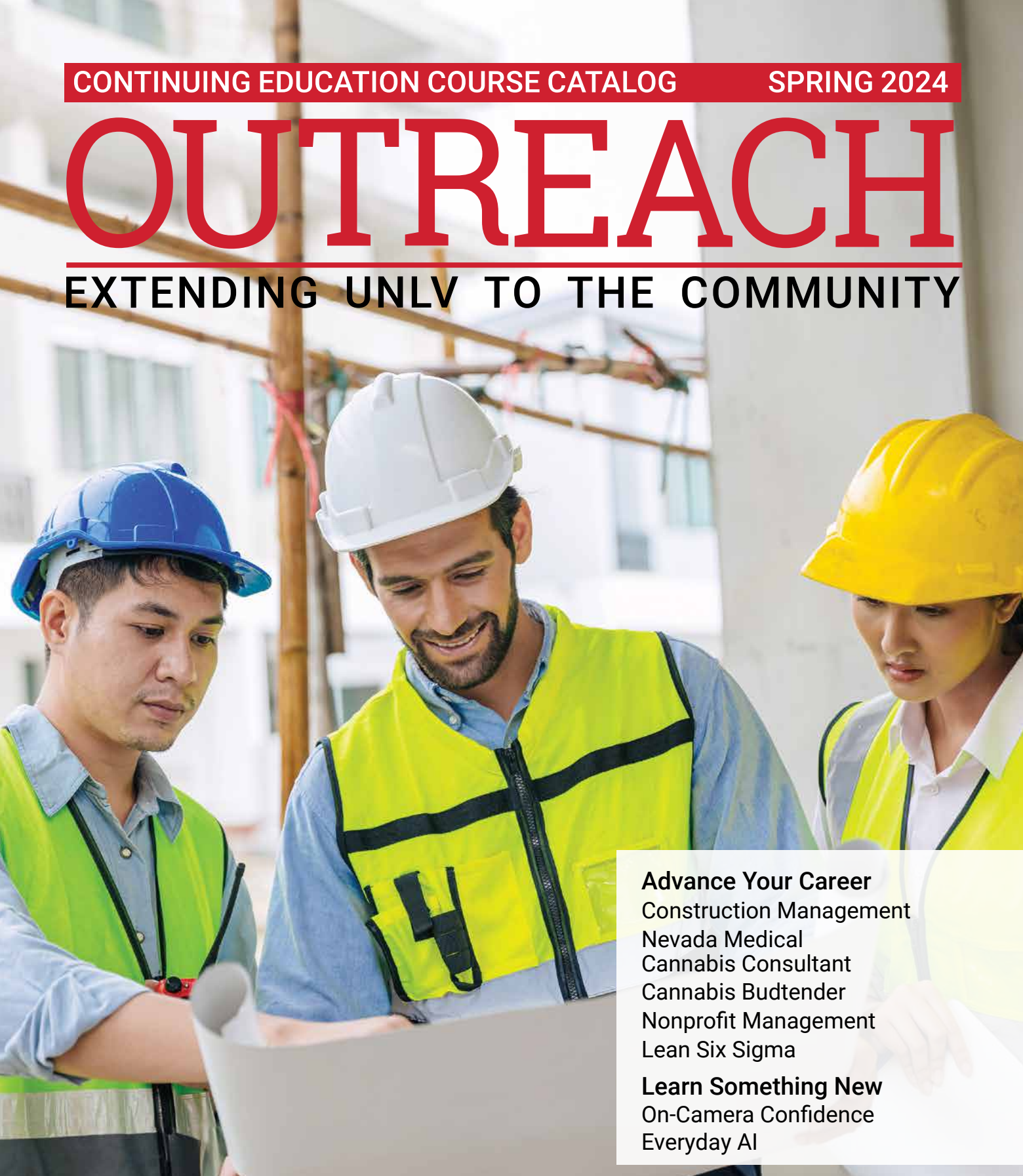


CONTINUING EDUCATION COURSE CATALOG

SPRING 2024

# OUTREACH

EXTENDING UNLV TO THE COMMUNITY



## **Advance Your Career**

Construction Management

Nevada Medical

Cannabis Consultant

Cannabis Budtender

Nonprofit Management

Lean Six Sigma

## **Learn Something New**

On-Camera Confidence

Everyday AI

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

**UNLV** | CONTINUING  
EDUCATION



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EDUCATION

## Instructor Spotlight

# Trey Reckling

## Cannabis classes

**Cannabis, once shrouded in stigma and misinformation, is now at the forefront of a burgeoning industry.**

**Trey Reckling, the Founder and Director of Academy of Cannabis Science, is on a mission to educate and inspire a new generation of cannabis professionals.** With over 20 years of experience in higher education and a background as a conflict resolution specialist, Reckling has been instrumental in revolutionizing cannabis education and teaching students at UNLV.

Trey Reckling's journey in cannabis education began in 2014. He originally founded the Academy of Cannabis Science to focus on the state of Washington and surrounding regions. However, what started as a local initiative soon resonated globally. Today the academy's programs extend far beyond the Pacific Northwest, attracting students from as far as Guam and Transylvania.

At the heart of educational offerings is the Budtender Certificate Program. This program equips individuals with the knowledge and skills needed to excel in the cannabis retail space. Beyond understanding the cannabis industry's current state, students are immersed in the historical context and societal challenges that have shaped the industry. By offering a holistic

perspective, the academy empowers future cannabis professionals to approach their roles with empathy and a deep understanding of the industry's evolution.

UNLV's Cannabis program extends beyond just the Budtender Certificate. The Nevada Medical Cannabis Certification Program, a 20-hour course, caters to healthcare providers, patients, and individuals interested in cannabis as a holistic alternative to traditional pharmaceuticals. Reckling and his team are dedicated to equipping individuals with the knowledge and skills to engage in informed conversations with healthcare providers, emphasizing the need for patients to take an active role in their wellness.

The diverse program also offers courses in cannabis pain management, alternative therapies to opioids, and even cannabis for pets. The latter underscores the potential of cannabis as an alternative medicine for pets while emphasizing that it should be used under professional guidance. This course aims to provide individuals with the tools to engage in informed conversations with veterinarians and other healthcare providers about cannabis-based treatments.

**Trey Reckling's vision is shaping the future of the cannabis industry, one educated and inspired student at a time.**

Learn more about cannabis classes on page 44 or at [ced.unlv.edu/cannabis](https://ced.unlv.edu/cannabis).

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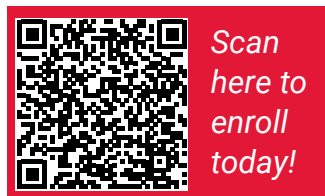
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# UNLV

## CONTINUING EDUCATION

### Volume 46 • Number 2

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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



@UNLVCE

# 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).

# WELCOME TO OUR NEW HOME!

We are so excited to announce our move to our new building at 4350 S. Maryland Parkway. We are thrilled to welcome you to our new class rooms and computer labs. We should be fully moved in by mid January 2024.

For more information:  
Call 702-895-3394



## Attend a Free Certificate Information Session

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

### Grant Academy Information Session

Th | Jan 4 | 6-7pm | Online-Zoom | 241GR1150

### Medical Interpretation: Spanish Certificate Program Information Session

T | Jan 16 | 6-7pm | Online-Zoom | 241LA1170

### Human Resource Management Certificate Program Information Session

W | Jan 3 | 5:30-6:30pm | Online-Zoom | 241CP6155

### Nonprofit Fundraising Information Session

M | Jan 8 | 3-4pm | Online-Zoom | 241NP3172

## 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](https://ced.unlv.edu/business-administration)

The Business Administration Certificate Program, offered in partnership with UNLV's Lee Business School, is tailored for early career business professionals and managers. Covering six learning sessions, the program imparts vital concepts and tools taught in top business schools. Participants delve into budgeting and reporting, finance and accounting principles, professional communication, leadership, negotiation techniques, sales and marketing, and service operations. The program spans six weeks, with each session lasting six hours and supplemented by one hour of weekly online preparatory work. Industry experts or Lee Business School faculty lead the sessions, ensuring high-quality instruction. Successful completion of all six sessions within the semester is necessary to earn the certificate. Graduates emerge equipped with improved productivity, confidence, and management skills, poised to excel in their business endeavors.

In collaboration with:

**UNLV** | LEE  
BUSINESS SCHOOL

### 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/>

W | Jan 8-Mar 15 | 4-6pm

Online Delivery-Self Paced with Optional Live Online Sessions on W, 7-9pm

M | Feb 5-Apr 19 | 4-6pm

Online Delivery-Self Paced with Optional Live Online Sessions on M, 7-9pm

T | Mar 4-May 10 | 4-6pm

Online Delivery-Self Paced with Optional Live Online Sessions on T, 7-9pm

W | Apr 8-Jun 14 | 4-6pm

Online Delivery-Self Paced with Optional Live Online Sessions on W, 7-9pm

M | May 6-Jul 19 | 4-6pm

Online Delivery-Self Paced with Optional Live Online Sessions on M, 7-9pm

T | Jun 3-Aug 9 | 4-6pm

Online Delivery-Self Paced with Optional Live Online Sessions on T, 7-9pm

This course is offered in collaboration with GreenFig

**GREENfig**

New!

**Future Literacy I**

Future Literacy examines the skill that allows people to better understand the role of the future in what they see and do. Being future literate empowers your business to prepare, recover, and invent as changes occur. Future Literacy can help professionals reach their goals by better rationalizing how to be efficient, budget, and save money, allowing them to create plans that set expectations, hold them accountable to their finances, and set a course for achieving seemingly unachievable goals. This course is for anyone with some experience with futures and foresight. It is a popular choice for people working in leadership, strategy, community management, education, business development and innovation & design, who wish to become more future literate to enhance their work.

Mike Johns

TTh | Jan 23-Mar 14 (meets 16x) | 1-2pm | \$499  
UNLV MAB2 | 241BF1100

New!

**Future Literacy II**

Explore the collision of humanity and technology. Dive into the realm of autonomous vehicles, IoT, and drones while delving into Hollywood's tech driven narratives. Analyze the impact of technology on human existence and ponder the blurred lines between man and machine. Investigate human-robot partnerships, ethical quandaries posed by AI, and practical tech tools for your academic and professional journey. This blended course features industry experts shedding light on disruptive technologies. Uncover the essence of being human in the digital age and chart the course for a future where robots and humans harmonize. Ideal for aspiring roboticists seeking to fuse human sensibilities with cutting edge design and implementation. Master the inner working of robots, human-robot interaction, spatial dynamics, and future-focused mindset, equipping you for the evolving tech landscape.

