

CONTINUING EDUCATION COURSE CATALOG

SUMMER 2024

OUTREACH

EXTENDING ONLY TO THE COMMUNITY



Advance Your Career

Fashion Design Certificate

Paralegal Online

Print & Graphic Design Certificate

Certified Nursing Assistant

Cooperative Parenting Class

Academic Preparation

Summer Bridge

Math Program K-8

Institute of Reading Development

ced.unlv.edu

UNLV | CONTINUING
EDUCATION



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Instructor Spotlight

Gloria (Gigi) Morris Fashion Design classes

Gloria “Gigi” Morris’s life story is akin to a fabric, woven intricately with threads of passion, education, and diverse experiences.

Originally hailing from the Philippines, Gigi’s journey in the world of fashion design has been nothing short of remarkable. From her early days learning the basics of fashion design in her homeland to traversing the international landscape of product development, sourcing, and merchandising, Gigi’s career path has been as dynamic as the industry she’s devoted her life to.

With a degree in business, Gigi’s educational background might seem unconventional for a fashion designer. However, her extensive experience in the fashion industry since childhood speaks volumes about her dedication and expertise. As she puts it, fashion design isn’t just a career choice for her; it’s her life’s calling.

Transitioning from the fast-paced world of fashion business to the hallowed halls of education, Gigi found her true passion in teaching. At the University of Nevada, Las Vegas, Gigi wears multiple hats, imparting knowledge in elements and principles of fashion design, business of fashion, and even classes on fashion accessories and jewelry. For her, teaching isn’t just about

transmitting information; it’s about igniting creativity and nurturing talent in her students.

But why UNLV Continuing Education? For Gigi, the allure lies in the diverse student body. From high schoolers exploring their interests to seasoned professionals seeking new horizons, the classroom dynamic at UNLV reflects the vibrant tapestry of the fashion industry itself. As a competency-based skills trainer, Gigi thrives on the variety of perspectives and experiences her students bring to the table.

When asked about UNLV’s role in preparing students for their careers, Gigi’s enthusiasm is palpable. The fashion design certificate program at UNLV has been a beacon for aspiring designers since its inception. Whether students are looking to kickstart their careers or simply explore their creative interests, UNLV’s program provides a nurturing environment for growth and discovery.

Describing her typical student, Gigi paints a picture of diversity and dynamism. From teenagers dreaming of runway stardom to professionals seeking a creative outlet, each student brings a unique perspective to the classroom.

Gigi eloquently sums up her experience teaching at UNLV with, “Weaving creativity in fashion design through UNLV’s Continuing Education program has been the highlight of my over 20 years of teaching.”

Learn more about fashion design classes on page 37 or at ced.unlv.edu/fashion.

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UNLV

CONTINUING EDUCATION

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



STUDENTS WITH DISABILITIES

Any student who feels they may need accommodations due to a disability, temporary injury, or academic adjustments due to a pregnancy is encouraged to contact the UNLV Disability Resource Center (DRC) online at unlv.edu/drc or by phone, 702-895-0866. Current DRC students should make an appointment to discuss their accommodations with their instructors.

 ced.unlv.edu

 702-895-3394

 @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

Need assistance? Call 702-895-3394 or email 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, Las Vegas, NV 89119. We are thrilled to welcome you to our new class rooms and computer labs. Please stop by to see our new location!

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 | Aug 15 | 6-7pm | Online-Zoom | 242GR1150

Nonprofit Fundraising Information Session

M | Aug 26 | 3-4pm | Online-Zoom | 242NP3172

Human Resource Management Certificate Program Information Session

W | Aug 21 | 5:30-6:30pm | Online-Zoom | 242CP6155

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

ced.unlv.edu/financial-assistance

Business

Business Administration Certificate Program

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. This program will be offered again in fall 2024. Please visit website to sign up for updates.

In collaboration with:

UNLV | LEE BUSINESS SCHOOL

Business Analytics Science Certificate Program

ced.unlv.edu/business-analytics

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

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

Business Analytics Science

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

M | May 6-Jul 19

Online delivery-self paced with optional live online sessions on M, 7-9pm

T | Jun 3-Aug 9

Online delivery-self paced with optional live online sessions on T, 7-9pm

This course is offered in collaboration with Ziplines Education

Ziplines
Education



Business & Finance- Entrepreneurship

ced.unlv.edu/entrepreneurship

In today's dynamic business landscape, the integration of artificial intelligence (AI) has become indispensable for successful marketing strategies and adapting to evolving market demands. Our Business Entrepreneurship courses delve into the intersection of AI and business, equipping students with the knowledge and skills to leverage AI effectively. Our Business Entrepreneurship courses teach students how to develop a comprehensive understanding of AI's role in marketing, business adaptation, and the evolving dynamics of human-robot relationships, empowering them to drive innovation and success in tomorrow's business world.

New! Fundamentals of ChatGPT, Generative AI & Deepfakes

Fundamentals of ChatGPT, Generative AI and Deepfakes offers a comprehensive understanding of ChatGPT interaction and shares proven strategies to get the most out of this cutting-edge tool. The course is divided into four engaging sessions. It will guide you across ChatGPT's vast capabilities, from understanding its working principle to exploiting its diverse features. By the conclusion of the course, you'll be equipped to formulate an effective ChatGPT plan, fundamentals of generative AI and how to identify deepfakes/misinformation and elevate your projects or business.

Mike Johns

TTh | Jun 4-Jul 30 (meets 16x) | noon-1pm | \$499

UNLV MAB2 Room 140 | 242BF1100

*Class does not meet: Jul 4



New! Human Robot Relationship

Human Robot Relationship will take an in-depth look at humanity vs. technology. This course will explore human and robot collaborations, how different technologies like the Internet, virtual reality, social media, surveillance, privacy, artificial intelligence, etc. raise ethical and social challenges as well as create possibilities for desirable human advancement. We will also talk about and learn to use some very practical technologies that may assist you in your professional career. This will be a blended learning experience, which will feature online and face-to-face guest speakers from some of today's biggest companies producing disruptive technologies.

There are some basic technology requirements for Human Robot Relationship. You need one of the following, a laptop or tablet less than 5 years old. Internet connection and a current email account.

Mike Johns

TTh | Jun 4-Jul 30 (meets 16x) | 2-3pm | \$499

UNLV MAB2 Room 140 | 242BF1101

*Class does not meet: Jul 4

Communications Classes

ced.unlv.edu/communications

Communication Strategies: Essential Skills for First-Time Managers or Supervisors

When managers and supervisors implement tangible strategies for clear, concise, and confident communication, everyone wins. Explore useful communication tools you can use to enhance relationships, increase productivity, and inspire trust in order to benefit your organization. In this course you will learn how to project confidence when communicating, discover the key to listening, gain clarity by asking the right questions, and study body language so you can better navigate any conversation and end with a positive outcome for both parties. The techniques presented can be leveraged with your co-workers, employees, boss, family, and friends.

Charles Carr, M.A. Ed.S.

F | Jun 28 | 9am-4pm | \$329

UNLV MAB2 Room 141 | 242CP6177 | 0.6 CEU

The Art of Conflict Resolution: 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 | Jun 7-28 (meets 4x) | 9am-1:30pm | \$499

UNLV MAB2 Room 140 | 242CP6189 | 1.3 CEUs



New! Virtual Leadership: Elevate Your Executive Presence on Video Conferencing Calls

In this highly engaging, instructor-led workshop, we will address some of the challenges organizational leaders and managers face with establishing executive presence during on-camera virtual events. We will explore effective solutions for conveying authority, confidence and enthusiasm on-camera and provide expert advice that will benefit you, your team and your entire organization.

Through interactive discussions and hands-on real-world scenarios, you will receive friendly feedback and practical tips on how to be your best authentic self when communicating virtually. In addition, we'll practice how to look, act and sound confident on-camera during video conference calls, virtual meetings and on-camera presentations. Topics for discussion include the 3Vs of communication (Verbal/Vocal/Visual) along with best practices on verbal messaging, voice techniques, body language, gesturing, posture, and wardrobe tips. As a bonus, we'll include tech tips on low-cost cameras, mics, backdrops, lighting devices, and other production accessories.

By the end of the workshop, you will emerge with an actionable toolkit of best practices and insights, enabling you to elevate your executive presence, lead with authority and make a powerful impression with your audience.

Maria Ngo, Ray DuGray

TTh | Aug 27-29 (meets 2x) | 1-4pm | \$219

UNLV MAB2 Room 141 | 242CX1100 | 0.6 CEU

Digital Marketing Science Certificate Program

ced.unlv.edu/programs/digital-marketing-science-certificate-program

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

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

Digital Marketing Science

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

M | May 6-Jul 19

Online delivery-self paced with optional live online sessions on M, 7-9pm

T | Jun 3-Aug 9

Online delivery-self paced with optional live online sessions on T, 7-9pm

This course is offered in collaboration with Ziplines Education

Ziplines
Education

Human Resource Management Certificate Programs/aPHR Certification Preparation

ced.unlv.edu/HRManagement

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

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 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 & James Fowlkes
W | Aug 21 | 5:30-6:30pm | No charge
Online-Zoom | 242CP6155

New!

