W | Aug 16 | 5:30-6:30pm | No charge  
Online-Zoom | 232CP6155



Human resource management elective offerings vary by semester. Visit [ced.unlv.edu/HRManagement](https://ced.unlv.edu/HRManagement) for a complete list of current electives.

## Best Practices in Employee Retention & Engagement

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

Christina Nishiyama, MBA, SPHR  
F | Nov 17 | 9am-4pm | \$289  
PAR Room 302 | 233CP6107 | 0.6 CEU

## Developing a Successful Performance Management Program

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

Charlie Carr, M.A. Ed.S.  
Th | Sep 7 | 9am-4pm | \$289  
PAR Room 302 | 233CP6173 | 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](http://hrci.org). Required Textbook(s): *HRCI aPHR Certification Preparation Program*

Greg Wilken, JD, SPHR  
W | Sep 13-Dec 13 (meets 13x) | 6-9pm | \$949  
Retest \$100  
PAR Room 301 | 233CP6113 | 3.9 CEUs  
\*Class does not meet: Nov 22

## Interviewing Skills for Hiring Teams

The interview process is the most influential aspect of employee recruitment. Interviews are the primary factor behind employee selection decisions and the experience can make or break a candidate's impression of the employer. It is critical for hiring managers and human resource professionals to learn best practices in interviewing to positively impact their teams and overall organization. This course will cover best practices in resume review, interview design, interview preparation, conducting the interview, and successfully bridging the gap between interviews and the hiring decision.

Christina Nishiyama, MBA, SPHR  
F | Oct 20 | 9am-4pm | \$289  
PAR Room 302 | 233CP6187 | 0.6 CEU

## Managing & Responding to Poor Employee Performance

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

Christina Nishiyama, MBA, SPHR  
F | Nov 3 | 9am-4pm | \$289  
PAR Room 302 | 233CP6125 | 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  
TTh | Nov 7-9 (meets 2x) | 9am-noon | \$289  
PAR Room 302 | 233CP6185 | 0.6 CEU

## Managing Organizational Change

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

Charlie Carr, M.A. Ed.S.  
MW | Oct 2-4 (meets 2x) | 6-9pm | \$289  
PAR Room 511 | 233CP6304 | 0.6 CEU

## Nevada Employment Law NRS: 607-612

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

Greg Wilken, JD, SPHR  
F | Sep 8 | 9am-4pm | \$289  
PAR Room 302 | 233CP6144 | 0.6 CEU

## Nevada Employment Law NRS: 613-615

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

Greg Wilken, JD, SPHR  
F | Sep 22 | 9am-4pm | \$289  
PAR Room 302 | 233CP6145 | 0.6 CEU

## Nevada Employment Law NRS: 616A-618

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

Greg Wilken, JD, SPHR  
F | Oct 6 | 9am-4pm | \$289  
PAR Room 302 | 233CP6146 | 0.6 CEU

## Succession Planning

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

Christina Nishiyama, MBA, SPHR  
F | Oct 6 | 9am-4pm | \$289  
PAR Room 125 | 233CP6175 | 0.6 CEU

## Turning Managers into Leaders

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

Charlie Carr, M.A. Ed.S.  
F | Nov 17 | 9am-4pm | \$289  
PAR Room 101 | 233CP6119 | 0.6 CEU

## What the EEOC Expects From Employers

Gain clear understanding of the purpose and expectations of the Equal Employment Opportunity Commission (EEOC) so you can be proactive about preventing harassment or discrimination in the workplace. Know the processes involved if someone files a complaint of discrimination against your company. Become familiar with EEOC guidelines for subjects including discriminatory practices, charge processing, investigations, enforcement, vicarious employer responsibility for unlawful harassment by a supervisor, applying the laws during recruitment and hiring, and defending yourself against employment discrimination charges.

Christina Nishiyama, MBA, SPHR  
F | Dec 1 | 9am-4pm | \$289  
PAR Room 302 | 233CP6121 | 0.6 CEU

## Lean Six Sigma Green Belt & Black Belt Certificate Programs

[ced.unlv.edu/lean-six-sigma](http://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.



What our students are saying:

The instructor is an outstanding educator! Very professional, but also knows how to make the subject fun! I appreciate that he related many subjects and learning examples to current occupations. Overall very satisfied!"

Lean Six Sigma: Green Belt,  
Summer 2022

### 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 | Oct 16-20 (meets 5x) | 9am-4pm | \$2,400  
UNLV Paradise Campus PAR Room 512. PAR 123 Friday Only  
233LN1101 | 3 CEUs

### Lean Six Sigma: Green Belt

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

Erik Christensen

MTWThF | Aug 14-18 (meets 5x) | 9am-4pm | \$1,800  
PAR Room 125 | 232LN1100 | 3 CEUs

MTWThF | Dec 4-8 (meets 5x) | 9am-4pm | \$1,800  
PAR Room 512 | 233LN1100 | 3 CEUs

## Sales Development Science Certificate Program

[ced.unlv.edu/sales-development](https://ced.unlv.edu/sales-development)

Learn sales fundamentals, strategies, methodologies, and best practices used by high-growth companies while earning Salesforce credentials and real world experience.

**PROGRAM REQUIREMENTS:** To earn the Sales Development Science Certificate, you must successfully complete Sales Development Science course.

### Sales Development Science

The explosion of new technologies has transformed selling activities. The Sales Development Science program explores the science and data-driven strategies for developing, managing, and converting sales leads and pipeline into revenue. Delivered fully online, this 10-week program is taught by industry experts and covers all of the key areas required to sell more efficiently and effectively. In addition, students will have access to Salesforce for hands-on learning and walk away with a curated collection of Salesforce Trailhead badges to highlight your new skills and knowledge. As an added bonus, we have a Career Hub with on-demand career modules, resources, and workshops dedicated to helping you meet your career goals. Register at <https://continuingeducation.unlv.edu/programs/sales-development-science-certificate-program>

W | Sep 8-Oct 16 | 4-5pm  
Online Delivery-Self Paced with Optional Live Online Sessions on W, 4-5pm

W | Oct 2-Dec 15 | 4-5pm  
Online Delivery-Self Paced with Optional Live Online Sessions on W, 4-5pm

W | Nov 6-Jan 26 | 4-5pm  
Online Delivery-Self Paced with Optional Live Online Sessions on W, 4-5pm

W | Dec 4-Feb 16 | 4-5pm  
Online Delivery-Self Paced with Optional Live Online Sessions on W, 4-5pm

This course is offered in collaboration with GreenFig

**GREENfig**



## Sales Operations Science Certificate Program

[ced.unlv.edu/sales-operations](https://ced.unlv.edu/sales-operations)

Learn the fundamentals for sales operations success through our 10-week online mentored certificate program featuring Salesforce Sales Cloud.

**PROGRAM REQUIREMENTS:** To earn the Sales Operations Science Certificate, you must successfully complete the Sales Operations Science course.

### Sales Operations Science

Learn strategic concepts such as Sales Ops Structure, Lead Management, Forecasting, Business Model Canvas, Performance Metrics & KPIs, and Pyramid Analysis. In addition, you'll walk away with a curated collection of Salesforce Trailhead badges, including Sales Productivity, Data Management, Reports & Dashboards for Lightning Experience, Sales Team Enablement, and Sales Territory Planning. Delivered online, this 10-week comprehensive on-demand program is taught by industry experts and supplemented with optional live/online instructor-led classes. As an added bonus, we have a Career Hub with on-demand career modules, resources, and workshops dedicated to helping you meet your career goals. Register at <https://continuingeducation.unlv.edu/programs/sales-operations>

T | Sep 11-Nov 17 | 4-5pm  
Online Delivery-Self Paced with Optional Live Online Sessions on T, 4-5pm

T | Oct 2-Dec 15 | 4-5pm  
Online Delivery-Self Paced with Optional Live Online Sessions on T, 4-5pm

T | Nov 6-Jan 26 | 4-5pm  
Online Delivery-Self Paced with Optional Live Online Sessions on T, 4-5pm

T | Dec 4-Feb 16 | 4-5pm  
Online Delivery-Self Paced with Optional Live Online Sessions on T, 4-5pm

This course is offered in collaboration with GreenFig

**GREENfig**

# Leadership/Management

## Advanced Project Management Certificate Program

[ced.unlv.edu/project-management](http://ced.unlv.edu/project-management)

An effective and highly-valued project manager plays the roles of leader, communicator, negotiator, collaborator, problem solver, delegator, and decision maker. They must be able to analyze project needs and nimbly adapt the project management approach to fit the situation. The Advanced Project Management Certificate walks you through the full project management lifecycle—from vision, to assembling a team, to breaking down responsibilities, to managing tasks and expectations, to final evaluation. Classroom learning sessions are augmented with computer-based project management simulations designed to apply your growing skillset. This sophisticated project management curriculum includes online, face-to-face, simulation, and exam preparation courses. Successful completion of all four courses leads to an Advanced Project Management Certificate from UNLV. It will also allow you to pursue PMP® or CAPM® certification.

**PROGRAM REQUIREMENTS:** To earn the Advanced Project Management Certificate you must successfully complete four core courses. Courses may not be taken individually for this certificate as each builds upon the prior course.

### CORE COURSES:

- Project Management Training Camp
- Guiding Organizational Change
- PMP® Exam Preparation
- Project Management Fundamentals Online Lessons & Labs

## Guiding Organizational Change

Join our Guiding Organizational Change Training Camp to learn the skills and knowledge you need to lead successful change initiatives. Our comprehensive program covers the fundamentals of change management, including defining change, assessing impact, developing a change management plan, and effectively communicating and supporting employees through the process. With interactive exercises and case studies, you'll gain practical experience and real-world insights to apply to your own organization. This program is perfect for managers, team leaders, and anyone responsible for leading change events. Sign up now to gain the confidence and skills to guide your team through successful change initiatives.

To learn more about the military pricing available for the Advanced Project Management Certificate (APMC) Program, please contact UNLV Continuing Education at (702) 895-3394 or email [continuing.education@unlv.edu](mailto:continuing.education@unlv.edu).

Please note, our instructional team from Petersen Training will coordinate access to Nellis Air Force Base for non-military affiliated students. Once you register they will reach out to you with details.

Petersen Training, Dan Anderson  
TWTh | Aug 29-31 (meets 3x) | 8am-5pm | \$1,495  
Nellis AFB | 232PM6103 | 2.4 CEUs

TWTh | Nov 28-30 (meets 3x) | 8am-5pm | \$1,495  
Nellis AFB | 233PM6103 | 2.4 CEUs

## PMP® Exam Prep

Elevate your project career with our PMP Exam Preparation Course. Our expert trainers will guide you through the PMI principles and terminology, and provide in-depth training on project management processes. Our program is designed to prepare you for the PMP exam and gain the industry-recognized PMP certification. With our proprietary practice tools, you'll be able to simulate the exam experience and build your confidence. Our course is suitable for project managers at any level, whether you're new to project management or a seasoned professional. Don't miss the opportunity to enhance your skills and advance your career. Enroll now!

To learn more about the military pricing available for the Advanced Project Management Certificate (APMC) Program, please contact UNLV Continuing Education at (702) 895-3394 or email [continuing.education@unlv.edu](mailto:continuing.education@unlv.edu)

Please note, our instructional team from Petersen Training will coordinate access to Nellis Air Force Base for non-military affiliated students. Once you register they will reach out to you with details.

Petersen Training, Dan Anderson  
MTWThF | Sep 25-29 (meets 5x) | 8am-5pm | \$1,695  
Nellis AFB | 233PM6104 | 4 CEUs

## Project Management Fundamentals Online Lessons & Labs

This fully online, self-paced course utilizes virtual lessons and labs to reinforce your knowledge of key project management principles. Via various simulations, gain experience planning and managing parameters associated with project initiation, scope, schedules, budgets, risks, quality, communications, resources, procurements, stakeholders, and closure. You will complete self-paced, online labs that provide you with further insights into how you can better work with each of these parameters. The goal of this course is to provide a firm foundation from which you can better manage projects. Enroll for all Advanced Project Management Certificate courses using the Advanced Project Management Bundle. To learn more about the military pricing available for the Advanced Project Management Certificate (APMC) Program, please contact UNLV Continuing Education at (702)895-3394 or email [continuing.education@unlv.edu](mailto:continuing.education@unlv.edu)

Petersen Training, Dan Anderson  
Sep 1-29 | \$495  
Online Delivery | 233PM6105 | 6.8 CEUs

## Project Management Training Camp

Elevate your project management skills with our immersive Project Management Training Camp. Our program will guide you through the fundamentals of Project Management, including planning, scheduling, controlling, and leading a virtual team in a fast-paced, stressful environment. You'll gain practical experience in using project management tools, managing risks and issues, and communicating with stakeholders. Our training camp is suitable for both new and experienced project managers who want to develop their skills and produce quality work on time and within budget. With our expert guidance, you'll be equipped to lead virtual project teams and succeed in a dynamic project environment. Enroll now to take your project management skills to new heights.

To learn more about the military pricing available for the Advanced Project Management Certificate (APMC) Program, please contact UNLV Continuing Education at (702)895-3394 or email [continuing.education@unlv.edu](mailto:continuing.education@unlv.edu)

Please note, our instructional team from Petersen Training will coordinate access to Nellis Air Force Base for non-military affiliated students. Once you register they will reach out to you with details.

Petersen Training, Dan Anderson  
TWTh | Oct 24-26 (meets 3x) | 8am-5pm | \$1,495  
Nellis AFB | 233PM6102A | 2.4 CEUs

MTW | Dec 18-20 (meets 3x) | 8am-5pm | \$1,495  
Nellis AFB | 233PM6102B | 2.4 CEUs



## Management Certificate Program

[ced.unlv.edu/management](http://ced.unlv.edu/management)

In the UNLV Management Certificate, 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 strategies
- 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 five competency areas: Conflict Management, Communications, People/Team Management, Project Management, and Managing Diversity.

## Communicate with Difficult People with Tact & Skill

Communicate effectively with difficult people in both your professional and personal life. Learn to recognize and address situations in constructive ways with a toolkit of strategies and techniques to proactively communicate with difficult, angry, and abusive people in a way that preserves and maintains the relationship.

Heather Doane, M.Ed  
F | Oct 13 | 9am-noon | \$159  
PAR Room 107 | 233CX1106 | 0.3 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 CliftonStrengths Manager's Assessment prior to class. [www.gallupstrengthscenter.com/store](http://www.gallupstrengthscenter.com/store)

Maggie Harris

M | Nov 13 | 9am-4pm | \$289

PAR Room 302 | 233CP6139 | 0.6 CEU

## Crisis Management

Respond quickly, confidently, and competently when life throws a crisis at your organization. You will build an understanding of the challenges and opportunities associated with organizational leadership during crises. The course will use real-world examples (e.g., case studies) as well as selected readings to explore various approaches to crisis management, to understand the strengths and weaknesses of each approach, and to match the approach to the situation. By discussing the challenges and unique aspects of leadership in crises, we will demystify the tactics, techniques, and procedures associated with leadership success in demanding/unexpected circumstances. The last few years have shown how critical it is for leaders in all business sectors to understand crisis management so they can build resilient teams, ensure business continuity, and successfully adapt when the unexpected happens.

Continuing Ed Staff

Th | Sep 7-14 (meets 2x) | 6-9pm | \$289

PAR Room 101 | 233CP6186 | 0.6 CEU

## Effective Facilitation of Meetings & Discussions

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

Jacob Murdock

Sa | Dec 9 | 9am-4pm | \$289

PAR Room 302 | 233CP6302 | 0.6 CEU

## Interviewing Skills for Hiring Teams

The interview process is the most influential aspect of employee recruitment. Interviews are the primary factor behind employee selection decisions and the experience can make or break a candidate's impression of the employer. It is critical for hiring managers and human resource professionals to learn best practices in interviewing to positively impact their teams and overall organization. This course will cover best practices in resume review, interview design, interview preparation, conducting the interview, and successfully bridging the gap between interviews and the hiring decision.

Christina Nishiyama, MBA, SPHR

F | Oct 20 | 9am-4pm | \$289

PAR Room 302 | 233CP6187 | 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

TTh | Nov 7-9 (meets 2x) | 9am-noon | \$289

PAR Room 302 | 233CP6185 | 0.6 CEU

## Managing & Responding to Poor Employee Performance

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

Christina Nishiyama, MBA, SPHR

F | Nov 3 | 9am-4pm | \$289

PAR Room 302 | 233CP6125 | 0.6 CEU

## Managing Hybrid & Remote Work Teams

In recent years, the rapid shift to remote work and continued advancements in technology have significantly changed the way we work. Workplace flexibility is no longer an option, but a requirement for employee retention. For managers, leading a mixture of remote, hybrid, and in-person work teams brings an array of challenges and opportunities. This course will cover how to establish successful flexible work arrangements, redefining performance objectives, communication and collaboration techniques, and proactively avoiding disengagement with in-person teams.

Christina Nishiyama, MBA, SPHR  
F | Sep 8 | 9am-4pm | \$289  
PAR Room 101 | 233CP6188 | 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. You will participate in guided practice and develop strategies for your current work environments.

Charlie Carr, M.A. Ed.S.  
TTh | Oct 24-26 (meets 2x) | 9am-noon | \$289  
PAR | 233CP6157 | 0.6 CEU

## Resilience & Wellbeing in the Workplace

As we continue into an extended period of uncertainty, many members of our work teams are experiencing an increase in anxiety, depression, and hopelessness, and are struggling with their overall emotional wellbeing. Leaders and managers need to better understand why this is happening and how they can help their most important asset: their people. This course will help you understand what wellbeing is and how to address five key elements of wellbeing within your organization. We will explore the notion of resilience, plus practice techniques to bounce back from setbacks and get out of the thinking traps that cause many to falter.