Mike Johns

TTh | Mar 19-May 9 (meets 16x) | 1-2pm | \$499  
UNLV MAB2 | 241BF1101**Communications Classes**[ced.unlv.edu/communications](http://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.

Kimberly Virtuoso, MA, SPHR

Th | Apr 11 | 9am-noon | \$159

UNLV MAB2 | 241CX1106 | 0.3 CEU

**Effective Speaking for International Professionals**

Learn to speak effectively with clarity and confidence. This class is tailored to non-native English speakers. You will learn how to organize your content, use non-verbal communication, and voice control to deliver an understandable accent, proper intonation, and better articulation. Practice the techniques of pacing, pausing, and linking for delivering a smoother, clearer, and more concise speech. Improving your speaking skills can boost your self-confidence, and have a positive impact on your professional and social life. 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 | Apr 15-May 1 (meets 6x) | 6-8:30pm | \$299

UNLV MAB2 | 241CX1117 | 1.5 CEUs

**How to Deal with Disagreements, Conflict & Confrontation**

Effective conflict management is a critical skill, both personally and professionally. Learn the skills and techniques to recognize issues and discover how to productively navigate challenging situations with subordinates, peers, or supervisors. Master new ways to reduce the stress and fear often associated with conflict by learning to distinguish between disagreements and misunderstandings, following rules for fighting fair during conflict, and knowing how to face an angry person or difficult situation. Enhance your communication skills and feel confident you can apply these techniques in difficult situations to create a culture of constructive feedback and resolve conflict in a positive fashion.

Kimberly Virtuoso, MA, SPHR

Th | Mar 21 | 9am-noon | \$169

UNLV MAB2 | 241PG1191 | 0.3 CEU

## 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, Wes Miller

F | Mar 15-Apr 5 (meets 4x) | 9am-1:30pm | \$499

UNLV MAB2 | 241CP6189 | 1.3 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

F | Mar 29 | 9am-noon | \$219

UNLV MAB2 | 241CX1100A | 0.3 CEU

F | Jan 26 | 9am-noon | \$219

Online-Zoom | 241CX1100B | 0.3 CEU

## Workplace Investigations

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

Greg Wilken, JD, SPHR

F | Apr 12 | 9am-4pm | \$329

UNLV MAB2 | 241CP6105 | 0.6 CEU



## 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, Christine Greengrass, Carli A Gilchrist, Tonya Bates, Betsi Williams, Donna Zanetti, Cheri Hauer, Justin Fertick, June Heydarian, Supervising Community Manager, Kyra Pearce

TWTh | Feb 6-Mar 27 (meets 23x) | 5:30-8:30pm | \$745

Online-UNLVGO and Zoom | 241RP1100A | 6 CEUs

Christine Greengrass, Carli A Gilchrist, Tonya Bates, Betsi Williams, Justin Fertick, June Heydarian, Supervising Community Manager

WThT | Feb 7-Mar 28 (meets 23x) | 5:30-8:30pm | \$745

Online-UNLVGO and Zoom | 241RP1100B | 6 CEUs



## Digital Marketing Science Certificate Program

[ced.unlv.edu/programs/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/>

W | Jan 8-Mar 15 | 4-6pm

Online Delivery-Self Paced with Optional Live Online Sessions on W, 7-9pm

M | Feb 5-Apr 19 | 4-6pm

Online Delivery-Self Paced with Optional Live Online Sessions on M, 7-9pm

T | Mar 4-May 10 | 4-6pm

Online Delivery-Self Paced with Optional Live Online Sessions on T, 7-9pm

W | Apr 8-Jun 14 | 4-6pm

Online Delivery-Self Paced with Optional Live Online Sessions on W, 7-9pm

M | May 6-Jul 19 | 4-6pm

Online Delivery-Self Paced with Optional Live Online Sessions on M, 7-9pm

T | Jun 3-Aug 9 | 4-6pm

Online Delivery-Self Paced with Optional Live Online Sessions on T, 7-9pm

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 | Jan 3 | 5:30-6:30pm | No charge

Online-Zoom | 241CP6155



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.



### 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): *HRCP aPHR Certification Preparation Program*.

Greg Wilken, JD, SPHR  
W | Feb 7-May 1 (meets 13x) | 6-9pm | \$1,099  
UNLV MAB2 | 241CP6113 | 3.9 CEUs

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

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

Greg Wilken, JD, SPHR  
F | Mar 22 | 9am-4pm | \$329  
UNLV MAB2 | 241CP6109 | 0.6 CEU

### Federal Employment Law: Employment Discrimination

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

Greg Wilken, JD, SPHR  
F | Feb 9 | 9am-4pm | \$329  
UNLV MAB2 | 241CP6133 | 0.6 CEU

### Federal Employment Law: Labor-Management Relations

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

Greg Wilken, JD, SPHR  
F | Apr 19 | 9am-4pm | \$329  
UNLV MAB2 | 241CP6129 | 0.6 CEU

### Federal Employment Law: Wage & Hour

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

Greg Wilken, JD, SPHR  
F | Feb 23 | 9am-4pm | \$329  
UNLV MAB2 | 241CP6106 | 0.6 CEU

## Fostering a Diverse & Inclusive Workplace

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

André Wade

F | Mar 15 | 9am-4pm | \$329

UNLV MAB2 | 241CP6301 | 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 | Mar 1 | 9am-4pm | \$329

UNLV MAB2 | 241CP6125 | 0.6 CEU

## Managing in a Multi-Generational Workplace

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

Maggie Harris

WF | May 1-3 (meets 2x) | 9am-noon | \$329

UNLV MAB2 | 241CP6185 | 0.6 CEU



## Organizational Climate & Cultural Assessment

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

Charles Carr, M.A. Ed.S.

F | Apr 5 | 9am-4pm | \$329

UNLV MAB2 | 241CP6156 | 0.6 CEU

## Stress at Work: Impacts & Solutions for Individuals, Leaders & HR Professionals

Ready to tackle workplace stress? Join us in exploring its impacts and effective solutions. Whether you're an individual seeking relief, a leader aiming to support your team, or an HR professional seeking insights, this is your opportunity. Empower yourself with actionable strategies to foster a healthier work environment. Enroll now and take the first step towards a less stressful and more productive workplace.

Charles Carr, M.A. Ed.S.

F | Feb 16 | 9am-4pm | \$329

UNLV MAB2 | 241CP6148 | 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.

Heather J Doane

F | Jan 26 | 9am-4pm | \$329

UNLV MAB2 | 241CP6119 | 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.

### 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 | Mar 11-15 (meets 5x) | 9am-4pm | \$1,800  
UNLV MAB2 | 241LN1100A | 3 CEUs

### Lean Six Sigma: Black Belt

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

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

Erik Christensen  
MTWThF | Apr 15-19 (meets 5x) | 9am-4pm | \$2,400  
UNLV MAB2 | 241LN1101 | 3 CEUs

“What our students are saying:  
Fabulous instructor. He presents the information in a fun but interactive way. Would absolutely recommend this course to others.”

Lean Six Sigma, Black Belt,  
Summer 2023

## 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 | Jan 8-Mar 15 | 4-5pm  
Online Delivery-Self Paced with Optional Live Online Sessions on W, 7-8pm

W | Feb 5-Apr 12 | 4-5pm  
Online Delivery-Self Paced with Optional Live Online Sessions on W, 7-8pm

W | Mar 4-May 10 | 4-5pm  
Online Delivery-Self Paced with Optional Live Online Sessions on W, 7-8pm

W | Apr 8-Jun 14 | 4-5pm  
Online Delivery-Self Paced with Optional Live Online Sessions on W, 7-8pm

W | May 6-Jul 19 | 4-5pm  
Online Delivery-Self Paced with Optional Live Online Sessions on W, 7-8pm

W | Jun 3-Aug 9 | 4-5pm  
Online Delivery-Self Paced with Optional Live Online Sessions on W, 7-8pm

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 | Jan 8-Mar 15 | 4-5pm  
Online Delivery-Self Paced with Optional Live Online Sessions on T, 7-8pm

T | Feb 5-Apr 12 | 4-5pm  
Online Delivery-Self Paced with Optional Live Online Sessions on T, 7-8pm

T | Mar 4-May 10 | 4-5pm  
Online Delivery-Self Paced with Optional Live Online Sessions on T, 7-8pm

T | Apr 8-Jun 14 | 4-5pm  
Online Delivery-Self Paced with Optional Live Online Sessions on T, 7-8pm

T | May 6-Jul 19 | 4-5pm  
Online Delivery-Self Paced with Optional Live Online Sessions on T, 7-8pm

T | Jun 3-Aug 9 | 4-5pm  
Online Delivery-Self Paced with Optional Live Online Sessions on T, 7-8pm

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

### Advanced Project Management Bundle

Register in all four core classes for the Advanced Project Management Certificate. Courses may not be taken individually for this certificate as each builds upon the prior course.

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

Petersen Training

TuWThFM | Jan 23-May 31 (meets 5x) | 8am-5pm

Nellis AFB | 241PMBUNDA | 15.6 CEUs

TuWThFM | Apr 23-Aug 31 (meets 5x) | 8am-5pm

Nellis AFB | 241PMBUNDB | 15.6 CEUs

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.

### 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)

Dan Anderson, Petersen Training

TWTh | Feb 27-29 (meets 3x) | 8am-5pm | \$1,495

Nellis AFB | 241PM6103A | 2.4 CEUs

TWTh | May 21-23 (meets 3x) | 8am-5pm | \$1,495

Nellis AFB | 241PM6103B | 2.4 CEUs

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.

## 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)

Dan Anderson, Petersen Training  
MTWTh | Mar 25-28 (meets 4x) | 8am-5pm | \$1,495  
Nellis AFB | 241PM6104 | 4 CEUs

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.

## 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)

Dan Anderson, Petersen Training  
T | Jan 23-May 31 (meets 2x) | \$495  
Online Delivery | 241PM6105A | 6.8 CEUs

T | Apr 23-Aug 31 (meets 2x) | \$495  
Online Delivery | 241PM6105B | 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)

Dan Anderson, Petersen Training

MTW | December 18-20, 2023 (meets 3x) | 8am-5pm | \$1,495  
Nellis AFB | 233PM6102B | 2.4 CEUs

TWTh | Jan 23-25 (meets 3x) | 8am-5pm | \$1,495  
Nellis AFB | 241PM6102A | 2.4 CEUs

TWThSu | Apr 23-25 (meets 3x) | 8am-5pm | \$1,495  
Nellis AFB | 241PM6102B | 2.4 CEUs

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.

These courses are offered in collaboration with Petersen Training.