Build Your Personal Brand, Resume, & Interviewing Skills

Elevate your career path, focus on refining your personal brand. Pinpoint your standout qualities and formulate a captivating personal brand statement. Employ impactful language and imagery in your resumes and achievement descriptions. Customize your messaging to align with the demands of prospective employers. Approach interviews with assurance, spotlighting your successes and competencies. Strategically engage with key figures in your field and pursue ongoing learning opportunities. Promote your authentic self consistently across various platforms, emphasizing your unique value proposition. Through these endeavors, you'll enhance your professional trajectory and draw in fresh avenues for advancement and triumph.

Charles Carr, M.A. Ed.S.

F | May 31 | 9am-4pm | \$329

UNLV MAB2 Room 141 | 241CP6195B | 0.6 CEU

Conflict Management: Tools for Organizational Success

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

Maggie Harris

F | Jun 7 | 9am-4pm | \$329

UNLV MAB2 Room 141 | 242CP6191 | 0.6 CEU



What our students are saying:

Excellent course. I understand now how to categorize some of the conflicts that I am dealing with.

Instructor was wonderful and very insightful. Glad she was able to relate the topics to work and personal related scenarios!"

Conflict Management Tools for
Organizational Success,
Summer 2023

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 | Jul 19 | 9am-4pm | \$329

UNLV MAB2 Room 141 | 242CP6125 | 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 Room 141 | 241CP6185 | 0.6 CEU

WF | Jul 10-12 (meets 2x) | 9am-noon | \$329

UNLV MAB2 Room 140 | 242CP6185 | 0.6 CEU

Managing Organizational Change

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

Charles Carr, M.A. Ed.S.

F | Aug 2 | 9am-4pm | \$329

UNLV MAB2 Room 141 | 242CP6304 | 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.

Th | Jul 18 | 9am-4pm | \$329

UNLV MAB2 Room 141 | 242CP6156 | 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 | Jul 26 | 9am-4pm | \$329

UNLV MAB2 Room 141 | 242CP6149 | 0.6 CEU

Strategic Human Resources

The human resource field has shifted from an administrative function to a strategic component within the organization that aims to bring high-value contributions to business success. Present day human resource professionals must understand the changing role of HR, and learn how to work side-by-side with leadership to develop and present initiatives that support and inform business demands, financial decisions, technology choices, and compliance issues. Topics include an overview of transactional versus transformational processes, practical tools to serve as a trusted advisor to senior leaders, developing financial and technological acumen, strategies for strategic planning, goal setting, framing internal communications, and reflection and development of an action plan for organizational application.

Christina Nishiyama, MBA, SPHR

F | Jun 14 | 9am-4pm | \$329

UNLV MAB2 Room 141 | 242CP6117 | 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 | Aug 16 | 9am-4pm | \$329

UNLV MAB2 Room 141 | 242CP6148 | 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 | Jul 19 | 9am-4pm | \$329

UNLV MAB2 Room 158 | 242CP6119 | 0.6 CEU



Human resource management elective offerings vary by semester. Visit ced.unlv.edu/HRManagement for a complete list of current electives.

Lean Six Sigma Green Belt & Black Belt Certificate Programs

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. Students will need to bring a mobile device (laptop or tablet preferably) to class on Friday to complete final exam.

Erik Christensen

MTWThF | Jun 10-14 (meets 5x) | 9am-4pm | \$1,800

UNLV MAB2 Room 160, MAB2 162 Friday Only

242LN1100 | 3 CEUs

Sales Development Science Certificate Program

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 | May 6-Jul 19

Online delivery-self paced with optional live online sessions on W, 7-8pm

W | Jun 3-Aug 6

Online delivery-self paced with optional live online sessions on W, 7-8pm

This course is offered in collaboration with Ziplines Education

Ziplines
Education

Sales Operations Science Certificate Program

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 | May 6-Jul 12

Online delivery-self paced with optional live online sessions on T, 7-8pm

T | Jun 3-Aug 9

Online delivery-self paced with optional live online sessions on T, 7-8pm

This course is offered in collaboration with Ziplines Education



Leadership/Management

Advanced Project Management Certificate Program

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

Dan Anderson, Petersen Training
T | Jul 23-Sep 12 (meets 2x) | 8am-5pm | \$3,905
Nellis AFB | 242PMBUND | 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.

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.

Dan Anderson, Petersen Training
TWTh | May 21-23 (meets 3x) | 8am-5pm | \$1,495
Nellis AFB | 241PM6103B | 2.4 CEUs

TWTh | Aug 27-29 (meets 3x) | 8am-5pm | \$1,495
Nellis AFB | 242PM6103 | 2.4 CEUs



PMP® Exam Prep

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

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

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.

Dan Anderson, Petersen Training
MTWTh | Jun 24-27 (meets 4x) | 8am-5pm | \$1,495
Nellis AFB | 242PM6104 | 4 CEUs

MTWTh | Sep 9-12 (meets 4x) | 8am-5pm | \$1,495
Nellis AFB | 243PM6104 | 4 CEUs

Project Management Fundamentals Online Lessons & Labs

This fully online, self-paced course utilizes virtual lessons and labs to reinforce your knowledge of key project management principles. Via various simulations, gain experience planning and managing parameters associated with project initiation, scope, schedules, budgets, risks, quality, communications, resources, procurements, stakeholders, and closure. You will complete self-paced, online labs that provide you with further insights into how you can better work with each of these parameters. The goal of this course is to provide a firm foundation from which you can better manage projects. Enroll for all Advanced Project Management Certificate courses using the Advanced Project Management Bundle.

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

Dan Anderson, Petersen Training
TSa | Jul 23-Sep 12 (meets 2x) | \$495
Online Delivery | 242PM6105 | 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

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.

Dan Anderson, Petersen Training
TWTh | Jul 23-25 (meets 3x) | 8am-5pm | \$1,495
Nellis AFB | 242PM6102 | 2.4 CEUs

These courses are offered in collaboration with Petersen Training.



Construction Management Certificate Program

ced.unlv.edu/construction-management

Take your construction management career to the next level with NACP's Basic and Advanced Construction Management Certificates. Start by completing our 28-hour online course and 4-hour certification exam. Then, deepen your knowledge with our Advanced Certificate program, featuring a 2-day PMI-CP virtual class. Master essential topics like stakeholder management and resource planning, gaining the skills to excel in your role. Don't miss this opportunity to advance your career and differentiate yourself in the industry. Enroll now and set yourself on the path to success in construction management.

Basic Construction Management Certificate

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.

Top 10 trained and assessed topics

- Construction standards and terminology
- Stakeholder management
- Leadership, management, and communication
- Scope development and management
- Schedule development and management
- Cost estimating and management
- Resource Planning and management
- Quality and Safety planning and management
- Contract and documentation management
- Managing and resolving issues related to budgets, schedules, quality, resources, stakeholders, and risk

Dan Anderson, Petersen Training
Sa | Jun 1-Aug 31 (meets 2x) | \$1,050
Online Delivery | 242PM6107 | 3.2 CEUs

Advanced Construction Management Certificate

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 Advanced Construction Management Certificate participants are required to complete an additional 2 day PMI-CP virtual Construction Management Fundamentals class.

- Top 10 trained and assessed topics
- Construction standards and terminology
- Stakeholder management
- Leadership, management, and communication
- Scope development and management
- Schedule development and management
- Cost estimating and management
- Resource Planning and management
- Quality and Safety planning and management
- Contract and documentation management
- Managing and resolving issues related to budgets, schedules, quality, resources, stakeholders, and risk

Prerequisite: Basic Construction Management Certificate

Dan Anderson, Petersen Training
 Sa | Jun 1-Aug 31 (meets 2x) | \$1,700
 Online Delivery | 242PM6106 | 4.8 CEUs

These courses are offered in collaboration with Petersen Training.



Management Certificate Program

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.



Build Your Personal Brand, Resume, & Interviewing Skills

Elevate your career path, focus on refining your personal brand. Pinpoint your standout qualities and formulate a captivating personal brand statement. Employ impactful language and imagery in your resumes and achievement descriptions. Customize your messaging to align with the demands of prospective employers. Approach interviews with assurance, spotlighting your successes and competencies. Strategically engage with key figures in your field and pursue ongoing learning opportunities. Promote your authentic self consistently across various platforms, emphasizing your unique value proposition. Through these endeavors, you'll enhance your professional trajectory and draw in fresh avenues for advancement and triumph.