Maggie Harris  
F | Aug 18 | 9am-4pm | \$289  
PAR Room 101 | 232CP6149 | 0.6 CEU

F | Oct 13 | 9am-4pm | \$289  
PAR Room 125 | 233CP6149 | 0.6 CEU

## Organizational Leadership Certificate Program

[ced.unlv.edu/organizational-leadership](http://ced.unlv.edu/organizational-leadership)

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

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

- Fundamentals of Leadership

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

- Fundamentals of Leadership

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

## 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 CliftonStrengths Manager's Assessment prior to class. [www.gallupstrengthscenter.com/store](http://www.gallupstrengthscenter.com/store)

Maggie Harris  
M | Nov 13 | 9am-4pm | \$289  
PAR Room 302 | 233CP6139 | 0.6 CEU



View course descriptions for more Organizational Leadership electives through the online registration system at [ced.unlv.edu/organizational-leadership](http://ced.unlv.edu/organizational-leadership).

## Developing a Successful Performance Management Program

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

Charlie Carr, M.A. Ed.S.  
Th | Sep 7 | 9am-4pm | \$289  
PAR Room 302 | 233CP6173 | 0.6 CEU

## Effective Facilitation of Meetings & Discussions

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

Jacob Murdock  
Sa | Dec 9 | 9am-4pm | \$289  
PAR Room 302 | 233CP6302 | 0.6 CEU

## Emotional Intelligence

Emotional intelligence (EQ) is not an inherent trait; it can be learned and enhanced throughout life. Tap into and cultivate your EQ in order to improve relationships, enhance your ability to relate to others, make stronger decisions, control negative thoughts and reactions, build trust and influence, and develop high-performing teams. The purpose of this course is to increase awareness of emotional intelligence, pinpoint each attendee's emotional intelligence strengths, identify development opportunities, understand emotional reactions, and demonstrate various techniques to strengthen emotional intelligence. An enhanced EQ can positively impact you, your team, and your organization.

Nelandra Anselmo, SPHR, SHRM-SCP, CHE  
F | Aug 4 | 9am-4pm | \$289  
PAR Room 101 | 232CP6309 | 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 | Oct 4-Nov 1 (meets 4x) | 6-9pm | \$699  
PAR Room 300 | 233CP6300 | 1.2 CEUs  
\*Class does not meet: Oct 11

## 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  
TTh | Nov 7-9 (meets 2x) | 9am-noon | \$289  
PAR Room 302 | 233CP6185 | 0.6 CEU

## Managing Organizational Change

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

Charlie Carr, M.A. Ed.S.  
MW | Oct 2-4 (meets 2x) | 6-9pm | \$289  
PAR Room 511 | 233CP6304 | 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. You will participate in guided practice and develop strategies for your current work environments.

Charlie Carr, M.A. Ed.S.  
TTh | Oct 24-26 (meets 2x) | 9am-noon | \$289  
PAR | 233CP6157 | 0.6 CEU

## Resilience & Wellbeing in the Workplace

As we continue into an extended period of uncertainty, many members of our work teams are experiencing an increase in anxiety, depression, and hopelessness, and are struggling with their overall emotional wellbeing. Leaders and managers need to better understand why this is happening and how they can help their most important asset: their people.

This course will help you understand what wellbeing is and how to address five key elements of wellbeing within your organization. We will explore the notion of resilience, plus practice techniques to bounce back from setbacks and get out of the thinking traps that cause many to falter.

Maggie Harris

F | Oct 13 | 9am-4pm | \$289

PAR Room 125 | 233CP6149 | 0.6 CEU

### Succession Planning

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

Christina Nishiyama, MBA, SPHR

F | Oct 6 | 9am-4pm | \$289

PAR Room 125 | 233CP6175 | 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 B Lange

WF | Oct 11-13 (meets 2x) | 9am-noon | \$289

PAR Room 302 | 233CP6307 | 0.6 CEU

### Turning Managers into Leaders

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

Charlie Carr, M.A. Ed.S.

F | Nov 17 | 9am-4pm | \$289

PAR Room 101 | 233CP6119 | 0.6 CEU

## Legal

### Bail Agent Pre-Licensing and Continuing Education

[ced.unlv.edu/bail-agent](http://ced.unlv.edu/bail-agent)

Bail Agents are licensed and qualified individuals who are authorized to post bail bonds, and who play a critical role in judicial proceedings. To become a licensed Bail Agent in the State of Nevada, you must take a 6-hour Bail Agent Pre-Licensing course and submit an application to the Nevada Division of Insurance. A 3 hour Continuing Education course is required to renew your license.



#### Bail Agent Continuing Education

Bail Agents are required under Nevada law to complete a 3-hour program of continuing education to renew the bail agent's license. This course will include the essential information for renewing the bail agent's license, including the relevant statutes and regulations, duties of licensee's, records management, agreements, premium and charges, collateral, apprehension and surrender, prohibited acts, advertising, bail forfeitures, and court terminating liability. Instruction will be provided in compliance with the rules of the Nevada Division of Insurance and Nevada courts. This course is approved for 3 hours of Bail Agent Continuing Education by the Nevada Division of Insurance, course number 26782.

Tracy DiFillippo, JD

M | Sep 18 | 9am-noon | \$299

PAR Room 101 | 233PL6146 | 0.3 CEU

#### Bail Agent Pre-Licensing

Bail Agents are licensed and qualified individuals who are authorized to post bail bonds, and who play a critical role in judicial proceedings. Duties consist of determining the risk of the defendant and whether to post a bond, whether the defendant has violated one of the court's terms of release, and whether the defendant has failed to appear in court. Learn the essentials needed in order to apply to become a licensed Bail Agent, including the relevant statutes and regulations, duties of licensee's, records management, agreements, premiums and charges, collateral, apprehension and surrender, prohibited acts, advertising, bail forfeitures, and court terminating liability. Instruction will be provided in compliance with the rules of the Nevada Division of Insurance and Nevada courts. This course is approved as a 6 hour Bail Agent Pre-Licensing Course by the Nevada Division of Insurance, course number 26096.

*Prerequisite: Must be a resident of Nevada for at least one year. Must be 18 years or older.*

Tracy DiFillippo, JD

M | Nov 13 | 9am-5pm | \$599

PAR Room 101 | 233PL6145 | 0.6 CEU

## Mediation Certificate Program

[ced.unlv.edu/mediation](http://ced.unlv.edu/mediation)

Classroom training and an in-depth practicum will prepare you to become an effective, neutral third party in a conflict.

**PROGRAM REQUIREMENTS:** To earn the Certificate of Completion in the Mediation Skills Program, you must complete the Mediation Skills Training course, and practicum within 90 days after training.

### 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.

Continuing Ed Staff  
F | Sep 8 | noon-1pm | No charge  
Online-Zoom | 233CM1100

### Mediation Skills Training

Individuals with mediation skills provide a process to help parties better understand each other's perspective and reach a mutually agreeable resolution. The principles of mediation are covered during this interactive forty hour course. You will learn the facilitative mediation process, develop active listening skills, and practice effective questioning techniques. Ethical standards in mediation and strategies to work through impasse situations will be introduced, as will methods to differentiate between position and interest, identify sources of conflict, and write agreements. Following classroom training, an in-depth practicum will include a minimum of three observations, four co-mediations, and two solo mediations. The practicum will allow you to practice your skills and gain confidence in your ability to mediate conflict and facilitate difficult conversations.

This class is eligible for 31.5 CLEs (30 general and 1.5 ethics) through the Nevada Board of Continuing Legal Education for attorneys and judges. A basic mediation training manual is provided for each student.

Patricia Battie  
F | Oct 6-Nov 17 (meets 5x) | 8am-5pm | \$1,299  
Clark County Neighborhood Justice Center | 233CM1120 | 4 CEUs  
\*Class does not meet: Oct 27 and Nov 10

## Paralegal Certificate Program

[ced.unlv.edu/paralegal](http://ced.unlv.edu/paralegal)

New program coming soon. Visit [ced.unlv.edu/paralegal](http://ced.unlv.edu/paralegal) to sign up for email updates.



UNLV Continuing Education now offers live-online LSAT preparation classes. See p. 55 or visit [ced.unlv.edu/test-prep](http://ced.unlv.edu/test-prep) for more information.

## Parenting

[ced.unlv.edu/cp](http://ced.unlv.edu/cp)

Navigate parenting's toughest challenges including divorce and discipline. Specialized training can help you strengthen your family relationships, open channels of communication, and rediscover the positive side of parenting.

### Cooperative Parenting-Shielding Your Children From Conflict

Participate in proven conflict resolution activities within a supportive group environment. The course provides practical approaches to help parents work cooperatively to successfully co-parent their children. Class sessions 1 & 8 are mandatory for successful completion of the course. Other mandatory attendance requirements will be covered on the first day of class.

Kushica K Flowers  
T | Sep 5-Oct 24 (meets 8x) | 5:30-7:30pm | \$299  
PAR Room 511 | 233PL6105A

Liliana Radillo  
Th | Sep 7-Oct 26 (meets 8x) | 5:30-7:30pm | \$299  
PAR Room 511 | 233PL6105B



## Protective Services Professional Certificate Program

[ced.unlv.edu/protective-services](http://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 (PDOOC)
- 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. **TO SIGN UP:** You must be approved for enrollment based on your work history, training, education, and/or security industry affiliation. For more information and to register, contact Amanda Dunn at PFC Training ([amanda@pfcgoc.com](mailto:amanda@pfcgoc.com) or 702-647-1126).

*Prerequisite: Please see [ced.unlv.edu/protective-services](http://ced.unlv.edu/protective-services) for admission standards.*

Steve Krystek, PFC Training  
FSaSuMTWTh | Oct 6-12 (meets 7x) | 9am-5pm | \$2,850  
Off site (PFC) | 233SD3143 | 7 CEUs

## Technology/Computers

### AWS Certification Preparation

[ced.unlv.edu/aws](http://ced.unlv.edu/aws)

Take the first step to start your AWS cloud journey. Learn the basics of cloud computing and prepare for AWS Cloud Practitioner or AWS Solutions Architect Associate Certification. This program is offered in collaboration with Skillstorm. This program is perfect for those with general IT business and technical knowledge, basic understanding of IT services, such as CPUs, RAM, disk, databases, networking, servers, etc.

#### AWS Cloud Practitioner

This 4-week course covers creating an AWS account, defining roles and permissions, an overview of object and data storage services, an introduction to Cloud computing services and serverless services, a high-level overview of networking and private Clouds, as well as best practices and approaches for security and tools for building highly available architectures.

TWTh | Sep 4-Oct 2 | 1-2pm | \$600  
Online Delivery

TWTh | Oct 2-Nov 27 | 1-2pm | \$600  
Online Delivery

TWTh | Nov 6-Jan 1 | 1-2pm | \$600  
Online Delivery

TWTh | Dec 4-Jan 29 | 1-2pm | \$600  
Online Delivery

#### AWS Solutions Architect

This 8-week course covers creating an AWS account, defining roles and permissions, object and file storage services and concepts, virtual Cloud servers and storage types, Cloud monitoring, relational and non-relational databases and caching, domain name systems, highly available architectures, virtual Cloud architecture and security, as well as general best practices.

TWTh | Sep25-Nov 20 | 1-2pm | \$2,000  
Online Delivery

TWTh | Nov 27-Jan 22 | 1-2pm | \$2,000  
Online Delivery

These programs are offered in collaboration with Skillstorm.





## Appian Associate Developer

[ced.unlv.edu/programs/appian-associate-developer](https://ced.unlv.edu/programs/appian-associate-developer)

Whether you're just getting started or looking to advance your skills—enroll in an Appian course today to learn the knowledge and skills to design, develop, and maintain low-code applications. Appian is in demand with nearly every industry around the world. By getting Appian Certified, you highlight yourself as someone ready and able to drive digital transformation and increase your organization's impact. 70% of new applications developed by enterprises will use low-code or no-code technologies, up from less than 25% in 2020. According to ZipRecruiter, Appian Developer careers enjoy a 10% higher salary than other low-code platforms in North America.

**New!**

### Appian Associate Developer

This 8-week course covers the connection between Appian applications and relational databases, executing simple SQL database queries such as creating, altering, inserting, or updating tables and provides students with a general understanding of the software development lifecycle, including requirements gathering, so that they can effectively contribute to the project team.

TWTh | Sep 25-Nov 20 | TBD | \$2,475  
Online Delivery

TWTh | Nov 27-Jan 22 | TBD | \$2,475  
Online Delivery

This program is offered in collaboration with Skillstorm.



## Comp TIA Certification Preparation

[ced.unlv.edu/comptia](https://ced.unlv.edu/comptia)

Get certified in CompTIA A+, CompTIA Network+ or CompTIA Security+ and show employers that you have the network security skills needed in today's networking environments.

### Comp TIA A+

This 8-week course prepares you for the two CompTIA A+ Core Series exams: Core 1 (220-1101) and Core 2 (220-1102). You will learn how to perform critical IT support tasks and today's core technologies from security to networking to virtualization and more. CompTIA A+ is the starting point for a career in IT and validates foundational skills across a variety of devices and operating systems. You will learn how to perform critical IT support tasks and today's core technologies. Students will receive hands-on experience through online labs, activities, assessments, projects, and challenging scenario-based exercises that reinforce curriculum topics.

TWTh | Sep 25-Nov 20 | 12-1pm | \$2,995  
Online Delivery

TWTh | Nov 27-Jan 22 | 12-1pm | \$2,995  
Online Delivery

### Comp TIA Network+

This 8-week course prepares you for the CompTIA Network+ certification exam. Gaining this certification shows that you have the specific skills that network professionals need in today's networking environments. CompTIA Network+ validates the technical skills needed to securely establish, maintain and troubleshoot the essential networks that businesses rely on. CompTIA Network+ focuses on foundational networking tools and technologies used to create secure networks and guarantee the availability of critical business information. Students will receive hands-on experience through online labs, activities, assessments, projects, and challenging scenario-based exercises that reinforce curriculum topics.

TWTh | Sep 24-Nov 19 | 12-1pm | \$1,995  
Online Delivery

TWTh | Nov 26-Jan 21 | 12-1pm | \$1,995  
Online Delivery

## Comp TIA Security +

This 8-week course prepares you for the CompTIA Security+ certification exam. Gaining this certification shows that you have the baseline skills necessary to perform core security functions and pursue an IT security career. CompTIA Security+ is a global certification that validates the baseline skills necessary to perform core security functions and pursue an IT security career. This course will cover attacks, threats and vulnerabilities, architecture and design, implementation, operations and incident response, and governance, risk and compliance. Students will receive hands-on experience through online labs, activities, assessments, projects, and challenging scenario based exercises that reinforce curriculum topics.

TWTh | Sep 25-Nov 20 | 12-1pm | \$1,995  
Online Delivery

TWTh | Nov 27-Jan 22 | 12-1pm | \$1,995  
Online Delivery

These classes are offered in collaboration with Skillstorm.



## Cybersecurity Bootcamp Certificate Program

[ced.unlv.edu/cybersecurity](https://ced.unlv.edu/cybersecurity)

This Cybersecurity Bootcamp Certificate Program prepares you to enter the workforce in under a year as a highly qualified, entry-level professional with the in-demand experience employers are looking for to help defend our most vital assets. According to the U.S. Bureau of Labor Statistics, demand for Information Security Analysts is growing much faster than average, with a national median salary of \$109,600 per year.

**PROGRAM REQUIREMENTS:** To earn the Cybersecurity Bootcamp Certificate you must successfully complete the Cybersecurity Introductory Course and Cybersecurity Bootcamp.



What our students are saying:

The instructor was very knowledgeable in computer networking and takes the time to break down topics and fully explain them. Very helpful with real world experience. I am very satisfied and excited to learn more.”

Cybersecurity Bootcamp,  
Spring 2023

## Cybersecurity Introductory Course

The 30-hour Introductory Course teaches cybersecurity and IT essentials like virtualization, networking, and different operating systems. Learn basic commands and defense techniques through immersive virtual exercises. At the end of the course, an exam and assessment with an Admissions Advisor help you decide if the program is right for you. Register at <https://digitalskills.unlv.edu/cybersecurity-bootcamp/>

MW | Sep 6-Aug 7 | 6-9:30pm | \$180  
Online Delivery

TTh | Sep 7-Oct 5 | 6-9:30pm | \$180  
Online Delivery

MW | Nov 6-Dec 6 | 6-9:30pm | \$180  
Online Delivery

TTh | Nov 14-Dec 14 | 6-9:30pm | \$180  
Online Delivery

MW | Dec 11-Jan 22 | 6-9:30pm | \$180  
Online Delivery

TTh | Dec 12-Jan 23 | 6-9:30pm | \$180  
Online Delivery

## Cybersecurity Bootcamp

The UNLV Cybersecurity Bootcamp is a 414-hour program designed for working professionals. Through Sep 7-Oct 5 lectures, cyber labs, simulations, and individual/group exercises, you will learn how to defend digital information, implement security measures, respond to cyberattacks, and protect business and consumer data. This program also lays the foundations for taking cybersecurity certifications in the future. The curriculum covers the fundamentals of cybersecurity, and includes hands-on training exercises to develop your skill set. By the end of the program, you will have a solid understanding of cybersecurity and the qualifications to enter the industry. Register at <https://digitalskills.unlv.edu/cybersecurity-bootcamp/>

MW | Aug 21-May 8 | 6-9:30pm | \$16,600  
Online Delivery - MWSa Live Online

TTh | Aug 22-May 7 | 6-9:30pm | \$16,600  
Online Delivery - TThSu Live Online

MW | TThSu Live Online | 6-9:30pm | \$16,600  
Online Delivery - MW Live Online, Sa Self Paced

TTh | Oct 19-Jul 7 | 6-9:30pm | \$16,600  
Online Delivery - TTh Live Online, Su Self Paced

This program is offered in collaboration with ThriveDX



## Office Productivity Applications

ced.unlv.edu/programs/office-productivity-applications

### Better Documents with Microsoft Office

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

You must have access to Microsoft Word, Excel, and PowerPoint. Required Textbook(s): *Pearson eText Exploring Microsoft Office Word 2019–Instant Access* (ISBN: 9780136912064).