## **New!** Basic Construction Management Certificate

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

The Basic Construction Management Certificate Program entails 32-hours of study, comprising a 28-hour self paced online course and a 4-hour certification exam, available at a cost of \$1,050. It comprehensively covers construction management topics, including standards, quality, safety, leadership, communication, cost estimation, and resource planning. The program's primary goal is to equip participants with a deep understanding of construction management, with the self-paced online format allowing flexibility for those seeking to enhance their expertise in this field.

To earn the National Association of Construction Professionals (NACP) Basic Construction Management Certificate, participants are required to complete an asynchronous, self-paced, online Basic Construction Management Course (28 hours), pass a certification exam (4 hours) for a total of 32 hours.

### **Basic Construction Management Certificate**

Peterson Training  
 Tu | Jan 2-May 31 | Online Delivery-Asynchronous  
 Self-paced | \$1,050  
 Online Delivery | 241PM6107 | 3.2 CEUs

These courses are offered in collaboration with Petersen Training.



## **New!** Advanced Construction Management Certificate

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

The Advanced Construction Management certificate program offers an immersive learning experience, including a two-day, in person Construction Management Fundamentals class. The certificate is available at a cost of \$1,395. It covers comprehensive set of core topics, including construction standards, stakeholder management, leadership, scope and schedule management, cost estimation, resource planning, contract management, quality, safety measures, and problem resolution. This program aims to elevate your expertise in construction management, providing an opportunity to enhance your skills, advance your career, and deepen your knowledge in these crucial areas.

To earn the National Association of Construction Management (NACP) Basic Construction Management Certificate, participants are required to complete an asynchronous, self-paced, online Basic Construction Management Course (28 hours), pass a certification exam (4 hours) for a total of 32 hours. To earn the UNLV Advanced Construction Management Certificate participants are required to complete an additional 2 day in-person Construction Management Fundamentals class.  
 Prerequisite: Basic Construction Management Certificate

### **Advanced Construction Management Certificate**

Peterson Training  
 Tu | Jan 2-May 31 | Online Delivery-Asynchronous,  
 Self-paced plus a 2 Day Virtual or In-Person Class  
 \$1,395 | 241PM6106 | 4.8 CEUs

These courses are offered in collaboration with Petersen Training.







## 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.

Kimberly Virtuoso, MA, SPHR  
Th | Apr 11 | 9am-noon | \$159  
UNLV MAB2 | 241CX1106 | 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.

Maggie Harris  
TTh | Jan 23-25 (meets 2x) | 9am-noon | \$329  
Online-Zoom | 241CP6139 | 0.6 CEU  
Students must purchase and complete the CliftonStrengths Manager's Assessment prior to class. [www.gallupstrengthscenter.com/store](http://www.gallupstrengthscenter.com/store)

### 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.

Courtney Carr, APR  
Th | Feb 15-22 (meets 2x) | 6-9pm | \$329  
UNLV MAB2 | 241CP6186 | 0.6 CEU

### Effective Facilitation of Meetings & Discussions

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

Jacob Murdock  
Sa | Feb 17 | 9am-4pm | \$329  
UNLV MAB2 | 241CP6302 | 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 | Mar 1 | 9am-4pm | \$329  
UNLV MAB2 | 241CP6125 | 0.6 CEU

## Managing in a Multi-Generational Workplace

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

Maggie Harris  
WF | May 1-3 (meets 2x) | 9am-noon | \$329  
UNLV MAB2 | 241CP6185 | 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.

Charles Carr, M.A. Ed.S.  
F | Apr 26 | 9am-4pm | \$329  
UNLV MAB2 | 241CP6157 | 0.6 CEU

## Problem Solving & Decision Making

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

Charles Carr, M.A. Ed.S.  
F | Mar 8 | 9am-4pm | \$329  
UNLV MAB2 | 241CP6182 | 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 | Mar 29 | 9am-4pm | \$329  
UNLV MAB2 | 241CP6149 | 0.6 CEU

## The ABCs of Strategic Thinking

Create a culture of strategic thinking within your business. Strategic thinking knowledge, skills, and abilities are fast becoming required business competencies in today's competitive economic environment. While strategic thinking may come more naturally for some leaders than it does for others, with practice and training you have the capacity to visualize the big picture and create long range plans. Developing a culture of strategic thinking for your business starts by recognizing and nurturing strategic thinking competencies. This seminar provides businesses and individuals with a tool kit to encourage strategic thinking.

Charles Carr, M.A. Ed.S.  
F | Feb 2 | 9am-4pm | \$329  
UNLV MAB2 | 241CP6166 | 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.

### Fundamentals of Leadership

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

Jacob Murdock

W | Mar 13-Apr 3 (meets 4x) | 6-9pm | \$799  
UNLV MAB2 | 241CP6300 | 1.2 CEUs

### Managing in a Multi-Generational Workplace

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

Maggie Harris

WF | May 1-3 (meets 2x) | 9am-noon | \$329  
UNLV MAB2 | 241CP6185 | 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 | Mar 29 | 9am-4pm | \$329  
UNLV MAB2 | 241CP6149 | 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.

Heather J Doane

F | Jan 26 | 9am-4pm | \$329  
UNLV MAB2 | 241CP6119 | 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).



What our students are saying:

I appreciated how the course was worked into modern day situations and showed how all types of leadership/management styles are good depending on whom you are leading. Wonderful group examples to make you think in different ways."

Turning Managers into Leaders,  
Spring 2023

# Legal

## Bail Agent Pre-Licensing & Continuing Education

Legal

[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. Pending approval, this course fulfills the "Nevada Continuing Education Course" as required by the Nevada Division of Insurance.

Tracy DiFillippo, JD  
T | Mar 12 | 9am-noon | \$299  
UNLV MAB2 | 241PL6146 | 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. Pending approval, this course fulfills the "Nevada State Bail Pre-Licensing Course" as required by the Nevada Division of Insurance.

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

Tracy DiFillippo, JD  
T | Feb 6 | 9am-5pm | \$599  
UNLV MAB2 | 241PL6145 | 0.6 CEU



## Paralegal Certificate Program

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

### **New!** Paralegal Certificate Program

Enter the legal field with confidence as an integral part of the legal team. Master law office operations and gain the ability to work alongside lawyers in any setting where legal work is performed. This program is perfect for those looking to work in an office environment while investigating legal cases, providing customer service, and other support for a legal team. Paralegals are tech-savvy individuals with high levels of reading comprehension, writing, communication skills, and critical thinking. They use computer software to communicate, conduct research, and manage digital documents and data. This program is perfect for those with attention to detail, integrity, dependability, initiative, and cooperation. Experienced paralegals can assume supervisory responsibilities, overseeing team projects or delegating work to other paralegals.

Carl H Morrison  
Su | Feb 25-Jun 21 (meets 2x) | \$6,999  
Online-UNLVGO | 241PL6149 | 12.5 CEUs  
\*Class does not meet: Mar 10 & 16

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

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.

Patricia Battle & Wes Miller  
F | Mar 15-Apr 5 (meets 4x) | 9am-1:30pm | \$499  
UNLV MAB2 | 241CP6189 | 1.3 CEUs



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](https://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 B.S., M.S., LCPC-I  
T | Feb 6-Mar 26 (meets 8x) | 5:30-7:30Ppm | \$299  
UNLV MAB2 | 241PL6105A

Liliana Radillo  
Th | Feb 8-Mar 28 (meets 8x) | 5:30-7:30pm | \$299  
UNLV MAB2 | 241PL6105B

Joyce Gallina, MSW  
W | Apr 10-May 29 (meets 8x) | 5:30-7:30pm | \$299  
UNLV MAB2 | 241PL6105C

## Protective Services Professional Certificate Program

[ced.unlv.edu/protective-services](https://ced.unlv.edu/protective-services)

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

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

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

### Protective Services Professional Certificate

Train in the essential elements of personal security and protective driving operations, focusing on the standards and protocols associated with providing high level, low profile protective services. Master the skills needed by the protective services operator: walking formations, business ethics, vehicle and motorcade operations, principal cover and control techniques, legal issues and use of force, risk assessments and threat analysis, surveillance detection, as well as venue and site security. 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](https://ced.unlv.edu/protective-services) for admission standards.*

Steve Krystek, PFC Training  
FSaSuMTWTh | Apr 5-11 (meets 7x) | 9am-5pm

PDOC & PAD Package \$3,330  
PDOC Module only \$2,150  
PAD Module only \$1,495

Off site (PFC) | 241SD3143 | 7 CEUs



## Technology/Computers

### AWS Certification Preparation

[ced.unlv.edu/aws](https://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.

Online Delivery | \$600

See website for current dates and times.

#### 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.

Online Delivery | \$2,000

See website for current dates and times.

These courses are offered in collaboration with Skillstorm.



### Appian Associate Developer

<https://ced.unlv.edu/programs/appian-associatedeveloper>

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.

#### 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.

Online Delivery | \$2,475

See website for current dates and times.

These courses are offered in collaboration with Skillstorm.





## Comp TIA Certification Preparation

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

Online Delivery | \$2,995

See website for current dates and times.

### 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.

Online Delivery | \$1,995

See website for current dates and times.

### 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.

Online Delivery | \$1,995

See website for current dates and times.

These courses 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.

### 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/>

Online Delivery | \$180

See website for current dates and times.

### Cybersecurity Bootcamp

The UNLV Cybersecurity Bootcamp is a 400-hour program designed for working professionals, with classes scheduled in evenings and weekends. Through virtual 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/>

Online Delivery | \$16,600

See website for current dates and times.

This program is offered in collaboration with ThriveDX

**ThriveDX**

“ What our students are saying:  
The instructors are wonderful.

They have a great knowledge of the subject.  
They are knowledgeable and easy to listen to. I am enjoying the course.”

Cybersecurity Bootcamp,  
Spring 2023



## Productivity Technology

[ced.unlv.edu/programs/office-productivity-applications](http://ced.unlv.edu/programs/office-productivity-applications)

### Advanced Microsoft Word: Shortcuts for Efficiency, Collaboration, and Aesthetics

Master advanced Microsoft Word skills, how to identify which Microsoft Office tool is the best one for the job, and how to combine Word, Excel, and Powerpoint to maximize their effectiveness. By the end of the class, you will understand 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. 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 | Apr 15-May 6 (meets 4x) | 3-6:15pm | \$359  
UNLV MAB2 | 241CW8178 | 1.2 CEUs

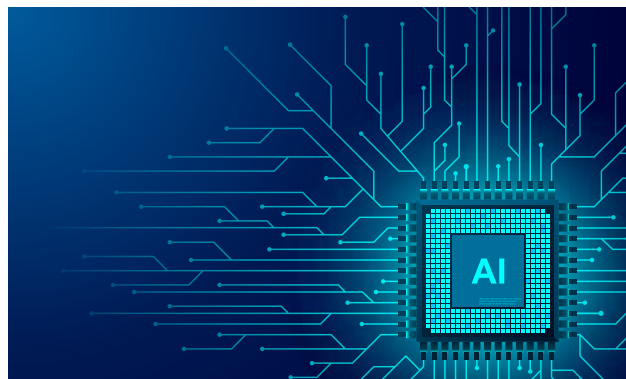
You must have access to Microsoft Word, Excel, and PowerPoint.