Charles Carr, M.A. Ed.S.
 F | May 31 | 9am-4pm | \$329
 UNLV MAB2 Room 141 | 241CP6195B | 0.6 CEU

Communication Strategies: Essential Skills for First-Time Managers or Supervisors

When managers and supervisors implement tangible strategies for clear, concise, and confident communication, everyone wins. Explore useful communication tools you can use to enhance relationships, increase productivity, and inspire trust in order to benefit your organization. In this course you will learn how to project confidence when communicating, discover the key to listening, gain clarity by asking the right questions, and study body language so you can better navigate any conversation and end with a positive outcome for both parties. The techniques presented can be leveraged with your co-workers, employees, boss, family, and friends.

Charles Carr, M.A. Ed.S.

F | Jun 28 | 9am-4pm | \$329

UNLV MAB2 Room 141 | 242CP6177 | 0.6 CEU

Conflict Management: Tools for Organizational Success

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

Maggie Harris

F | Jun 7 | 9am-4pm | \$329

UNLV MAB2 Room 141 | 242CP6191 | 0.6 CEU

Creating High-Functioning Teams Using Strengths

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

Maggie Harris

ThFW | Jun 20-21 (meets 2x) | 9am-noon | \$329

UNLV MAB2 Room 141 | 242CP6139 | 0.6 CEU

Crisis Management

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

Rina Foster

Th | Jul 25-Aug 1 (meets 2x) | 6-9pm | \$329

UNLV MAB2 Room 157 | 242CP6186 | 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 | Jul 19 | 9am-4pm | \$329

UNLV MAB2 Room 141 | 242CP6125 | 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 Room 141 | 241CP6185 | 0.6 CEU

WF | Jul 10-12 (meets 2x) | 9am-noon | \$329
UNLV MAB2 Room 140 | 242CP6185 | 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 | Jul 5 | 9am-4pm | \$329
UNLV MAB2 Room 141 | 242CP6182 | 0.6 CEU



What our students are saying:

The instructor tailored the course to the students' needs, which I really appreciated. Additionally, he gave out book suggestions to help us continue learning about problem solving and to help us understand and apply what was learned in this course."

Problem Solving and Decision Making,
Fall 2023

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 | Jul 26 | 9am-4pm | \$329
UNLV MAB2 Room 141 | 242CP6149 | 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 | Aug 16 | 9am-4pm | \$329
UNLV MAB2 Room 141 | 242CP6148 | 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.

Th | Jun 6 | 9am-4pm | \$329
UNLV MAB2 Room 141 | 242CP6166 | 0.6 CEU



The Art of Conflict Resolution: 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 | Jun 7-28 (meets 4x) | 9am-1:30pm | \$499
UNLV MAB2 Room 140 | 242CP6189 | 1.3 CEUs

The New Manager's Toolkit

Embark on your new role as a manager with confidence when you are equipped with this toolkit of essential management skills. This course will teach new managers how to lead staff and projects from a platform of talent, both in how they approach their team and how they identify the natural talent in others. You will also find out how to identify five common dysfunctions of a team and develop strategies to overcome them. Students must purchase and complete the CliftonStrengths Manager's Assessment prior to class. www.gallupstrengthscenter.com/store

Maggie Harris
F | Aug 9 | 9am-4pm | \$329
UNLV MAB2 Room 141 | 242CP6158 | 0.6 CEU

Organizational Leadership Certificate Program

ced.unlv.edu/organizational-leadership

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

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

- Fundamentals of Leadership

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

- Fundamentals of Leadership

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

Conflict Management: Tools for Organizational Success

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

Maggie Harris
F | Jun 7 | 9am-4pm | \$329
UNLV MAB2 Room 141 | 242CP6191 | 0.6 CEU



View course descriptions for more Organizational Leadership electives through the online registration system at ced.unlv.edu/organizational-leadership.

Creating High-Functioning Teams Using Strengths

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

Maggie Harris

ThF | Jun 20-21 (meets 2x) | 9am-noon | \$329
UNLV MAB2 Room 141 | 242CP6139 | 0.6 CEU

Crisis Management

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

Rina Foster

Th | Jul 25-Aug 1 (meets 2x) | 6-9pm | \$329
UNLV MAB2 Room 157 | 242CP6186 | 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 Room 141 | 241CP6185 | 0.6 CEU

WF | Jul 10-12 (meets 2x) | 9am-noon | \$329
UNLV MAB2 Room 141 | 242CP6185 | 0.6 CEU

Managing Organizational Change

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

Charles Carr, M.A. Ed.S.

F | Aug 2 | 9am-4pm | \$329
UNLV MAB2 Room 141 | 242CP6304 | 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.

Th | Jul 18 | 9am-4pm | 329
UNLV MAB2 Room 141 | 242CP6156 | 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 | Jul 5 | 9am-4pm | \$329
UNLV MAB2 Room 141 | 242CP6182 | 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 | Jul 26 | 9am-4pm | \$329

UNLV MAB2 Room 141 | 242CP6149 | 0.6 CEU

Strategic Human Resources

The human resource field has shifted from an administrative function to a strategic component within the organization that aims to bring high-value contributions to business success. Present day human resource professionals must understand the changing role of HR, and learn how to work side-by-side with leadership to develop and present initiatives that support and inform business demands, financial decisions, technology choices, and compliance issues. Topics include an overview of transactional versus transformational processes, practical tools to serve as a trusted advisor to senior leaders, developing financial and technological acumen, strategies for strategic planning, goal setting, framing internal communications, and reflection and development of an action plan for organizational application.

Christina Nishiyama, MBA, SPHR

F | Jun 14 | 9am-4pm | \$329

UNLV MAB2 Room 141 | 242CP6117 | 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 | Aug 16 | 9am-4pm | \$329

UNLV MAB2 Room 141 | 242CP6148 | 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.

Th | Jun 6 | 9am-4pm | \$329

UNLV MAB2 Room 141 | 242CP6166 | 0.6 CEU

The New Manager's Toolkit

Embark on your new role as a manager with confidence when you are equipped with this toolkit of essential management skills. This course will teach new managers how to lead staff and projects from a platform of talent, both in how they approach their team and how they identify the natural talent in others. You will also find out how to identify five common dysfunctions of a team and develop strategies to overcome them. Students must purchase and complete the CliftonStrengths Manager's Assessment prior to class. www.gallupstrengthscenter.com/store

Maggie Harris

F | Aug 9 | 9am-4pm | \$329

UNLV MAB2 Room 141 | 242CP6158 | 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 | Jul 19 | 9am-4pm | \$329

UNLV MAB2 Room 158 | 242CP6119 | 0.6 CEU

Legal

Legal

Bail Agent Pre-Licensing & Continuing Education-Online

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 and Pre-Licensing are delivered virtually via Zoom.

This program will be offered in fall 2024. Please visit website to sign up for updates.

Paralegal Certificate Program

ced.unlv.edu/paralegal

New program coming soon. Visit ced.unlv.edu/paralegal to sign up for email updates.

Paralegal Certificate Program Online

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.

This program will be offered in fall 2024. Please visit website to sign up for updates.



UNLV Continuing Education now offers live-online LSAT preparation classes. See p. 48 or visit ced.unlv.edu/test-prep for more information.



Parenting

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 | Jun 11-Jul 30 (meets 8x) | 5:30-7:30pm | \$299
UNLV MAB2 Room 157 | 242PL6105A

T | Aug 6-Sep 24 (meets 8x) | 5:30-7:30pm | \$299
UNLV MAB2 Room 157 | 242PL6105B

Technology/Computers

Cybersecurity Bootcamp Certificate Program

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 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 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

Print & Graphic Design Certificate Programs

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. Jessica Kennedy is professional educator and graphic designer who has many years of experience in the print and graphic design industry. Students will need access to Adobe Illustrator.

Jessica Kennedy

MTh | Aug 12-29 (meets 6x) | 5:30-8:30pm | \$389

Online-UNLVGO and Zoom | 242WM8121 | 1.8 CEUs

Adobe InDesign I

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

Jessica Kennedy

ThM | Jun 6-24 (meets 6x) | 5:30-8:30pm | \$389
 Online-UNLVGO and Zoom | 242WM8106 | 1.8 CEUs
 *Class does not meet: Jun 19

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. Students will need access to Adobe Photoshop. Recommended Textbook(s): *Optional: Adobe Photoshop Classroom in a Book* (ISBN: 9780136447993)

Vernetta Thomas

T | Jun 25-Jul 30 (meets 6x) | 6-9pm | \$389
 Online-UNLVGO and Zoom | 242WM8122 | 1.8 CEUs

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. Required: 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.)