*Prerequisite: Must be proficient in using Microsoft Word or have taken Microsoft Office Basics.*

Sharon Fry, MCT, MOS Master, MCP, MTA  
M | Nov 13-Dec 4 (meets 4x) | 3-6:15pm | \$329  
Online Delivery | 233CW8178 | 1.2 CEUs

### Excel Advanced Workshop: Complex Formulas

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

You must have access to Microsoft Excel.

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

Sharon Fry, MCT, MOS Master, MCP, MTA  
F | Dec 1-22 (meets 4x) | 1-4:15pm | \$119  
Online-Zoom | 233CU1120 | 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. You must have access to Microsoft Excel. Required Textbook(s): *Exploring Microsoft Office Excel 2016 Comprehensive* (ISBN: 9780134479446). Digital version recommended.

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

Sharon Fry, MCT, MOS Master, MCP, MTA  
F | Sep 15-Oct 6 (meets 4x) | 9am-12:15pm | \$329  
Online Delivery | 233CW8163 | 1.2 CEUs

### Excel II

Gain additional practice and experience with Microsoft Excel 2019 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. You must have access to Microsoft Excel. Required Textbook(s): *Exploring Microsoft Office Excel 2019 Comprehensive* (ISBN: 9780135452752). Digital version recommended.

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

Sharon Fry, MCT, MOS Master, MCP, MTA  
M | Sep 18-Oct 9 (meets 4x) | 9am-12:15pm | \$329  
Online-UNLVGO and Zoom | 233CW8138 | 1.2 CEUs

### Google Apps: Docs, Sheets & Slides

Create, edit, and collaborate on word processing documents, spreadsheets, and presentations using Google's cloud-based apps Docs, Sheets, and Slides—the free Google alternative to Microsoft's Office. You will gain knowledge of Google's primary applications and build a solid foundation for future training and skill growth. Whether you are new to Google Apps, ready to take the leap from Microsoft Office, or simply interested in refreshing your skills, this training will help you meet your goals.

*Prerequisite: You should have a basic understanding of computers, know how to connect to and browse the Internet, and know how to read and send email. Please create a Google account (Gmail) prior to class.*

John Larson  
W | Sep 6-Oct 25 (meets 8x) | 1-3pm | \$199  
PAR Room 123 | 233CW8103

## Print & Graphic Design Certificate Programs

[ced.unlv.edu/graphic-design](http://ced.unlv.edu/graphic-design)

Inform. Captivate. Communicate. Inspire. Effective graphic design accomplishes all these objectives at once. If you have an artistic eye and a knack for organizing information in a way that makes sense to others, earning a Graphic Design or Print Design certificate through UNLV can be a path to a successful career in design services, publishing, advertising, public relations, and related industries.

**PRINT DESIGN CERTIFICATE PROGRAM REQUIREMENTS:** To earn the Print Design Certificate you must successfully complete three core courses and the capstone.

### CORE COURSES:

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

**GRAPHIC DESIGN CERTIFICATE PROGRAM REQUIREMENTS:** To earn the Graphic Design Certificate you must successfully complete six core courses, 0.6 CEUs of electives, and the capstone.

### CORE COURSES:

- Adobe Illustrator I
- Adobe Illustrator II
- Adobe InDesign I
- Adobe Photoshop I
- Adobe Photoshop II
- Graphic Design Capstone: Designing Your Brand Using Adobe Software (Must be the last course taken)

**ELECTIVE COURSE OPTIONS:** Vary by semester. See website for details.

### Adobe Illustrator I

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

Jessica Kennedy

MTh | Aug 7-24 (meets 6x) | 5:30-8:30pm | \$339  
Online-UNLVGO and Zoom | 232WM8121 | 1.8 CEUs

M | Sep 11-Oct 16 (meets 6x) | 5:30-8:30pm | \$369  
Online-UNLVGO and Zoom | 233WM8121 | 1.8 CEUs

### Adobe Illustrator II

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

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

Jessica Kennedy

M | Oct 23-Nov 27 (meets 6x) | 5:30-8:30pm | \$369  
Online-UNLVGO and Zoom | 233WM8100 | 1.8 CEUs

### Adobe InDesign I

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

David Dace

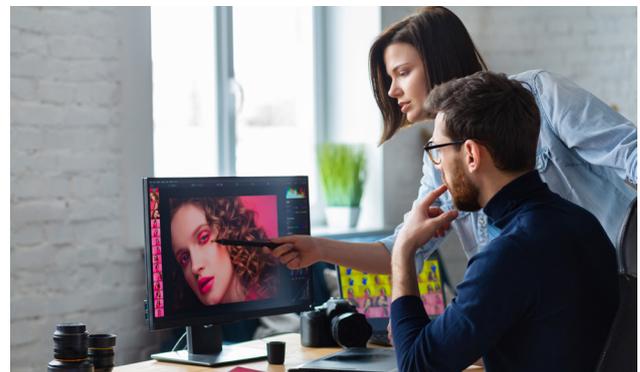
Th | Sep 7-Oct 12 (meets 6x) | 5:30-8:30pm | \$369  
Online-UNLVGO and Zoom | 233WM8106 | 1.8 CEUs

### Adobe Photoshop I

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

Vernetta Thomas

Su | Oct 22-Dec 3 (meets 6x) | 6-9pm | \$369  
Online-UNLVGO and Zoom | 233WM8122 | 1.8 CEUs  
\*Class does not meet: Nov 26



## Adobe Photoshop II

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

*Prerequisite: Adobe Photoshop I or comparable experience.*

Jessica Kennedy

W | Sep 6-Oct 11 (meets 6x) | 5:30-8:30pm | \$369  
Online-UNLVGO and Zoom | 233WM8123 | 1.8 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.

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

Jessica Kennedy

W | Nov 29-Dec 20 (meets 4x) | 5:30-8:30pm | \$249  
Online-UNLVGO and Zoom | 233WM8177 | 0.6 CEU

## Introduction to Print on Demand (Clothing, Wall Art, Goods)

Print on Demand (POD) is the process of printing your digital designs as the orders come in, rather than stockpiling large amounts of pre-printed materials. POD allows printing in small quantities and reduces waste from unsold products. Thousands of designers, entrepreneurs, and side hustlers are selling everything from books, clothing, household items, jewelry, and more using print on demand as their business model. But how does POD work? How much does it cost? What do you need to get started? Where do you sell your products? All these questions and more will be answered in this course.

John Larson

Th | Oct 19-Nov 2 (meets 3x) | 6-8pm | \$119  
Online-UNLVGO and Zoom | 233WM8180 | 0.6 CEU

## Introduction to Sequential Art (Comics, Manga, Children's Books)

Sequential art includes art forms that use images displayed in a specific order for storytelling or conveying information. Develop knowledge and skills in the area of designing sequential art which includes but is not limited to comics, graphic novels, anime, children's books, self-publishing, digital illustration, and storyboarding for digital media. You will develop diverse narratives that reflect cultural, historical, and social diversity. Understand how to write for sequential art, illustration techniques to use, and the digital media tools for illustration, layout and publication. Must have access to internet, and a computer and/or tablet with illustration software of your choice (i.e. clip studio pro, medibang pro, photoshop, illustrator, and/or sketch book pro).

*Prerequisite: Basic drawing and art skills, able to use a computer, and proficient in software of choice (i.e. clip studio pro, medibang pro, photoshop, illustrator, and/or sketch book pro). Able to work in a virtual environment and complete projects on time.*

David Dace

T | Sep 5-Oct 10 (meets 6x) | 5-8pm | \$319  
Online-UNLVGO and Zoom | 233WM8183 | 1.8 CEUs

## Photography for Graphic Designers

Develop an understanding of basic photography skills used to communicate through graphic design. Learn to shoot quality photographs in manual mode. Demonstrate an understanding of the terminology used in photography and how it relates to your projects. Understand the gear needed and which lenses are essential. Learn which lighting techniques work best to get your desired results and a variety of post-production strategies. Strengthen your approach to light and color to use in a way that vectors do not. Learn how to recognize the power of composition when branding or telling a story. Must have access to DSLR camera with a manual mode option to participate in class. Required Textbook(s): *Mastering Aperture, Shutter Speed, ISO and Exposure* (ISBN: 9781482314458)

Vernetta Thomas

W | Oct 18-Nov 22 (meets 6x) | 6-9pm | \$379  
Online-UNLVGO and Zoom | 233PH1108 | 1.8 CEUs



What our students are saying:

The online format is really convenient.

This class was amazing. The instructor made it easy to learn. I would highly recommend this class to anyone."

Adobe Photoshop II, Spring 2022

## Principles of Graphic Design

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

Jessica Kennedy

W | Aug 23-Sep 6 (meets 3x) | 5:30-7:30pm | \$189  
Online-UNLVGO and Zoom | 232WM8178 | 0.6 CEU

**New!**

## Sequential Art I (The Graphic Novel)

Sequential Art I picks up where the Introduction to Sequential Art left off, with a focus on the process of creating a paneled structured story (graphic novels, comic books, and manga). Working with a script, students will study visual storytelling, panel structure, emotive drawing, and continuity. Students will be instructed in creating a five page graphic story, by scripting, creating thumbnails and roughing out the five page sequence. For the final, students will choose one of the five pages and follow it throughout the drawing, inking and coloring process to produce a ready for print page. The class will also cover preparing and exporting a graphic story for print.

David Dace

T | Oct 17-Nov 21 (meets 6x) | 5-8pm | \$319  
Online-UNLVGO and Zoom | 233WM8184 | 1.8 CEUs

## Salesforce Administrator and Developer Programs

[ced.unlv.edu/salesforce](http://ced.unlv.edu/salesforce)

### Salesforce Administrator

This 8-week course covers Salesforce organization setup, user management, security and access, standard and custom objects, Sales Cloud, Service Cloud, activity and event management, data management, analytics, reports and dashboards, workflow and process automation, desktop and mobile administration, and AppExchange.

TWTh | Sep 18-Nov 13 | 2-3pm | \$1,975  
Online Delivery

TWTh | Nov 20-Jan 15 | 2-3pm | \$1,975  
Online Delivery

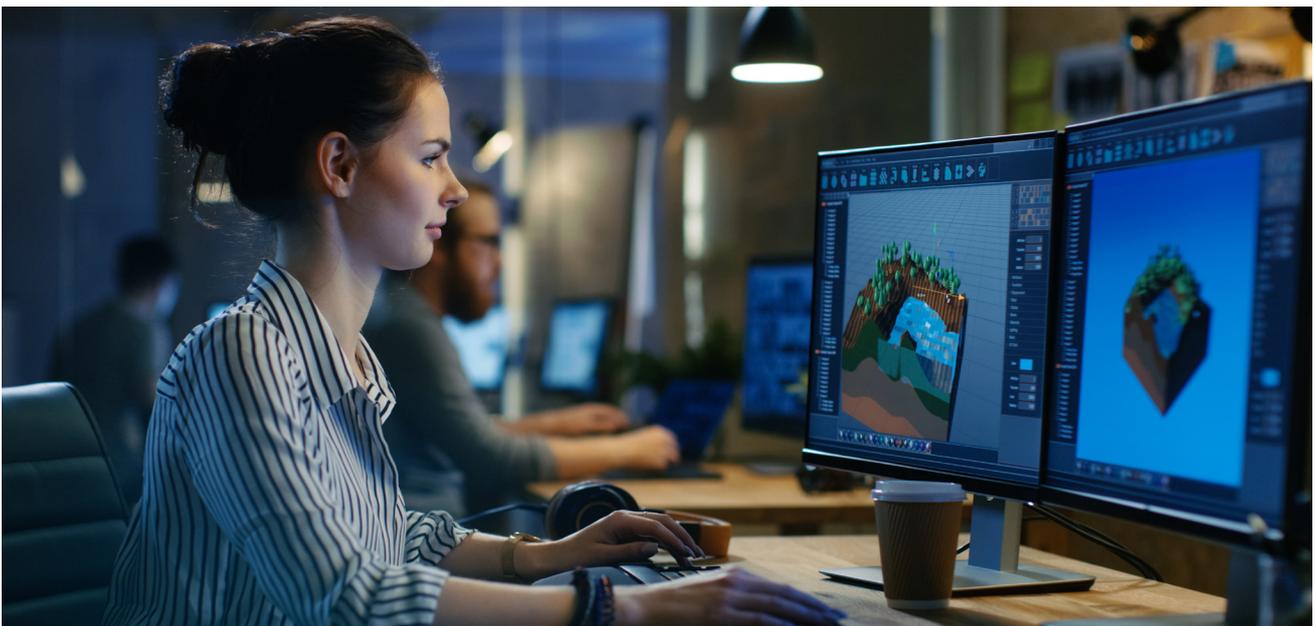
### Salesforce Developer

This 8-week course covers Salesforce Fundamentals. Process Automation & Logic User Interface. Testing, Debugging, & Deployment. This course prepares you for the Salesforce Platform Developer I certification exam. Students learn about developing and deploying customized business logic and user interfaces through a guided, instructor-led approach.

TWTh | Sep 25-Nov 20 | 2-3pm | \$2,000  
Online Delivery

TWTh | Nov 20-Jan 15 | 2-3pm | \$2,000  
Online Delivery

This program is offered in collaboration with Skillstorm.



## Software Development Bootcamp Certificate Program

[ced.unlv.edu/software-development](https://ced.unlv.edu/software-development)

Prepare to become a full-stack software developer, coding professional, or software engineer in less than a year. According to the U.S. Bureau of Labor Statistics, demand for Software Developers, Quality Assurance Analysts, and Testers is growing much faster than average, with a national median salary of \$109,020 per year.

**PROGRAM REQUIREMENTS:** To earn the Software Development Bootcamp Certificate, you must successfully complete the Software Development: Introductory Course and the Software Development Bootcamp.

### Software Development: Introductory Course

Begin your training in web design, web development, and software engineering with the 30-hour Introductory Course. Gain coding skills and practical knowledge through hands-on training and immersive learning techniques. The course is conducted in live, virtual classrooms, and ends with a skills assessment and meeting with an Admissions Advisor. Register at <https://digitalskills.unlv.edu/software-development-bootcamp/>

MW | Sep 11-Oct 9 | 6-9:30pm | \$180 | Online Delivery

TTh | Sep 12-Oct 10 | 6-9:30pm | \$180 | Online Delivery

MW | Oct 30-Nov 29 | 6-9:30pm | \$180 | Online Delivery

TTh | Oct 31-Nov 29 | 6-9:30pm | \$180 | Online Delivery

MW | Dec 18-Jan 29 | 6-9:30pm | \$180 | Online Delivery

TTh | Dec 19-Jan 30 | 6-9:30pm | \$180 | Online Delivery

### Software Development Bootcamp

The 400-hour Software Development Bootcamp prepares you to become a full-stack software developer, coding professional, or software engineer. Divided into three parts, it covers web design, web development with MERN Stack, and software engineering with Python. Learn industry-standard tools and coding languages, including HTML5, CSS3, JavaScript, NodeJS, Python, React, Redux, TypeScript, and more. The course is conducted in live, virtual classrooms, with hands-on projects to apply your knowledge and build your portfolio. Gain practical experience in AI, database management, DevOps, mobile and web app development, voice applications, and more to become a skilled software developer. Register at <https://digitalskills.unlv.edu/software-development-bootcamp/>

MWSa | Aug 29-Apr 28 | 6-9:30pm | \$16,600  
Online Delivery - Live Online

TThSu | Oct 25-Jun 29 | 6-9:30pm | \$16,600  
Online Delivery - Live Online

MWSa | Dec 12-Aug 8 | 6-9:30pm | \$16,600  
Online Delivery - Live Online

This program is offered in collaboration with ThriveDX

**ThriveDX**

## Healthcare/Wellness Professionals

### Certified Nursing Assistant

[ced.unlv.edu/certified-nursing-assistant](https://ced.unlv.edu/certified-nursing-assistant)

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

### Certified Nursing Assistant (CNA) Training Program

As a Certified Nursing Assistant (CNA), you will offer patients compassion and patience while assisting them with day-to-day life tasks such as dressing, bathing, and feeding. Typical work environments include long-term care facilities, hospitals, clinics, and in the home. While in school, you will be instructed on a broad range of subjects, including infection control, communication and interpersonal skills, safety and emergency procedures, personal care skills, psychosocial needs, basic restorative services and skills, basic nursing skills, quality improvement and more. The training is 96 hours and takes four weeks to complete, preparing you to take the Nevada State Board of Nursing exam. Dates are subject to change. Daytime cohort class lectures meet 8am to 4:30pm. Evening cohort class lectures meet 5:00 to 9:00pm. The schedule for clinicals will be discussed at the first class meeting.

As a student in the CNA program, you are required to adhere to the rules and regulations as outlined in the Perry Foundation Student Catalog. The catalog lists the prerequisites for the program as well as the program's refund policy. Please review the catalog here: [https://ced.unlv.edu/sites/default/files/2022-06/CNACatalog\\_UNLV.pdf](https://ced.unlv.edu/sites/default/files/2022-06/CNACatalog_UNLV.pdf)

Textbook, workbook, one set of scrubs (top and bottom), licensing fees, and additional materials are included in the registration fee. Please ensure you have a device suitable for distance learning prior to registering for this class and that you are available on the dates assigned to this class.