### Analyzing, Managing, & Presenting Data in Microsoft Excel

Analyze data with PivotTables and PivotCharts; explore advanced formatting options; work 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. 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 | Mar 11-Apr 1 (meets 4x) | 3-6:15pm | \$359  
UNLV MAB2 | 241CW8138 | 1.2 CEUs  
You must have access to Microsoft Excel.



### Everyday AI: An Introduction to Prompting & Practical Uses

Artificial Intelligence (AI) has transformed the way we interact with technology, and this course offers a deep dive into one of its most practical applications: prompting. Beginning with a foundational understanding of AI, from the early innovations of Alan Turing to the complexities of modern neural networks, students will gain a solid grasp of its historical and technical context. The course provides a detailed look into Natural Language Processing (NLP) and the evolution of language models, emphasizing their role in our daily interactions. The hands-on component of the course focuses on AI prompting, introducing participants to leading platforms such as OpenAI and Midjourney. Through this, students will explore the intricacies of models like GPT and BERT and their applications in real-world scenarios. Alongside the practical skills, the course addresses the essential topics of AI safety, privacy, and ethics. By its conclusion, participants will have a comprehensive understanding of AI prompting, its potential, and its future trajectory in our daily lives.

John Larson  
Th | May 2-9 (meets 2 x) | 6-8pm | \$159  
Online-UNLVGO and Zoom | 241CW8105



### KDP Publishing Fundamentals

This course offers an in-depth exploration of Amazon's Kindle Direct Publishing (KDP) platform, tailored for those interested in independent publishing. Students will gain a thorough understanding of the KDP platform, how to create and format manuscripts, cover design, and learn about rights and pricing. Learn the technical aspects of book formatting for KDP. Advanced KDP features will be covered to ensure students are well-equipped to manage their published works effectively. By the end of this course, participants will have the knowledge and skills to confidently publish and manage their literary creations on the Amazon KDP platform.

John Larson  
W | Apr 3-17 (meets 3x) | 6-8pm | \$159  
Online-UNLVGO and Zoom | 241CW8104 | 0.6 CEUs



### Microsoft Office Basics

Whether you are new to Microsoft Office or simply interested in refreshing your skills, begin here. Learn the basics of how to create and edit Word documents, Excel spreadsheets, and PowerPoint presentations using the latest version of Microsoft Office. You will gain a basic knowledge of these primary Microsoft Office applications and build a strong foundation for future training and skill growth.

John Larson

W | Feb 21-Mar 27 (meets 36x) | 6-8pm | \$289  
Online-UNLVGO and Zoom | 241CW8177

### Setting up Data for Success in Microsoft Excel

Discover the Microsoft Excel 2019 interface and become skilled at the essentials of manipulating cells, columns, rows, worksheets, and workbooks. 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. 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  
M | Feb 5-Mar 4 (meets 4x) | 3-6:15pm | \$329  
UNLV MAB2 | 241CW8163 | 1.2 CEUs  
You must have access to Microsoft Excel.  
\*Class does not meet: Feb 19

## 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

T | Jan 2-Feb 6 (meets 6 x) | 6-9pm | \$389

Online-UNLVGO and Zoom | 241WM8121 | 1.8 CEUs

Students will need access to Adobe Illustrator.

## 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

T | Jan 2-Feb 6 (meets 6 x) | 6-9pm | \$389

Online-UNLVGO and Zoom | 241WM8100 | 1.8 CEUs

Students will need a 32GB flash drive and access to Adobe Illustrator.

## 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. David Dace is a professional educator and freelance artist with over 20 years experience in traditional and digital illustration. He specializes in sequential art and story based illustration, with extensive experience in design, layout, logo, and package designs.

David Dace

T | Feb 13-Mar 19 (meets 6x) | 6-9pm | \$389

Online-UNLVGO and Zoom | 241WM8106 | 1.8 CEUs

Students will need access to Adobe InDesign.

## 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. Vernetta Thomas is a professional film and digital photographer who has exhibited her work at numerous venues. She specializes in food photography and street photography. When she's not capturing genuine moments and telling stories through her images, she enjoys supporting students in their artistic journeys through her fun and inviting classes. Recommended Textbook(s): Optional: *Adobe Photoshop Classroom in a Book* (ISBN: 9780136447993).

Vernetta Thomas

Sa | Feb 3-Mar 9 (meets 6x) | 9am-noon | \$389

Online-UNLVGO and Zoom | 241WM8122 | 1.8 CEUs

Students will need access to Adobe Photoshop.



## Digital Illustration I

Develop illustrations and images using digital tools with a wide variety of digital illustration techniques.

You will learn the basics of digital illustration and explore different techniques used for digital painting and drawing. Explore the work of successful illustrators and practitioners from around the world, and receive advice on how best to approach the discipline and its career paths, trends, and opportunities. By the end of the course, you will have a good understanding of the various techniques used in digital illustration and experience using your Wacom tablet or iPad for digital painting and drawing. David Dace is a professional educator and freelance artist with over 20 years experience in traditional and digital illustration. He specializes in sequential art and story based illustration, with extensive experience in design, layout, logo, and package designs.

David Dace

Th | May 30-Jul 11 (meets 6x) | 6-9pm | \$319

Online-UNLVGO and Zoom | 241WM8185 | 1.8 CEUs

Students will need access to a computer with a Wacom tablet or a Cintiq, or an Apple iPad Pro with Apple Pencil. Painting software of your choice (Corel Painter, Clip Studio paint pro, Photoshop, Procreate for iPad etc.).

## 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 | Jan 4-18 (meets 3x) | 6-8pm | \$115

Online-UNLVGO and Zoom | 241WM8180 | 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. David Dace is a professional educator and freelance artist with over 20 years experience in traditional and digital illustration. He specializes in sequential art and story based illustration, with extensive experience in design, layout, logo, and package designs.

*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

Th | Mar 7-Apr 11 (meets 6x) | 6-9pm | \$335

Online-UNLVGO and Zoom | 241WM8183 | 1.8 CEUs

Students 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).

## Large Format Printing & Design for Tradeshows & Conventions

Learn the ins and outs of creating signs and graphics for one of the biggest industries in Las Vegas. You will become familiar with designing for the production of large format custom signage and graphics such as printed murals and posters, cut vinyl graphics & lettering, CNC, and laser cut dimensional lettering. Understand how and when to use different media, substrate, and materials, and become familiar with industry terminology. Practice setting up production files and creating working proofs from client artwork. The first two sessions will be live online focusing on designing for print production, and the third class will be held at Velocity Graphics, where you will learn about print shop practices and participate in the production of signs or graphics. Marc Greges is the Co-Owner and Founder of Velocity Graphics, a team of large format print shop professionals specializing in trade shows and live events across the country, as well as commercial and retail projects.

*Prerequisite:* Proficient with Adobe Illustrator, Adobe InDesign, and Adobe Photoshop. Must be able to meet in-person at Velocity Graphics in Las Vegas on last day of class.

Marc Greges

Sa | Mar 16-30 (meets 3x) | 2-5pm | \$389

Online-UNLVGO and Zoom | 241WM8182 | 0.9 CEU

## 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. Vernetta Thomas is a professional film and digital photographer who has exhibited her work at numerous venues and specializes in food photography and street photography. When she's not capturing genuine moments and telling stories through her images, she enjoys supporting students in their artistic journeys through her fun and inviting classes. Required Textbook(s): *Mastering Aperture, Shutter Speed, ISO and Exposure* (ISBN: 9781482314458).

Vernetta Thomas

Th | Jan 25-Feb 29 (meets 6x) | 6-9pm | \$389

Online-UNLVGO and Zoom | 241PH1108 | 1.8 CEUs

Students must have access to DSLR camera with a manual mode option to participate in class.

# SALES FORCE



## Print Design Capstone: From Pre-Press to Production

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

*Prerequisite:* Adobe Illustrator I, Adobe InDesign I, Adobe Photoshop I

Jessica Kennedy

MW | May 6-15 (meets 4x) | 6-9pm | \$255

Online-UNLVGO and Zoom | 241WM8156 | 1.2 CEUs

## Sequential Art I (The Graphic Novel)

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 is a professional educator and freelance artist with over 20 years experience in traditional and digital illustration. He specializes in sequential art and story based illustration, with extensive experience in design, layout, logo, and package designs.

*Prerequisite:* Introduction to Sequential Art recommended.

David Dace

Th | Apr 18-May 23 (meets 6x) | 6-9pm | \$319

Online-UNLVGO and Zoom | 241WM8184 | 1.8 CEUs

## Salesforce Administrator & Developer Programs

[ced.unlv.edu/salesforce](https://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.

Online Delivery | \$1,975

See website for current dates and times.

### 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.

Online Delivery | \$2,000

See website for current dates and times.

These courses are 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/>

Online Delivery | \$180

See website for current dates and times.

### 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/>

Online Delivery | \$16,600

See website for current dates and times.

This course 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)

*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.*



Kathy Clemens

WFM | Jan 3-31 (meets 12x) | 8am-4:30pm | \$2,575  
Perry Foundation | 241NA1100A | 9.6 CEUs

Kathy Clemens

ThT | Jan 4-Feb 13 (meets 12x) | 8am-4:30pm | \$2,575  
Perry Foundation | 241NA1100B | 9.6 CEUs

Madge Rascoe

TWM | Jan 16-Feb 12 (meets 12x) | 8am-4:30pm | \$2,575  
Perry Foundation | 241NA1100C | 9.6 CEUs

Claudette Lachowicz

WThF | Feb 7-Mar 27 (meets 23x) | 5:15-9:15pm | \$2,575  
Perry Foundation | 241NA1100D | 9.6 CEUs

Kathy Clemens

WFM | Feb 7-Mar 6 (meets 12x) | 8am-4:30pm | \$2,575  
Perry Foundation | 241NA1100E | 9.6 CEUs

Kathy Clemens

ThT | Feb 22-Apr 2 (meets 12x) | 8am-4:30pm | \$2,575  
Perry Foundation | 241NA1100F | 9.6 CEUs

Kathy Clemens

MWF | Mar 18-Apr 12 (meets 12x) | 8am-4:30pm | \$2,575  
Perry Foundation | 241NA1100G | 9.6 CEUs

Madge Rascoe

MTW | Mar 25-Apr 17 (meets 12x) | 8am-4:30pm | \$2,575  
Perry Foundation | 241NA1100H | 9.6 CEUs

Kathy Clemens

TTh | Apr 16-May 23 (meets 12x) | 8am-4:30pm | \$2,575  
Perry Foundation | 241NA1100I | 9.6 CEUs

Kathy Clemens

MWF | Apr 22-May 17 (meets 12x) | 8am-4:30pm | \$2,575  
Perry Foundation | 241NA1100J | 9.6 CEUs

Madge Rascoe

MTW | May 20-Jun 17 (meets 12x) | 8am-4:30pm | \$2,575  
Perry Foundation | 241NA1100K | 9.6 CEUs

Kathy Clemens

WFM | May 29-Jun 24 (meets 12x) | 8am-4:30pm | \$2,575  
Perry Foundation | 241NA1100L | 9.6 CEUs

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.