David Dace

Th | May 30-Jul 11 (meets 6x) | 6-9pm | \$319
 Online-UNLVGO and Zoom | 241WM8185 | 1.8 CEUs
 *Class does not meet: Jul 4

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 | Jul 18-Aug 1 (meets 3x) | 6-8pm | \$115
 Online-UNLVGO and Zoom | 242WM8180 | 0.6 CEU



Principles of Graphic Design

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

Jessica Kennedy

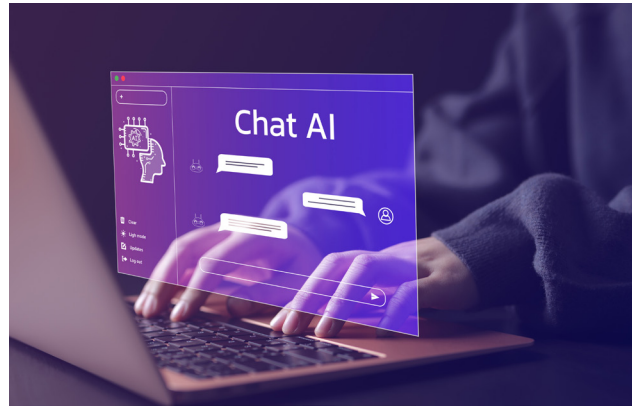
W | Aug 14-28 (meets 3x) | 5:30-7:30pm | \$189

Online-UNLVGO and Zoom | 242WM8178 | 0.6 CEU

Productivity Technology

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

Office Productivity Technology training is geared toward individuals who want to learn the essential skills of the software for business or personal use. Spreadsheet software like Excel and Google Sheets are useful for organizing, formatting, analyzing, and presenting business data. Training in word processing applications like Microsoft Word and Google Docs focuses on advanced features useful for formatting long documents, managing citations and figures, and the proofing process.



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 2-23 (meets 4x) | 6-8pm | \$159

Online-UNLVGO and Zoom | 241CW8105



What our students are saying:

I really enjoyed the instructors teaching style. She always checked in on us, supported and motivated us! She was amazing!

Awesome instructor. She is extremely knowledgeable and can pass on her industry knowledge and teach it. She breaks it down and keeps it simple. Also, you can tell she loves what she does for her work. I look forward to more of her classes in the future.”

Adobe Photoshop I,
Fall 2023



Your business is unique.

Your training can be, too.

Let UNLV Continuing Education design **CUSTOM TRAINING** to meet your unique business situation. Your employees will benefit from the knowledge and experience of university and industry experts delivered online, on campus, or at your site.

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

ced.unlv.edu/custom-training

UNLV | CONTINUING
EDUCATION



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.

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

John Larson

W | Jul 17-Aug 21 (meets 6x) | 6-8pm | \$289
Online-UNLVGO and Zoom | 242CW8177



What our students are saying:

Excellent instructor. Very knowledgeable and a great communicator with a genuine interest in his students."

Microsoft Office Basics,
Fall 2023

Healthcare/Wellness Professionals

Certified Nursing Assistant

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

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

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

Madge Rascoe
MTW | 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

Kathy Clemens
WFM | May 29-Jun 21 (meets 12x) | 8am-4:30pm | \$2,575
Perry Foundation | 241NA1100M | 9.6 CEUs

Claudette Lachowicz
WThF | Jun 5-Jul 19 (meets 22x) | 5:15-9:15pm | \$2,575
Perry Foundation | 242NA1100B | 9.6 CEUs
*Class does not meet: Jul 4

Kathy Clemens
ThT | Jun 6-Jul 25 (meets 12x) | 8am-4:30pm | \$2,575
Perry Foundation | 242NA1100A | 9.6 CEUs
*Class does not meet: Jul 4

Kathy Clemens
MWF | Jul 8-Aug 2 (meets 12x) | 8am-4:30pm | \$2,575
Perry Foundation | 242NA1100D | 9.6 CEUs

Madge Rascoe
MTW | Jul 15-Aug 7 (meets 12x) | 8am-4:30pm | \$2,575
Perry Foundation | 242NA1100F | 9.6 CEUs

Kathy Clemens
WFM | Aug 7-Sep 4 (meets 12x) | 8am-4:30pm | \$2,575
Perry Foundation | 242NA1100E | 9.6 CEUs

Kathy Clemens
TTh | Aug 13-Sep 19 (meets 12x) | 8am-4:30pm | \$2,575
Perry Foundation | 242NA1100C | 9.6 CEUs



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

Social Work CEU Series

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 for more information on course offerings.

In partnership with:



Assessing & Treating Traumatized Adults

Enhance your clinical skillfulness when working with traumatized adults. This interactive training is designed for mental health professionals and includes a review of the effects of both acute and chronic traumatic stress on an adult's functioning. Emphasis is on trauma-informed assessment, which ensures clients maintain psychological stability while clinicians gather information crucial to treatment planning. An overview of evidence-based cognitive, emotional, and mindfulness interventions will be provided. Since working with traumatized individuals can lead to compassion fatigue and secondary traumatic stress, self-care will be addressed. Finally, you will be given resources to further continued professional competence. This course is approved for .3 CEUs by IACET, and 3 CEUs by the NV Board of Examiners for Social Workers, and the NV Board of Examiners for MFTs & CPCs.

Anne-Marie Abruscato, LCSW, UNLV School of Social Work
Th | Jul 18 | 6-9:15pm | \$65
Online-Zoom | 242SW3112 | 0.3 CEU

Ethics & Culture

This course will explore why ethics and culture go hand in hand. We will have a discussion about the impact of cultural differences in perceptions of ethical attitudes towards and by different groups of people. It will be an opportunity to share experiences of ethical issues across cultures. Finally, we will focus on how technology has impacted standards of how people interact with each other. This course is approved for .4 CEUs by IACET, and 4 CEUs by the NV Board of Examiners for Social Workers, and the NV Board of Examiners for MFTs & CPCs.

Olukemi Frison-May, MSW, UNLV School of Social Work
Sa | Jul 20 | 9am-1:15pm | \$65
UNLV MAB2 Room 161 | 242SW3217 | 0.4 CEU

Religious Trauma & Spiritual Abuse

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

Cheryl Johnston, LSW, UNLV School of Social Work
Sa | Aug 17 | 6-9:15pm | \$65
Online-Zoom | 242SW3118 | 0.3 CEU



View current course descriptions at
ced.unlv.edu/social-work.

Nonprofit

Grant Academy Certificate Program

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.

Continuing Ed Staff & Natalie Smyers
Th | Aug 15 | 6-7pm | No charge
Online-Zoom | 242GR1150

Nonprofit Fundraising Certificate Program

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 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, Gregory Gudenkauf, MPA
M | Aug 26 | 3-4pm | No charge
Online-Zoom | 242NP3172

Introduction to Planned Giving

Planned gifts are a way for dedicated donors to leave a profound legacy. They are usually arranged during the present but granted through a will or trust once the donor passes away. Learn strategies for prospect identification, building a pipeline, steps for successful cultivation, stewardship, donor acknowledgement, and structuring your planned giving program. By the end of the class, you will be prepared to support and educate donors so they can select the best fit for their long-term plans and legacy.

Jeff Grandy
MW | May 20-22 (meets 2x) | 3-5pm | \$105
Online-UNLVGO and Zoom | 241NP3168 | 0.4 CEU

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

The Art of Fundraising: Event Management

Las Vegas is the entertainment capital of the world! Many local nonprofit organizations rely on fundraising events to provide secure essential income and educate the organization's donors, guests, and volunteers. Take an interactive class examining the fundamentals of fundraising and community outreach event management. Understand the elements of event planning and program timelines, learn nonprofit role structures, break down event budgeting, explore marketing and community outreach strategies, plus find out how to utilize strategic tools such as silent and online auctions, live appeals, video components, etc. to help increase the financial success of a fundraising event.

Continuing Ed Staff
MW | Jun 3-12 (meets 4x) | 4-6pm | \$179
Online-UNLVGO and Zoom | 242NP3104 | 0.8 CEU

Nonprofit Management Certificate Program

ced.unlv.edu/nonprofit-management

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

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

CORE COURSES:

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

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

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.

Rina Foster
Th | Jul 25-Aug 1 (meets 2x) | 6-9pm | \$329
UNLV MAB2 Room 157 | 242CP6186 | 0.6 CEU

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

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

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



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



Language Skills for Professionals

Accent Reduction

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

Katia Abou-Haidar, MAAL
MW | Jun 10-Jul 1 (meets 6x) | 6-8:30pm | \$329
UNLV MAB2 Room 157 | 242CX1123 | 1.5 CEUs
*Class does not meet: Jun 19

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

Katia Abou-Haidar, MAAL
MW | Jul 8-24 (meets 6x) | 6-8:30pm | \$329
UNLV MAB2 Room 157 | 242CX1124 | 1.5 CEUs

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

Katia Abou-Haidar, MAAL
MW | May 13-Jun 3 (meets 6x) | 6-8:30pm | \$329
UNLV MAB2 Room 157 | 241CX1113B | 1.5 CEUs
*Class does not meet: May 27

English as a Second Language (ESL)

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 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

Cecilia P Ordinario, M.Ed.
Sa | Jun 1-Aug 31 (meets 14x) | 9am-1pm | \$799
Online-UNLVGO and Zoom | 242LA2125 | 4.2 CEUs

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

Continuing Ed Staff

Sa | Jun 1-Aug 31 (meets 14x) | 9am-1pm | \$799
Online-UNLVGO and Zoom | 242LA1124 | 4.2 CEUs

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

Katia Abou-Haidar, MAAL

TTh | Jul 9-Sep 12 (meets 20x) | 6-9pm | \$799
Online-UNLVGO and Zoom | 242LA1126 | 6 CEUs

New!

