
EXTENDING CAMPUS TO THE COMMUNITY

OUTREACH

ced.unlv.edu

66 **NEW** Classes
for Fall! p. 8

NEW! Executive
Certificate in Business
Administration p. 10

Nonprofit Certificate
Now Partnering With
United Way p. 50

COURSE CATALOG
FALL 2018

UNLV

CONTINUING
EDUCATION

DIVISION OF EDUCATIONAL OUTREACH

Nicholle Pendergraft had her dream job. Now she has an even dreamier one.

UNLV | CONTINUING
EDUCATION
DIVISION OF EDUCATIONAL OUTREACH



“My (college) diploma is stored in a book somewhere. My framed paralegal certificate is proudly hanging on my wall.”

-Nicholle Pendergraft, 2017 UNLV Paralegal Graduate

Nicholle Pendergraft had a successful career as a makeup artist and hair stylist with some of the best shows to ever grace the Las Vegas Strip. It was a dream job, but with each new show in Las Vegas came the closure of the previous one. For a single mother, such job uncertainty was not optimal.

So Nicholle made the decision to go back to school and embark on a new career. Although she had earned a Bachelor of Arts twenty years prior, Nicholle was nervous to get back into the classroom. She overcame her fears, worked hard to get financial assistance, and finished UNLV's Paralegal program in 15 weeks.

Once her papers and exams were done, Nicholle kept in contact with all her classmates, networked with law firms, and worked to perfect her resume and interview skills. Through her perseverance, Clear Counsel Law Group offered her an entry level position as a receptionist. Within two weeks she was promoted to a new dream job as a litigation legal assistant.

Nicholle points to a key mantra from paralegal instructors Matthew Pfau and Zachariah Parry for her rising success: **“Arrive early, stay late, and work hard.”**

Learn more about Nicholle's success story and the Paralegal program at ced.unlv.edu/paralegal.

Earn Professional License Credentials

UNLV Continuing Education partners with state and national licensing and credentialing boards to help you meet licensing and renewal requirements. Whether you are a human resource

professional, registered nurse, licensed clinical social worker, attorney, judge, psychologist, or a marriage and family therapist, we have courses to keep your knowledge and skills fresh.

Human Resource Certification Institute (HRCI) pp. 35-38

Nevada Board of Examiners for Social Workers pp. 54-55

Nevada Board of Psychological Examiners pp. 54-55

Nevada Board of Examiners for Marriage and Family Therapists pp. 54-55

Nevada Real Estate Division p. 53

Society for Human Resource Management (SHRM) p. 39

Supreme Court of Nevada: Administrative Office of the Courts (AOC) p. 39



Grants, Loans & Tuition Assistance

UNLV Continuing Education works with a variety of resources to help our students afford career education.

Options Include:

Workforce Connections

MyCAA

Sallie Mae Smart Option Loan

Employer Tuition Assistance

Private Education Loans

Questions? Call 702-895-5099 or
Email continuing.education@unlv.edu
Web ced.unlv.edu/financial-assistance



facebook.com/unlvce



twitter.com/unlv_ce



The Continuing Education Catalog is published two times a year in July and November by the Division of Educational Outreach, University of Nevada, Las Vegas, 4505 S. Maryland Parkway, Box 451019, Las Vegas, Nevada 89154-1019. Postage paid at Las Vegas, Nevada.

POSTMASTER Send address changes to The Catalog, 4505 S. Maryland Parkway, Box 451019, Las Vegas, Nevada 89154-1019. continuingeducation.unlv.edu

Volume 41 • Number 1

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

STUDENTS WITH DISABILITIES If you have a documented disability that may require assistance, you will need to contact the Disability Resource Center to coordinate necessary academic accommodations. The Disability Resource Center is located in the Reynolds Student Services Complex in Room 143. The phone number is 702-895-0866. Web: unlv.edu/drc

Mission Statement: Serving the global community of learners through non-credit education to enhance personal growth and professional advancement.

Table of Contents

Aerospace & Defense...9

Protective Services Professional Certificate Program

Business Administration...10

Executive Certificate in Business Administration
Certificate in Business & People Management
Certificate in Business & the Economic Environment
Certificate in Business Logistics & Processes
Certificate in Financial & Business Performance

Cannabis Academy...13

Cannabis Classes

Design & Technology...13

Fashion Design Certificate Program
Print, Graphic & Web Design

Emergency Preparedness...17

Community Preparedness

English as a Second Language (ESL) & Accent Reduction...18

Accent Reduction
English as a Second Language (ESL)

Financial Planning...21

Financial Planning

Fine Arts, Photography & Video Production...21

Drawing & Painting
Photography & Video Production
Sculpture & Woodworking

Fitness & Wellness...27

Dance
NASM Certification Preparation Programs
Sports
Wellness

Food & Beverage...30

Cooking & Baking
Sommelier Academy Certificate Program
Wine & Beverage Classes

Foreign Languages...32

Foreign Languages

Health Care & Allied Professions...33

Certified Nursing Assistant
Medical Assistant Certificate Program
Medication Management Training
Personal Care Aide Certificate Program



Table of Contents

Human Resources...35

Human Resource Management Certificate Programs
PHR/SPHR Certification Preparation

Interpretation & Translation...39

Legal Interpretation: Spanish Certificate Program
Medical Interpretation: Spanish Certificate Program

Leadership...42

Organizational Leadership Certificate Program

Legal Studies...43

Legal Classes
Paralegal Certificate Program

Marketing & Communications...44

Communications Classes
Marketing Classes

Mediation...45

Mediation Certificate Program

Microsoft Office & Personal Computing...46

Microsoft Office

Music & Performing Arts...47

Acting & Comedy
Music

Nonprofit Management...49

Grant Academy Certificate Program
Nonprofit Management Certificate Program

Parenting & Families...53

Parenting

Real Estate...53

Community Association Management
Precertification Program

Small Business & Entrepreneurship...54

Entrepreneurship Classes

Social Work...54

Social Work CEU Courses

Test Preparation & Learning Enrichment...56

Institute of Reading Development
GMAT
GRE
LSAT



Professional Development Certificate Programs



Aerospace & Defense

Protective Services Professional p. 9

Business Administration

Executive Certificate in Business Administration p. 10

Certificate in Business & People Management p. 10

Certificate in Business & the Economic Environment p. 11

Certificate in Business Logistics & Processes p. 11

Certificate in Financial & Business Performance p. 11

Design & Technology

Fashion Design p. 13

Print & Graphic Design p. 15

Web Design p. 15

Fitness & Wellness

NASM Personal Fitness Trainer p. 28

NASM Fitness Nutrition Specialist p. 28

Food & Beverage

Vine to Wine p.30

Health Care & Allied Professions

Certified Nursing Assistant p. 33

Medical Assistant p. 34

Personal Care Aide p. 35

Human Resources

Human Resource Management p. 35

PHR/SPHR Preparation p. 38

Interpretation & Translation

Legal Interpretation: Spanish p. 39

Medical Interpretation: Spanish p. 40

Leadership

Organizational Leadership p. 42

Legal Studies

Paralegal p. 43

Mediation

Mediation p. 45

Nonprofit Management

Grant Academy p. 49

Nonprofit Management p. 50

Certificate Program Policy Change: Certificate Program Application



Multi-Course Programs:

Students interested in pursuing a Certificate Program with multiple core courses and/or elective requirements (e.g. Print & Graphic Design Certificate Programs) must register for a certificate application course to state their intention on pursuing that certificate. Students who have taken courses in the past as well as new students taking a course in a multi-course certificate program for the first time must register for the certificate application course in order to receive a certificate of completion. Please refer to the “Program Requirements” section in each certificate program’s description to determine the course number of the applicable certificate application course.

For the Medical Interpretation and Legal Interpretation Certificate Programs, students will be entered by the department staff into the certificate application course once prerequisites have been satisfied.

For more information on prerequisite requirements visit:

Medical Interpretation: ced.unlv.edu/medical-interpretation

Legal Interpretation: ced.unlv.edu/legal-interpretation

Single Course Programs:

Students interested in pursuing a certificate program where the entire curriculum of the program is a one class certificate program (e.g. Paralegal Certificate Program) do not need to register for a separate certificate application course to state their intention on pursuing that certificate. Students only need to register for the actual course in each of these certificate programs.

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.