**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.



## 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 partnership 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 partnership with:**



View current course descriptions at [ced.unlv.edu/social-work](http://ced.unlv.edu/social-work).

## 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 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.

James Fowlkes, Director of Program Development  
Th | Jan 4 | 6-7pm | No charge  
Online-Zoom | 241GR1150

### 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 | Jan 23-Feb 1 (meets 4x) | 4-6pm | \$259  
Online-UNLVGO and Zoom | 241GR1142 | 0.8 CEU



## Grants Management

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

Cynthia Radley

TTh | Apr 9-18 (meets 4x) | 4-6pm | \$259

Online-UNLVGO and Zoom | 241GR1136 | 0.8 CEU

## Identifying Funding Sources

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

Kipp Ortenburger

TTh | Feb 6-15 (meets 4x) | 4-6pm | \$259

Online-UNLVGO and Zoom | 241GR1140 | 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

TTh | Feb 27-Mar 7 (meets 4x) | 6-8pm | \$259

Online-UNLVGO and Zoom | 241GR1144 | 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

Continuing Ed Staff

TTh | Mar 19-28 (meets 4x) | 4-6pm | \$259

Online-UNLVGO and Zoom | 241GR1134 | 0.8 CEU

## 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 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 | Jan 8 | 3-4pm | No charge

Online-Zoom | 241NP3172



### 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.

*Prerequisite:* Must have taken Responsible Fundraising or have comparable experience.

Jeff Grandy

MW | Mar 18-20 (meets 2x) | 3-5pm | \$105  
Online-UNLVGO and Zoom | 241NP3148 | 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.

*Prerequisite:* Must have taken Responsible Fundraising or have comparable experience.

Jeff Grandy

MW | Apr 15-May 1 (meets 6x) | 3-5pm | \$269  
Online-UNLVGO and Zoom | 241NP3170 | 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:* Must have taken Responsible Fundraising or have comparable experience.

Gregory Gudenkauf, MPA

MW | Mar 25-Apr 10 (meets 6x) | 3-5pm | \$269  
Online-UNLVGO and Zoom | 241NP3169 | 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:* Must have taken Responsible Fundraising or have comparable experience.

T. Clay Buck, CFRE

MW | Feb 26-Mar 13 (meets 6x) | 3-5pm | \$269  
Online-UNLVGO and Zoom | 241NP3163 | 1.2 CEUs



What our students are saying:

Very impressed with the instructor. Great attention to detail and got a lot of information to us. I learned valuable skills and information.”

Donor Relations,  
Spring 2023

## 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 | Jan 22-Feb 14 (meets 8x) | 3-5pm | \$349  
Online-UNLVGO and Zoom | 241NP3130 | 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  
M | Mar 18-May 6 (meets 8x) | 6-8pm | \$349  
Online-UNLVGO and Zoom | 241NP3131 | 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.

*Prerequisite:* Must have taken Responsible Fundraising or have comparable experience.

T. Clay Buck, CFRE  
MW | May 6-15 (meets 4x) | 3-5pm | \$205  
Online-UNLVGO and Zoom | 241NP3165 | 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](https://ced.unlv.edu/nonprofit-management) or [ced.unlv.edu/nonprofit-fundraising](https://ced.unlv.edu/nonprofit-fundraising).

## Nonprofit Management Certificate Program

[ced.unlv.edu/nonprofit-management](https://ced.unlv.edu/nonprofit-management)

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

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

### CORE COURSES:

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

**ELECTIVE COURSE OPTIONS:** Offerings vary by semester. Visit [ced.unlv.edu/nonprofit](https://ced.unlv.edu/nonprofit) for a complete list of elective options.

## 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 | Jan 23-Feb 1 (meets 4x) | 4-6pm | \$259  
Online-UNLVGO and Zoom | 241GR1142 | 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.

*Prerequisite:* Must have taken Responsible Fundraising or have comparable experience.

Jeff Grandy

MW | Mar 18-20 (meets 2x) | 3-5pm | \$105  
Online-UNLVGO and Zoom | 241NP3148 | 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.

*Prerequisite:* Must have taken Responsible Fundraising or have comparable experience.

Jeff Grandy

MW | Apr 15-May 1 (meets 6x) | 3-5pm | \$269  
Online-UNLVGO and Zoom | 241NP3170 | 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:* Must have taken Responsible Fundraising or have comparable experience.

Gregory Gudenkauf, MPA

MW | Mar 25-Apr 10 (meets 6x) | 3-5pm | \$269  
Online-UNLVGO and Zoom | 241NP3169 | 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

W | Jan 17-Feb 7 (meets 4x) | 6-8pm | \$205  
Online-UNLVGO and Zoom | 241NP3152 | 0.7 CEU

### From Planning to Performance Management: Preparing for Organizational Success

Develop a framework for aligning planning processes and performance management to ensure organizational success. Nonprofit leaders must devise, implement, and monitor organizational plans in order to move their mission forward. Work toward aligning the full range of these organizational plans, including strategic plans, departmental plans, employee work plans, and employee performance evaluations, so all levels of your organization are working in tandem.

Kenneth B Lange

W | Apr 3-10 (meets 2x) | 6-8pm | \$199  
Online-Zoom | 241NP3161 | 0.4 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

M | Jan 8-Mar 11 (meets 8x) | 6-8pm | \$349

Online-UNLVGO and Zoom | 241NP3149 | 1.6 CEUs

\*Class does not meet: Jan 15 & 19

## 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:* Must have taken Responsible Fundraising or have comparable experience.

T. Clay Buck, CFRE

MW | Feb 26-Mar 13 (meets 6x) | 3-5pm | \$269

Online-UNLVGO and Zoom | 241NP3163 | 1.2 CEUs

## Managing Stress & Trauma in Nonprofit Organizations

Nonprofit professionals can be adversely impacted by stressful client interactions, lack of resources, organizational struggles, and high self-expectations. Explore a variety of resources to gain new perspectives on stress and trauma. Develop a self-understanding of the aspirational nature of nonprofit work and develop skills to increase resilience. Generate strategies for transferring course content to the workplace. The course is taught from a coaching perspective and is focused on practical understanding, skills, and strategies.

Kenneth B Lange

W | May 1-8 (meets 2x) | 6-8pm | \$199

Online-Zoom | 241NP3167 | 0.4 CEU

## Nonprofit Program Management & Assessment

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

Scott Emerson

M | May 13-Jul 8 (meets 8x) | 6-8pm | \$349

Online-UNLVGO and Zoom | 241NP3164 | 1.6 CEUs

\*Class does not meet: May 27

## 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 | Jan 22-Feb 14 (meets 8x) | 3-5pm | \$349

Online-UNLVGO and Zoom | 241NP3130 | 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

M | Mar 18-May 6 (meets 8x) | 6-8pm | \$349

Online-UNLVGO and Zoom | 241NP3131 | 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.

*Prerequisite:* Must have taken Responsible Fundraising or have comparable experience.

T. Clay Buck, CFRE  
MW | May 6-15 (meets 4x) | 3-5pm | \$205  
Online-UNLVGO and Zoom | 241NP3165 | 0.8 CEU

New!

### Your Strategic Plan: A Guide for the Future

Prepare for, conduct, and implement a strategic planning process for your non-profit organization. An effective plan articulates mission and vision statements, identifies organizational strengths and limitations, results in an action plan, and includes board support for implementation. Strategic planning is not an option – it is a necessity!

Kenneth B Lange  
W | May 29-Jun 5 (meets 2x) | 6-8pm | \$199  
Online-UNLVGO and Zoom | 241NP3119 | 0.4 CEU

## Language Skills for Professionals

### Accent Reduction

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

#### Accent Reduction for American English - Consonants

Learn and practice 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.

Katia Abou-Haidar, MAAL  
MW | Feb 26-Mar 13 (meets 6x) | 6-8:30pm | \$329  
UNLV MAB2 | 241CX1123 | 1.5 CEUs

Textbook included in registration fee. Optional: Have a mirror and audio recorder available to use during class.

#### Accent Reduction for American English - Intonation

Learn the musical aspects of speech, and the mechanics for how to signal stress and pitch. 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.

Katia Abou-Haidar, MAAL  
MW | Mar 18-Apr 3 (meets 6x) | 6-8:30pm | \$329  
UNLV MAB2 | 241CX1124 | 1.5 CEUs

Textbook included in registration fee. Optional: Have a mirror and audio recorder available to use during class.

#### Accent Reduction for American English - Vowels

Take your American English speaking to the next level by focusing on pronouncing vowel sounds. Even if you are proficient in English grammar and vocabulary, a strong regional or foreign accent can lead to misunderstandings and make day to day conversations a challenge. In this class, you will learn and practice techniques to correctly pronounce the sounds of American English, focusing on the vowel sounds.

Katia Abou-Haidar, MAAL  
MW | Jan 29-Feb 14 (meets 6x) | 6-8:30pm | \$329  
UNLV MAB2 | 241CX1113 | 1.5 CEUs

Textbook included in registration fee. Optional: Have a mirror and audio recorder available to use during class.

## 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)

Cecilia P Ordinario, M.Ed.