ESL Rocks! Learn English with Music

"Discover English through Music" ESL Rocks!

Offers Individuals an exciting pathway to language proficiency. Immerse yourself in the rhythm of language. Through Interactive activities enhance listening skills, expand vocabulary, and refine pronunciation in a fun, family friendly environment. Activities are tailored for all ages. Embark on an entertaining journey towards English proficiency.

Patty Ascher-Lewis

Sa | Jun 15-Jul 20 (meets 6x) | 9am-noon | \$259
UNLV MAB2 Room 159 | 242LA1150

Legal Interpretation: Spanish Certificate Program

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 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.

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

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 July 1. Visit: ced.unlv.edu/legal-interpretation or call 702-895-3394 for more information.

Medical Interpretation: Spanish Certificate Program

ced.unlv.edu/medical-interpretation

The Medical Interpretation: Spanish certificate program equips bilingual individuals with the necessary skills for pursuing careers in medical interpretation and translation. Emphasis is placed on applied learning, ensuring students are well-prepared to navigate the complexities of interpretation effectively. They will learn the crucial role of a medical interpreter and understand the responsibilities associated with it. The program focuses on medical terminology and its context, allowing students to grasp the specific language used in the healthcare field accurately. Through various courses, students will develop their interpretation skills, enhancing their ability to facilitate communication between medical professionals and patients with limited English proficiency.

To be eligible for the program, students must possess at least a high school diploma, GED, or its equivalent. Additionally, they are required to demonstrate proficiency in both English and Spanish, which should be verified at least three business days before starting the coursework. The curriculum comprises four core courses, covering Introduction to Medical Interpreting, Medical Terminology & Specialties I and II, and Medical Interpreting Skills Development. Successful completion of these courses and the comprehensive final exam will lead to earning the Medical Interpretation: Spanish Certificate.

To apply or obtain further information, interested individuals can visit ced.unlv.edu/medical-interpretation or contact 702-895-3394.

Life & Leisure

Arts & Crafts

ced.unlv.edu/arts-crafts

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

Acrylics I

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

Regina Yenser

Sa | Jun 1-29 (meets 5x) | 1:30-4:30pm | \$155
UNLV MAB2 Room 155 | 242AR1121



ART For Families

ART For Families prioritizes both high-quality instruction and fostering community engagement through a rich variety of projects, ensuring a perfect mix of learning and enjoyment. Across five distinctive classes, participants delve into key areas of artistic exploration: Color Theory, Texture, Light & Shadow, Collage, and Abstract/Composition. Color Theory deepens understanding of the color wheel and harmony, while Texture unlocks techniques for adding tactile appeal. Light & Shadow hones skills in utilizing light sources effectively. Collage sparks creativity through the art of material fusion. Finally, Abstract/Composition inspires inventive experimentation with form and color, promising an enriching and enjoyable artistic journey for all involved. Supply list will be provided.

Sylvia Aldebol

Sa | Jul 20-Aug 17 (meets 5x) | 1:30-4:30pm | \$155
UNLV MAB2 Room 155 | 242AR1205

Drawing I

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

Sara Davis

Sa | May 18-Jun 29 (meets 5x) | 9am-noon | \$155

UNLV MAB2 Room 155 | 241AR1130B

*Class does not meet: May 25, Jun 22

Drawing II

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

Sara Davis

Sa | Jul 6-Aug 3 (meets 5x) | 9am-noon | \$155

UNLV MAB2 Room 155 | 242AR1134

Impressionism, Expressionism & Abstracts

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

Prerequisite: No previous experience required.

Judith (Judi) Moreo

Sa | Aug 3-31 (meets 5x) | 1:30-4:30pm | \$155

UNLV MAB2 Room 159 | 242AR1199

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 | Jul 18-Aug 1 (meets 3x) | 6-8pm | \$115

Online-UNLVGO and Zoom | 242WM8180 | 0.6 CEU

Introduction to Wildlife Painting (In Acrylic)

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

Prerequisite: No previous experience is necessary

Judith (Judi) Moreo

Sa | Aug 3-31 (meets 5x) | 9am-noon | \$155

UNLV MAB2 Room 159 | 242AR1145

Watercolors I

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

Judith (Judi) Moreo

W | Jun 12-Jul 10 (meets 4x) | 6-9pm | \$145

UNLV MAB2 Room 155 | 242AR1140

*Class does not meet: Jun 19

Watercolors II

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

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

Judith (Judi) Moreo

W | Jul 17-Aug 14 (meets 5x) | 6-9pm | \$155

UNLV MAB2 Room 155 | 242AR1141



What our students are saying:

“Excellent instructor with well thought out lesson plans and in class instruction to help us develop tools and skills to further our progress”

Watercolors II,
Summer 2023



Cannabis Certificate Programs

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
Jun 17-Jul 26 | \$249
Online Delivery | 242CH1106 | 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
Jun 17-Jul 26 | \$499
Online Delivery | 242CH1109 | 2.5 CEUs

Cannabis Classes

ced.unlv.edu/cannabis

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

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
Jun 17-Jul 26 | \$99
Online Delivery | 242CH1100 | 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
Jun 17-24 | \$99
Online Delivery | 242CH1104 | 0.4 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
Jun 17-Jul 26 | \$99
Online Delivery | 242CH1107

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
Jun 17-Jul 26 | \$189
Online Delivery | 242CH1108

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
Jun 17-Jul 26 | \$99
Online Delivery | 242CH1102 | 0.3 CEU

Fashion & Sewing Classes

ced.unlv.edu/fashion-sewing

Become confident in sewing techniques for fun or hobby in a stress free environment. These classes will help you become familiar with your sewing machine, commonly used techniques, and how to bring your creations to life. Our experienced instructors will guide you as you hone your skills and create items for your own enjoyment, or to give away to family and friends.

Introduction to Costuming: Stage, Theatre, & Dance Productions

Designing for stage shows requires specialized tools and techniques so performers can get dressed quickly and look their best night after night. Learn and apply the steps of costume creation including concept development, sketching, swatching, draping, sewing, and final touches to prepare the costume to appear on stage. You will see hands-on demonstrations, backstage videos of the costume creation process, and samples of items from some of the world's most famous shows. Mary Ann Racheau is a Las Vegas costume and fashion designer and Master Sewing Educator who was formerly a Costume Technician for Cirque du Soleil's KA, the Lead Seamstress for the Siegfried and Roy Show in Las Vegas and the Costumier for the ballet and opera. 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.

Mary Ann Racheau
Sa | Jul 20-Aug 10 (meets 4x) | 9am-noon | \$219
Online-Zoom | 242FD2168

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. 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.

Prerequisite: Skill Level: Beginner. This student is unfamiliar with sewing terms, supplies and notions and basic sewing techniques. The student has very little or no experience in using a sewing machine. basic machine knowledge: winding a bobbin, threading the machine; changing feet, tension settings and stitch settings. The student also has little or no knowledge about fabric, grain or selvage, pattern direction, thread, scissors, needles, pins and taking proper measurements.

Mary Ann Racheau
Sa | Jun 22-Jul 13 (meets 4x) | 9am-noon | \$199
Online-Zoom | 242FD7106



Fashion Design Certificate Program

ced.unlv.edu/fashion

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

PROGRAM REQUIREMENTS: To earn the Fashion Design Certificate you must successfully complete five core courses plus an additional 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 for a complete list of elective options and more details about this program.

Fashion Accessories

Fashion Accessories is a billion-dollar business. Fashion accessories help to complement and complete a trend, style, and fashionable look. Examples of fashion accessories are Belts, bracelets, brooches, earrings, eyeglasses, facemask, gloves, handbags, hats, luggage, necklace, neck ties, phone cases, perfumes, rings, scarves, shoes, boots, socks, stockings, umbrellas, watches, etc. This class will focus and provide information on the business of fashion accessories design, particularly the basics of jewelry design and production and how to complement their collections. Students are expected to complete two projects. Projects: The Art of Jewelry Earring design and jewelry bag.

Prerequisite: Must have previous sewing/machine skills

Gloria (Gigi) Pontejos-Morris, Nevada Association of Fashion Design

SaSu | Aug 3-17 (meets 5x) | 10am-2:50pm | \$389
UNLV MAB2 Room 153 | 242FD2119 | 2.4 CEUs

Fashion Design: Elements & Principles

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

Prerequisite: Must have previous sewing/machine skills.