GENERAL INFORMATION SESSION

If you are not certain which program may be right for you, or if there is no information session scheduled specifically for the program in which you are interested, please attend one of our general information sessions. General information sessions will cover Graphic/Print Design, Web Design, NASM, Nonprofit Management, Organizational Leadership, and Protective Services. Special emphasis will be on options for funding your career transition or advancement. Dates for general information sessions are available online. Go to ced.unlv.edu/cat2018 and search "Information Session."

COMMUNITY MANAGER PREPARATION COURSE INFORMATION SESSION

T | Aug 7 | noon-1pm | 182RP1101A
T | Aug 7 | 5:30-6:30pm | 182RP1101C
T | Aug 21 | 5:30-6:30pm | 182RP1101B

FASHION DESIGN CERTIFICATE PROGRAM INFORMATION SESSION

W | Sep 5 | 5-6pm | 183FD2100

GRANT ACADEMY INFORMATION SESSION

T | Aug 28 | 6-7pm | 183GR1150

HUMAN RESOURCE MANAGEMENT CERTIFICATE PROGRAM INFORMATION SESSION

Th | Aug 16 | 5-6pm | 182CP6155B

LEGAL INTERPRETING: SPANISH CERTIFICATE PROGRAM INFORMATION

M | Sep 10 | 5:30-6:30pm | 183LA1129

MEDICAL ASSISTANT CERTIFICATE PROGRAM INFORMATION SESSION

T | Nov 13 | 5:15-6pm | 183ME6102A
T | Dec 11 | 5:15-6pm | 183ME6102B

LEGAL INTERPRETATION: SPANISH CERTIFICATE PROGRAM INFORMATION SESSION

M | Sep 10 | 5:30-6:30pm | 183LA1129

MEDICAL INTERPRETATION: SPANISH CERTIFICATE PROGRAM INFORMATION SESSION

T | Aug 28 | 6-7pm | 182LA1170

PARALEGAL CERTIFICATE INFORMATION SESSION

W | Sep 5 | noon-1pm | 183PL6128A
Th | Sep 6 | 5:30-6:30pm | 183PL6128B
M | Sep 10 | noon-1pm | 183PL6128C
T | Sep 11 | 5:30-6:30pm | 183PL6128D
M | Sep 24 | noon-1pm | 183PL6128E
Th | Sep 27 | 5:30-6:30pm | 183PL6128F
Online program video: <https://goo.gl/XXJ9pp>

PHR/SPHR INFORMATION SESSION

Th | Aug 16 | 6-7pm | 182CP6118

SOMMELIER ACADEMY INFORMATION SESSION

T | Aug 14 | noon-1pm | 182WS6101
Online program video: <https://goo.gl/vwZgt2>

GRANTS, LOANS & TUITION ASSISTANCE

Continuing Education is often asked about options for funding professional development. Some of the most commonly applied funding mechanisms used by our students are as follows:

SELF-PAY

Payment in full is due at the time of registration. Registration payments can be made over the phone, online, in person, or through the mail (see p. 61). It is recommended students register two weeks prior to the course start date.

WORKFORCE CONNECTIONS WORKFORCE INNOVATION OPPORTUNITY ACT (WIOA) FUNDING

Workforce Connections is Southern Nevada's local workforce development board. They assist adult and dislocated workers, returning citizens, and youth with training and workforce placement. Workforce Connections service providers coordinate funding for programs approved on the Eligible Training Provider List. UNLV CE's current approved WIOA-funded courses are:

- Medical Assistant Certificate Program
- Paralegal Certificate Program
- Personal Care Aide Certificate Program

Visit any service provider to complete an application. Service provider locations, telephone numbers, and websites can be found at www.nvworkforceconnections.org. The best way to seek funding is to call or visit a service provider location to determine your eligibility. This process can take 4-6 weeks so start early. If you are eligible for this funding, the funding forms will be processed and register you for the course(s), so self-registration is not required.

SALLIE MAE LOAN FUNDING

Sallie Mae is a private loan company that allows students to take out a loan to pay for courses. This loan allows students to make payments over time instead of paying tuition all at once. Students must qualify for the loan and work directly with Sallie Mae on the approval process. It is best to initiate this process at least two weeks prior to the start date of the class to ensure your loan is approved and payment is received for your course/program. Minimum loan amount is \$1000. Students can request additional funding to pay for books or supplies, but that additional funding will be disbursed to UNLV then reimbursed back to the student. Visit www.salliemae.com.

MyCAA

The My Career Advancement Account Scholarship provides up to \$4,000 of tuition assistance to eligible military spouses. The scholarship assists military spouses in pursuing licenses, certificates, certifications or associates degrees necessary to gain employment in high-demand, high-growth portable career fields and occupations. Spouses can visit the MyCAA spouse portal online at aiportal.acc.af.mil/mycaa to determine eligibility and begin the process. Call a MyCAA career coach at 800-342-9647 for assistance. Coaches are available Monday through Friday 7 a.m. to 10 p.m. EST, Saturday 10 a.m. to 5 p.m. EST.

EMPLOYER TUITION ASSISTANCE

Employers are able to pay for their employees to take courses through an invoicing process. Please contact Client and Division Services at 702-895-3394 during normal business hours to set up the invoicing process. Please register your employees at least two weeks prior to the course start to ensure all paperwork is processed prior to the course start date.



NEW

NEW CLASSES FOR FALL 2018

UNLV Continuing Education is committed to your learning needs and our class offerings are always evolving. Check out the **NEW** classes in this catalog below, or visit ced.unlv.edu/new for updates!

Business Administration

Accounting
Change & Transformation
Conflict Resolution
Corporate Finance
Leadership
Managing People
The Market Process
Strategy

Cannabis Academy

Cannabis Professional/Budtender Certification

Design & Technology: Fashion Design

Heirloom Sewing Techniques
Interior Design: Creative Home Decorating

Emergency Preparedness

Bleeding Control

English As A Second Language & Accent Reduction

English As A Second Language (ESL) Advanced High
Effective Speaking For International Professionals

Financial Planning

Social Security & Retirement
Understanding Financial Markets

Fine Arts, Photography & Video Production

Architectural Photography
Digital Photography Editing
Film Photography
Glass Fusion Experience: Dichroic Pendant
Glass Fusion Experience: Freestanding Glass Sculpture
Glass Fusion Experience: Holiday Platter
Introduction to Composition & Color
Introduction to Landscape Photography
Videography I: The Essentials

Fitness & Wellness

Ballet I
Fundamentals of Coaching
Hip Hop I
Jazz Dance I
Modern Dance I
Sex, Dance, & Entertainment

Sports Officiating
Survey of African American Dance
Tap Dance I

Food & Beverage

Not Your Classic Macaroni & Cheese
Wine Bootcamp

Foreign Languages

Advanced Conversational French

Health Care & Allied Professions

Certified Nursing Assistant (CNA) Training Program
Medication Management Training

Human Resources

Becoming A Strategic Leader
Organizational Change Management
Organizational Design: Aligning Structure, Jobs & Skills
Total Rewards Management
Talent Management

Leadership

The Language of Leadership
Personal Leadership Development

Nonprofit Management

Business & Infrastructure of Fundraising
Governance, Legal Compliance & Public Disclosure
Introduction to Gift Planning
Managing Stress & Trauma in Nonprofit Organizations
Nonprofit Program Management & Assessment
Telling the Stories That Make Donors Give

Test Preparation

GMAT
GRE
LSAT

Look for these programs in 2019

Business Logistics & Processes
Business & the Economic Environment
Coding Bootcamp
Project Management
Unmanned Aircraft Systems

ced.unlv.edu/new

Aerospace & Defense

PROTECTIVE SERVICES PROFESSIONAL CERTIFICATE PROGRAM

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

PROGRAM REQUIREMENTS:

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

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

PROTECTIVE SERVICES PROFESSIONAL CERTIFICATE

Train in the essential elements of personal security and protective driving operations, focusing on the standards and protocols associated with providing high level, low profile protective services. Master the skills needed by the protective services operator: walking formations, business ethics, vehicle and motorcade operations, principal cover and control techniques, legal issues and use of force, risk assessments and threat analysis, surveillance detection, as well as venue and site security. These skills are taught, practiced, and used for a final exam exercise detail in and around the Las Vegas metropolitan area. The PSPC program consists of two modules: Protective Driving Operations Course (PDOC), which is three days, and Protection Agent Development (PAD), which is four days. Successfully completing all seven days combined earns graduates the Protective Services Professional Certificate.