Sa | Jan 27-May 11 (meets 15x) | 9am-1pm | \$799  
Online-UNLVGO and Zoom | 241LA2125 | 6 CEUs

\*Class does not meet: Mar 30

### 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)

Alejandro Grimaldo

TTh | Feb 6-Apr 18 (meets 20x) | 6-9pm | \$799  
UNLV MAB2 | 241LA1124 | 6 CEUs

\*Class does not meet: Mar 12 & 14

### English as a Second Language (ESL) Advanced

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

*Prerequisite:* ESL Intermediate or take Duolingo English Test and score 120-160. For more information, visit [ced.unlv.edu/programs/esl](http://ced.unlv.edu/programs/esl)

Katia Abou-Haidar, MAAL

T | Feb 6-Apr 18 (meets 20x) | 6-9pm | \$799  
Online-UNLVGO and Zoom | 241LA1126 | 6 CEUs

\*Class does not meet: Mar 12 & 14



## 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

## Legal Consecutive Interpreting II

Build mastery of tools utilized in the Consecutive Interpreting Mode as you prepare for the Certified Court Interpreter exam. Extensive hands-on practice and role playing in the classroom will help students fine tune their preferred techniques for memorization and recall of lengthy segments, as well as improve their note taking skills. Passages will become longer and more complex, simulating scenarios you will encounter as a professional. This course also focuses on advanced legal terminology used in different legal settings. This course is approved for 12 CE credits with the Supreme Court of Nevada: Administrative Office of the Courts (AOC). Required Textbook(s): *ACEBO - Edge 21: Consecutive Interpreting* by Holly Mikkelson (ISBN: 9781880594377).

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

Cristina Sanchez

T | Feb 13-Mar 5 (meets 4x) | 6-9pm | \$339

Online-UNLVGO and Zoom | 241LA1137 | 1.2 CEUs

We are now accepting language proficiency documentation for Fall 24 enrollment for the Legal Interpretation: Spanish Certificate. Course listing for Fall will be available after Jul 1. Visit: [ced.unlv.edu/legal-interpretation](http://ced.unlv.edu/legal-interpretation) or call 702-895-3394 for more information.

## Legal Simultaneous Interpreting I

Gain valuable experience in interpreting in the simultaneous form-meaning at the same time as the speaker. In simultaneous interpretation, you must be able to listen in a source language and speak in the target language at the same time. Students will work on memory exercises, paraphrasing, completing dual tasks, visualization exercises, basic interpreting techniques, beginning strategies, and hands-on practice in every class. Learn about valuable (and mostly free) resources to help you practice interpreting, and get tips on how to build vocabulary, improve memory and speed, and much more. This course is approved for 12 CE credits with the Supreme Court of Nevada: Administrative Office of the Courts (AOC). Required Textbook(s): *ACEBO - Edge 21: Simultaneous Interpreting* by Holly Mikkelson (ISBN: 9781880594391).

*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.

Judy Jenner

M | Jan 8-29 (meets 4x) | 6-9pm | \$339

Online-UNLVGO and Zoom | 241LA1136 | 1.2 CEUs

Students will also need (1) A laptop computer, tablet, or smartphone with audio recording software (recommended: Audacity). (2) A headset with a microphone to record interpreting renditions to be saved to the student's laptop computer, tablet, or smartphone. (3) A speechpool account (free): [www.speechpool.net](http://www.speechpool.net). To be active before first day of class.

\*Class does not meet: Jan 16





## Medical Interpretation: Spanish Certificate Program

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

The Medical Interpretation: Spanish certificate program prepares bilingual individuals for careers in medical interpretation and translation. With a focus on applied learning, the program emphasizes understanding the role and responsibilities of a medical interpreter. It covers medical terminology in the healthcare context, ensuring accurate language comprehension. Through various courses, students develop interpretation skills to facilitate effective communication between medical professionals and patients with limited English proficiency.

Eligible students need a high school diploma or equivalent, must demonstrate proficiency in English and Spanish which will be verified three business days before the start of the coursework. Completion of the four core courses and along with a final exam lead to earning the Medical Interpretation: Spanish Certificate.

To apply or obtain further information please visit [ced.unlv.edu/medicalinterpretation](http://ced.unlv.edu/medicalinterpretation) or contact 702-895-3394.

### Legal Simultaneous Interpreting II

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

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

Judy Jenner

M | Mar 25-Apr 15 (meets 4x) | 6-9pm | \$339  
Online-UNLVGO and Zoom | 241LA1138 | 1.2 CEUs

Students will also need (1) A laptop computer, tablet, or smartphone with audio recording software (recommended: Audacity). (2) A headset with a microphone to record interpreting renditions to be saved to the student's laptop computer, tablet, or smartphone. (3) A speechpool account (free): [www.speechpool.net](http://www.speechpool.net). To be active before first day of class.



What our students are saying:

The instructor is very knowledgeable about the course and his interpretation to the Spanish language.”

Medical Terminology,  
Spring 2022



### Medical Interpretation: Spanish Certificate Program Information Session

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

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB  
T | Jan 16 | 6-7pm | No charge  
Online-Zoom | 241LA1170

### Introduction to Medical Interpreting

Prepare for a career in medical interpretation by developing skills that are an essential part of the job. Medical interpreting requires knowledge of interpreting techniques and modes of interpretation, theoretical concepts, ethical boundaries, healthcare systems, healthcare interpreter standards, and cultural awareness. Medical interpreters must manage the flow of the sessions, be familiar with ethical principles and cultural nuances, devise strategies to handle the challenges presented, and maintain the clinical importance of the medical encounter. Students must also pay a one-time \$155 book fee upon entry of first course in the program. Book fee includes workbook and all learning materials needed for all four courses in the certificate program. Registration will close two weeks prior to the start of the class.

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

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB  
TTh | Jan 30-Feb 15 (meets 6x) | 6-9pm | \$425  
Online-Zoom and UNLV MAB2 | 241LA1171 | 1.8 CEUs  
Must purchase course materials upon entry of your first class.

### Medical Interpretation: Spanish Certificate Program Comprehensive Final Exam

Register for this exam course once you have successfully completed the following courses: Introduction to Medical Interpreting, Medical Terminology & Specialties I, Medical Terminology & Specialties II, Medical Interpreting Skills Development. This course does not require a fee to take the exam. Students are allowed to retake the final exam one additional time if unsuccessful. Retakes can be scheduled and will be assessed a proctor fee of \$40 for a two-hour test window. Please email [ce-assistant@unlv.edu](mailto:ce-assistant@unlv.edu) for more information.

*Prerequisite:* Students must successfully pass: Introduction to Medical Interpreting, Medical Terminology & Specialties I & II, Medical Interpreting Skills Development

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB  
T | May 14 | 6-8pm | No charge  
Online-Zoom | 241LA1177

### Medical Interpreting Skills Development

Gain experience and confidence in essential techniques used in sight translation, consecutive interpretation, and simultaneous interpretation by building awareness of the cognitive processes integral to interpreting: listening, short-term memory, semantic equivalence, visual/auditory processing, thought organization, and logic. Memory development techniques, note taking, and non-verbal communication are also introduced as important elements of the process of interpreting consecutively. In addition, explore the concepts of split attention, self monitoring, décalage (time difference), coordination, reformulation, and coping techniques. Medical interpreting techniques will be practiced in a variety of scenarios with specific medical terminology. The end goal is to develop professional interpreting skills and expand health care vocabulary in both English and Spanish in order to confidently tackle a range of interpreting assignments in the medical field. Students must also pay a one-time \$155 book fee upon entry of first course in the program. Book fee includes workbook and all learning materials needed for all four courses in the certificate program.

*Prerequisite:* Medical Terminology & Specialties II. Must meet language proficiency requirements.

Alvaro Vergara-Mery, Ph.D., CMI  
TTh | Apr 23-May 9 (meets 6x) | 6-9pm | \$425  
Online-Zoom and UNLV MAB2 | 241LA1157 | 1.8 CEUs  
Must purchase course materials upon entry of your first class.

## Medical Terminology & Specialties I

Medical interpreters must build an extensive vocabulary of all the medical terms encountered from the time patients register in a health care facility to the moment they are discharged. Receive a thorough grounding in basic medical terminology through a structured study of root words, prefixes, and suffixes that allows you to decode the meaning of words when the vocabulary is unknown. Anatomy, physiology, common health problems, and medical procedures will be covered in the following human body systems: integumentary, skeletal, muscular, digestive, and endocrine. Students must also pay a one-time \$155 book fee upon entry of first course in the program. Book fee includes workbook and all learning materials needed for all four courses in the certificate program.

*Prerequisite:* Introduction to Medical Interpreting. Must meet language proficiency requirements.

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB  
TTh | Feb 27-Mar 14 (meets 6x) | 6-9pm | \$425  
Online-Zoom and UNLV MAB2 | 241LA1172 | 1.2 CEUs  
Must purchase course materials upon entry of your first class.

## Medical Terminology & Specialties II

Study the elements of medical word building to develop the extensive vocabulary medical interpreters use within specialty settings. Receive a thorough grounding on basic medical terminology through a study of root words, prefixes, and suffixes that allows you to decode the meaning of words when the vocabulary is unknown. Anatomy and physiology, most common health problems, and medical procedures will be covered in the following areas: respiratory, reproductive, urinary, nervous, cardiovascular, lymphatic, and mental health. Students must also pay for a one-time \$155 book fee upon entry of first course in the program. Book fee includes workbook and all learning materials needed for all four courses in the certificate program.

*Prerequisite:* Medical Terminology & Specialties I. Must meet language proficiency requirements.

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB  
TTh | Mar 26-Apr 11 (meets 6x) | 6-9pm | \$425  
Online-Zoom and UNLV MAB2 | 241LA1173 | 1.2 CEUs  
Must purchase course materials upon entry of your first class.

# 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.

Regina Yenser  
Sa | Feb 3-Mar 2 (meets 5x) | 1:30-4:30pm | \$55  
UNLV MAB2 | 241AR1121  
Supply list will be provided.

### 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.

Janice Schaeffer  
Sa | Mar 9-Apr 6 (meets 5x) | 1:30-4:30pm | \$155  
UNLV MAB2 | 241AR1100  
Supply list will be provided.

## 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.

Gabbie Hirsch

W | Apr 10-24 (meets 3x) | 6-9pm | \$139

UNLV MAB2 | 241AR1138

Supply list will be provided.

## Drawing I

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

Gabbie Hirsch

Sa | Feb 3-Mar 2 (meets 5x) | 9am-noon | \$155

UNLV MAB2 | 241AR1130

Supply list will be provided.

## 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.

Gabbie Hirsch

Sa | Mar 9-Apr 6 (meets 5x) | 9am-noon | \$155

UNLV MAB2 | 241AR1134

Supply list will be provided.



## Face First: Introduction to Portraits

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

Gabbie Hirsch

M | Apr 8-May 13 (meets 6x) | 6-9pm | \$159

UNLV MAB2 | 241AR1132

Supply list will be provided.

## 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.

*Prerequisite:* No previous experience required.