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

Madge Rascoe  
MTW | Aug 14-Sep 12 (meets 12x) | 8am-4:30pm | \$2,575  
Perry Foundation | 232NA1100F | 9.6 CEUs

Kathy Clemens  
MWF | Sep 11-Oct 6 (meets 12x) | 8am-4:30pm | \$2,575  
Perry Foundation | 233NA1100A | 9.6 CEUs

Kathy Clemens  
TTh | Sep 19-Oct 26 (meets 12x) | 8am-4:30pm | \$2,575  
Perry Foundation | 233NA1100B | 9.6 CEUs

Claudette Lachowicz  
WThF | Sep 20-Nov 8 (meets 21x) | 5-9pm | \$2,575  
Perry Foundation | 233NA1100C | 9.6 CEUs

Kathy Clemens  
MWF | Oct 16-Nov 13 (meets 12x) | 8am-4:30pm | \$2,575  
Perry Foundation | 233NA1100D | 9.6 CEUs

Madge Rascoe  
MTW | Oct 30-Nov 22 (meets 12x) | 8am-4:30pm | \$2,575  
Perry Foundation | 233NA1100E | 9.6 CEUs

Kathy Clemens  
TTh | Nov 14-Dec 21 (meets 12x) | 8am-4:30pm | \$2,575  
Perry Foundation | 233NA1100F | 9.6 CEUs

Kathy Clemens  
FMW | Nov 17-Dec 15 (meets 12x) | 8am-4:30pm | \$2,575  
Perry Foundation | 233NA1100G | 9.6 CEUs



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

## Peer Recovery Support Specialists

[ced.unlv.edu/peer-recovery](http://ced.unlv.edu/peer-recovery)

Peer Recovery Support Specialists are people in long term recovery from alcohol or drug use, problem gambling, PTSD, or other mental health disorders who have been trained to help others with that condition. They often work as part of a support team of counselors, psychologists, social workers, and medical professionals. They may work at community advocacy organizations, inpatient and outpatient treatment centers, within the criminal justice system, at colleges, veterans organizations, and more. The U.S. Bureau of Labor Statistics does not collect data specifically on peer support specialists. Instead, it counts them among health education specialists and community health workers. The number of



community health worker jobs is growing much faster than average and the national annual median pay is \$48,860 per year. **As of August 1st, 2023 all individuals in Nevada who are providing peer recovery services for compensation and those who are supervising peer workers will need to go through training and be certified by the Nevada Certification Board.** These programs are offered in collaboration with the Foundation for Recovery and are approved by the Nevada Certification Board for initial core training of PRSS or PRSS-supervisors.

### Peer Recovery Support Specialist Certificate Preparation

Learn the foundational knowledge to start providing peer recovery support to those struggling with mental health or substance use disorders, including the core competencies of peer support in the four domains of advocacy, mentoring and education, recovery and wellness support, and ethical responsibility. Attendees will have the opportunity to learn about providing recovery-oriented support through self-disclosure and mutual-identification, assisting those they serve in identifying and building on strengths, utilizing motivational interviewing techniques, person-centered recovery planning within the eight dimensions of wellness, and ethical decision making in the peer role. This training is being offered through Foundation for Recovery, one of two approved training institutions, and is the first step in attaining a PRSS Certification through the Nevada Certification Board. A handbook will be provided for each student.

*Prerequisite: Students must have a high school diploma, GED or HSE. If this course is being applied towards a Peer Recovery Support Specialist Certification from Nevada Certification Board, you must meet their requirements for certification, including lived experience, defined as two years of self-identified recovery, where recovery is characterized as continual growth and improvement in health and wellness that may include setbacks.*

Sara Cerruto-Jacobs  
MTWThF | Oct 16-20 (meets 5x) | 8:30am-5pm | \$699  
Foundation for Recovery | 233HE1110 | 4.6 CEUs

## Peer Recovery Support Specialist Supervisor Certificate Preparation

If you are supervising Peer Recovery Support Specialists in clinical and non-clinical settings, you will learn how to use the 20 core competencies of peer supervision to provide guidance for peer workers and promote competent and ethical delivery of peer recovery support services. Gain a comprehensive understanding of the recovery oriented philosophy and what the peer role entails; develop knowledge and job skills related to peer services and understand how to assist peers in developing these skills; exercise a strength-based person-centered approach and coach peer staff to develop self-awareness; and learn how to advocate for and promote peer services. This training is being offered through Foundation for Recovery, one of two approved training institutions, and is the first step in obtaining a PRSS-Supervisor Certification through the Nevada Certification Board. A handbook will be provided for each student.

*Prerequisite: Students must have a high school diploma, GED or HSE. If this course is being applied towards a PRSS Supervisor Certification from the Nevada Certification Board, you must meet their requirements for certification. For peers, the requirement includes maintaining a PRSS state certification for a minimum of two years. For non-peers, the requirements include a bachelor's degree and two years working a behavioral health field OR a master's degree and one year working a behavioral health field.*

Sara Cerruto-Jacobs

TWTh | Aug 15-17 (meets 3x) | 8:30am-5pm | \$299  
Foundation for Recovery | 232HE1111 | 2.5 CEUs

TWTh | Dec 12-14 (meets 3x) | 8:30am-5pm | \$299  
Foundation for Recovery | 233HE1111 | 2.5 CEUs

## Social Work CEU Series

[ced.unlv.edu/social-work](http://ced.unlv.edu/social-work)

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

In collaboration with:

**UNLV** GREENSPUN COLLEGE  
OF URBAN AFFAIRS  
School of Social Work

## Assessing & Treating Childhood Trauma

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

Anne-Marie Abruscato, LCSW

Th | Sep 21 | 6-9:15pm | \$59

Online-Zoom | 233SW3201 | \*3 CEUs

## Mindfulness for Practitioners in Trauma-Informed Care

This course will provide a brief overview of biological, psychological, and social processes that underly the development of traumatic illness following exposure to adverse experiences. The course will then discuss principles of mindfulness and the theoretical and empirical evidence in support of mindfulness-based interventions with trauma-exposed populations. Finally, we will conclude with experiential mindfulness practice and discuss strategies for implementing this practice effectively in the clinical context. **\*This course is approved for 3 CEUs by the NV Board of Examiners for Social Workers and the NV Board of Examiners for MFTs & CPCs.**

Nicholas Barr, PhD, MSW

Th | Nov 16 | 6-9:15pm | \$59

Online-Zoom | 233SW3219 | \*3 CEUs

## Religious Trauma and Spiritual Abuse

Religion and spirituality hold a foundational position in the worldview of many Americans. Religion and spirituality also act as coping mechanisms that build on systems of meaning-making. The survivor of religious trauma and spiritual abuse may intertwine the concept of God with the abuser, which adds the dimension of betrayal and/or abandonment by God. This course will examine the predictive relationship of religious trauma and spiritual abuse on meaning-making, trust, and depression. **\*This course is approved for 3 CEUs by the NV Board of Examiners for Social Workers and the NV Board of Examiners for MFTs & CPCs.**

Cheryl Johnston, LSW

Th | Aug 17 | 6-9:15pm | \$59

Online-Zoom | 232SW3118 | \*3 CEUs

# Nonprofit

## Grant Academy Certificate Program

[ced.unlv.edu/grant-academy](http://ced.unlv.edu/grant-academy)

As you progress through the Grant Academy Certificate, you will gain skills in identifying relevant grant opportunities, writing strong proposals, tracking program outcomes, managing reports to funders, and utilizing available technologies and data sources to make a convincing case for support. Curriculum will guide you through the full life cycle of a grant, enabling you to produce winning applications plus policies to support successful oversight and administration. Courses may be taken individually to expand your skill set.

**PROGRAM REQUIREMENTS:** To earn the UNLV Grant Academy Certificate you must successfully complete five core courses.

### CORE COURSES:

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

## Grant Academy Bundle

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

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

Beth Rubins, MSW, Kenneth B Lange, Cynthia Radley, Kipp Ortenburger, Laura Meyer

TTh | Sep 12-Dec 14 (meets 20x) | 4-6pm

\*Five Course Bundle \$999

Online-UNLVGO and Zoom | 233GRBUND | 4 CEUs

\*Class does not meet: Nov 23



## Grant Academy Information Session

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

Continuing Ed Staff

Th | Aug 24 | 6-7pm | No charge

Online-Zoom | 232GR1150

## 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 B Lange

TTh | Sep 12-21 (meets 4x) | 4-6pm | \$219

Online-UNLVGO and Zoom | 233GR1142 | 0.8 CEU

## Grants Management

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

Cynthia Radley

TTh | Dec 5-14 (meets 4x) | 4-6pm | \$219

Online-UNLVGO and Zoom | 233GR1136 | 0.8 CEU



View course descriptions for more Nonprofit Management and Nonprofit Fundraising electives through the online registration system at [ced.unlv.edu/nonprofit-management](http://ced.unlv.edu/nonprofit-management) or [ced.unlv.edu/nonprofit-fundraising](http://ced.unlv.edu/nonprofit-fundraising).



## 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 | Oct 3-12 (meets 4x) | 4-6pm | \$219

\*Five Course Bundle \$199.80

Online-UNLVGO and Zoom | 233GR1140 | 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.

Janise Wiggins LSW, MPA

TTh | Oct 17-26 (meets 4x) | 4-6pm | \$219

\*Five Course Bundle \$199

Online-Zoom | 233GR1144 | 0.8 CEU

## Proposal Writing II

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

*Prerequisite: Proposal Writing I*

Beth Rubins, MSW

TTh | Nov 14-28 (meets 4x) | 4-6pm | \$219

Online-UNLVGO and Zoom | 233GR1134 | 0.8 CEU

\*Class does not meet: Nov 23

## Nonprofit Fundraising Certificate Program

[ced.unlv.edu/nonprofit-fundraising](http://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:

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

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

## Nonprofit Fundraising Bundle

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

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

T. Clay Buck, CFRE, Jeff Grandy, Gregory Gudenkauf, MPA

M | Sep 11-Nov 15 (meets 2x) | 4-7pm | \$899

Online-UNLVGO and Zoom | 233NPBUNDA | 5.1 CEUs

## Nonprofit Fundraising Information Session

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

Continuing Ed Staff  
M | Aug 28 | 6-7pm | No charge  
Online-Zoom | 232NP3172

## Creating a Development Plan

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

Jeff Grandy  
Th | Sep 28 | 9am-1pm | \$89  
Online-Zoom | 233NP3148 | 0.4 CEU

## Donor Relations

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

Jeff Grandy  
TW | Nov 7-15 (meets 4x) | 2-5pm | \$229  
Online-UNLVGO and Zoom | 233NP3170 | 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 | Oct 16-25 (meets 4x) | 4-7pm | \$229  
Online-UNLVGO and Zoom | 233NP3169 | 1.2 CEUs

## Infrastructure & Process of Nonprofit Fundraising

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

*Prerequisite: Responsible Fundraising or comparable experience.*

T. Clay Buck, CFRE  
MW | Oct 2-11 (meets 4x) | 4-7pm | \$229  
Online-UNLVGO and Zoom | 233NP3163 | 1.2 CEUs

## Responsible Fundraising

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

T. Clay Buck, CFRE  
MW | Sep 11-25 (meets 5x) | 4-7pm | \$299  
Online-UNLVGO and Zoom | 233NP3130 | 1.5 CEUs



## An Introduction to the Nonprofit Sector

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

Scott Emerson

F | Aug 25 | 9-10:30am | \$19

Online-Zoom | 232NP3151 | 0.15 CEU

F | Sep 22 | 9-10:30am | \$19

PAR Room 101 | 233NP3151 | 0.15 CEU

## Beginnings: Starting a New Nonprofit

You want to positively impact your community through launching a nonprofit organization, but how do you get off to a strong start and avoid common missteps? Explore the how and why of starting a new nonprofit organization. Take a look at the resources and skills needed to be successful and find out how to position a new organization so it can carry out its mission and build sustainable revenue. Balancing hope and practicality, this class provides information, encouragement, and support for new founders.

Kenneth B Lange

TTh | Nov 7-16 (meets 4x) | 4-6pm | \$179

Online-UNLVGO and Zoom | 233NP3100 | 0.8 CEU

## 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 B Lange

TTh | Sep 12-21 (meets 4x) | 4-6pm | \$219

\*Five Course Bundle \$199.80

Online-UNLVGO and Zoom | 233GR1142 | 0.8 CEU

## Creating a Development Plan

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

Jeff Grandy

Th | Sep 28 | 9am-1pm | \$89

Online-Zoom | 233NP3148 | 0.4 CEU

## Donor Relations

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

Jeff Grandy

TW | Nov 7-15 (meets 4x) | 2-5pm | \$229

Online-UNLVGO and Zoom | 233NP3170 | 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 | Oct 16-25 (meets 4x) | 4-7pm | \$229

Online-UNLVGO and Zoom | 233NP3169 | 1.2 CEUs

## Effective Volunteer Management

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

Brittany Holtzclaw, LMSW

F | Dec 8 | 9am-5pm | \$179

Online-Zoom | 233NP3152 | 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  
W | Nov 1-29 (meets 4x) | 9am-1pm | \$299  
Online-UNLVGO and Zoom | 233NP3149 | 1.6 CEUs  
\*Class does not meet: Nov 22

## Infrastructure & Process of Nonprofit Fundraising

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

*Prerequisite: Responsible Fundraising or comparable experience.*

T. Clay Buck, CFRE  
MW | Oct 2-11 (meets 4x) | 4-7pm | \$229  
Online-UNLVGO and Zoom | 233NP3163 | 1.2 CEUs

## Nonprofit Program Management & Assessment

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

Scott Emerson  
M | Oct 9-30 (meets 4x) | 9am-1pm | \$299  
Online-UNLVGO and Zoom | 233NP3164 | 1.6 CEUs

## Responsible Fundraising

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

T. Clay Buck, CFRE  
MW | Sep 11-25 (meets 5x) | 4-7pm | \$299  
Online-UNLVGO and Zoom | 233NP3130 | 1.5 CEUs

## Strong Financial Oversight

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

Cynthia Radley  
W | Oct 4-25 (meets 4x) | 9am-1pm | \$299  
Online-UNLVGO and Zoom | 233NP3131 | 1.6 CEUs

## Telling the Stories that Make Donors Give

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

T. Clay Buck, CFRE  
MW | Dec 4-13 (meets 4x) | 4-6pm | \$179  
Online-UNLVGO and Zoom | 233NP3165 | 0.8 CEU



# Language Skills for Professionals

## Accent Reduction

[ced.unlv.edu/accent-reduction](http://ced.unlv.edu/accent-reduction)

### Accent Reduction for International Professionals I

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

Katia Abou-Haidar, MAAL  
MW | Sep 18-Oct 4 (meets 6x) | 6-8:30pm | \$279  
PAR Room 302 | 233CX1113 | 1.5 CEUs

### Accent Reduction for International Professionals II

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

Katia Abou-Haidar, MAAL  
MW | Oct 9-25 (meets 6x) | 6-8:30pm | \$279  
PAR Room 302 | 233CX1123 | 1.5 CEUs

“What our students are saying:  
The course was very helpful and educational. Excellent instructor.”

Accent Reduction for International Professionals I,  
Spring 2022

### Accent Reduction for International Professionals III

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

Katia Abou-Haidar, MAAL  
MW | Oct 30-Nov 15 (meets 6x) | 6-8:30pm | \$279  
PAR Room 302 | 233CX1124 | 1.5 CEUs

## English as a Second Language (ESL)

[ced.unlv.edu/esl](http://ced.unlv.edu/esl)

A strong command of English can help you thrive in business, academics, and everyday life. UNLV Continuing Education's English as a Second Language (ESL) courses are tailored to fit your skill level and will help you progress from non-speaker to full fluency. You will learn from qualified, professional instructors at a respected American university and study alongside peers who are determined, eager, and focused on learning academic English skills—primarily grammar, vocabulary, reading, listening, pronunciation, speaking, conversation, and writing. The three ESL levels will help you improve and develop your English skills while learning about American culture and traditions. Moreover, you will finish confident in your ability to communicate and engage with different kinds of people from around the world. Join the series at the Beginning level, or take the Duolingo English Test at [englishtest.duolingo.com/online](https://englishtest.duolingo.com/online) to see if you qualify to start at a higher level.

## English as a Second Language (ESL) Beginning

This course is for beginners with limited English language skills. The classes will build your vocabulary and basic grammar to allow you to develop confidence in speaking and writing in English. Focus on conversational skills, understanding idiomatic expressions, and developing comfort in presenting in English.

Required Textbook(s): *Interchange Level 1, 5th edition, Full Contact student book and workbook*. (ISBN-13: 9781316623909)

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

Kimberly Butterfield

TTh | Sep 5-Nov 16 (meets 20x) | 6-9pm | \$699

PAR Room 301 | 233LA2125 | 6 CEUs

\*Class does not meet: Oct 31, Nov 2

## English as a Second Language (ESL) Intermediate

Expand your use of oral English and gain confidence when speaking, reading, and writing in professional and everyday settings. You will read and comprehend passages on common, high interest topics. You will also write short narrative paragraphs using level-appropriate grammar. You will develop proficiency by attentively listening to increasingly complex verbal explanations, conversations, and instructions, then respond with confidence. Required Textbook(s): *Passages Level 1 Student Book* (ISBN: 9781107627055) & *Workbook* (ISBN: 9781107627253)

*Prerequisite: ESL Beginning or take Duolingo English Test and score 60-115. For more information, visit [ced.unlv.edu/programs/esl](http://ced.unlv.edu/programs/esl)*

Cecilia P Ordinario, M.Ed.