Prerequisite: Students must be approved for enrollment based on their background, training, and education qualifications, occupation, and/or security industry affiliation. All applicants must contact Stefanie Hughes at PFC Training to provide information and request course admission. Stefanie@PFCgoc.com or 702-647-1126 (PFC Training office)

Steve Krystek

PDOC & PAD Package

F-Th | Oct 5-11 (meets 7x) | \$2,850

Off site | 183SD3143 | 7 CEUs

Training times for each day will be provided upon registration

Protective Driving Operations Course (PDOC) module only

FSaSu | Oct 5-7 (meets 3x) | \$1,950

9am-5pm each day

Protective Agent Development (PAD) module only

MTWTh | Oct 8-11 (meets 4x) | \$1,215

8am start each day; varied end times



Register online at ced.unlv.edu/cat2018

Business Administration

EXECUTIVE CERTIFICATE IN BUSINESS ADMINISTRATION

The Executive Certificate in Business Administration offered in partnership with UNLV's Lee Business School is designed to introduce practicing managers, business owners, and professionals to the most important concepts, tools, and techniques taught in today's business schools. Boost your productivity, confidence, and effectiveness when managing yourself, others, and your business. The four certificates leading to the Executive Certificate in Business Administration prepare you to flex with evolutions in business by teaching you how to step back and assess staffing, business processes, economic trends, and financial opportunity.

PROGRAM REQUIREMENTS:

To earn the Executive Certificate in Business Administration, participants will be required to complete four business certificates.

CERTIFICATES:

- Business & People Management
- Business Logistics & Processes
- Business & the Economic Environment
- Financial & Business Performance

CERTIFICATE IN BUSINESS & PEOPLE MANAGEMENT

This certificate will provide you with the most up-to-date information about managing and leading people. Participants will learn principles of people management and how to apply them to their business or team. Specific topics include managing conflict, leading through change, and methods for conflict resolution. Completing this certificate will provide you with tools and techniques you can immediately apply to your work place.

PROGRAM REQUIREMENTS:

To earn the Certificate in Business & People Management you must successfully complete four required core courses.

CORE COURSES:

- Leadership
- Managing People
- Conflict Resolution
- Change & Transformation

New! CERTIFICATE IN BUSINESS & PEOPLE MANAGEMENT BUNDLE

Register for all four classes required for the Certificate in Business and People Management and receive the discounted price of \$1299. These courses will provide you with the most up-to-date information about managing and leading people. Participants will learn principles of people management and how to apply them to their business or team. Specific topics include leadership, managing conflict, leading through change, and methods for conflict resolution. These courses will provide you with tools and techniques you can immediately apply to your work place. These are hybrid classes. Access to the online component is available two weeks prior to the in-person meeting dates. You should anticipate spending two hours per class in online preparation before the in-person meet dates, plus two hours per class for online follow up. Please note your registration may not be cancelled once you have accessed online content.

Lee Business School

TW | Online Access: Aug 28-Sep 26 | In Person: Sep 11 & 12
8am-5pm | \$1,299 | Online + In Person WRI Room C302
183BDBUNDA | 1.6 CEUs

New! CHANGE & TRANSFORMATION

Change in organizations is unavoidable. We can allow it to happen to us, or we can embrace it. Successful organizations make innovation and evaluation a consistent part of their culture. Because change is a process, it can be managed through effective leadership. This course provides insights into change management theory and application. This is a hybrid class. Access to the online component is available two weeks prior to the in-person meet date. You should anticipate spending two hours in online preparation before the in-person meet date, plus two additional hours for online follow up post class. Please note your registration may not be cancelled once you have accessed online content.

Lee Business School

W | Online Access: Aug 29-Sep 26 | In Person: Sep 12 | 1-5pm
\$400 | Online + In Person WRI Room C302 | 183BD1113 | 0.4 CEU

New! CONFLICT RESOLUTION

Leaders often spend a significant amount of their time dealing with conflict and its consequences. People deal with conflict in various ways, but the most effective conflict management tool, at least potentially, is to negotiate. This course will enhance your ability to negotiate deals, settle disputes, and make team-based decisions. This is a hybrid class. Access to the online component is available two weeks prior to the in-person meet date. You should anticipate spending two hours in online preparation before the in-person meet date, plus two additional hours for online follow up post class. Please note your registration may not be cancelled once you have accessed online content.

Lee Business School

W | Online Access: Aug 29-Sep 26 | In Person: Sep 12 | 8am-noon
\$400 | Online + In-Person at WRI Room C302 | 183BD1112 | 0.4 CEU



New! LEADERSHIP

In today's business environment, marked by rapid change and hyper-competition, effective leadership often makes the difference between success and failure. Examine the different roles and characteristics of a leader, as well as the impact of leadership on an organization. Also assess your own leadership skills and identify ways to develop your personal style. This is a hybrid class. Access to the online component is available two weeks prior to the in-person meet date. You should anticipate spending two hours in online preparation before the in-person meet date, plus two additional hours for online follow up post class. Please note your registration may not be cancelled once you have accessed online content.

Lee Business School

T | Online Access: Aug 28-Sep 25 | In Person: Sep 11 | 8am-12M
\$400 | Online + In Person WRI Room C302 | 183BD1110 | 0.4 CEU

New! MANAGING PEOPLE

The essence of an organization is its workforce; employees must effectively work together to produce positive outcomes. This course provides an overview of organizational behavior and the various methods of managing individuals, teams, and organizations to elicit consistent, high levels of performance. This is a hybrid class. Access to the online component is available two weeks prior to the in-person meet date. You should anticipate spending two hours in online preparation before the in-person meet date, plus two additional hours for online follow up post class. Please note your registration may not be cancelled once you have accessed online content.

Lee Business School

T | Online Access: Aug 28-Sep 25 | In Person: Sep 11 | 1-5pm | \$400
Online + In Person WRI Room C302 | 183BD1111 | 0.4 CEU

CERTIFICATE IN BUSINESS & THE ECONOMIC ENVIRONMENT

COMING SPRING 2019

This certificate explores the challenges and opportunities in the current economic, legal, and international business environments. Specific topics include understanding how economic conditions impact business operations in a global economy, identifying common legal pitfalls, and the challenges and opportunities of global operations. Gain a better understanding of how your business fits into the larger economic picture.

CERTIFICATE IN BUSINESS LOGISTICS & PROCESSES

COMING SPRING 2019

This certificate covers key concepts in managing the core systems and processes in your business. Specific topics include handling budgeting and reporting, consumer behavior and marketing, the supply chain, and information systems. Strengthen your understanding of these key concepts through specific examples of how to apply them within your work environment.

CERTIFICATE IN FINANCIAL & BUSINESS PERFORMANCE

This certificate will provide tools and techniques for measuring and improving the performance of your business. Specific topics include developing an appreciation of the market process, crafting a focused business strategy, understanding how to evaluate your company's financial position, and using principles of accounting to quantify the performance of your business and drive decision making.

PROGRAM REQUIREMENTS:

To earn the Certificate in Financial & Business Performance you must successfully complete four required core courses.

CORE COURSES:

- The Market Process
- Strategy
- Corporate Finance
- Accounting

New! CERTIFICATE IN FINANCIAL & BUSINESS PERFORMANCE BUNDLE

Register for all four courses required for the Certificate in Financial and Business Performance and receive the discounted price of \$1299. These courses will provide tools and techniques for measuring and improving the performance of your business. Specific topics include developing an appreciation of the market process, crafting a focused business strategy, understanding how to evaluate your company's financial position, and using principles of accounting to quantify the performance of your business and drive decision making. These are hybrid classes. Access to the online component is available two weeks prior to the in-person meet dates. You should anticipate spending two hours per class in online preparation before the in-person meet dates, plus two hours per class for online follow up. Please note your registration may not be cancelled once you have accessed online content.

Lee Business School

TW | Online Access: Sep 25-Oct 24 | In Person: Oct 9 & 10 | 8am-5pm
\$1,299 | Online + In Person WRI Room C302 | 183BDBUNDB | 1.6 CEUs

New! ACCOUNTING

Accounting measures the activities of a business by the dollars it receives and spends. This class provides a comprehensive picture of how managers, owners, and other stakeholders use accounting information to make decisions. This is a hybrid class. Access to the online component is available two weeks prior to the in-person meet date. You should anticipate spending two hours in online preparation before the in-person meet date, plus two additional hours for online follow up post class. Please note your registration may not be cancelled once you have accessed online content.