Judith (Judi) Moreo

Sa | Apr 13-May 11 (meets 5x) | 1:30-4:30pm | \$155

UNLV MAB2 | 241AR1199

Supply list will be provided.

## 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 | Jan 4-18 (meets 3x) | 6-8pm | \$115

Online-UNLVGO and Zoom | 241WM8180 | 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. David Dace is a professional educator and freelance artist with over 20 years experience in traditional and digital illustration. He specializes in sequential art and story based illustration, with extensive experience in design, layout, logo, and package designs.

*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  
Th | Mar 7-Apr 11 (meets 6x) | 6-9pm | \$335  
Online-UNLVGO and Zoom | 241WM8183 | 1.8 CEUs

Students 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).

## 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.

*Prerequisite:* No previous experience is necessary.

Judith (Judi) Moreo  
Sa | Apr 13-May 11 (meets 5x) | 9am-noon | \$155  
UNLV MAB2 | 241AR1145  
Supply list will be provided.

## Sequential Art I (The Graphic Novel)

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 is a professional educator and freelance artist with over 20 years experience in traditional and digital illustration. He specializes in sequential art and story based illustration, with extensive experience in design, layout, logo, and package designs.

*Prerequisite:* Introduction to Sequential Art recommended.

David Dace  
Th | Apr 18-May 23 (meets 6x) | 6-9pm | \$319  
Online-UNLVGO and Zoom | 241WM8184 | 1.8 CEUs

## 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.

*Prerequisite:* Skill Level: Beginner

The 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 A Racheau  
Sa | Feb 10-Mar 2 (meets 4x) | 9am-noon | \$199  
Online-Zoom | 241FD7106

Students must have access to a sewing machine and basic sewing supplies to participate in class. Additional materials will be discussed on the first day of class.



Check out our NEW! Digital Illustration I, Intro to Sequential Art, and Sequential Art I classes starting on page 25 or visit [ced.unlv.edu/graphic-design](http://ced.unlv.edu/graphic-design)



### Watercolors I

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

Gabbie Hirsch

W | Jan 31-Feb 28 (meets 5x) | 6-9pm | \$155

UNLV MAB2 | 241AR1140

Supply list will be provided.

### 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.

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

Gabbie Hirsch

W | Mar 6-Apr 3 (meets 5x) | 6-9pm | \$155

UNLV MAB2 | 241AR1141

Supply list will be provided.

## Cannabis Certificate Programs

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

Jan 22-Feb 26 (meets 2x) | \$249

Online Delivery | 241CH1106 | 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  
Jan 29-Mar 25 (meets 2x) | \$499  
Online Delivery | 241CH1109 | 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  
Jan 22-Feb 26 (meets 2x) | \$99  
Online Delivery | 241CH1100A | 0.4 CEU

Trey Reckling  
Mar 18-Apr 22 (meets 2x) | \$99  
Online Delivery | 241CH1100B | 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  
Jan 22-Feb 26 (meets 2x) | \$99  
Online Delivery | 241CH1104 | 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  
Jan 22-Feb 26 (meets 2x) | \$99  
Online Delivery | 241CH1103 | 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  
Jan 29-Mar 25 (meets 2x) | \$99  
Online Delivery | 241CH1107

## 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  
Jan 22-Feb 26 (meets 2x) | \$189  
Online Delivery | 241CH1108

## 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  
Jan 22-Feb 26 (meets 2x) | \$99  
Online Delivery | 241CH1102 | 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  
Jan 22-Feb 26 (meets 2x) | \$99  
Online Delivery | 241CH1105 | 0.4 CEU



## Dance

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

### 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 | Jan 16-Apr 30 (meets 15x) | 5:30-7:15pm | \$269  
McDermott Physical Education Complex (MPE) South Gym  
241DN2108

## 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.

Jamfest Music Group  
W | Feb 7 | 11am-2:30pm | \$260  
UNLV MAB2 | 241DJ1001A | 0.35 CEU

T | Apr 9 | 11am-2:30pm | \$260  
UNLV MAB2 | 241DJ1001B | 0.35 CEU

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.



### 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.

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

Jamfest Music Group  
W | Feb 7-28 (meets 4x) | 3-6:30pm | \$1,300  
UNLV MAB2 | 241DJ1002A | 1.4 CEUs

T | Apr 9-30 (meets 4x) | 3-6:30PM | \$1,300  
UNLV MAB2 | 241DJ1002B | 1.4 CEUs

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.



## 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.

### Fashion Illustration & Design

Communicate your visions for fashionable designs and clothing lines through the arts of fashion illustration, design, and graffiti art. This class will take you through the designer's planning process using elements and principles of design, sketching, and illustration, plus expose you to graffiti artwork on textiles. You will enhance your drawing skills and work to visually convey your design concepts through storyboards and design flats. Focus areas for this class include the fashion design process, sketching the human body, illustration of dress, color choice, and the designer's fashion portfolio. Additionally, you will create your very own graffiti art T-shirt by applying your markings, slogans, or drawings directly to your apparel using a transfer machine. Instructor will provide supply recommendations. Projects: Create illustration figure/storyboard, flats, and graffiti sketch on apparel.

Nevada Association of Fashion Design, Maria Bruce  
MT | Feb 5-27 (meets 8x) | 5:30-9:30pm | \$429  
UNLV MAB2 | 241FD2142 | 3.2 CEUs  
Required materials will be discussed on first day of class.

### 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.

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

Nevada Association of Fashion Design, Gretchen Marshall  
SaSu | Mar 2-24 (meets 8x) | 9am-2:25pm | \$599  
UNLV MAB2 | 241FD2105 | 4 CEUs

Sewing machine and basic supplies will be provided for in class use. Additional required materials will be discussed on first day of class.

### 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.

Nevada Association of Fashion Design, Samantha Jepson  
SaSu | Jan 20-Feb 18 (meets 10x) | 10am-3:25pm | \$799  
UNLV MAB2 | 241FD2144 | 5.4 CEUs

Sewing machine and basic supplies will be provided for in class use. Additional required materials will be discussed on first day of class.

## Foreign Languages

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

### Beginning French I & French II

The Beginning French series comprises two courses, Beginning French I and Beginning French II, tailored to equip learners with essential conversational skills and vocabulary for travel and social interactions in French.

Beginning French I focuses on foundational topics such as greetings, descriptions, travel plans, dating, shopping, preferences and discussing times and weather. This course provides a solid introduction to the language, emphasizing practical language usage and pronunciation.

Beginning French II extends these skills by delving into specific scenarios. It covers navigating train stations, dining in restaurants, addressing healthcare situations, seeking and giving directions, discussing family and relatives, and planning weekend activities. These topics enable learners to handle a broader range of real-life situations with confidence.

Both courses prioritize pronunciation and grammar, enhancing overall language proficiency. By combining these two courses, learners can progressively develop their French language skills for more comprehensive communication and travel experiences. Required Textbook(s): *Ultimate French, Beginner - Intermediate* (ISBN: 9781400009633).

Pascale Tessier

Sa | Mar 23-May 25 (meets 10x) | 9:30-11am | \$219  
UNLV MAB2 | 241LA1115

### 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 | Mar 23-May 25 (meets 10x) | noon-2pm | \$219  
UNLV MAB2 | 241LA1117

### Beginning German I

The Beginning German course focuses on conversation skills and vocabulary useful for travel 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 | Mar 5-Apr 23 (meets 8x) | 6-8pm | \$219  
UNLV MAB2 | 241LA1145

### 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 - Italian Conversation* (ISBN-10 9781260026207).

Manuela Carrescia

M | Feb 5-Apr 1 (meets 8x) | 6-8pm | \$219  
UNLV MAB2 | 241LA1106

\*Class does not meet: Feb 19

### Italian II

Improve your Italian conversational skills with new readings, new vocabulary, and more advanced grammatical structures. If you have studied Italian but are lacking the confidence to speak the language and struggle to form sentences, Italian II can fill the common gaps in your knowledge. Required Textbook(s): *Practice Makes Perfect - Italian Conversation* (ISBN-10 9781260026207).

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

Manuela Carrescia

M | Apr 8-Jun 3 (meets 8x) | 6-8pm | \$219  
UNLV MAB2 | 241LA1134

\*Class does not meet: May 27

## 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.

Jesse Del Quadro

W | Jan 31-Mar 6 (meets 6x) | 7:15-8:45pm | \$129  
UNLV MAB2 | 241MU1107

Bring a playable guitar (electric or acoustic) and guitar picks to the first day of class.

## 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.

Jesse Del Quadro

W | Mar 13-Apr 3 (meets 4x) | 7-8:30Ppm | \$99  
UNLV MAB2 | 241MU1116

Bring a playable guitar (electric or acoustic) and guitar picks to the first day of class.

## 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.

Jesse Del Quadro

W | Jan 31-Mar 6 (meets 6x) | 5:30-7pm | \$129  
UNLV MAB2 | 241MU1117  
Please bring a playable ukulele.

## 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 | Jan 15-Apr 1 (meets 10x) | 7-9pm | \$39  
Lee and Thomas Beam Music Center (BMC) Room 160  
241MU1111

\*Class does not meet: Mar 11



Check out our DJ classes on page 47 or visit [ced.unlv.edu/dj](http://ced.unlv.edu/dj)

## UNLV 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 | Jan 17-May 1 (meets 15x) | 7-9:20pm | \$52  
Lee and Thomas Beam Music Center (BMC) Room 160  
241MU1102

\*Class does not meet: Mar 13

## 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 | Jan 16-Apr 30 (meets 15x) | 7-9:20pm | \$39  
Lee and Thomas Beam Music Center (BMC) Room 160  
241MU1104

\*Class does not meet: Mar 12





## Performing Arts

### [ced.unlv.edu/performing-arts](https://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 | Jan 27 | 1:30-4:30pm | \$59  
The Voice Actors Studio | 241CX4170A

Sa | Mar 23 | 1:30-4:30pm | \$59  
The Voice Actors Studio | 241CX4170B

### 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 | Feb 6-27 (meets 4x) | 6:30-9:30pm | \$399  
The Voice Actors Studio | 241CX4171A

T | Apr 9-30 (meets 4x) | 6:30-9:30pm | \$399  
The Voice Actors Studio | 241CX4171B

### 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

F | Jan 26 | 9am-noon | \$219  
UNLV MAB2 | 241CX1100B | 0.3 CEU

F | Mar 29 | 9am-noon | \$219  
UNLV MAB2 | 241CX1100A | 0.3 CEU

## Photography

ced.unlv.edu/photography

### 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.

Marcy Johnson

Sa | Feb 3 | 9:30am-3:30pm | \$135, \*Three Class Bundle \$99  
UNLV MAB2 | 241PH1100

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.