Gloria (Gigi) Pontejos-Morris, Nevada Association of Fashion Design

MT | Aug 19-Sep 16 (meets 8x) | 5:30-9:30pm | \$399
UNLV MAB2 Room 153 | 242FD2101 | 3.2 CEUs

*Class does not meet: Sept 2

Fashion Exposed Workshop: Fall Tea Slip Ensemble

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

Maria Bruce, Nevada Association of Fashion Design
SaSu | Jul 27-28 (meets 2x) | 9am-3pm | \$389
UNLV MAB2 Room 153 | 242FD2162 | 1.2 CEUs

Sewing: The Stitch Room

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

Samantha Jepson, Nevada Association of Fashion Design
SaSu | Jun 22-Jul 21 (meets 10x) | 10am-3:15pm | \$799
UNLV MAB2 Room 153 | 242FD2144 | 5.2 CEUs

The Business of Fashion Marketing, Showcase

In the business of fashion, every little detail of design, marketing and showcase makes all the difference. Gain an in-depth understanding of this billion-dollar fashion apparel industry. Learn about the fashion business industry and design creativity through different body silhouettes and colors, while understanding appropriate fabrics, trimmings, and details. This class will include information on how to market and produce a fashion showcase. Learn how to market your own unique approach through fashion branding. Students will begin their creative and artistic design by being introduced or enhancing their skills with mood boards. Students will begin working with fashion figure templates for developing an apparel line, using, and transforming traditional details. Understanding the different ways to construct the garment for creating your merchandise displays, and different trend setting. Projects: Mood board using fashion figure templates.

Gretchen Marshall, Nevada Association of Fashion Design
SaSu | Jun 1-15 (meets 5x) | 9am-2:25pm | \$335
UNLV MAB2 Room 153 | 242FD2146 | 2.8 CEUs

Food & Beverage

ced.unlv.edu/food-beverage

Whether you want to understand and savor the intricacies of food and wine, explore new and unique ingredients, take a tour of the world through your senses, or impress your friends at the dinner table-our expert led courses will have you thinking of food and drinks in fresh and stirring ways.



Tour of Italy

Chef Jourdan-Cha'Taun's experience and guise spans culinary genres and encompasses a multitude of flavors that have garnered her the reputation of "Taking taste buds around the world, one bite at a time." She continues to gain a reputation as a fearless innovator pushing the culinary envelope by creating endless organic fusions. With over 20 years of wide-ranging experience working in the food service industry. Chef Jourdan is trained in international cooking styles such as Thai, Cajun, Soul Food, Vegetarian and more. Come join Chef Jourdan in this live cooking session and learn how to make fresh hand cut lemon pepper pasta and roasted red bell pepper marinara. <https://jourdanchataun.com/>

Jourdan-Cha'Taun
T | Jun 11 | 6-7:30pm | \$125
Online-Zoom | 242HA1220A

T | Jul 16 | 6-7:30pm | \$125
Online-Zoom | 242HA1220B



Music

ced.unlv.edu/music

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

Guitar I

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

Jesse Del Quadro
T | Jun 25-Jul 30 (meets 6x) | 7:15-8:45pm | \$129
UNLV MAB2 Room 158 | 242MU1107

Ukulele I

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

Jesse Del Quadro
T | Jun 25-Jul 30 (meets 6x) | 5:30-7pm | \$129
UNLV MAB2 Room 158 | 242MU1117

Performing Arts

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.

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 | Jul 20 | 1:30-4:30pm | \$59
The Voice Actors Studio | 242CX4170

Break Into the World of Voiceover

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

Melissa Moats
T | Aug 6-27 (meets 4x) | 6:30-9:30pm | \$399
The Voice Actors Studio | 242CX4171

Virtual Leadership: Elevate Your Executive Presence on Video Conferencing Calls

In this highly engaging, instructor-led workshop, participants will address specific challenges they face in their roles as organizational leaders and explore effective solutions to help navigate the world of virtual communications. Learn why overcoming these challenges and developing new best practices can benefit you, your team and your entire organization. Through interactive discussions and hands-on real-world scenarios, participants will hone practical skills to lead and manage virtual teams with confidence.

Maria Ngo, Ray DuGray
TTh | Aug 27-29 (meets 2x) | 1-4pm | \$219
UNLV MAB2 Room 141 | 242CX1100 | 0.6 CEU

Photography

ced.unlv.edu/photography

Digital Photography Bundle

Register for this course to receive a bundle discount of \$60 for the three-part Digital Photography series.

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

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

Continuing Ed Staff
Sa | Jun 8-Aug 3 (meets 3x) | 9am-3pm | \$345
UNLV MAB2 Room 161 | 242PHBUND

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. Students will need access to Adobe Photoshop. Recommended Textbook(s): *Optional: Adobe Photoshop Classroom in a Book* (ISBN: 9780136447993)

Vernetta Thomas
T | Jun 25-Jul 30 (meets 6x) | 6-9pm | \$389
Online-UNLVGO and Zoom | 242WWM8122 | 1.8 CEUs
*Class does not meet: Jul 4

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 | Jun 10-Jul 1 (meets 4x) | 6-8pm | \$329
UNLV MAB2 Room 158 | 242PH1151

Desert Night Sky Photography

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

Prerequisite: Digital Photography I or comparable experience.

Kelly Garni
M | May 6-13 (meets 2x) | 6-9pm | \$149
UNLV MAB2 Room 158 | 241PH1160

M | Aug 5 | 3-9pm | \$149
UNLV MAB2 Room 158 | 242PH1160

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 Harper
T | Jun 25-Jul 16 (meets 4x) | 6-9pm | \$299
Online-Zoom | 242PH1156



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

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

Marcy Harper
Sa | Jun 8 | 9am-2pm | \$135
UNLV MAB2 Room 161 | 242PH1100

Digital Photography II: Tools, Techniques & Lighting

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

Marcy Harper
Sa | Jul 13 | 9am-2pm | \$135
UNLV MAB2 Room 161 | 242PH1141

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

Marcy Harper
Sa | Aug 3 | 9am-2pm | \$135
UNLV MAB2 Room 161 | 242PH1125

Landscape Photography

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

Prerequisite: Digital Photography I or comparable experience.

Kelly Garni
Sa | Jul 20-27 (meets 2x) | 4-8pm | \$149
UNLV MAB2 Room 158 | 242PH1159

“ What our students are saying:
Awesome instructor! I learned how to refine what knowledge I already had. Using the technique’s the instructor showed me, made a huge difference in my studio portraits and outside portraits. I left with more confidence on shooting my portraits. So excited to use what I learned!!”

Digital Photography III,
Spring 2023

Sports & Fitness

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
MTW | May 20-Jun 5 (meets 8x) | 5:30-7pm | \$314
Las Vegas Golf Center | 241SF1104B
*Class does not meet: May 27

Self Defense

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

Arlene Mendibles
MW | Aug 26-December 4 (meets 28x) | 4-4:50pm | \$279
Henderson Aikido | 242SF1134
*Class does not meet: Sep 2 & Nov 11



Wellness

ced.unlv.edu/wellness

New! Basic Life Support Certification

Basic Life Support (BLS) comprises essential emergency measures to sustain life in cardiac arrest, respiratory failure, or other life-threatening situations. It involves recognizing emergencies, administering CPR, and offering basic airway management. Typically performed by trained professionals or bystanders, BLS is crucial until advanced medical care is available.

BLS is essential in events like choking, suffocation, drowning, severe allergic reactions, drug overdose, and trauma. These scenarios demand BLS interventions to restart breathing, revive the heart, and maintain life until professional medical assistance is obtained.

Chad Whetman
Sa | Jun 22 | 10am-1pm | \$80
UNLV MAB2 Room 157 | 242HE1155A

Sa | Jul 20 | 10am-1pm | \$80
UNLV MAB2 Room 157 | 242HE1155B

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 7.5 CEUs/PDUs for Nevada licensed social workers, MFTs, CPCs, educators, and Yoga Teachers registered with Yoga Alliance. Bring your own yoga mat, water, comfortable clothing, a pen, and notebook. Gently used mats are available from instructor in limited supply.

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

Alexis Wisniewski, Terry Bahr, PhD, CPC
Sa | Aug 17 | 9am-4:05pm | \$229
UNLV MAB2 Room 133 | 242HE1116 | 0.75 CEU

Introduction to Trauma-Informed Yoga: 5 Week Series

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

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

Alexis Wisniewski, Terry Bahr, PhD, CPC
Sa | Jul 6-Aug 3 (meets 5x) | 9-11am | \$289
UNLV MAB2 Room 133 | 242HE1115 | 1 CEU

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 | Jun 21-Jul 19 (meets 5x) | 7:30-9pm | \$235
Mayweather Boxing + Fitness Spring Valley | 242SF1145A

F | Aug 2-30 (meets 5x) | 7:30-9pm | \$235
Mayweather Boxing + Fitness Spring Valley | 242SF1145B

Academic Preparation

Institute of Reading Development Reading Enrichment Programs

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.