Lee Business School

W | Online Access: Sep 26-Oct 24 | In Person: Oct. 10 | 1-5pm | \$400
Online + In Person WRI Room C302 | 183BD1117 | 0.4 CEU

New! CORPORATE FINANCE

Discuss how managers and investors evaluate projects and investments in order to determine whether an investment should be undertaken. Specifically, examine the methods and process of capital budgeting, the cost of raising capital, risk and return, and how to value future cash flows. This is a hybrid class. Access to the online component is available two weeks prior to the in-person meet date. You should anticipate spending two hours in online preparation before the in-person meet date, plus two additional hours for online follow up post class. Please note your registration may not be cancelled once you have accessed online content.

Lee Business School

W | Online Access: Sep 26-Oct 24 | In Person: Oct. 10 | 8am-noon | \$400
Online + In Person WRI Room C302 | 183BD1116 | 0.4 CEU

New! STRATEGY

Strategy is about undertaking a series of actions to achieve long term objectives, ultimately leading to competitive advantage. The course will provide understanding of the conceptual and theoretical base of strategic management and examine how the formulation and implementation of strategy can enable an organization to achieve competitive advantage. This is a hybrid class. Access to the online component is available two weeks prior to the in-person meet date. You should anticipate spending two hours in online preparation before the in-person meet date, plus two additional hours for online follow up post class. Please note your registration may not be cancelled once you have accessed online content.

Lee Business School

T | Online Access: Sep 25-Oct 23 | In Person: Oct 9 | 1-5pm | \$400
Online + In Person WRI Room C302 | 183BD1115 | 0.4 CEU

New! THE MARKET PROCESS

Gain an appreciation of the basic operations of the market economy, including supply and demand, pricing strategies, cost drivers, competition, monopoly, and the function of entrepreneurs in society. This is a hybrid class. Access to the online component is available two weeks prior to the in-person meet date. You should anticipate spending two hours in online preparation before the in-person meet date, plus two additional hours for online follow up post class. Please note your registration may not be cancelled once you have accessed online content.

Lee Business School

T | Online Access: Sep 25-Oct 23 | In Person: Oct 9 | 8am-noon | \$400
Online + In Person WRI Room C302 | 183BD1114 | 0.4 CEU

UNLV | CANNON
SURVEY CENTER
DIVISION OF EDUCATIONAL OUTREACH

Make the Cannon Survey Center Part of Your Research Team

Let data drive the decision making in your business. When you partner with Cannon Survey Center to collect and analyze feedback from your customers, you can make informed decisions to improve your customer experience and your bottom line. Surveys can be conducted online, via landline or cellphone, face-to-face in the field, or by mail. Bilingual staff can provide survey administration in Spanish.

Contact Us:

Phone: 702-895-5731

Email: bridget.kelly@unlv.edu

Web: surveys.unlv.edu



Cannabis Academy

CANNABIS CLASSES

Legal cannabis is a quickly growing industry with incredible opportunities for employees, entrepreneurs, and investors. It is also an increasingly competitive market for potential employees. Whether you seek a position in retail or simply seek a strong foundation to prepare you to work within the industry in an ancillary way, online courses offered in conjunction with The Academy of Cannabis Science will broaden and certify your knowledge.

New! CANNABIS PROFESSIONAL/BUDTENDER CERTIFICATION

Prepare to work with cannabis as a budtender, manager, or one of the many other positions within the retail space. Discuss history and folklore of this plant, its anatomy, cannabinoid science, customer service in 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 and end time. You will receive your online access within three business days after registration. Live question and answer sessions will be available and scheduled.

Prerequisite: Students need to be at least 21 years old. Students will need access to a computer and internet and must understand how to navigate a learning management system.

Trey Reckling

Sep 4-20 | \$99

Online Delivery | 183CH1100A | 0.4 CEU

Sep 24-Oct 19 | \$99

Online Delivery | 183CH1100B | 0.4 CEU

Oct 22-Nov 16 | \$99

Online Delivery | 183CH1100C | 0.4 CEU

Nov 19-Dec 21 | \$99

Online Delivery | 183CH1100D | 0.4 CEU

Design & Technology: Fashion Design

FASHION DESIGN CERTIFICATE PROGRAM

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 register for the certificate application course 183FD9999 and successfully complete five core courses plus an additional 7.2 CEUs of elective courses.

CORE COURSES:

- Basic Sewing
- 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 DESIGN CERTIFICATE PROGRAM INFORMATION SESSION

Attend a free information session before you enroll in the Fashion Design Program. Session will cover program details, job opportunities, financial assistance, and help you decide whether this program is the right choice for you.

Staff

W | Sep 5 | 5-6pm | No charge

PAR Room 301 | 183FD2100

BASIC SEWING

Learn basic garment construction, pattern reading, and enhancement. Instruction will include how to take proper body measurements, how to read and use master patterns, how to alter garments for a perfect fit, and how to properly select fabrics, threads and notions. You will learn to operate a sewing machine and be introduced to the serger machine. Project: Design and construct top, pants, and skirt.

Jane Ross

SaSu | Sep 8-23 (meets 6x) | 10am-3:25pm | \$429

PAR Room 401 | 183FD2102 | 3.2 CEUs

Register online at ced.unlv.edu/cat2018

DRESSMAKER STUDIO

Achieve a unique look and perfectly tailored fit for women's clothing by working from a custom pattern. Designers will take a hands-on approach to high-end style and more advanced sewing technique by taking their project from inspiration all the way to a fabulous one-of-a-kind fitted garment. Learn about seams, darts, pleats, grading, lining, interfacings, stiffening, buttonholes, fibers, and fabrics; each will affect how your finished garment fits and drapes. Projects: Design and draft a custom-fitted dressmaker's pattern. Use your pattern to create a fashionable tailored garment.

Prerequisite: Must have previous sewing/machine skills.

Gretchen Marshall

SaSu | Nov 10-Dec 2 (meets 6x) | 10am-3:25pm | \$359

PAR Room 401 | 183FD2161 | 3.2 CEUs

*Class does not meet: Nov 24 & 25

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.

GiGi Pontejos-Morris

MT | Nov 19-Dec 11 (meets 8x) | 5:30-9pm | \$359

PAR Room 401 | 183FD2101 | 3.2 CEUs

FASHION FEST STUDENT EVENT

Network with fellow fashion design students and present your latest projects. This student-run fashion show is planned and managed by students from the Fashion Showcase class as their final project. Designers from all classes are invited to take part and show their designs.

NAFD

T | Dec 11 | 6-9pm | No charge

PAR Room 512 | 183FD2125

FASHION ILLUSTRATION & DESIGN

Transfer your designs and clothing lines from your imagination onto paper through the art of fashion illustration and design. You will develop or enhance your drawing skills and better understand how to take your work from design concept to creation. Instruction includes fashion design principles, sketching the human body, proportions, colors, fabrics, seasonal elements, collages, and creation of a designer's fashion portfolio. Projects: Illustrations, figure board, and flats for inclusion in your design portfolio. Required Textbook(s): *Fashion Sketchbook* (ISBN: 9781609012281)

Gretchen Marshall

TW | Sep 25-Oct 17 (meets 8x) | 5:30-9:30pm | \$359

PAR Room 401 | 183FD2142 | 3.2 CEUs

New! HEIRLOOM SEWING TECHNIQUES

Discover the secrets to creating those exquisite lace embellishments and intricate tucks fashion designers incorporate into their garments. Heirloom sewing is a collection of late 20th century needlework techniques that imitate French hand sewing using a sewing machine and manufactured trims. With the resurgence of lace in fashion these techniques are a must for fashion designers. This course will cover the basics: joining laces and trims; lace shaping; pintucks; shark's teeth; cathedral windows; gimp work; plus other specialty techniques by machine. Build your knowledge of fabrics and laces suitable for heirloom sewing and identify ways to use these specialty techniques in fashion design. Projects: Complete technique workbook. Sew a camisole, simple nightgown, or design of your choice incorporating heirloom techniques.

Prerequisite: Must have previous sewing/machine skills.