Sa | Sep 2-Dec 16 (meets 15x) | 9am-1pm | \$699

PAR Room 300 | 233LA1124A | 6 CEUs

\*Class does not meet: Nov 25

Alejandro Grimaldo

TTh | Sep 5-Nov 16 (meets 20x) | 6-9pm | \$699

PAR Room 300 | 233LA1124B | 6 CEUs

\*Class does not meet: Oct 31, Nov 2



## Legal Interpretation: Spanish Certificate Program

[ced.unlv.edu/legal-interpretation](http://ced.unlv.edu/legal-interpretation)

The Legal Interpretation: Spanish Certificate Program trains bilingual students for the profession of certified court interpreter, a profession much in demand given the linguistic diversity of the state of Nevada. This unique program can also prepare qualified students for a career as a certified interpreter for any industry that needs to serve individuals with limited English skills, including government agencies, corporations, hospitals and telecoms. Bilingual persons already employed in another capacity can increase their skills and their remuneration with this formal interpreting certification. Visit [ced.unlv.edu/legal-interpretation](http://ced.unlv.edu/legal-interpretation) or call 702-895-3394 for more information.

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

**PROGRAM REQUIREMENTS:** To earn the Legal Interpretation: Spanish Certificate you must successfully complete six required core courses.

### CORE COURSES:

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

### Introduction to Legal Interpreting

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

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

Cristina Sanchez

T | Sep 5-26 (meets 4x) | 6-9pm | \$339

Online-UNLVGO and Zoom | 233LA1131 | 1.2 CEUs

## Legal Consecutive Interpreting I

Prepare to take the Certified Court Interpreter test by studying and practicing the basic strategies utilized while interpreting in the consecutive mode. In consecutive interpretation, the interpreter listens to an oral statement in a source language and then renders it in the target language. This course will focus on skills critical to consecutive interpretation, including techniques to improve memorization, note taking, and recalling lengthy segments of verbal utterances. Interpreters must be able to mentally interpret the statement, normalize the segment, and render it in the target language in its entirety while maintaining the same register and staying in compliance with the Code of Ethics for Certified Court Interpreters. This course is approved for 12 CE credits with the Supreme Court of Nevada: Administrative Office of the Courts (AOC). Required Textbook(s): *ACEBO-Edge 21: Consecutive Interpreting* (ISBN: 9781880594377).

*Prerequisite: Introduction to Legal Interpreting or have similar working knowledge and experience. Must provide proof of proficiency in both English and Spanish at least three business days prior to starting program coursework.*

Cristina Sanchez

T | Nov 21-Dec 12 (meets 4x) | 6-9pm | \$339  
Online-UNLVGO and Zoom | 233LA1135 | 1.2 CEUs

## Legal Sight Translation

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

*Prerequisite: Introduction to Legal Interpreting or have similar working knowledge and experience. Must provide proof of proficiency in both English and Spanish at least three business days prior to starting program coursework.*

Cristina Sanchez

T | Oct 10-Nov 7 (meets 4x) | 6-9pm | \$339  
Online-UNLVGO and Zoom | 233LA1132 | 1.2 CEUs



## Medical Interpretation: Spanish Certificate Program

[ced.unlv.edu/medical-interpretation](https://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. Visit [ced.unlv.edu/legal-interpretation](https://ced.unlv.edu/legal-interpretation) or call 702-895-3394 for more information.

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

**PROGRAM REQUIREMENTS:** To earn the Medical Interpretation: Spanish Certificate you must successfully complete four required core courses and the final exam.

### CORE COURSES:

- Introduction to Medical Interpreting
- Medical Terminology & Specialties I
- Medical Terminology & Specialties II
- Medical Interpreting Skills Development
- Medical Interpretation: Spanish Certificate Program Comprehensive Final Exam

Now accepting applications for Spring 2024. Please visit website to apply and sign up for program updates.

# Life & Leisure

## Arts & Crafts

[ced.unlv.edu/arts-crafts](http://ced.unlv.edu/arts-crafts)

There is great satisfaction in seeing an internal creative vision become a reality. In our wide variety of arts and crafts classes, that reality can take the form of painting, drawing, woodworking, sewing, papercrafts, mixed media, and more. Classes are taught by experienced artists, designers, and art educators, many of whom exhibit and sell their work locally or nationally. These classes engage both beginning and advanced students technically and creatively.

### 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.

Regina Yenser

Sa | Sep 9-Oct 7 (meets 5x) | 1:30-4:30pm | \$139  
PAR Room 511 | 233AR1121

### 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.

Janice Schaeffer

Sa | Oct 14-Nov 18 (meets 5x) | 1:30-4:30pm | \$139  
PAR Room 511 | 233AR1100

\*Class does not meet: Nov 11

## Collectible Teddy Bear Making Workshop

Experience the joy of creating your own, fully jointed, lovable teddy bear from a pattern while learning to master a variety of essential teddy making skills. You will see demonstrations on the proper method of cutting and sewing, inserting discs, washers and cotter pins. Understand how to insert eyes, embroider teddy's nose and mouth and how to stuff your teddy bear. Finally you will learn how to beautifully finish the open seams to reveal your unique design! Mary Ann is the creator of her own line of collectible, fully jointed Teddy Bears, Teddy Cats and Masterpiece Teddies®. Mary Ann's bears are sold nationwide and have been exhibited in galleries in Las Vegas and in Michigan. Her Teddy Cats were designed in celebration of the Andrew Lloyd Webber Broadway musical "CATS".

A Collectible Teddy Bear making kit and packet with one of Mary Ann's patterns and step by step instructions is included in the class. Teddy bear kit and handouts can be picked up from the UNLV Paradise Campus approximately 2 days prior to class. Students are required to have access to a sewing machine, basic sewing supplies, stuffing, wire cutters, and needle nose pliers. Additional materials will be discussed on the first day of class.

*Prerequisite: Advanced Beginner Sewing student*

*This student has learned the basics is comfortable using the sewing machine. This student is ready to sew a simple item using a commercial sewing pattern. This student is confident in knowing the settings of the machine, which size needles to choose for a particular project and is ready to move on to more advanced techniques such as creating piping, inserting a centered zipper, button and buttonholes and other useful techniques.*

Mary Ann Racheau

Sa | Aug 19-26 (meets 2x) | 9am-12:30pm | \$149  
Online-Zoom | 232FD7108





## Come as you ART

Get constructive feedback and technique advice on an in-progress personal project. Using a current art piece in any medium as a jumping off point, explore composition, color theory, brush and non-brush techniques, and tips for mixing media. On day one you will bring the actual work you want help with. You will receive tips, tricks, technical help, and classically-inspired workarounds and solutions. Ask lots of questions, take copious notes; you will likely find peers are having similar issues! On day two, you will bring back the work with the changes/modifications. You can bring your equipment and work on site. You will learn to think about your projects in creative, fresh ways, and practice giving and receiving actionable peer critique. Start to trust your instincts and experience to become your own most helpful coach instead of your own harshest judge. Supply list will be provided.

Gabbie Hirsch  
W | Nov 29-Dec 13 (meets 3x) | 6-9pm | \$129  
PAR Room 300 | 233AR1138

## Drawing I

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

Gabbie Hirsch  
Sa | Sep 9-Oct 7 (meets 5x) | 9am-noon | \$139  
PAR Room 512 | 233AR1130

## Drawing II

Apply your freehand skills to more complex projects as you study and practice techniques for bringing realism to drawing in real time and space. Topics of study include fabric, perspective, glass, metal, and reflections. Instruction also covers basic human anatomy and proportions. Assignments will utilize three-dimensional set ups, as well as reference photos. Supply list will be provided.

Gabbie Hirsch  
Sa | Oct 14-Nov 11 (meets 5x) | 9am-noon | \$139  
PAR Room 512 | 233AR1134

## 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 | Sep 16-Oct 21 (meets 6x) | 1-4pm | \$159  
PAR Room 512 | 233AR1132

## Impressionism, Expressionism & Abstracts

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

*Prerequisite: No previous experience required.*

Judith (Judi) Moreo  
Sa | Oct 21-Nov 18 (meets 5x) | 1:30-4:30pm | \$139  
PAR Room 301 | 233AR1199

## Introduction to Print on Demand (Clothing, Wall Art, Goods)

Print on Demand (POD) is the process of printing your digital designs as the orders come in, rather than stockpiling large amounts of pre-printed materials. POD allows printing in small quantities and reduces waste from unsold products. Thousands of designers, entrepreneurs, and side hustlers are selling everything from books, clothing, household items, jewelry, and more using print on demand as their business model. But how does POD work? How much does it cost? What do you need to get started? Where do you sell your products? All these questions and more will be answered in this course.

John Larson  
Th | Oct 19-Nov 2 (meets 3x) | 6-8pm | \$119  
Online-UNLVGO and Zoom | 233WM8180 | 0.6 CEU

## Introduction to Sequential Art (Comics, Manga, Children's Books)

Sequential art includes art forms that use images displayed in a specific order for storytelling or conveying information. Develop knowledge and skills in the area of designing sequential art which includes but is not limited to comics, graphic novels, anime, children's books, self-publishing, digital illustration, and storyboarding for digital media. You will develop diverse narratives that reflect cultural, historical, and social diversity. Understand how to write for sequential art, illustration techniques to use, and the digital media tools for illustration, layout and publication. Must have access to internet, and a computer and/or tablet with illustration software of your choice (i.e. clip studio pro, medibang pro, photoshop, illustrator, and/or sketch book pro).

*Prerequisite: Basic drawing and art skills, able to use a computer, and proficient in software of choice (i.e. clip studio pro, medibang pro, photoshop, illustrator, and/or sketch book pro). Able to work in a virtual environment and complete projects on time.*

David Dace

T | Sep 5-Oct 10 (meets 6x) | 5-8pm | \$319  
Online-UNLVGO and Zoom | 233WM8183 | 1.8 CEUs

## Introduction to Wildlife Painting (In Acrylic)

Experience the excitement of watching wildlife come to life on canvas as you dive into techniques specific to painting animals in acrylic. A quality wildlife painting captures a rich variety of textures such as fur, scales, and feathers. It also conveys movement and musculature. Creating a strong composition of the animal's environment is as important as the animal itself; discuss how to add mood, feeling, and action to your work through composition. You will apply the basics of value, form, color, and texture to create an accurate representation of the animal of your choosing.

Supply list will be provided.

*Prerequisite: Experience in drawing or painting.*

Judith (Judi) Moreo

Sa | Sep 16-Oct 14 (meets 5x) | 9am-noon | \$139  
PAR Room 511 | 233AR1145



## **New!** Sequential Art I (The Graphic Novel)

Sequential Art I picks up where the Introduction to Sequential Art left off, with a focus on the process of creating a paneled structured story (graphic novels, comic books, and manga). Working with a script, students will study visual storytelling, panel structure, emotive drawing, and continuity. Students will be instructed in creating a five page graphic story, by scripting, creating thumbnails and roughing out the five page sequence. For the final, students will choose one of the five pages and follow it throughout the drawing, inking and coloring process to produce a ready for print page. The class will also cover preparing and exporting a graphic story for print.

David Dace

T | Oct 17-Nov 21 (meets 6x) | 5-8pm | \$319  
Online-UNLVGO and Zoom | 233WM8184 | 1.8 CEUs

## 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 | Sep 6-Oct 4 (meets 5x) | 6-9pm | \$139  
PAR Room 512 | 233AR1140

## Watercolors II

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

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

Gabbie Hirsch

Sa | Aug 5-Sep 2 (meets 5x) | 9am-noon | \$139  
PAR Room 512 | 232AR1141

W | Oct 11-Nov 8 (meets 5x) | 6-9pm | \$139  
PAR Room 512 | 233AR1141

## Cannabis Certificate Programs

### [ced.unlv.edu/cannabis-certificate](https://ced.unlv.edu/cannabis-certificate)

There is an increasingly competitive job market for cannabis industry employees. Certified training can help distinguish you as a candidate. Whether you seek a position in retail or simply a strong foundation to prepare you to work within the industry in an ancillary way let us help broaden and certify your knowledge with online courses offered in conjunction with The Academy of Cannabis Science, a recognized leader in their field.

### Cannabis Budtender Certificate

The Cannabis Budtender Certificate combines the Cannabis Professional and Customer Service for Cannabis Retail from the Academy of Cannabis Science. It offers important factual knowledge to work with cannabis as a store employee, manager, or one of the many positions within the retail space. You will explore the history and folklore of cannabis, the plant's anatomy, cannabinoid science, customer service in the cannabis industry, retail operation basics, as well as the law and current regulations. Retail marijuana employees can incorporate this information to better serve both medical and "recreational" adult customers, and become advocates for responsible ongoing customer education.

*Prerequisite: Must be at least 21 years old. When you register for this class, you are attesting that you meet the age requirement and acknowledge that you may be required to provide proof at some point during the course. You will need access to a computer and internet and understand how to navigate a learning management system.*

Trey Reckling  
Sep 4-Oct 9 | \$249  
Online Delivery | 233CH1106 | 1 CEU

### Nevada Medical Cannabis Consultant Certificate

When cannabis professionals are well informed about the science, history, and policy of their industry, everyone benefits. This certificate elevates the knowledge of cannabis industry employees so they can answer customer questions with confidence and competence. Nevada Medical Cannabis Consultant will prepare retail cannabis employees to serve qualified medical cannabis customers as well as non-patient adult use customers safely and effectively. Curriculum covers Nevada state cannabis laws and regulations germane to medical cannabis (MMJ); qualifying conditions and possible medical cannabis applications; risks of use, misuse, and abuse; safe handling; ethics; and customer privacy. You will become well versed in the legal boundaries of retail cannabis roles and responsibilities. You will also study Cannabis Strain Science to better understand product labeling, discuss how strains are developed and evaluated, and address the problem of relying on cannabis folklore and pseudoscience. Explore what science really tells us about strains and how knowing the difference between marketing hype and chemical make-up is crucial for the professional working with cannabis.

*Prerequisite: Must be at least 21 years old. When you register for this class, you are attesting that you meet the age requirement and acknowledge that you may be required to provide proof at some point during the course. You will need access to a computer and internet and understand how to navigate a learning management system.*

Trey Reckling  
Sep 11-Oct 9 | \$499  
Online Delivery | 233CH1109 | 2.5 CEUs

## Cannabis Classes

### [ced.unlv.edu/cannabis](https://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.

**PROGRAM REQUIREMENTS:** Must be at least 21 years old. When you register for this class, you are attesting that you meet the age requirement and acknowledge that you may be required to provide proof at some point during the course. You will need access to a computer and internet and understand how to navigate a learning management system.

### 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: Must be at least 21 years old. When you register for this class, you are attesting that you meet the age requirement and acknowledge that you may be required to provide proof at some point during the course. You will need access to a computer and internet and understand how to navigate a learning management system.*

Trey Reckling  
Sep 4-Oct 9 | \$99  
Online Delivery | 233CH1100A | 0.4 CEU

Oct 24-Nov 28 | \$99  
Online Delivery | 233CH1100B | 0.4 CEU

## Cannabis Professional: Spanish (El Profesional de Cannabis)

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

All instruction and support materials are in Spanish for this course section. An English version is also available.

*Prerequisite: Debe tener al menos 21 años de edad. Cuando se inscribe en esta clase, está dando fe de que cumple con el requisito de edad y reconoce que es posible que se le solicite que proporcione una prueba en algún momento durante el curso. Necesitará acceso a una computadora y el Internet y comprender cómo navegar por un sistema de gestión de aprendizaje.*

Trey Reckling  
Sep 4-Oct 9 | \$99  
Online Delivery | 233CH1104 | 0.4 CEU

## Cannabis, Pain & the Opioid Epidemic

Pain is one of the most common health conditions for which people use cannabis. In this course, discuss how some patients are using less opiates as a result of effective cannabis therapy. Examine existing research that explore the relationship between cannabis and the opioid epidemic, and how patients alter their health and quality of life with cannabis. You can anticipate the course taking 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: Must be at least 21 years old. When you register for this class, you are attesting that you meet the age requirement and acknowledge that you may be required to provide proof at some point during the course. You will need access to a computer and internet and understand how to navigate a learning management system.*

Trey Reckling  
Sep 4-Oct 9 | \$99  
Online Delivery | 233CH1103 | 0.3 CEU

## Cooking with Cannabis

Effectively use cannabis in your cooking! This course is intended to empower someone of any cooking skill level to learn to process cannabis in their kitchen to enjoy and benefit from cannabinoid-infused food and drinks. Although a wide variety of edibles exist in the legal cannabis marketplace, they are often filled with sugar, artificial flavorings, dyes, and other substandard food processing ingredients and practices. They also typically only contain one or two isolated cannabis compounds such as THC and CBD. This course will help individuals to learn to extract active ingredients from the whole plant, making use of all that nature has made available, and then incorporate extracts into appetizers, entrees, desserts, beverages, and condiments.

*Prerequisite: Must be at least 21 years old. When you register for this class, you are attesting that you meet the age requirement and acknowledge that you may be required to provide proof at some point during the course. You will need access to a computer and internet and understand how to navigate a learning management system.*

Trey Reckling  
Sep 4-Oct 9 | \$99  
Online Delivery | 233CH1107

## Growing Cannabis at Home

A growing list of states now allow adults 21 and over and patients with a valid recommendation from their healthcare professional to grow cannabis at home. If you are legally allowed to grow at home, this science-based course will help you begin your path to garden mastery and improve the cleanliness of your crop. Understand the best practices around setting up, maintaining, and harvesting your own crop of cannabis. Examine selecting clone cultivars and seed varieties, setting up the ideal growing environment, harvesting, curing and storage. This course would be highly beneficial for any medical cannabis patients or official caregivers who are interested in establishing their own cannabis garden at home.