Program R: 4 year olds and children entering kindergarten

Program 1: Students entering 1st grade

Program 2: Students entering 2nd grade

Program 3: Students entering 3rd grade

Program 4: Students entering 4th & 5th grades

Program 5: Students entering 6th, 7th, & 8th grades

Program 6: Students entering 9th, 10th, & 11th grades

Program 7: Students entering 12th grade, college students, & adults.

Institute of Reading Development instructors

Dates and Times: Please call 1 (800) 964-8888 for class dates, locations, and times or visit the web-site at continuingeducation.unlv.edu/catalog/reading for class updates.

Fee: Classroom Program Levels

Level R: \$269 + material fee

Level 1, 2, 3, 4, 5, 6, 7: \$349 + material fee

UNLV Campus, please call for location.

Summer Bridge Math Program Live Online Grade 1-8

continuingeducation.unlv.edu/programs/summer-math

Whether called the summer setback or summer slide, the learning loss students experience in math over the summer can have significant impact on their performance in the upcoming school year. Frequently contributing to a loss of 2+ months of skill, this happens during summer vacation when students don't use the skills learned at school. The Summer Bridge Program in Mathematics will help minimize students' loss of skills by giving them an instructor-led environment in which to review and practice skills learned or receive guided instruction on key topics covered in the grade they are entering. Presented as a "Visit to the Teacher's Desk," these classes are designed to help your child review key skills from the previous grade or be prepared for the new school year! Each course is taught by a dedicated instructor who has experience working with elementary school students. The courses are interactive; students will be able to ask and answer questions in real time. Each course consists of twelve (12) 50-minute sessions. The sessions are delivered in live-online format with a live instructor presenting each class session. In addition to the scheduled class sessions, students will have access to recorded versions of each class session which can be used to preview topics, replace sessions which the student is unable to attend, or review content from a different perspective. The Summer Bridge Program in Mathematics is open to any student seeking an engaging environment in which to explore fun, relevant math topics. Topics covered are listed within the description of each program to assist parents and students as they decide which program is best for them. As an example, Grade 3 will be particularly helpful for students who recently completed 3rd grade and want to minimize summer losses, or for those who are preparing for 3rd grade and want an introduction to the topics they will see in the coming year. Class sessions will be taught on a reading level matching the course title (e.g. Grade 3 instruction will be taught at a 3rd grade reading level).

Summer Bridge Math Live-Online

Whether called the summer setback or summer slide, the learning loss students experience in math over the summer can have significant impact on their performance in the upcoming school year. Frequently contributing to a loss of 2+ months of skill, this happens during summer vacation when students don't use the skills learned at school. The Summer Bridge Program in Mathematics will help minimize students' loss of skills by giving them an instructor-led environment in which to review and practice skills learned or receive guided instruction on key topics covered in the grade they are entering. Presented as a "Visit to the Teacher's Desk," these classes are designed to help your child review key skills from the previous grade or be prepared for the new school year! Each course is taught by a dedicated instructor who has experience working with elementary school students. The courses are interactive; students will be able to ask and answer questions in real time. Each course consists of twelve (12) 50-minute sessions. The sessions are delivered in live-online format with a live instructor presenting each class session. In addition to the scheduled class sessions, students will have access to recorded versions of each class session which can be used to preview topics, replace sessions which the student is unable to attend, or review content from a different perspective. The Summer Bridge Program in Mathematics is open to any student seeking an engaging environment in which to explore fun, relevant math topics. Topics covered are listed within the description of each program to assist parents and students as they decide which program is best for them. As an example, Grade 3 will be particularly helpful for students who recently completed 3rd grade and want to minimize summer losses, or for those who are preparing for 3rd grade and want an introduction to the topics they will see in the coming year. Class sessions will be taught on a reading level matching the course title (e.g. Grade 3 instruction will be taught at a 3rd grade reading level).



Grade 1

ETC Staff
 MTWTh | Jul 8-25 (meets 12x) | 2-2:50pm | \$299
 Online Delivery | 242YP1121

Grade 2

ETC Staff
 MTWTh | Jul 8-25 (meets 12x) | 1-1:50pm | \$299
 Online Delivery | 242YP1122

Grade 3

ETC Staff
 TTh | Jun 18-Aug 1 (meets 12x) | noon-12:50pm | \$299
 Online Delivery | 242YP1123A
 *Class does not meet: Jul 2 & 4

 MTWTh | Jul 8-25 (meets 12x) | 1-1:50pm | \$299
 Online Delivery | 242YP1123B

Grade 4

ETC Staff
 MW | Jun 10-Jul 29 (meets 12x) | 2-2:50pm | \$299
 Online Delivery | 242YP1124A
 *Class does not meet: Jun 19, Jul 1 & Jul 3

 MTWTh | Jul 8-25 (meets 12x) | noon-12:50pm | \$299
 Online Delivery | 242YP1124B

Grade 5

ETC Staff
 MW | Jun 10-Jul 29 (meets 12x) | 11-11:50am | \$299
 Online Delivery | 242YP1125B
 *Class does not meet: Jun 19, Jul 1 & Jul 3

 TTh | Jun 18-Aug 1 (meets 12x) | noon-12:50pm | \$299
 Online Delivery | 242YP1125A
 *Class does not meet: Jul 2 & 4

 MTWTh | Jul 8-25 (meets 12x) | 2-2:50pm | \$299
 Online Delivery | 242YP1125C

Grade 6

ETC Staff
 MW | Jun 10-Jul 29 (meets 12x) | noon-12:50pm | \$299
 Online Delivery | 242YP1126B
 *Class does not meet: Jun19, Jul 1 & Jul 3

 TTh | Jun 18-Aug 1 (meets 12x) | 3-3:50pm | \$299
 Online Delivery | 242YP1126A
 *Class does not meet: Jul 2 & 4

 MTWTh | Jul 8-25 (meets 12x) | 11-11:50am | \$299
 Online Delivery | 242YP1126C

Grade 7

ETC Staff
 MW | Jun 10-Jul 29 (meets 12x) | 3-3:50pm | \$299
 Online Delivery | 242YP1127B
 *Class does not meet: Jun 19, Jul 1 & Jul 3

 TTh | Jun 18-Aug 1 (meets 12x) | 2-2:50pm | \$299
 Online Delivery | 242YP1127A
 *Class does not meet: Jul 2 & 4

 MTWTh | Jul 8-25 (meets 12x) | 11-11:50am | \$299
 Online Delivery | 242YP1127C

Grade 8

ETC Staff
 MW | Jun 10-Jul 29 (meets 12x) | 1-1:50pm | \$299
 Online Delivery | 242YP1128B
 *Class does not meet: Jun 19, Jul 1 & 3

 TTh | Jun 18-Aug 1 (meets 12x) | 11-11:50AM | \$299
 Online Delivery | 242YP1128A
 *Class does not meet: Jul 2 & 4

 MTWTh | Jul 8-25 (meets 12x) | 3-3:50pm | \$299
 Online Delivery | 242YP1128C

Summer Bridge Math-Face to Face

Whether called the summer setback or summer slide, the learning loss students experience over the summer can have significant impact on their performance in the upcoming school year. Frequently contributing to a loss of 2+ months of skill, this happens during summer vacation when students don't use the skills learned at school. The Summer Bridge Program in Mathematics will help minimize students' loss of skills by giving them an instructor-led environment in which to review and practice skills learned or receive guided instruction on key topics covered in the grade they're entering. Presented as a "Visit to the Teacher's Desk", these classes are designed to help your child review key skills from the previous grade or be prepared for the new school year! Each course is taught by a dedicated instructor who has experience working with elementary school students. The courses are interactive—students will be able to ask and answer questions in real time. The class covers multiplication and division of decimals; number properties including factors and multiples; multiplication and division of fractions and mixed numbers; ratios, proportions, rates, and percents; integers and absolute value; the coordinate plane; expressions, equations and inequalities; exponents and scientific notation; areas of parallelograms and right triangles; volume and surface area of right rectangular prisms; and measures of central tendency.

Grade 6

ETC Staff
MTWTh | Jun 10-13 (meets 4x) | 9am-noon | \$299
UNLV MAB2 Room 158 | 242YP1126D

Grade 7

ETC Staff
MTWTh | Jun 24-27 (meets 4x) | 9am-noon | \$299
UNLV MAB2 Room 158 | 242YP1127D

Grade 8

ETC Staff
MTWTh | Jul 8-11 (meets 4x) | 9am-noon | \$299
UNLV MAB2 Room 158 | 242YP1128D

Test Preparation

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

GMAT® Live-Online 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 | May 15 | 6-7pm | No charge
Online Delivery | 241TL1110B

W | Aug 28 | 6-7pm | No charge
Online Delivery | 242TL1110A



GMAT® Focus 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. This program includes a course workbook, the official textbook from GMAC containing previously released test questions, and online support resources-access to an instructor-monitored question forum, online office hours, and recordings of class modules. Course materials are shipped directly to you.