Jane Ross

SaSu | Oct 20-Nov 3 (meets 5x) | 10am-2:55pm | \$289

PAR Room 401 | 183FD2156 | 2.4 CEUs

New! INTERIOR DESIGN: CREATIVE HOME DECORATING

Design the perfect room for your taste and lifestyle by applying basic home decorating techniques. This class will cover the elements of interior design—color, shape, and texture—and the principles of design—balance, harmony, and rhythm. You will gain confidence in developing your own personal decorating style and be ready to move forward with decorating your own living space. Discuss available window treatment options and understand how to add just the right home accessories. Learn about wall and ceiling treatments and how to pair with the right flooring selections. Projects: Design your own floor plan, design sketch, and project board using the key elements and principles of home decorating.

GiGi Pontejos-Morris

MT | Oct 29-Nov 13 (meets 6x) | 5:30-9:30pm | \$289

PAR Room 401 | 183FD2210 | 2.4 CEUs

PATTERNMAKING: INTRODUCTION

Develop skills for drafting flat pattern slopers through standard or individual measurements. Using graph drafting paper, you will draft a bodice, sleeve, pant, and skirt. You will learn how to take proper body measurements, determine alterations/grading for fitted patterns, and construct muslin patterns/samples utilizing dress forms and sewing/serger machines.

Prerequisite: Must have previous sewing/machine skills.

Gretchen Marshall

SaSu | Sep 29-Oct 14 (meets 6x) | 10am-3:25pm | \$389

PAR Room 401 | 183FD2105 | 3.2 CEUs

Design & Technology: Print, Graphic & Web Design

PRINT & GRAPHIC DESIGN CERTIFICATE PROGRAMS

Build proficiency in the core design software tools used in the commercial printing and graphic design industry. Print Design Certificate candidates study the essential concepts of print design and the Adobe applications designers use to complete their projects. Graphic Design Certificate candidates expand their Adobe design skills and learn additional design theory and print communication concepts and techniques. The Graphic Design Certificate is suitable if you are crossing disciplines, such as web design to print and graphic design, or if you are responsible for marketing and designing materials in your current employment but have no formal training and experience in graphic design. Courses may be taken individually to expand your skill set.

Labs are equipped with Windows PC and Mac computers (Adobe courses). Required software programs are provided in computer labs during instructional times. You need access to the software, if applicable, at home or work to complete exercises, assignments, and projects.

PREREQUISITES:

You must have a working knowledge of computer basics including navigating, creating, editing, and saving files and folders.

PRINT DESIGN CERTIFICATE PROGRAM REQUIREMENTS:

To earn the Print Design Certificate you must register in the certificate application course 183WM9999B and successfully complete four core courses.

CORE COURSES:

- Adobe Illustrator Level I
- Adobe InDesign Level I
- Adobe Photoshop Level 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 register in the certificate application course 183WM9999C and successfully complete six core courses plus an additional 0.6 CEUs of elective courses.

- Adobe Illustrator Level I
- Adobe Illustrator Level II
- Adobe InDesign Level I
- Adobe Photoshop Level I

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

ELECTIVE COURSE OPTIONS:

- Introduction to Composition and Color, p. 21
- Cascading Style Sheets
- Introduction to Content Management Systems
- HTML Level I

WEB DESIGN CERTIFICATE PROGRAM

Prepare for career opportunities in web design and development. All certificate candidates will build a strong foundation with core classes in web and graphic design technologies. Next, focus your skills with electives to suit your career interests. Complete and present a comprehensive interactive media project in a final capstone class. Courses may also be taken individually to expand your skill set.

Our labs are equipped with Windows PC and Mac computers (Adobe courses). Although we provide the required software programs in our computer labs during instructional times, you also need access to the software, if applicable, at home or at work to complete exercises, assignments, and projects.

PROGRAM REQUIREMENTS:

To earn the Web Design Certificate you must register for the certificate application course 183WM9999A and successfully complete seven core courses plus an additional 3.6 CEUs of elective courses.

CORE COURSES:

- HTML Level I
- HTML Level II
- Introduction to Integrated Development Environments
- Javascript
- Adobe Photoshop Level I
- Introduction to Content Management Systems
- Program Final: Putting It All Together (Must be the last course taken)

ELECTIVE COURSE OPTIONS:

- Adobe Illustrator Level I
- Adobe Illustrator Level II
- Adobe InDesign Level I
- Adobe Photoshop Level II
- Cascading Style Sheets
- Search Engine Optimization & Online Marketing
- Introduction to Google Adwords
- WordPress Level I
- The Business of Freelance Work

ADOBE INDESIGN LEVEL 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. Required Textbook(s): *Adobe InDesign, Illustrator & Photoshop CS6: The Portfolio Series* (ISBN: 9781936201198)

Jessica Kennedy

Th | Oct 25-Dec 6 (meets 6x) | 6-9pm | \$309

PAR Room 125 | 183WM8106 | 1.6 CEUs

*Class does not meet: Nov 22

ADOBE ILLUSTRATOR LEVEL 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 color in Illustrator. Illustrator is a designer's go-to tool for illustrations, logos, business cards, signs, ads, and much more. Required Textbook(s): *Adobe InDesign, Illustrator & Photoshop CS6: The Portfolio Series* (ISBN: 9781936201198)

Jessica Kennedy

Th | Sep 6-Oct 11 (meets 6x) | 5:30-8:30pm | \$309

PAR Room 125 | 183WM8121 | 1.6 CEUs

ADOBE PHOTOSHOP LEVEL 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. Required Textbook(s): *Adobe Photoshop CC Classroom in a Book* (ISBN: 9780321928078)

Rakitha Perera

T | Sep 4-Oct 9 (meets 6x) | 6-9pm | \$309

PAR Room 125 | 183WM8122 | 1.6 CEUs

ADOBE PHOTOSHOP LEVEL II

Harness the more powerful elements of Adobe Photoshop to elevate the quality of your photographic and graphic design projects. This course targets intermediate users who wish to broaden their skills and get updates on the latest available features. Explore advanced layer functions and compositing, advanced retouching and masking, and prepare files for both print and web output. Required Textbook(s): *Adobe Photoshop CC Classroom in a Book* (ISBN: 9780321928078)

Prerequisite: Adobe Photoshop I or comparable experience.

Rakitha Perera

T | Oct 23-Nov 27 (meets 6x) | 6-9pm | \$309

PAR Room 125 | 183WM8123 | 1.6 CEUs

GRAPHIC DESIGN CAPSTONE: DESIGNING YOUR BRAND USING ADOBE SOFTWARE

Create a comprehensive corporate or personal brand identity project by applying skills learned in previous graphic design classes. This course will give you an opportunity to showcase your creative vision and technical graphic design skills through multiple media types. This course must be the last class taken to complete the requirements of the Graphic Design Certificate.

Staff

On Demand | \$209

UNLV Paradise Campus | 183WM8177 | 1.2 CEUs

HTML LEVEL I

HTML allows web designers to hand-code web pages for smooth transition into XML while still remaining compatible with current web browsers. Apply the concepts, foundations, syntax, and structure of HTML as you code basic pages by hand. The course will include an introduction to Cascading Style Sheets (CSS). All pages created in the class will be validated using the W3C validation service. Required Textbook(s): *Head First HTML and CSS* (ISBN: 9780596159900)

Adrian Navarrete

T | Sep 4-Oct 2 (meets 5x) | 6-9pm | \$289

PAR Room 123 | 183WM8105 | 1.3 CEUs

HTML LEVEL II

Augment your web design skills by learning intermediate HTML concepts such as designing table-less layouts, using forms to collect data, and controlling web page format and design using Cascading Style Sheets (CSS). By the end of the class, you will be able to design and code enhanced websites. Required Textbook(s): *Head First HTML and CSS* (ISBN: 9780596159900)

Prerequisite: HTML Level I or comparable experience.

Adrian Navarrete

T | Oct 16-Nov 13 (meets 5x) | 6-9pm | \$289

PAR Room 123 | 183WM8104 | 1.3 CEUs


ON DEMAND

NOW THAT'S A BRIGHT IDEA!

UNLV Continuing Education offers "**ON DEMAND**" courses to increase the flexibility of our course scheduling. If you are interested in taking one of the courses marked "**ON DEMAND**," please register for the class by adding your name to the waitlist in our online registration system.

We will schedule specific dates and times when sufficient interest from prospective students is met.

Questions? Call 702-895-3394.