*Prerequisite: Must be at least 21 years old. When you register for this class, you are attesting that you meet the age requirement and acknowledge that you may be required to provide proof at some point during the course. You will need access to a computer and internet and understand how to navigate a learning management system.*

Trey Reckling  
Sep 4-Oct 9 | \$189  
Online Delivery | 233CH1108

## 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: Must be at least 21 years old. When you register for this class, you are attesting that you meet the age requirement and acknowledge that you may be required to provide proof at some point during the course. You will need access to a computer and internet and understand how to navigate a learning management system.*

Trey Reckling  
Sep 4-Oct 9 | \$99  
Online Delivery | 233CH1102 | 0.3 CEU

## Pulmonary Dynamics of Vaporizing vs. Smoking

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

*Prerequisite: Must be at least 21 years old. When you register for this class, you are attesting that you meet the age requirement and acknowledge that you may be required to provide proof at some point during the course. You will need access to a computer and internet and understand how to navigate a learning management system.*

Trey Reckling  
Sep 4-Oct 9 | \$99  
Online Delivery | 233CH1105 | 0.4 CEU

## Dance

[ced.unlv.edu/dance](http://ced.unlv.edu/dance)

**PROGRAM REQUIREMENTS:** Must be at least 21 years old. When you register for this class, you are attesting that you meet the age requirement and acknowledge that you may be required to provide proof at some point during the course. You will need access to a computer and internet and understand how to navigate a learning management system.

### 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.

UNLV Department of Dance, Gail Michel-Parsons, PEX Department T | Aug 29-Dec 5 (meets 15x) | 5:30-7:15pm | \$269  
McDermott Physical Education Complex (MPE) South Gym  
232DN2108

### Swing Dancing

Students will learn and participate in various styles of Swing dance including but not limited to East Coast Swing, West Coast Swing, Hustle, Jive and Jitterbug. Students will be able to match appropriate music to each swing dance.

PEX Department, Joshua Manzano  
Th | Aug 31-Dec 7 (meets 14x) | 5:30-7:15pm | \$249  
McDermott Physical Education Complex (MPE) South Gym  
232SF1122

\*Class does not meet: Nov 23



## DJ Like a Pro Certificate Program

[ced.unlv.edu/dj](http://ced.unlv.edu/dj)

DJs are the backbone of Las Vegas nightlife and entertainment. Job opportunities are available at world class resorts, nightclubs, dayclubs, pools, weddings, private parties, and corporate events. Many people in Las Vegas, and around the world, choose to follow a career in DJing. Learn how to produce music and perform at live events while following industry best practices.

**PROGRAM REQUIREMENTS:** To earn the DJ Like a Pro Certificate, you must successfully complete the DJ Like a Pro Certificate Program course.

### Aspire to DJ for Beginners

Ready to learn what it takes to be a DJ first hand? In this introductory class, you will learn the history and basics of the DJ industry, and get started in using DJ equipment. Understand the fundamentals and technical use of audio, hardware, and software. You'll become confident in knowing the basics of how to properly connect your DJ gear, import and export music, and play high energy tracks. Our professional and friendly instructors have many years of DJing experience in Las Vegas and beyond.

DJ controllers and a library of music to play will be provided for in class use and demonstrations. Students may bring their own equipment and headphones (noise canceling headphones are recommended). After class, you will receive recorded tracks of the music you blended, a list of music to start with, and a Certificate of Participation from Jamfest Music Group. Optional DJ gear is available for purchase from Jamfest Music Group, or your instructor can help you choose the right DJ gear to purchase on your own.

Jamfest Music Group  
Sa | Aug 5 | 11am-2:30pm | \$260  
PAR Room 125 | 232DJ1001B | 0.35 CEU

Sa | Aug 26 | 11am-2:30pm | \$260  
PAR Room 125 | 233DJ1001A | 0.35 CEU

Sa | Oct 7 | 11am-2:30pm | \$260  
PAR Room 125 | 233DJ1001B | 0.35 CEU

Sa | Nov 4 | 11am-2:30pm | \$260  
PAR Room 125 | 233DJ1001C | 0.35 CEU

## DJ Like a Pro Certificate Program

DJ Like a Pro is a rewarding and exciting DJ course like no other. After earning this certificate, you will be on your way to starting a professional career playing music as a DJ and Live Performer. You will receive in-depth training in DJ gear, software, and best practices in the DJ industry such as selecting the right music for an event, crowd, mood, or venue; creating unique mixes and song blends; and promoting your business and personal brand. Our professional and friendly instructors have many years of DJing experience in Las Vegas and beyond.

DJ controllers and a library of music to play will be provided for in class use and demonstrations. Students may bring their own equipment and headphones (noise canceling headphones are recommended). After class, you will receive recorded tracks of the music you blended, and a library of music to download from for 15 days. Optional DJ gear is available for purchase from Jamfest Music Group, or your instructor can help you choose the right DJ gear to purchase on your own.

*Prerequisite: "Aspire to DJ for Beginners" or equivalent experience is recommended.*

Jamfest Music Group  
Sa | Aug 5-26 (meets 4x) | 3-6:30pm | \$1,300  
PAR Room 125 | 232DJ1002B | 1.4 CEUs

Sa | Sep 2-23 (meets 4x) | 3-6:30pm | \$1,300  
PAR Room 125 | 233DJ1002D | 1.4 CEUs

Sa | Oct 7-28 (meets 4x) | 3-6:30pm | \$1,300  
PAR Room 125 | 233DJ1002A | 1.4 CEUs

Sa | Nov 4-25 (meets 4x) | 3-6:30pm | \$1,300  
PAR Room 125 | 233DJ1002B | 1.4 CEUs



“ What our students are saying:  
The instructor's were expert DJs teaching my class. The atmosphere was professional, friendly and candid. They offered great information and hands on training. I learned a ton about mixing, set building, business, promotion, equipment, MCing, types of events and venues, and the list goes on. I highly recommend the course and I'll be looking for a follow-up course!”

DJ Like a Pro, Summer 2023



## Fashion Design Certificate Program

[ced.unlv.edu/fashion](http://ced.unlv.edu/fashion)

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

**PROGRAM REQUIREMENTS:** To earn the Fashion Design Certificate you must successfully complete five core courses plus an additional 4.8 CEUs of elective courses. (Students who started their certificate program prior to Fall 2020 and completed Basic Sewing instead of Sewing: The Stitch Room will need to complete 7.2 CEUs of electives.)

### CORE COURSES:

- Sewing: The Stitch Room
- Dressmaker Studio
- Fashion Design: Elements & Principles
- Fashion Illustration & Design
- Patternmaking

**ELECTIVE COURSE OPTIONS:** Offerings vary by semester. Visit [ced.unlv.edu/fashion](http://ced.unlv.edu/fashion) for a complete list of elective options and more details about this program.



What our students are saying:

I was given tools to think outside the box. Instructor was very knowledgeable, inspirational and creative.”

“The instructor gave us enough to become more curious about construction, aspects of design, fabric and what one could do with zippers!”

## Fashion Costume Construction

Las Vegas is known as the entertainment capital of the world, also known for its high-end fashions, uniforms, costumes, and showroom designs. This basic introduction class will cover topics of the costumier, costume, and construction, with focus on the 50's era. Learn about costume designing for stage, theater, and film. Students work on weekly projects to develop their skills in color, proportion, history, and character. Learn to apply knowledge of costume fabric, coordinating color and texture, while monitoring quality, size and fit, altering, and sewing for costume designing. Learn about how costume design uses the texture, color, style, and other properties of clothing to express aspects of the costume designer. This class places an emphasis on the knowledge and use of both historical and current pattern cutting, construction, and finishing techniques. Costume designers focus mainly on making costume designing for entertainment, theatrical plays, productions, and events. Project: 50's era costume design. Sewing machine and basic supplies will be provided for in class use. Additional required materials will be discussed on first day of class.

Nevada Association of Fashion Design, Maria Bruce  
SuSa | Nov 26-Dec 10 (meets 5x) | 9am-2:40pm | \$599  
PAR Room 401 | 233FD2123 | 2.8 CEUs

## Fashion Design: Elements & Principles

Create exhilarating apparel lines by combining different body silhouettes, colors, details, and trimmings. Explore the exciting fashion design industry as you study design principles, fashion history, and current trends. Projects, topics, and demonstrations will include analysis of garment design, fashion illustration templates, and several dress form draping techniques used in garment construction. Sewing machine and basic supplies will be provided for in class use. Additional required materials will be discussed on first day of class.

*Prerequisite: Must have previous sewing/machine skills.*

Gloria (Gigi) Pontejos-Morris, Nevada Association of Fashion Design  
WTh | Aug 30-Sep 21 (meets 8x) | 5:30-9:30pm | \$399  
PAR Room 401 | 232FD2101 | 3.2 CEUs

## Fashion Exposed Design Workshop: Fall Tea Slip Ensemble

Using techniques for personal design, sewing style and overall skills, you will gain best-practice tips for sustainable fashion and consumer trendy garments. The sleek Slip dress will offer summer chic, comfort, and can become a designer's best ally for any occasion. Fashion forward designers learn to choose casual and trendy elements such as sneakers, jean jackets, or sweaters to create a designer's ensemble. In this workshop students will learn the basic techniques of draping to create their fashion summer slip dress ideas with choices of cotton, spandex, print or solid style fabrics. Learn to design and sew using the surplice or V-neck neckline, wrap design, asymmetrical hem, side slits, zippers for non-stretch fabrics, and more. Project: Fabric Draping. One Mini-Midi Slip. Sewing skills required.

Nevada Association of Fashion Design, Maria Bruce  
SaSu | Aug 5-6 (meets 2x) | 9am-3pm | \$389  
PAR Room 401 | 232FD2162 | 0.12 CEU

## Patternmaking: Introduction

Patternmaking is an essential aspect of the complete fashion design process. Learn the techniques of patternmaking to create patterns that will then be used to cut fabric and ultimately be sewn into garments. Develop the skills necessary for drafting flat patterns/slopers through standard or individual measurements. Using graph drafting paper, you will learn to draft a bodice, sleeve, pant and skirt. You will learn the comparisons and grading information between the commercial retail pattern vs. the fitted flat pattern. Practice taking proper body measurements and applying to alterations/grading for fitted patterns. You will construct muslin fitted and sewn samples utilizing dress forms and sewing/serger machines. Projects include drafted and muslin patterns: 1. Bodice 2. Sleeve (drafted or graded commercial use) 3. Pant 4. Skirt. Sewing machine and basic supplies will be provided for in class use. Additional required materials will be discussed on first day of class.

*Prerequisite: Must have previous sewing/machine skills.*

Nevada Association of Fashion Design, Gretchen Marshall  
SaSu | Oct 7-29 (meets 8x) | 9am-2:25pm | \$539  
PAR Room 401 | 233FD2105 | 4 CEUs



## Sewing: The Stitch Room

Begin your clothing design and construction education with a hands-on introduction to the design process, garment construction, master patterns, and material/notion options. Instruction starts with the very basics-setting up and operating both a sewing machine and a serger. You will practice taking proper body measurements and learn to read and use master patterns, including size variations and making alterations for a proper fit. You will learn about fashion fabrics, stretch fabrics, fibers, threads, sewing materials, and embellishments so you can make informed purchases for future projects. Expect to learn by doing; you will gain experience with buttonholes, zippers, velcro, shoulder pads, interfacing, waistlines, fabrics, and embellishments as you take a top, pants, stretch skirt, zippered skirt, and Dolman jacket from start to finish. This class is for the fashion-oriented person or individuals who sew for personal enjoyment. Instructor will provide supply recommendations. Projects: Design and create stretch top, pant, and skirt, plus a zippered skirt and Dolman jacket. Sewing machine and basic supplies will be provided for in class use. Additional required materials will be discussed on first day of class.

Nevada Association of Fashion Design, Samantha Jepson  
SaSu | Sep 2-Oct 1 (meets 10x) | 10am-3:25pm | \$769  
PAR Room 401 | 233FD2144 | 5.4 CEUs

## Foreign Languages

[ced.unlv.edu/foreign-languages](http://ced.unlv.edu/foreign-languages)

### Beginning French I

The Beginning French series focuses on conversation skills and vocabulary useful for travel and social interaction. Pronunciation and grammar will be highlighted through dialogues. Beginning French I covers: greetings and introductions; describing people and things; talking about going places; expressing future plans; making a date; buying household objects in a store; expressing likes and dislikes; telling the date; terms of seasons and weather expressions. Required Textbook(s): *Ultimate French, Beginner-Intermediate* (ISBN: 9781400009633).

Pascale Tessier  
Sa | Sep 9-Nov 18 (meets 10x) | 9:30-11am | \$219  
PAR Room 302 | 233LA1107  
\*Class does not meet: Nov 11

## Beginning French II

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

Pascale Tessier,

Sa | Sep 9-Nov 18 (meets 10x) | 11:30am-1:30pm | \$219

PAR Room 302 | 233LA1116

\*Class does not meet: Nov 11

## 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 | Sep 9-Nov 18 (meets 10x) | 1:45-3:45pm | \$219

PAR Room 302 | 233LA1117

\*Class does not meet: Nov 11

**New!**

## Beginning German I

The Beginning German course focuses on conversation skills useful and social interaction. It will include the study of basic grammar for an understanding and appreciation of the language structure. Required Textbook(s): *German Made Easy Level 1* (ISBN: 978-1951949556)

Manuela Carrescia

T | Sep 12-Nov 7 (meets 8x) | 6-8pm | \$199

PAR Room 101 | 233LA1145

\*Class does not meet: Oct 31

## 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): *Practice Makes Perfect* (ISBN-10 9781260026207)

Manuela Carrescia

M | Sep 11-Oct 30 (meets 8x) | 6-8pm | \$199

PAR Room 300 | 233LA1106



## 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)

Olga Jeffrey

WM | Sep 6-Oct 9 (meets 10x) | 6-8pm | \$199

Online-UNLVGO and Zoom | 233LA1104

## Spanish II

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

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

Olga Jeffrey

MW | Oct 16-Nov 15 (meets 10x) | 6-8pm | \$199

Online-UNLVGO and Zoom | 233LA1105

## Spanish III

Progress your Spanish language skills beyond tense verb conjunctions, gaining further confidence in your ability to communicate your thoughts. Focus shifts to more advanced grammar including past tenses, pronouns, and correct sentence structure. Vocabulary and conversational skills will be emphasized. Spanish III is for students who are comfortable with the basics of Spanish. Required Textbook(s): *Spanish Now! Level 1* (ISBN: 9781438075235)

*Prerequisite: Spanish II or a comparable understanding of the language.*

Olga Jeffrey

MW | Nov 27-Jan 3, 2 (meets 10x) | 6-8pm | \$199

Online-UNLVGO and Zoom | 233LA1141

\*Class does not meet: Dec 25, Jan 1

## Money Management

[ced.unlv.edu/money-management](http://ced.unlv.edu/money-management)

### Annuity: The Ins & Outs

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

Continuing Ed Staff  
W | Oct 18 | 6-9pm | \$69  
PAR Room 400 | 233PF1183

### Social Security & Retirement

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

Continuing Ed Staff  
M | Sep 18 | 6-9pm | \$69  
PAR Room 301 | 233PF1181

## Music

[ced.unlv.edu/music](http://ced.unlv.edu/music)

It's never too late to learn an instrument or re-engage in music! Learn ukulele, guitar, and other instruments through our group music lessons.

### 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  
T | Oct 3-Nov 14 (meets 6x) | 7:15-8:45pm | \$119  
PAR Room 400 | 233MU1107  
\*Class does not meet: Oct 31



Check out our DJ classes on page 44  
or visit [ced.unlv.edu/dj](http://ced.unlv.edu/dj)

### 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  
T | Nov 21-Dec 12 (meets 4x) | 7-8:30pm | \$99  
PAR Room 400 | 233MU1116

### Las Vegas Flute Ensemble

The Las Vegas Flute Ensemble is open to flutists of any age and ability, from high school and college players to professionals. The group plays music by some of the world's most renowned composers. There is no formal audition for this group, but you should have at least one year of high school playing experience. Concerts will be given on and off campus each semester.

Marta Plominska  
Th | Aug 31-Dec 7 (meets 14x) | 7-9pm | \$39  
Lee and Thomas Beam Music Center (BMC) Room 159 232MU1108  
\*Class meets: Mar 16

### 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  
T | Oct 3-Nov 14 (meets 6x) | 5:30-7pm | \$119  
PAR Room 400 | 233MU1117  
\*Class does not meet: Oct 31

### University Basketball Pep Band

Support the UNLV Runnin' Rebel basketball team as a member of the Runnin' Rebel Basketball Pep Band. Attendance is mandatory at scheduled pre-season rehearsals, regular rehearsals, special performances on and off campus, and at UNLV home basketball games. Members in good standing are also eligible for tournament travel, when applicable. For more information contact Tony LaBounty at 702-895-3733 or [tony.labounty@unlv.edu](mailto:tony.labounty@unlv.edu). Late registrations accepted.

Tony LaBounty  
M | Oct 16-Jan 1, 20 (meets 12x) | 7-9pm | \$39  
Lee and Thomas Beam Music Center (BMC) Room 160 233MU1111  
\*Class does not meet: Dec 25, Jan 1

## University Marching Band

Join the "Star of Nevada" UNLV Marching Band and support the Rebels at home football games throughout the fall. Participation is required in scheduled training camp week, regular rehearsals, special performances on and off campus, and UNLV home football games. Visit [unlvbands.com](http://unlvbands.com) for training camp and rehearsal details. Regular semester rehearsals are held Mondays, 6:30 pm to 8:30 pm, Thursdays and Fridays, 8:00 am to 9:30 am. Experience is preferred but not necessary. This is a non-credit course. For more information, contact director Tony LaBounty at 702-895-3733 or [tony.labounty@unlv.edu](mailto:tony.labounty@unlv.edu).