ETC Staff

WM | Jun 5-26 (meets 6x) | 4-7pm | \$849

Online Delivery | 242TL1101A

*Class does not meet: Jun 19

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. This program includes a course workbook, the official textbook from GMAC containing previously released test questions, and online support resources-access to an instructor-monitored question forum, online office hours, and recordings of class modules. Course materials are shipped directly to you.

ETC Staff

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

Online Delivery | 241TL1101C

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 | May 29 | 6-7pm | No charge

Online Delivery | 241TL1112E

W | Jun 26 | 6-7pm | No charge

Online Delivery | 242TL1112A

W | Aug 28 | 6-7pm | No charge

Online Delivery | 242TL1112B

GRE® Live-Online Course

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

ETC Staff

WM | May 8-Jun 5 (meets 8x) | 4-7pm | \$799

Online Delivery | 241TL1100D

*Class does not meet: May 27

TTh | Jun 4-27 (meets 8x) | 4-7pm | \$799

Online Delivery | 242TL1100A

Su | Jul 7-Aug 25 (meets 8x) | noon-3pm | \$799

Online Delivery | 242TL1100B

LSAT® Live-Online 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 | Jun 5 | 6-7pm | No charge
Online Delivery | 242TL1114A

W | Aug 7 | 6-7pm | No charge
Online Delivery | 242TL1114B

LSAT Prep Course-Classroom

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

ETC Staff

WM | May 1-Jun 5 (meets 10x) | 6-9pm | \$899

UNLV MAB2 Room 139 | 241TL1105B

*Class does not meet: May 27

LSAT® Live-Online Course

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

ETC Staff

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

Online Delivery | 241TL1102E

College Application Test Preparations

ACT®/SAT® Live-Online 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 | May 22 | 6-7pm | No charge
Online Delivery | 241TL1123E

W | Jun 26 | 6-7pm | No charge
Online Delivery | 242TL1123A

W | Aug 28 | 6-7pm | No charge
Online Delivery | 242TL1123B

ACT® Live-Online Prep Course

The Live-Online Summer Institutes are intensive test-preparation programs that provide the tools you need to prepare for and succeed on the ACT®. Each course includes 20 hours of online instruction. Choose from a condensed one-week or two-week format or spread your preparation out over the entire summer. The Live-Online Summer Institutes are convenient for students seeking to develop essential test-taking tools during the summer, when many students have more time available for practice. Courses include in-depth review of the test content, strategies for improving their scores, and a comprehensive study plan. You will receive the official preparation guide including practice tests from ACT®, a course workbook, and access to our online resources—class recordings, pre-recorded class modules, an instructor-monitored question forum, and online office hours.

ETC Staff

MTWTh | Jun 3-6 (meets 4x) | 6-10am | \$499
Online Delivery | 242TL1121C

TTh | Jun 4-27 (meets 8x) | noon-2pm | \$499
Online Delivery | 242TL1121A

MTWTh | Jul 15-18 (meets 4x) | 10am-2pm | \$499
Online Delivery | 242TL1121B



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

TWThF | May 28-31 (meets 4x) | 9am-1pm | \$499
UNLV MAB2 Room 158 | 241TL1124B

MTWTh | Jul 15-18 (meets 4x) | 9am-1pm | \$499
UNLV MAB2 Room 139 | 242TL1124

SAT® Live-Online Prep Course

The SAT® Summer Institute is an intensive test prep program that provides students with the tools they need to prepare for and ace the SAT®. The condensed one-week format is a convenient way to develop essential test-taking tools. Receive in-depth review of the exam materials, insight into strategies for succeeding on standardized tests, and a comprehensive study plan.

ETC Staff

MTWTh | Jun 24-27 (meets 4x) | 10am-2pm | \$499
Online Delivery | 242TL1119A

MTWTh | Jul 15-25 (meets 8x) | noon-2pm | \$499
Online Delivery | 242TL1122

MTWTh | Jul 29-Aug 8 (meets 8x) | 7-9am | \$499
Online Delivery | 242TL1119B



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

ACT/SAT LIVE-ONLINE STRATEGY WORKSHOP

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

W | Jun 26 | 6-7pm | No charge | Online Delivery | 242TL1123A

W | Aug 28 | 6-7pm | No charge | Online Delivery | 242TL1123B

GMAT LIVE-ONLINE STRATEGY WORKSHOP

W | May 30 | 6-7pm | No charge | Online Delivery | 241TL1110B

W | Aug 28 | 6-7pm | No charge | Online Delivery | 242TL1110A

GRE LIVE-ONLINE STRATEGY WORKSHOP

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

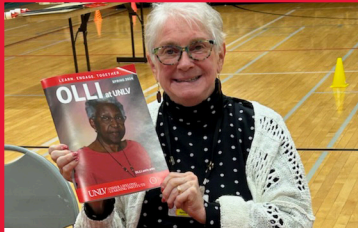
W | Jun 26 | 6-7pm | No charge | Online Delivery | 242TL1112A

W | Aug 28 | 6-7pm | No charge | Online Delivery | 242TL1112B

LSAT LIVE-ONLINE STRATEGY WORKSHOP

W | Jun 5 | 6-7pm | No charge | Online Delivery | 242TL1114A

W | Aug 7 | 6-7pm | No charge | Online Delivery | 242TL1114B






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.

Summer 2024 classes offered May 28 through July 19 in-person and online.

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Continuing Education: Information, Policies & Procedures

Registration Fees & Payment

Payment in full is due at the time of registration. For a list of payment options, see page 56 of this catalog or visit 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.

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.

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

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, 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.

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.

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 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 53 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 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.

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.

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

Disability Services

The university provides equal opportunity and treatment in employment, admissions, and all programs in an effort to avoid discrimination based on race, color, national origin, sex, and disability. Any student who feels they may need accommodations due to a disability, temporary injury, or academic adjustments due to a pregnancy is encouraged to contact the UNLV Disability Resource Center (DRC) online at unlv.edu/drc or by phone, 702-895-0866. Current DRC students should make an appointment to discuss their accommodations with their instructors. It is best to initiate this process at least two weeks prior to the start date of your class to ensure accommodations can be provided in a timely manner.

Student Privacy

In accordance with the University of Nevada, Las Vegas policy and the U.S. Family Education Rights and Privacy Act of 1974 (FERPA), UNLV vigorously protects the privacy of student education records. UNLV does not release private records of individual students, such as grades and class schedules, without prior written consent of the student. Visit unlv.edu/registrar/ferpa for more information.

Student Code of Conduct

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

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.

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, 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 for updates to this schedule.

Contact Us

For information and inquiries please contact us at 702-895-3394 or email continuing.education@unlv.edu.



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



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702-895-3394

Location Legend

UNLV Locations

MAB2 4350 S. Maryland Parkway



UNLV campus maps are available online at www.unlv.edu/maps. Classroom assignments are printed on your registration receipt.

Other Locations

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

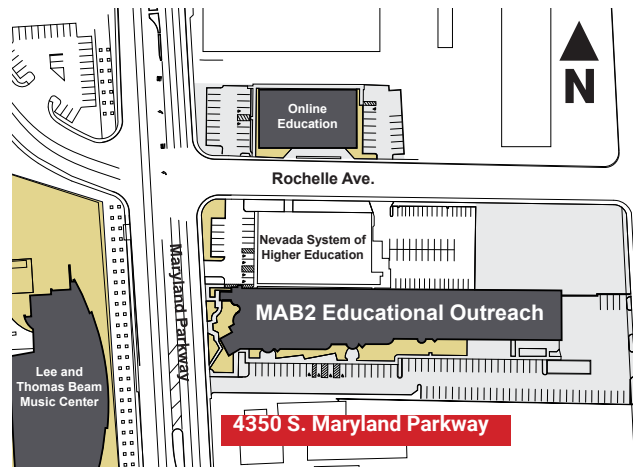
Las Vegas Golf Center 6730 S. Las Vegas Blvd., Las Vegas, NV 89119

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

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

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

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



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edoutreach.unlv.edu

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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



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

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Class Registration Options



ONLINE

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



PHONE

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



IN PERSON

Bring your registration form to
4350 S Maryland Parkway,
Las Vegas, NV 89119,
8am-5pm Monday-Friday.



MAIL

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



FAX

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

Registration Form

Have you taken a class with UNLV Continuing Education?

Yes No

Registrant's Name _____

Address (street, city, state, zip) _____

Email _____

Phone Number _____

Date of Birth _____

Course Information:

Course Information		

Payment Information:

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

Check—Please enclose check made payable to Board of Regents

Credit Card—Please charge my



Account No. _____ CVV _____

Exp. Date _____ Amount \$ _____

Cardholder's Name _____

Signature _____

By submitting this form you are indicating that you have read and agree to abide by all of the policies available online at ced.unlv.edu/registration-policies. This includes but is not limited to the policies outlined on pages 51-52 of this catalog as well as the following payment policies.

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

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



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