INTRODUCTION TO CONTENT MANAGEMENT SYSTEMS

The demand is rapidly growing for skilled content managers who can keep a company's website in sync with the needs and expectations of site visitors. In an effort to engage an online audience, many web publishers use content management systems (CMS) such as WordPress, Joomla, Drupal, and others to develop websites and simplify the process of updating web pages with fresh content. Learn the fundamentals of the major CMS platforms, basic CMS installation, considerations for SEO best practices, planning and coordinating content publication, the need for a mix of value-driven digital content, and integration with social media and digital marketing efforts.

John Larson

W | Oct 17-Nov 14 (meets 5x) | 6-9pm | \$309
PAR Room 123 | 183WM8172 | 1.5 CEUs

INTRODUCTION TO SEARCH ENGINE OPTIMIZATION

Learn the basics of search engine optimization in this fast-paced 6 week course designed to teach you the technical and creative elements required to improve rankings, drive traffic, and increase awareness in search engines.

Prerequisite: HTML Level I or comparable experience.

John Larson

Th | Oct 25-Nov 29 (meets 6x) | 6-8pm | \$279
PAR Room 123 | 183WM8125 | 1.2 CEUs

*Class does not meet: Nov 22

JAVASCRIPT

JavaScript is an easy-to-learn scripting language supported by all popular Web browsers. You will learn to use JavaScript effectively, making your web pages more dynamic and functional. Course objectives incorporate instruction in the fundamentals of JavaScript programming, including the use of core JavaScript objects and the syntax of the language (statements, conditionals, loops, and functions), as well as how to immediately use JavaScript to write code for handling image rollovers and other tasks. Required Textbook(s): *Head First Javascript*

Prerequisite: HTML Level I and II or comparable experience. Experience with CSS and programming is recommended but not required.

Adrian Navarrete

T | Nov 27-Dec 18 (meets 4x) | 6-9pm | \$289
PAR Room 123 | 183WM8110 | 1.3 CEUs

PRINT DESIGN CAPSTONE: FROM PRE-PRESS TO PRODUCTION

All your training in print design comes together in a final portfolio project. Fuse your knowledge of Adobe InDesign, Adobe Illustrator, and Adobe Photoshop into a single integrated branding project. Receive file-building and pre-press training so your files will export correctly and result in beautiful printed pieces. Upon completion of this capstone course, you will be prepared to enter the world of professional print design.

Staff

On Demand | \$209

UNLV Paradise Campus | 183WM8156 | 1.2 CEUs

Emergency Preparedness

COMMUNITY PREPAREDNESS

New! BLEEDING CONTROL

Be prepared to save a life by knowing how to stop bleeding if someone, including yourself, is injured. Uncontrolled bleeding is the number one cause of preventable death from trauma. Injury results from a wide variety of causes, including accidents or intentional harm, and occurs in a wide variety of locations, such as your home or workplace. Acquire the tools necessary to respond to an incident and increase your confidence when faced with a trauma situation. Learn and practice basic life-saving medical interventions including bleeding control with a tourniquet, gauze packs, or topical hemostatic agents. A tourniquet will be included in your tuition in addition to materials and resources. This course is endorsed by the American College of Surgeons and the Committee on Trauma.

Michael Costanza

Sa | Sep 15 | 9-11am | \$99
PAR Room 511 | 183EP1100A

Th | Oct 11 | 6-8pm | \$99
PAR Room 511 | 183EP1100B

Sa | Nov 3 | 9-11am | \$99
PAR Room 107 | 183EP1100C

T | Dec 4 | 6-8pm | \$99
PAR Room 511 | 183EP1100D



English as a Second Language (ESL) & Accent Reduction

ACCENT REDUCTION

ACCENT REDUCTION FOR INTERNATIONAL PROFESSIONALS I

Precise articulation is essential for effective presentations, motivating employees, and inspiring customer confidence. Even if you are proficient in English grammar and vocabulary, a strong regional or foreign accent can still make clear communication difficult in the workplace. Take this opportunity to develop the skills you need to correctly pronounce the vowel sounds of American English so your accent is no longer a business liability. Textbook included in cost of tuition.

Katia Abou-Haidar, MAAL

MW | Sep 24-Oct 10 (meets 6x) | 6-8:30pm | \$249

PAR Room 300 | 183CX1113

ACCENT REDUCTION FOR INTERNATIONAL PROFESSIONALS II

Focus on mastering the consonant sounds of American English. This class is the next step after the Level I class. You, who have already completed the basic vowel program in Level I, will master additional techniques for improving your English pronunciation. With Accent Reduction Level II, you will learn the techniques of producing correct consonant sounds when combined with vowels or other challenging consonants. By the end of this session, you will have acquired the rules governing the production of all the consonant sound variations and you will meet difficult challenges in speech clarity for your job. Textbook included in cost of tuition. Level I is not a prerequisite.

Katia Abou-Haidar, MAAL

MW | Oct 15-Nov 5 (meets 6x) | 6-8:30pm | \$249

PAR Room 300 | 183CX1123

*Class does not meet: Oct 31

ACCENT REDUCTION FOR INTERNATIONAL PROFESSIONALS III

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

Katia Abou-Haidar, MAAL

WM | Nov 7-28 (meets 6x) | 6-8:30pm | \$249

PAR Room 300 | 183CX1124

*Class does not meet: Nov 12

New! EFFECTIVE SPEAKING FOR INTERNATIONAL PROFESSIONALS

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

Katia Abou-Haidar, MAAL

MW | Dec 3-19 (meets 6x) | 6-8:30pm | \$219

PAR Room 302 | 183CX1117





ENGLISH AS A SECOND LANGUAGE (ESL)

UNLV offers a variety of different ESL courses depending on skill level. We offer two beginning, two intermediate and two advanced courses. We suggest students start with level I however students can enter the courses at level II. Courses are assessed in a pass/fail format. All courses will cover the core ESL content areas: reading, writing, speaking, and listening.

You will need to take a placement test prior to registering for any ESL course to help correctly identify your appropriate level. Register for the ACCUPLACER test by enrolling in 183PP1100. If you have taken the ACCUPLACER tests at another institution or you have other documentation to prove proficiency, please provide the documentation to ce-assistant@unlv.edu no later than one week prior to the course start.

New! ACCUPLACER PLACEMENT TEST FOR ESL STUDENTS

ACCUPLACER is an integrated system of computer-adaptive assessments designed to evaluate students' skills. ACCUPLACER delivers immediate and precise results to support in accurate placement. Students will need to complete a total of three segment tests: reading, sentence structure, and language use to determine which ESL course is level appropriate. Each test will provide a different score. Students will have two hours to complete the exams. Students can retake any of the exams to obtain a higher score. The retake fee will be applied to each retake. Students will need to register for another class session should he/she want to do a retake.

Staff

Sa | Aug 4 | 9-11am | \$15
PAR Room 123 | 182PP1100A

Sa | Aug 11 | 9-11am | \$15
PAR Room 123 | 182PP1100B

ENGLISH AS A SECOND LANGUAGE (ESL) ADVANCED I

ESL Advanced I is a multi-skill course that will effectively move learners of English from High Intermediate to the Advanced level. This course will focus on listening, reading, speaking, writing, communicative language competency and communication strategies. Develop advanced reading and listening strategies, enrich the quality and quantity of your vocabulary, improve grammar accuracy, and write well-organized essays. Converse analytically and fluently on common contemporary topics in a motivating, real-life, and interesting class environment. ESL Advanced is divided into two, 8 week courses: Units 1-6 will be covered in the first eight weeks (ESL Advanced I). Units 7-12 will be covered in the second eight weeks (ESL Advanced II). ACCUPLACER scores ESL Reading: 83-102; ESL Sentence Meaning: 89-106; ESL Language Use: 83-100. Required Textbook(s): *Passages, 3rd Edition, Student Book 2* (ISBN: 9781107627079)

Barbara Lander, M.Ed.

Sa | Aug 25-Oct 13 (meets 8x) | 9am-1pm | \$259
PAR Room 300 | 182LA1126B

New! ENGLISH AS A SECOND LANGUAGE (ESL) ADVANCED II

Take English to a new level. ESL Advanced II is the ideal course for English learners who want to develop full English language proficiency. This course will open the door for students to communicate with greater competency, accuracy, and fluency through more sophisticated real-world grammar and vocabulary, more thought-provoking discussions and academic writing activities, and more challenging listening and reading comprehension topics. Students will remain highly engaged in organizing, paraphrasing, summarizing, and synthesizing academic English in both spoken and written forms. ESL Advanced is divided into two, 8 week courses: Units 1-6 will be covered in the first eight weeks (ESL Advanced I). Units 7-12 will be covered in the second eight weeks (ESL Advanced II). ACCUPLACER scores ESL Reading: 83-102; ESL Sentence Meaning: 89-106; ESL Language Use: 83-100. Required Textbook(s): *Passages, 3rd Edition, Student Book 2* (ISBN: 9781107627079).