Tony LaBounty

MThF | Aug 28-Dec 11 (meets 44x) | 6:30-8:30pm | \$70  
UNLV Campus | 232MU1106

\*Class does not meet: Sep 4, Nov 23

## UNLV New Horizons Band

The UNLV New Horizons Band is part of an international movement to get adults re-involved with music. This musical ensemble places a higher emphasis upon the learning and enjoyment of music above the rigor and pressures of performance. The band's size allows for individual attention to each performer's developmental needs. Each semester there is a short, shared concert and opportunities for outreach performances in adult communities. There are no auditions. For final concert date and details, contact Tony LaBounty at 702-895-3733 or by email at [tony.labounty@unlv.edu](mailto:tony.labounty@unlv.edu).

Tony LaBounty

T | Aug 29-Dec 5 (meets 15x) | 7-9:20pm | \$39  
Lee and Thomas Beam Music Center (BMC) Room 160 232MU1104

## UNLV Summer Community Concert Band

Formed in January 1987, the UNLV Community Concert Band is among the oldest community instrumental groups in the Las Vegas area. The 70-plus members range in age from high school to seniors. The band plays a wide variety of music including marches, show and film scores, and classic and contemporary wind arrangements. The UNLV Community Concert Band's "season" will culminate with a special concert. Contact Tony LaBounty at [tony.labounty@unlv.edu](mailto:tony.labounty@unlv.edu) for final concert date and details.

*Prerequisite: Players should be relatively proficient on their instrument and have at least one year or more of high school playing experience. There is no formal audition procedure.*

Tony LaBounty

W | Aug 30-Dec 6 (meets 15x) | 7-9:20pm | \$52  
Lee and Thomas Beam Music Center (BMC) Room 160 232MU1102

## Performing Arts

### [ced.unlv.edu/performing-arts](http://ced.unlv.edu/performing-arts)

Whether you are performing in front of a microphone, camera, or live audience; or helping support performers behind the scenes, our specialized training can help build your skills so you feel confident taking center stage. Or, join one of UNLV's dynamic music ensembles. You can resurrect old skills and meet new friends at the same time. Music ensembles include Las Vegas Flute Ensemble, High Desert Horns, UNLV Community Concert Band, UNLV New Horizons Band, and University Chorale. If you are a musician plus a Rebel sports fan, both University Marching Band and University Basketball Pep Band are open to community members.

### Introduction to Voiceover Workshop

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

Melissa Moats

Sa | Sep 23 | 1:30-4:30pm | \$49  
The Voice Actors Studio | 233CX4170A

Sa | Dec 16 | 1:30-4:30pm | \$49  
The Voice Actors Studio | 233CX4170B



## Break Into the World of Voiceover

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

Melissa Moats

T | Aug 8-29 (meets 4x) | 6:30-9:30pm | \$299  
The Voice Actors Studio | 232CX4171B

T | Oct 3-24 (meets 4x) | 6:30-9:30pm | \$299  
The Voice Actors Studio | 233CX4171

## Cosplay Costume Construction

Learn the skills needed to create your own cosplay costume designs or modify pre-existing costumes to suit your needs. Discuss the history of cosplay and the process of costume construction from concept development to production. You will learn and practice working with difficult costume fabrics on your sewing machine, build a basic prop, and alter a pre-existing costume. The skills learned in this course can be used for your own cosplay performance, or for costume making in the theater or entertainment industry. All fabric will be provided. Bring your own sewing machine and a basic sewing kit (with pins, a seam ripper, measuring tape, and thread) to class each day. If you have your own costume that you would like to alter, bring it on the first day of class.

*Prerequisite: Beginner to intermediate knowledge of sewing.*

Noelle Gribbin

Sa | Sep 2-30 (meets 5x) | 11am-2pm | \$219  
PAR Room 125 | 233FD7109



## Fashion Costume Construction

Las Vegas is known as the entertainment capital of the world, also known for its high-end fashions, uniforms, costumes, and showroom designs. This basic introduction class will cover topics of the costumier, costume, and construction, with focus on the 50's era. Learn about costume designing for stage, theater, and film. Students work on weekly projects to develop their skills in color, proportion, history, and character. Learn to apply knowledge of costume fabric, coordinating color and texture, while monitoring quality, size and fit, altering, and sewing for costume designing. Learn about how costume design uses the texture, color, style, and other properties of clothing to express aspects of the costume designer. This class places an emphasis on the knowledge and use of both historical and current pattern cutting, construction, and finishing techniques. Costume designers focus mainly on making costume designing for entertainment, theatrical plays, productions, and events. Project: 50's era costume design. Sewing machine and basic supplies will be provided for in class use. Additional required materials will be discussed on first day of class.

Nevada Association of Fashion Design, Maria Bruce  
SuSa | Nov 26-Dec 10 (meets 5x) | 9am-2:40pm | \$599  
PAR Room 401 | 233FD2123 | 2.8 CEUs

## On-Camera Confidence

Experience what it is like to perform on camera with professional cameras and lighting equipment guided by Maria Ngo and Ray DuGray, a media production duo with years of experience hosting, producing, and training in on-camera techniques and media relations. In this highly interactive, hands-on training, you will practice real-world techniques that will help you grow your confidence and effectiveness with on-camera events, meetings, presentations, media interviews, video content creation, social media, fundraising, and sales presentations. Learn to eliminate nervous energy and present in a relaxed, confident, and professional manner feeling certain that your appearance, body language, vocal communication, and use of technology are on point.

Maria Ngo, Ray DuGray

W | Sep 6 | 9am-noon | \$219  
PAR Room 125 | 233CX1100A | 0.3 CEU

W | Oct 4 | 9am-noon | \$219  
PAR Room 125 | 233CX1100B | 0.3 CEU

W | Nov 1 | 9am-noon | \$219  
PAR Room 125 | 233CX1100C | 0.3 CEU

W | Dec 6 | 9am-noon | \$219  
PAR Room 125 | 233CX1100D | 0.3 CEU

# Photography

ced.unlv.edu/photography

## Digital Photography Bundle

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

- Digital Photography I: The Essentials
- Digital Photography II: Visual Communication
- Digital Photography III: Focal Lengths to Filters

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

Continuing Ed Staff

Sa | Sep 9-Oct 21 (meets 3x) | 9am-3pm | \$297  
PAR | 233PHBUND

## Digital Photography I: Understanding the Basics of Your Camera & Photography

Gain confidence in the various functions and modes of your digital camera. We will cover the basic tenets of camera operations, composition, using the rule of thirds, and other useful tips for capturing great images. A brief discussion of natural lighting and fill flash will help you understand the importance of light. Students should bring a “DSLR” camera with a manual mode option to class for participation in shooting demonstrations as well as pen and paper for note taking.

Marcy Johnson

Sa | Sep 9 | 9am-3pm | \$119  
PAR Room 301 | 233PH1100

## Digital Photography II: Tools, Techniques & Lighting

This course will expand on how to use your camera, create impactful compositions, and set up lighting. The right tools can make all the difference, so we will also cover equipment options and techniques including how lenses work, how to select the right lens for the outcome you are trying to achieve, how to capture the sharpest image possible by utilizing tripods, and how to create a panoramic image from several images. Techniques of subject placement, directional lighting, and portrait lighting will be demonstrated to achieve creative results. Students should bring a “DSLR” camera with a manual mode option to class for participation in shooting demonstrations as well as pen and paper for note taking.

Marcy Johnson

Sa | Sep 30 | 9am-3pm | \$119  
PAR Room 301 | 233PH1141

## Digital Photography III: Headshots to Dramatic Portraits

Portraits range from traditional to dramatic, and this session will introduce techniques to achieve the unique look you envision. The prime focus is on studio light work, from basic headshots to couples and small families. You will also get practical hands-on experience using strobe lights and modifiers to create dramatic cinemographic images. Students should bring a “DSLR” camera with a manual mode option to class for participation in shooting demonstrations as well as pen and paper for note taking.

Marcy Johnson

Sa | Aug 5 | 9am-3pm | \$119  
PAR Room 300 | 232PH1125

Sa | Oct 21 | 9am-3pm | \$119

PAR Room 101 | 233PH1125

## Adobe Photoshop I

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

Vernetta Thomas

Su | Oct 22-Dec 3 (meets 6x) | 6-9pm | \$369  
Online-UNLVGO and Zoom | 233WM8122 | 1.8 CEUs  
\*Class does not meet: Nov 26

## Adobe Photoshop II

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

Jessica Kennedy

W | Sep 6-Oct 11 (meets 6x) | 5:30-8:30pm | \$369  
Online-UNLVGO and Zoom | 233WM8123 | 1.8 CEUs

## Building a Photography Business

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

Kelly Garni

T | Sep 5-Oct 10 (meets 6x) | 6-9pm | \$299  
PAR Room 107 | 233PH1151

## Desert Night Sky Photography

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

*Prerequisite: Digital Photography I or comparable experience.*

Kelly Garni

Sa | Nov 18 | noon-8pm | \$129  
PAR Room 512 | 233PH1160

## 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.

Marcy Johnson

W | Oct 25-Nov 15 (meets 4x) | 5:30-8:30pm | \$299  
Online Delivery | 233PH1156

## 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 in-class training Thursday from 6-9pm and Saturday 9am-12 Noon afternoon we will meet for hands on training in the field from 1-4pm.

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.*

Kelly Garni

ThSa | Oct 12-14 (meets 2x) | 9am-4pm | \$129  
PAR Room 101 | 233PH1159

## Photography for Graphic Designers

Develop an understanding of basic photography skills used to communicate through graphic design. Learn to shoot quality photographs in manual mode. Demonstrate an understanding of the terminology used in photography and how it relates to your projects. Understand the gear needed and which lenses are essential. Learn which lighting techniques work best to get your desired results and a variety of post-production strategies. Strengthen your approach to light and color to use in a way that vectors do not. Learn how to recognize the power of composition when branding or telling a story. Must have access to DSLR camera with a manual mode option to participate in class. Required Textbook(s): *Mastering Aperture, Shutter Speed, ISO and Exposure* (ISBN: 9781482314458)

Vernetta Thomas

W | Oct 18-Nov 22 (meets 6x) | 6-9pm | \$379  
Online-UNLVGO and Zoom | 233PH1108 | 1.8 CEUs



## Travel Photography

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

*Prerequisite: Digital Photography I or comparable experience.*

Kelly Garni

Sa | Sep 16 | 9am-4pm | \$129

PAR Room 301 | 233PH1107

## Sewing Classes

[ced.unlv.edu/fashion-sewing](http://ced.unlv.edu/fashion-sewing)

### Cosplay Costume Construction

Learn the skills needed to create your own cosplay costume designs or modify pre-existing costumes to suit your needs. Discuss the history of cosplay and the process of costume construction from concept development to production. You will learn and practice working with difficult costume fabrics on your sewing machine, build a basic prop, and alter a pre-existing costume. The skills learned in this course can be used for your own cosplay performance, or for costume making in the theater or entertainment industry. All fabric will be provided. Bring your own sewing machine and a basic sewing kit (with pins, a seam ripper, measuring tape, and thread) to class each day. If you have your own costume that you would like to alter, bring it on the first day of class.

*Prerequisite: Beginner to intermediate knowledge of sewing.*

Noelle Gribbin

Sa | Sep 2-30 (meets 5x) | 11am-2pm | \$219

PAR Room 125 | 233FD7109

### Sewing from a Pattern

Feel confident creating new projects from a pattern. Understand how to follow the process of assembling a simple garment or craft item from a pattern. This class features an informational packet covering all aspects of working with 3 types of sewing patterns, created by Mary Ann Racheau, Las Vegas costume and fashion designer and Master Sewing Educator.

Sewing pattern is included in the class and can be picked up from the UNLV Paradise Campus approximately 2 days prior to class. An Informational packet will be emailed to students to be printed at home. Additional materials will be discussed in class. Students must have access to a sewing machine and basic sewing supplies.

*Prerequisite: Skill Level: Beginner*

*This student is unfamiliar with sewing terms, supplies and notions and basic sewing techniques.*

*The student has very little or no experience in using a sewing machine. Basic machine knowledge: winding a bobbin, threading the machine; changing feet, tension settings and stitch settings. The student also has little or no knowledge about fabric, grain or selvage, pattern direction, thread, scissors, needles, pins and taking proper measurements.*

Mary Ann Racheau

Sa | Sep 2-30 (meets 5x) | 8-10:30am | \$199

Online-Zoom | 233FD7106

## Sports and Fitness

[ced.unlv.edu/sports-fitness](http://ced.unlv.edu/sports-fitness)

### Bodyweight Bootcamp

Bodyweight Bootcamp is a class designed to utilize one's own structure and frame to generate the necessary mass and force to achieve a proper workout. Work out from anywhere without any extra gear! Make progress toward your health and fitness goals by participating in this guided online fitness course. Our focus will be motivation and accountability for your fitness journey. Students may also enroll for university credit in PEX156 for 1 credit. Home based equipment needed.

Micah Kidd

M | Aug 28-Dec 8 (meets 2x) | \$289

Online Delivery | 232SF1136B

### Golf for Beginners

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

PEX Department, James Massey

T | Aug 29-Dec 5 (meets 15x) | 5:30-7:15pm | \$314

Las Vegas Golf Center | 232SF1104

### Self Defense

This class introduces practical applications of self defense. You will work on coordination, balance, agility, strength, and endurance throughout the semester. Gain situational awareness and skills to help you feel safer in your daily life.

Arlene Mendibles

MW | Aug 28-Dec 6 (meets 28x) | 4-4:50pm | \$279

Henderson Aikido | 232SF1134

\*Class does not meet: Sep 4 & Nov 22

## NASM Certified Personal Trainer

Prepare for a career as a certified 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.

Kristine Bragg, PhD  
T | Sep 5-Nov 14 (meets 11x) | 6-8:30pm | \$1,399  
UNLV Campus | 233SM3100

## Wellness

[ced.unlv.edu/wellness](http://ced.unlv.edu/wellness)

### Introduction to Trauma-Informed Yoga: 1 Day Bootcamp

Understand the effects that trauma has on your brain, body, and central nervous system while practicing easy somatic techniques that can help heal, alleviate, and prevent your symptoms. You will learn and practice yoga, breathing, and meditation exercises that can be used for self-regulation, nervous system healing, and prevention of stress induced illness. By the end of this class, you will feel confident using the techniques for yourself, or leading others in an individual or group session. Pending approval, this course will provide 6 CEUs/ PDUs for Nevada licensed social workers, MFTs, CPCs, educators, and Yoga Teachers registered with Yoga Alliance. Bring your own yoga mat, water, comfortable clothing, a pen, and notebook. Gently used mats are available from instructor in limited supply.

*Prerequisite: This is a beginner's level class; however, students will be expected to get down onto a mat on the floor and get back up.*

Alexis Wisniewski, E-RYT, Terry Bahr, PhD, CPC  
Sa | Aug 19 | 9am-4:05pm | \$199  
PAR Room 133 | 232HE1116 | 0.75 CEU

Sa | Sep 30 | 9am-4:05pm | \$219  
PAR Room 133 | 233HE1116 | 0.75 CEU



## Introduction to Trauma-Informed Yoga: 5 Week Series

Understand the effects that trauma has on your brain, body, and central nervous system while practicing easy somatic techniques that can help heal, alleviate, and prevent your symptoms. You will learn and practice yoga, breathing, and meditation exercises that can be used for self-regulation, nervous system healing, and prevention of stress induced illness. By the end of this class, you will feel confident using the techniques for yourself, or leading others in an individual or group session. Pending approval, this course will provide 10 CEUs/ PDUs for Nevada licensed social workers, MFTs, CPCs, educators, and Yoga Teachers registered with Yoga Alliance. Bring your own yoga mat, water, comfortable clothing, a pen, and notebook. Gently used mats are available from instructor in limited supply.

*Prerequisite: This is a beginner's level class; however, students will be expected to get down onto a mat on the floor and get back up.*

Alexis Wisniewski, E-RYT, Terry Bahr, PhD, CPC  
Sa | Nov 4-Dec 9 (meets 5x) | 9-11AM | \$279  
PAR Room 133 | 233HE1115 | 1 CEU  
\*Class does not meet: Nov 25

### Mind + Body Yoga

In this class series, you will learn the fundamentals of alignment and yoga postures through verbal and physical demonstrations. Each pose will prioritize student safety, stability and understanding. This course includes yoga, breathing and meditation exercises that can aid in self-regulation, nervous system healing and stress-induced illness prevention. By the end of the course, you'll be confident in setting intentions to improve physical, mental, spiritual, and social health. Utilizing self-reflection, controlled breathing, deep relaxation, and growth through meditation, you'll achieve better mental, emotional, and physical health, ultimately leading to a better quality of life.

The course will include certified yoga instructors. Wear comfortable clothing that won't limit mobility, bring your own yoga mat, water, towel.

*Prerequisite: This is a beginner's level class; however, course participants will be expected to get down onto a mat on the floor and get back up*

Mayweather Fitness Certified Instructors  
F | Sep 15-Oct 13 (meets 5x) | 6-7:30pm | \$235  
Mayweather Boxing + Fitness Spring Valley | 233SF1145A

F | Nov 3-Dec 1 (meets 5x) | 6-7:30pm | \$235  
Mayweather Boxing + Fitness Spring Valley | 233SF1145B

# Academic Preparation

## Institute of Reading Development Reading Enrichment Programs

[ced.unlv.edu/institute-reading-development](http://ced.unlv.edu/institute-reading-development)

Poor readers can become good readers, and good readers can become great readers! UNLV is again collaborating with the Institute of Reading Development to offer reading skills programs. Programs are designed and taught by instructors from the Institute of Reading Development (IRD) and are developed for pre-K through adults. For more information or to register, please call the Institute of Reading Development at 800-979-8980. Reading program listings by age, location, and date can be found at [unlv.readingprograms.org](http://unlv.readingprograms.org). This fall, in addition to offerings for younger readers, IRD will resume offering programs for university students. Programs for UNLV students will be one online 90 minute session per week for four weeks. University students will work on techniques for reading with greater speed and comprehension to boost their academic success. IRD offers flexible class days and start dates.