### 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.

Marcy Johnson

Sa | Mar 2 | 9:30am-3:30pm | \$135, \*Three Class Bundle \$99  
UNLV MAB2 | 241PH1141

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.

### 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 cinematic images.

Marcy Johnson

Sa | Apr 6 | 9:30am-3:30pm | \$135, \*Three Class Bundle \$99  
UNLV MAB2 | 241PH1125

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.

### 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. Vernetta Thomas is a professional film and digital photographer who has exhibited her work at numerous venues. She specializes in food photography and street photography. When she's not capturing genuine moments and telling stories through her images, she enjoys supporting students in their artistic journeys through her fun and inviting classes. Recommended Textbook(s): Optional: *Adobe Photoshop Classroom in a Book* (ISBN: 9780136447993).

Vernetta Thomas

Sa | Feb 3-Mar 9 (meets 6x) | 9am-noon | \$389  
Online-UNLVGO and Zoom | 241WM8122 | 1.8 CEUs  
Students will need access to Adobe Photoshop.

### 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

M | Feb 12-Mar 25 (meets 6x) | 6-9pm | \$329  
UNLV MAB2 | 241PH1151  
\*Class does not meet: Feb 19

### 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.

*Prerequisite:* Digital Photography I or comparable experience.

Kelly Garni

M | May 6-13 (meets 2x) | 6-9pm | \$149  
UNLV MAB2 | 241PH1160

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.

## 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 | Apr 24-May 15 (meets 4x) | 9am-noon | \$299

Online-UNLVGO and Zoom | 241PH1156 | 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. Vernetta Thomas is a professional film and digital photographer who has exhibited her work at numerous venues and specializes in food photography and street photography. When she's not capturing genuine moments and telling stories through her images, she enjoys supporting students in their artistic journeys through her fun and inviting classes. Required Textbook(s): *Mastering Aperture, Shutter Speed, ISO and Exposure* (ISBN: 9781482314458).

Vernetta Thomas

Th | Jan 25-Feb 29 (meets 6x) | 6-9pm | \$389

Online-UNLVGO and Zoom | 241PH1108 | 1.8 CEUs

Must have access to DSLR camera with a manual mode option to participate in class.

## 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. *Prerequisite:* Digital Photography I or comparable experience.

Vernetta Thomas

M | Apr 8-15 (meets 2x) | 5:30-9pm | \$149

Online-UNLVGO and Zoom | 241PH1107

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.



## Sports and Fitness

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

### 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 | Jan 16-Apr 30 (meets 15x) | 4-5:45pm | \$314

Las Vegas Golf Center | 241SF1104

\*Class does not meet: Mar 12

### Intermediate Golf

This course is designed to build on the techniques and objectives of Beginning Golf (PEX 117). You will refine your stroke mechanics and will understand individual differences in golf strokes.

*Prerequisite:* Golf for Beginners (PEX 117) or by permission of instructor.

PEX Department, James Massey

T | Jan 16-Apr 30 (meets 15x) | 6-7:45pm | \$314

Las Vegas Golf Center | 241SF2105

Students must wear appropriate golf attire and shoes. Using your own clubs is strongly encouraged but if you do not have your own set, the instructor can arrange for some additional clubs.

\*Class does not meet: Mar 12



## 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 | Jan 17-May 1 (meets 28x) | 4-4:50pm | \$279  
 Henderson Aikido | 241SF1134

## 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.

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

Kristine Bragg  
 T | Feb 6-Apr 16 (meets 11x) | 6-8:30pm | \$1,785  
 UNLV Campus | 241SM3100 | 3.15 CEUs

## 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.

*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, Terry Bahr, PhD, CPC  
 Sa | Feb 10 | 9am-4:05pm | \$229  
 UNLV MAB2 | 241HE1116 | 0.75 CEU

Bring your own yoga mat, water, comfortable clothing, a pen, and notebook. Gently used mats are available from instructor in limited supply.

### 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 12.5 CEUs/ PDUs for Nevada licensed social workers, MFTs, CPCs, educators, and Yoga Teachers registered with Yoga Alliance.

*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, Terry Bahr, PhD, CPC  
 Sa | Mar 2-30 (meets 5x) | 9-11:30am | \$289  
 UNLV MAB2 | 241HE1115 | 1.25 CEUs

Bring your own yoga mat, water, comfortable clothing, a pen, and notebook. Gently used mats are available from instructor in limited supply.



## 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 | Feb 2-Mar 1 (meets 5x) | 7:30-9pm | \$235  
Mayweather Boxing + Fitness Spring Valley | 241SF1145A

F | Apr 5-May 3 (meets 5x) | 7:30-9pm | \$235  
Mayweather Boxing + Fitness Spring Valley | 241SF1145B



## 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 | Jan 17 | 6-7pm | No charge  
Online Delivery | 241TL1110A

W | May 15 | 6-7pm | No charge  
Online Delivery | 241TL1110B

## 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 benefitted 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.

ETC Staff

ThT | Feb 1-20 (meets 6x) | 5-8pm | \$849  
Online Delivery | 241TL1101A

WM | Mar 27-Apr 15 (meets 6x) | 4-7pm | \$849  
Online Delivery | 241TL1101B

ThT | May 2-21 (meets 6x) | 5-8pm | \$849  
Online Delivery | 241TL1101C

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.

## 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 | Jan 10 | 6-7pm | No charge  
Online Delivery | 241TL1112A

W | Feb 21 | 6-7pm | No charge  
Online Delivery | 241TL1112B

W | Mar 27 | 6-7pm | No charge  
Online Delivery | 241TL1112C

W | Apr 24 | 6-7pm | No charge  
Online Delivery | 241TL1112D

W | May 29 | 6-7pm | No charge  
Online Delivery | 241TL1112E

## 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.

ETC Staff

WM | Jan 24-Feb 21 (meets 8x) | 5-8pm | \$799  
Online Delivery | 241TL1100A  
\*Class does not meet: Feb 19

TTh | Feb 27-Mar 21 (meets 8x) | 5-8pm | \$799  
Online Delivery | 241TL1100B

ThT | Apr 11-May 7 (meets 8x) | 4-7pm | \$799  
Online Delivery | 241TL1100C

WM | May 8-Jun 5 (meets 8x) | 4-7pm | \$799  
Online Delivery | 241TL1100D  
\*Class does not meet: May 27

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.

## 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 | Jan 10 | 6-7pm | No charge  
Online Delivery | 241TL1114A

Sa | Feb 17 | 6-7pm | No charge  
Online Delivery | 241TL1114B

W | Apr 17 | 6-7pm | No charge  
Online Delivery | 241TL1114C

## 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.

ETC Staff

WM | Feb 28-Apr 8 (meets 10x) | 6-9pm | \$899  
UNLV MAB2 | 241TL1105A  
\*Class does not meet: Mar 18 & 20

WM | May 1-Jun 5 (meets 10x) | 6-9pm | \$899  
UNLV MAB2 | 241TL1105B  
\*Class does not meet: May 27

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.

## 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.

ETC Staff

ThT | Jan 4-Feb 6 (meets 10x) | 5-8pm | \$899  
Online Delivery | 241TL1102A

TThSu | Jan 16-Feb 6 (meets 10x) | 4-7pm | \$899  
Online Delivery | 241TL1102B

MW | Feb 26-Mar 27 (meets 10x) | 5-8pm | \$899  
Online Delivery | 241TL1102C

ThT | Apr 25-May 28 (meets 10x) | 6-9pm | \$899  
Online Delivery | 241TL1102D

WM | May 1-Jun 5 (meets 10x) | 5-8pm | \$899  
Online Delivery | 241TL1102E

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.

## 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 | Jan 31 | 6-7pm | No charge  
Online Delivery | 241TL1123A

W | Feb 28 | 6-7pm | No charge  
Online Delivery | 241TL1123B

W | Mar 20 | 6-7pm | No charge  
Online Delivery | 241TL1123C

W | Apr 17 | 6-7pm | No charge  
Online Delivery | 241TL1123D

W | May 22 | 6-7pm | No charge  
Online Delivery | 241TL1123E

### SAT Prep Course - On Campus

The SAT® Prep Course is an intensive test prep program that provides students with the tools they need to prepare for and ace the SAT®. Receive in-depth review of the exam materials, insight into strategies for succeeding on standardized tests, and a comprehensive study plan.

ETC Staff

Sa | Apr 6-27 (meets 4x) | 1-5pm | \$499  
UNLV MAB2 | 241TL1124A

TWThF | May 28-31 (meets 4x) | 9am-1pm | \$499  
UNLV MAB2 | 241TL1124B






# 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.

**Spring 2024** classes offered Feb 12 through Apr 26 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 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](https://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](https://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](https://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](https://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](https://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](https://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](https://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](https://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](https://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 Educational Outreach 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

For information and inquiries please contact us at 702-895-3394 or email [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)



702-895-3394



@UNLVCE

# Location Legend

## Lee & Thomas Beam Music Center (BMC)

MAB 2 4350 S. Maryland Parkway

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.

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

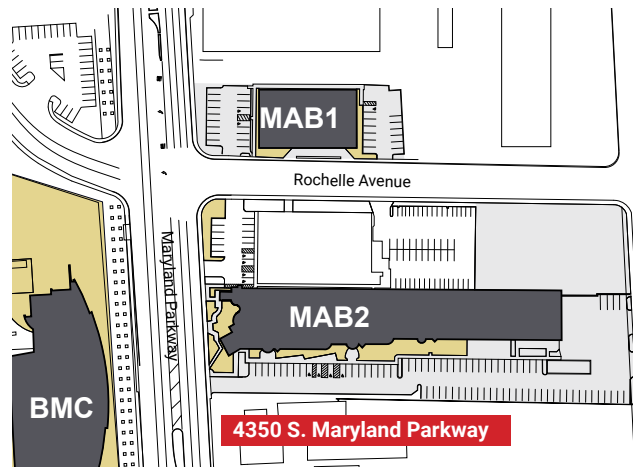
**Las Vegas Golf Center** 6730 S. Las Vegas Blvd., Las Vegas, NV 89119

**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



UNLV EDUCATIONAL OUTREACH  
edoutreach.unlv.edu

# UNLV | It's good to be a Rebel!

UNLV CONTINUING EDUCATION OFFERS PROGRAM DISCOUNTS TO ALUMNI AND STAFF



## STAFF

All current UNLV employees  
15%\* off professional development  
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)



## ALUMNI

All UNLV graduates  
5%\* off professional development  
5%\* off personal enrichment

Details at [ced.unlv.edu/unlv-alumni](http://ced.unlv.edu/unlv-alumni)

UNLV | CONTINUING 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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