Barbara Lander, M.Ed.

Sa | Oct 20-Dec 15 (meets 8x) | 9am-1pm | \$259
PAR Room 300 | 183LA1142

*Class does not meet: Nov 24

ENGLISH AS A SECOND LANGUAGE (ESL) BEGINNING I

This course is for beginners with limited English language skills. Emphasis will be on fundamental grammar, common vocabulary, and basic reading, listening, and writing skills. Students will also develop their speaking skill and their pronunciation. They will discuss work, activities, and abilities. They will express likes, dislikes, interests, and opinions in a fun and relaxed learning environment. By the end of the course, students will have acquired all the necessary skills needed to function in an everyday English speaking environment. ESL Beginning is divided into two, eight-week courses: Units 1 -14 will be covered in the first 8 weeks (ESL Beginning I). Units 15 - 28 will be covered in the second eight-weeks (ESL Beginning II). Required ACCUPLACER scores ESL Reading: 0-57; ESL Sentence Meaning: 0-61; ESL Language Use: 0-55. Required Textbook(s): *WorldView 2* (ISBN: 9780131840072) & workbook with supporting CDs ISBN: 9780131840041).

Katia Abou-Haidar, MAAL

Sa | Aug 25-Oct 13 (meets 8x) | 9am-1pm | \$259
PAR Room 301 | 182LA2125

ENGLISH AS A SECOND LANGUAGE (ESL) BEGINNING II

Reinforce and expand the basic English skills that you need for correct language use in everyday situations. You will progress on reading, listening, speaking, and writing skills in an interesting learning environment. Coursework includes skill-integrated topics that enhance student's vocabulary, idiomatic expressions, grammar usage, and conversational skills. Students will learn the necessary skill set for reading and listening comprehensively, writing correctly and speaking confidently. ESL Beginning is divided into two, eight-week courses: Units 1 -14 will be covered in the first 8 weeks (ESL Beginning I). Units 15 - 28 will be covered in the second eight-weeks (ESL Beginning II). Required ACCUPLACER scores ESL Reading: 0-57; ESL Sentence Meaning: 0-61; ESL Language Use: 0-55. Beginning I is not a pre-requisite. Required Textbook(s): *WorldView 1 with supporting CDs* (ISBN: 9780132285759) & workbook with supporting CDs (ISBN: 9780131839946).

Katia Abou-Haidar, MAAL

Sa | Oct 20-Dec 8 (meets 8x) | 9am-1pm | \$259
PAR Room 301 | 183LA2127
*Class does not meet: Nov 24

ENGLISH AS A SECOND LANGUAGE (ESL) INTERMEDIATE I

This is an intermediate course focusing on intermediate level conversations at work, at home and in the community. Better understand oral conversations and use strategies such as notetaking, summarizing, and sharing with others to determine a speaker's intent. Read and comprehend of short-to-medium-length reading passages on common, high interest topics. Student will write to conform to level-appropriate grammar and use tools such as simplified dictionaries and checklists. ESL Intermediate is divided into two, 8-week courses: Units 1-14 will be covered in the first 8 weeks (ESL Intermediate I). Units 15-28 will be covered in the second 8 weeks (ESL Intermediate II). ACCUPLACER scores ESL Reading: 58-82; ESL Sentence Meaning: 62-88; ESL Language Use: 56-82. Required Textbook(s): *WorldView 3 Book and Workbook with supporting CDs* (ISBN: 9780132223300).

Cecilia P Ordinario, M.Ed.

Sa | Aug 25-Oct 13 (meets 8x) | 9am-1pm | \$259
PAR Room 302 | 182LA1124B

ENGLISH AS A SECOND LANGUAGE (ESL) INTERMEDIATE II

This is an intermediate course focusing on intermediate level conversations at work, at home and in the community. Students will expand their use of oral English and gain confidence when speaking and reading. Accurately use level appropriate grammar to write short narrative paragraphs and respond to complex explanations, conversations, and instructions. Attentively listen to verbal conversations and respond with confidence. ESL Intermediate is divided into two, 8-week courses: Units 1-14 will be covered in the first 8 weeks (ESL Intermediate I). Units 15-28 will be covered in the second 8 weeks (ESL Intermediate II). ACCUPLACER scores ESL Reading: 58-82; ESL Sentence Meaning: 62-88; ESL Language Use: 56-82. Required Textbook(s): *WorldView 3 Book and Workbook with supporting CDs* (ISBN: 9780132223300).

Cecilia P. Ordinario, M.Ed.

Sa | Oct 20-Dec 15 (meets 8x) | 9am-1pm | \$259
PAR Room 302 | 183LA1143
*Class does not meet: Nov 24

Our class offerings are always evolving. Visit ced.unlv.edu/new for the latest offerings!



Financial Planning

FINANCIAL PLANNING

New! SOCIAL SECURITY & RETIREMENT

This class is for individuals with 20 years or a few months to retirement. Review your current financial situation, and solidify your vision of retirement. Define your long-term financial goals and learn to use specific dates and monetary values to gauge progress. Review the role of Social Security in retirement, taking time to understand the positives and negatives of taking benefits early as opposed to delaying benefits. Ensure revenue streams and recognize costs associated with aging. Please call registration to add your spouse at no cost. Spouse must be registered to participate.

David Patten, AAMS, CRPC
T | Nov 13 | 6-9pm | \$49
PAR Room 300 | 183PF1181

New! UNDERSTANDING FINANCIAL MARKETS

Increase your understanding of financial markets by establishing goals for investments. Define market terms and characteristics of different investments such as stocks, bonds, and options. Learn investment strategies: long term vs. short term trading; top down vs. bottom up stock picking; and passive vs. active funds. Information will help you feel more secure in your management of investments and help you take control of your future. Please call registration to add your spouse at no cost. Spouse must be registered to participate.

David Patten, AAMS, CRPC
T | Oct 2-23 (meets 4x) | 6-9pm | \$149
PAR Room 511 | 183PF1180

Fine Arts, Photography & Video Production

DRAWING & PAINTING

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 and collage options, composition, creative aids, simple special effects, and critiques. Supply list will be provided.

Gabbie Hirsch
W | Sep 5-Oct 10 (meets 5x) | 6-9pm | \$129
PAR Room 301 | 183AR1121
*Class does not meet: Sep 19

ACRYLICS II

Explore more sophisticated possibilities by painting with acrylics on layered, textured, and collaged surfaces. Learn how to build paintings even if you do not draw well. Investigate traditional oil techniques translated for acrylics. Your instructor will introduce you to varied subject matter including landscapes, animals, architecture, abstract, and people. Supply list will be provided.

Gabbie Hirsch
W | Oct 17-Nov 14 (meets 5x) | 6-9pm | \$129
PAR Room 301 | 183AR1100

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 figures. Each class session will cover new techniques and then allow time for guided practice. Students will explore different kinds of pencils, charcoals, pens, and artist's chalks along with the surfaces best suited to each media. Strategies for observation, composition, and perspective will be covered. Supply list will be provided.

Gabbie Hirsch
Sa | Sep 8-Oct 6 (meets 5x) | 9am-noon | \$129
PAR Room 512 | 183AR1130

DRAWING II

Apply your freehand drawing skills to more complex projects as you study and practice useful techniques for bringing realism to your work. Time will be devoted to depicting glass, metal, and reflections. Instruction will also cover basic anatomy for animals and humans. Assignments will utilize 3D set ups as well as reference photos. Supply list will be provided.

Gabbie Hirsch

Sa | Oct 13-Nov 10 (meets 5x) | 9am-noon | \$129
PAR Room 511 | 183AR1134

New! INTRODUCTION TO COMPOSITION & COLOR

Bring more purpose to your art and graphics projects after investigating the practical, physical, and psychological reasons we see and react to everything from web pages to greeting cards to fine art. Once you grasp the fundamentals of composition and color theory, you can apply these elements to your own art and design work. Supply list will be provided. This class is also an elective for Print and Graphic Design Certificates.