## Test Preparation

[ced.unlv.edu/test-preparation](http://ced.unlv.edu/test-preparation)

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

### All Test Prep Classes Include:

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

## Graduate School Test Preparation

### Live-Online GMAT® Strategy Workshop

GMAT Free Strategy Workshops provides valuable information about preparing for the GMAT Exam in an easy to follow format. These workshops are designed to give general information about the GMAT, study tips, and examples of typical GMAT exam questions. Participants will also have an opportunity to walk through sample exam questions and ask questions of our test prep experts. Whether you are planning to take a GMAT Prep Course or plan to study on your own, the GMAT Free Strategy Workshop is a perfect place to begin your preparation. We offer FREE GMAT Strategy Workshops each month. All workshops are held online, and are open to the general public as well as the community.

ETC Staff

W | Aug 30 | 6-7pm | No charge  
Online Delivery | 232TL1110A

### GMAT® Live-Online Course

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

ETC Staff

ThT | Sep 14-Oct 10 (meets 8x) | 4-7pm | \$899  
Online Delivery | 233TL1101A

WM | Oct 18-Nov 13 (meets 8x) | 6-9pm | \$899  
Online Delivery | 233TL1101B

### GRE® Live-Online Strategy Workshop

Join us for an informative introduction to the revised GRE®. If you are preparing for graduate school, you know that success on the GRE® exam will play a critical role in your acceptance into the program of your choice. You want to study with the best. Come meet with our experienced instructor to learn about the test and pick up a few tricks. We know you'll get a lot out of this free session. Due to limited space pre-registration is encouraged.

ETC Staff

W | Aug 30 | 6-7pm | No charge  
Online Delivery | 232TL1112B

W | Sep 20 | 6-7pm | No charge  
Online Delivery | 233TL1112A

W | Oct 4 | 6-7pm | No charge  
Online Delivery | 233TL1112B

## GRE® Live-Online Course

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

ETC Staff

ThT | Aug 3-29 (meets 8x) | 4-7pm | \$799  
Online Delivery | 232TL1100E

WM | Sep 6-Oct 2 (meets 8x) | 6-9pm | \$799  
Online Delivery | 233TL1100A

ThT | Oct 5-Nov 2 (meets 8x) | 6-9pm | \$799  
Online Delivery | 233TL1100B  
\*Class does not meet: Oct 31

WM | Oct 18-Nov 13 (meets 8x) | 4-7pm | \$799  
Online Delivery | 233TL1100C  
\*Class does not meet: Oct 31

MTWTh | Dec 4-14 (meets 8x) | 4-7pm | \$799  
Online Delivery | 233TL1100D  
\*Class does not meet: Oct 31

## Live-Online LSAT® Strategy Workshop

Join us for an informative introduction to the LSAT®. If you are preparing for law school, you know that success on the LSAT® exam will play a critical role in your acceptance into the program of your choice. You want to study with the best. Come meet with our experienced instructor to learn about the test and pick up a few tricks. We know you'll get a lot out of this session. Pre-registration is requested.

ETC Staff

W | Sep 13 | 6-7pm | No charge  
Online Delivery | 233TL1114A

W | Oct 11 | 6-7pm | No charge  
Online Delivery | 233TL1114B

W | Nov 8 | 6-7pm | No charge  
Online Delivery | 233TL1114C

## LSAT Prep Course-Classroom

UNLV's intensive LSAT prep program includes 30 hours of classroom instruction from experienced test-preparation professionals. The easy-to-follow program uses proven techniques to take the mystery out of the LSAT. Learn systematic strategies for mastering Logical Reasoning and Reading Comprehension items! Strengthen the critical reasoning skills that are crucial to solving Analytical Reasoning logic games and learn strategies for quickly solving each type of game! This course is ideal for current undergraduates, recent graduates, and anyone intending to apply to law school in the next five years. The course includes an LSAT workbook, 20 official practice tests from LSAC, and access to online resources including class recordings, pre-recorded class modules, an instructor-monitored question forum, and online office hours.

ETC Staff

WM | Oct 4-Nov 6 (meets 10x) | 6-9pm | \$899  
PAR Room 101 | 233TL1105

## LSAT® Live-Online Course

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

ETC Staff

WM | Sep 6-Oct 9 (meets 10x) | 4-7pm | \$899  
Online Delivery | 233TL1102A

ThT | Sep 7-Oct 10 (meets 10x) | 6-9pm | \$899  
Online Delivery | 233TL1102B

ThT | Sep 28-Nov 2 (meets 10x) | 4-7pm | \$899  
Online Delivery | 233TL1102C  
\*Class does not meet: Oct 31

WM | Oct 4-Nov 6 (meets 10x) | 5-8pm | \$899  
Online Delivery | 233TL1102E

WM | Nov 29-Jan 8, 2 (meets 10x) | 6-9pm | \$899  
Online Delivery | 233TL1102F  
\*Class does not meet: Dec 25, Jan 1

ThT | Dec 7-Jan 9, 20 (meets 10x) | 6-9pm | \$899  
Online Delivery | 233TL1102G

## College Application Test Preparations

### Live-Online ACT®/SAT® Strategy Workshop

Join us for an informative combined introduction to the ACT® and SAT®. If you are preparing for college, you probably have some questions about the pre-college admission tests. This session will introduce you to both tests and highlight some of the key similarities and differences between them. Our experienced instructor will guide you through some sample questions and teach you a few strategies. Come learn the basics about the ACT® and SAT®. We know you'll get a lot out of this free session. Due to limited space, pre-registration is encouraged.

ETC Staff

W | Aug 30 | 6-7pm | No charge  
Online Delivery | 232TL1123B

W | Sep 27 | 6-7pm | No charge  
Online Delivery | 233TL1123

### SAT Live-Online Blitz

The SAT® Blitz prepares students to reach the test date of their choice at peak performance. These courses meet twice per week, allowing time to practice new skills during the week. Our multi-week format of the SAT® Prep Course leads to greater opportunities for learning and interaction with our expert instructors. Courses are conveniently scheduled in the weeks leading up to the most popular SAT® dates and include 16 hours of instruction.

ETC Staff

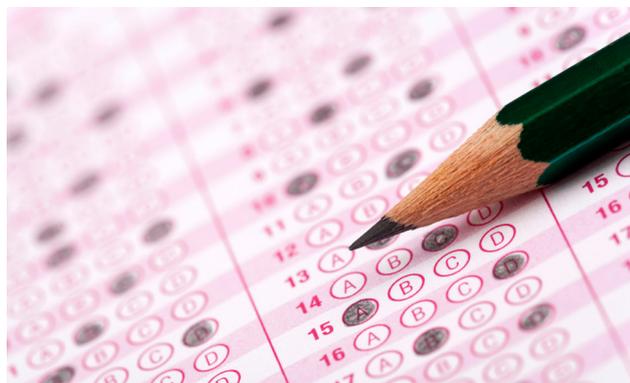
ThT | Aug 31-Sep 26 (meets 8x) | 4-6pm | \$499  
Online Delivery | 232TL1106B

Su | Sep 10-Oct 29 (meets 8x) | noon-2pm | \$499  
Online Delivery | 233TL1106A

WM | Oct 4-30 (meets 8x) | 4-6pm | \$499  
Online Delivery | 233TL1106B

WM | Nov 1-29 (meets 8x) | 4-6pm | \$499  
Online Delivery | 233TL1106C

\*Class does not meet: Nov 22



## Teacher Training Test Preparation

### Praxis® Live-Online Core Math Prep Course

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

ETC Staff

WM | Sep 13-27 (meets 5x) | 4-7pm | \$179

Online Delivery | 233TL1109



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

### LIVE-ONLINE ACT/SAT STRATEGY WORKSHOP

W | Aug 30 | 6-7pm | No charge | Online Delivery | 232TL1123B

W | Sep 27 | 6-7pm | No charge | Online Delivery | 233TL1123

### LIVE-ONLINE GMAT STRATEGY WORKSHOP

W | Aug 30 | 6-7pm | No charge | Online Delivery | 232TL1110A

### LIVE-ONLINE GRE STRATEGY WORKSHOP

W | Aug 30 | 6-7pm | No charge | Online Delivery | 232TL1112B

W | Sep 20 | 6-7pm | No charge | Online Delivery | 233TL1112A

W | Oct 4 | 6-7pm | No charge | Online Delivery | 233TL1112B

### LIVE-ONLINE LSAT STRATEGY WORKSHOP

W | Sep 13 | 6-7pm | No charge | Online Delivery | 233TL1114A

W | Oct 11 | 6-7pm | No charge | Online Delivery | 233TL1114B

W | Nov 8 | 6-7pm | No charge | Online Delivery | 233TL1114C



# OLLI at UNLV

LEARN. ENGAGE. TOGETHER.

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.

Fall 2023 classes offered Sep 11 through Nov 17 in-person and online.

 [olli.unlv.edu](http://olli.unlv.edu)  702-774-OLLI  [olliatunlv@unlv.edu](mailto:olliatunlv@unlv.edu)

UNLV OSHER LIFELONG LEARNING INSTITUTE



## Stay on Track | Get Ahead | Graduate Sooner

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*Earn your college credits quicker!*

### SUMMER TERM 2024

**Session I** May 20-June 7  
**Session II** June 10-July 12  
**Session III** July 15-August 16

[summerterm.unlv.edu](http://summerterm.unlv.edu)

UNLV  
SUMMER TERM



## UNLV Young Rebels Programs

From coding to writing to engineering to nursing, UNLV offers the youth of Southern Nevada the opportunity to begin discovering the paths that will lead to their careers. We offer dozens of programs across academic disciplines for students in elementary, middle or high school, in a safe and supportive environment. Whether your passion is science, reading, math or robotics, or any of a number of other programs, know there is something for you. Don't wait for college, come join us now at UNLV!

702-895-3394

[youngrebels.unlv.edu](http://youngrebels.unlv.edu)

# Continuing Education: Information, Policies & Procedures

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## 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](http://ced.unlv.edu/registration-policies#fees).

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

For UNLV staff and alumni, registration fee discount information can be found at [ced.unlv.edu/registration-policies#discounts](http://ced.unlv.edu/registration-policies#discounts).

Division of Educational Outreach accepts credit/debit cards, checks, and money orders as a form of payment for all transactions. Cash is no longer accepted. For additional information see [ced.unlv.edu/cashlessoperationspolicy](http://ced.unlv.edu/cashlessoperationspolicy).

## Course Cancellations & Changes

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

## Drop Policy

Unless a separate policy is stated for a specific class in the course description, the following applies to all requests to drop Continuing Education classes. All requests to drop a class must be submitted in writing to [continuing.education@unlv.edu](mailto:continuing.education@unlv.edu), no later than 8:00am PST three business days before the start of the class. If the university cancels a course, students will automatically receive a full refund or option to transfer to another class and do not need to submit a request. Students may request a transfer to another course or request a refund. All requests received by the deadline will receive a credit or refund of 100% of the registration fee. At no time will the amount credited or refunded exceed the amount of the original payment. If a student elects to transfer to a course with a higher registration fee, the student will be responsible for paying the difference.

Requests must include the following information to be considered: Student Name, Student Email Address and/or Telephone Number, Class Title and Start Date, and Reason for Dropping the Class. Refunds will only be issued to the original payee and the request must come from the registered student or parent/guardian if under 18 years old. All refunds will be processed in the same manner as the original payment.

If you are requesting to drop a class due to State Authorization Reciprocity Agreements (SARA), please include the reason for filing a SARA complaint in your drop request. For more information about the SARA complaint process please visit: <https://www.nc-sara.org/student-complaints>.

The complete refund policy is available at [ced.unlv.edu/registration-policies#refunds](http://ced.unlv.edu/registration-policies#refunds).

## Wait List

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

## Parking

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

## Class Locations

Our classes are located throughout the Las Vegas Valley. See page 61 for the location legend.

Classroom locations are subject to change. Please check your email and reference the registration website for updated room location information.

## 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.

## 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 [ced.unlv.edu/certificate-programs](http://ced.unlv.edu/certificate-programs) for our certificate program policies and details about all of our certificate programs. To request your certificate after meeting the program requirements, please fill out a Certificate Issuance Form at [ced.unlv.edu/certificate-form](http://ced.unlv.edu/certificate-form).

## Books & Supplies

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

## Attendance Policy

Attendance, tardiness, and absences are considered by instructors when determining whether or not a student has satisfactorily completed a course and earned CEUs. 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](http://ced.unlv.edu/registration-policies#attendance).

## UNLV Continuing Education Units (CEUs)

UNLV Continuing Education awards Continuing Education Units (CEUs) 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](http://www.iacet.org/standards/continuing-education-unit-ceu/about-the-ceu)

## 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](http://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](http://unlv.edu/registrar/ferpa) for more information.

## 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](http://unlv.edu/studentconduct). A student who is dismissed due to disciplinary action or behavioral disturbance is not entitled to a refund.

## UNLV Smoke-Free

UNLV seeks to provide a clean, healthy environment for the entire community. UNLV is a smoke-free, vape-free, and tobacco-free campus.

## 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](http://unlv.edu/provost/copyright).

## Title IX

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

## UNLV Paradise Campus Information Desk Hours

We are open Monday through Friday, 8am to 5pm. We are closed on weekends and university holidays. Please visit [edoutreach.unlv.edu](http://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](mailto:continuing.education@unlv.edu).



For a complete list of registration policies visit [ced.unlv.edu/registration-policies](http://ced.unlv.edu/registration-policies).



[ced.unlv.edu](http://ced.unlv.edu)



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# Location Legend

Hospitality Hall, Intl. Student Success Ctr (HOS)  
 Lee & Thomas Beam Music Center (BMC)  
 Lee Business School, EMBA Suite (WRI)  
 Paradise Campus (PAR)  
 McDermott Physical Education Complex (MPE)



UNLV campus maps are available online at [www.unlv.edu/maps](http://www.unlv.edu/maps). Classroom assignments are printed on your registration receipt.

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

**Foundation for Recovery** 4800 Alpine Pl. #12,  
 Las Vegas, NV 89108

**Henderson Aikido** 1010 Wigwam Pkwy., Ste. 110,  
 Henderson, NV 89074

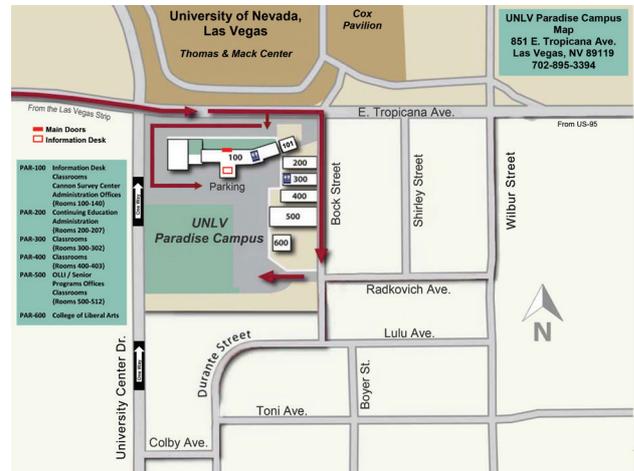
**Las Vegas Golf Center** 6730 S. Las Vegas Blvd.,  
 Las Vegas, NV 89119

**Mayweather Boxing + Fitness Spring Valley**  
 6565 S. Fort Apache Rd., Ste. 165, Las Vegas, NV 89148

**Nellis Air Force Base (AFB)** 4700 N. Las Vegas Blvd.,  
 Nellis Air Force Base, NV 89191

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

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



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 OUTREACH  
[edoutreach.unlv.edu](http://edoutreach.unlv.edu)

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UNLV CONTINUING EDUCATION OFFERS PROGRAM DISCOUNTS TO ALUMNI AND STAFF



## STAFF

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 5%\* off personal enrichment  
 40% off in-demand tech certifications offered by our collaborator Skillstorm  
 Details at [ced.unlv.edu/unlv-employee-discounts](http://ced.unlv.edu/unlv-employee-discounts)



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 EDUCATION

\*We offer discounts on most classes. Select classes do not offer a Staff or Alumni Discount. These classes are offered in collaboration either with an external provider or with a UNLV academic department. Because of contract restrictions, we cannot extend a discount.

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# Class Registration Options



## ONLINE

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



## PHONE

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



## IN PERSON

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



## MAIL

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



## FAX

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

## Registration Form

Have you taken a class with UNLV Continuing Education?

Yes     No

Registrant's Name \_\_\_\_\_

Address (street, city, state, zip) \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

Phone Number \_\_\_\_\_

Date of Birth \_\_\_\_\_

### Course Information:

Course Code	Course Name	Course Fee

### Payment Information:

Your payment **MUST** accompany this form. Cash is no longer accepted.

Check—Please enclose check made payable to Board of Regents

Credit Card—Please charge my



Account No. \_\_\_\_\_ CVV \_\_\_\_\_

Exp. Date \_\_\_\_\_ Amount \$ \_\_\_\_\_

Cardholder's Name \_\_\_\_\_

Signature \_\_\_\_\_

By submitting this form you are indicating that you have read and agree to abide by all of the policies available online at [ced.unlv.edu/registration-policies](http://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.

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



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Contact UNLV Continuing Education's custom training team for a free custom training consultation at [continuing.education@unlv.edu](mailto:continuing.education@unlv.edu) or 702-895-5099.



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