Gabbie Hirsch

M | Sep 17-Oct 1 (meets 3x) | 6-8pm | \$119
PAR Room 301 | 183AR1220

WATERCOLORS I

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

Gabbie Hirsch

Sa | Sep 8-Oct 6 (meets 5x) | 1:30-4:30pm | \$129
PAR Room 512 | 183AR1140

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.

Gabbie Hirsch

Sa | Oct 13-Nov 10 (meets 5x) | 1:30-4:30pm | \$129
PAR Room 512 | 183AR1141



PHOTOGRAPHY & VIDEO PRODUCTION

ADOBE PREMIERE: VIDEO EDITING I

Compile your video and audio files into seamless, professional-quality projects using Adobe's sophisticated video editing platform. Learn to import video, compile clips into a sequence, perform simple special effects, correct color and exposure, add text, and export final projects. The skills learned in class will translate to editing movies, short films, documentaries, video blogs, or even home movies. The class will utilize Adobe Premiere CS-6.

Craig Bergonzoni

W | Oct 10-24 (meets 3x) | 6-8pm | \$119
PAR Room 125 | 183CW8151

ADOBE PREMIERE: VIDEO EDITING II

Take your basic editing skills to the next level. Students will learn more advanced techniques and styles of editing, plus how to use video and audio layers, keyframes, titles, and transitions. Skills will translate to freelance editing, editing movies, short films, documentaries, video blogs, or even home movies.

Craig Bergonzoni

W | Nov 28-Dec 12 (meets 3x) | 6-8pm | \$119
PAR Room 125 | 183CW8152

New! ARCHITECTURAL PHOTOGRAPHY

Capture stunning images of architecture by learning to look at composition, lighting, and the right time of the day to shoot buildings, bridges, and other structures. Knowing the correct lenses to use and judiciously integrating supplemental gear is paramount to successfully capturing great images. Learn how the elements of design and composition play a large part in the net result of shooting stellar photographs. Students will also be taught how to shoot abstract architecture and will learn how to render more creative images. For this course there will be two field trips. Please bring your DSLR and a tripod to all sessions.

Prerequisite: Digital Photo I or comparable experience.

Vernetta Thomas

W | Nov 28-Dec 19 (meets 4x) | 6-9pm | \$199
PAR Room 301 | 183PH1158

BUILDING A PHOTOGRAPHY BUSINESS

Gain a comprehensive understanding of owning, running, and maintaining photography business. Discussions will cover how to price & 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.

Vernetta Thomas

T | Nov 13-Dec 18 (meets 6x) | 6-9pm | \$299
PAR Room 107 | 183PH1151

CELL PHONE PHOTOGRAPHY

Capture and edit high-quality photos to share with family, friends, and the world using your mobile phone or tablet. Powerful cameras on mobile devices are changing the way we visually document our lives. Translate essential photography skills such as lighting, composition, and editing to your phone and get creative, visually stunning results. The course takes you outdoors to shoot photos on campus, utilizes a hands-on approach to learn the art of mobile editing, and explores the outlets for your work online and in the real world. Perfect for both iOS and Android users.

Vernetta Thomas

Sa | Dec 1 | 9am-1pm | \$69
PAR Room 403 | 183PH1104

New! 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.

Vernetta Thomas

Sa | Oct 13-Nov 3 (meets 4x) | 9am-noon | \$299
PAR Room 125 | 183PH1156

DIGITAL PHOTOGRAPHY I: THE ESSENTIALS

Gain confidence in the various functions and modes of your digital camera, and then embrace your creativity! Depicting, panning, and frozen motion techniques will be demonstrated in class. Students must have a digital point and shoot with modes, hybrid, mirrorless, or digital Single Lens Reflex (DSLR) available for use. Please bring your camera to participate in the classroom shooting demonstrations. *\$99 each when registering for more than one session of Digital Photography I, II, or III. To receive the discounted price, call 702-895-3394. Discount cannot be processed online.

Vernetta Thomas

Sa | Sep 8 | 9:30am-3:30pm | \$119
PAR Room 400 | 183PH1100

DIGITAL PHOTOGRAPHY II: VISUAL COMMUNICATION

Master the essentials of visual communication through the digital photography medium. Students will learn the basics of composition, elements of design, and lighting to achieve creative results. Techniques of subject placement, directional lighting, and portrait lighting will be demonstrated. Please bring your camera to participate in the classroom shooting demonstrations. \$99 each when registering for more than one session of Digital Photography I, II or III. Call 702-895-3394 to receive the discounted price. Discount cannot be processed online.

Vernetta Thomas

Sa | Sep 22 | 9:30am-3:30pm | \$119
PAR Room 403 | 183PH1141

DIGITAL PHOTOGRAPHY III: FOCAL LENGTHS TO FILTERS

Explore the visual effects of various focal length lenses and filters and their creative applications. Create dramatic perspectives through selection of lens focal length from wide angle to telephoto. The use of filters to enhance image quality and creativity will be demonstrated. Students will learn the art of constructing filters from everyday household items. Please bring your camera to participate in the classroom shooting demonstrations. *\$99 each when registering for more than one session of Digital Photography I, II, or III. To receive the discounted price, call 702-895-3394. Discount cannot be processed online.

Vernetta Thomas

Sa | Aug 18 | 9:30am-3:30pm | \$119
PAR Room 301 | 182PH1125

Sa | Oct 6 | 9:30am-3:30pm | \$119
PAR Room 403 | 183PH1125

New! FILM PHOTOGRAPHY

Despite advances in digital photography, film (analog) photography still has a strong fan base. Learn how to use a film camera and discuss its potential benefits compared to digital. Instruction starts with information specific to shooting with film: the net effect of using various types of film, loading film into a film camera, the relationship of ISO in digital vs ASA in film, and the capabilities of various types of film cameras. Also discuss lens options and get experience mounting lenses on a film camera. Unless you are a purist, shooting with film then making digital post-development image alterations offers benefits of both formats. Students will shoot with film, get negatives developed by a local camera shop, and with a digital camera scan the images into their computers for any post production needed. Students will need a digital camera (DSLR), a film camera (SLR), and film.

Vernetta Thomas

Th | Oct 4-25 (meets 4x) | 6-9pm | \$199
PAR Room 401 | 183PH1157

New! INTRODUCTION TO LANDSCAPE PHOTOGRAPHY

Capture stunning landscape images, whether you are exploring locally or travelling. Gain knowledge of useful terminology, study concepts of composition, and better understand the natural light necessary to create beautiful landscape photographs. We will review the basic equipment requirements including camera, lens, shutter release, and tripod as well as highlight a few helpful accessories and software applications. In preparation for our time in the field, we will also discuss equipment for safety, fitness, and good practices to stay safe and protect the environment. There will be 9 hours of in-class training and 3 hours of in-field training. Please bring DSLR camera, tripod, and shutter release to all sessions. A circular polarizing filter is strongly recommended for the in-field training.

Prerequisite: Digital Photo I or comparable experience.

Corinne Severn, Shawn Severn

Sa | Nov 3-17 (meets 2x) | 9am-4pm | \$199
PAR Room 403 | 183PH1159

*Class does not meet: Nov 10



NEON NIGHT PHOTOGRAPHY: CAPTURING THE GLOW

Capture the neon glow for which Las Vegas is famous! After classroom instruction, we will step outside to Fremont Street and begin an on-location photography adventure. You will learn the manual camera settings to achieve optimal results. Covered techniques will include proper exposure, traffic trails, zooming during exposure, and painting with light. Students must have a DSLR, hybrid, or point-and-shoot digital camera with manual exposure capabilities, a sturdy tripod, and a flashlight.

Prerequisite: Digital Photography I or comparable experience.

Vernetta Thomas

M | Oct 1-15 (meets 3x) | 6-8pm | \$129
UNLV Paradise Campus | 183PH1103

STREET PHOTOGRAPHY

Street photography is a very broad category encompassing many types of photography. Un-staged images are captured as the action unfolds, generally in public spaces. This course will explore various styles falling under this umbrella term, including documentary photography and photojournalism. In-class and out-of-class assignments will allow students to focus their eyes and lens on the scene and increase their comfort level with shooting on the street to capture interesting scenes, events, and happenings. Please bring your camera to participate in the classroom shooting demonstrations.

Prerequisite: Digital Photography I or comparable experience.

Vernetta Thomas

W | Sep 12-26 (meets 3x) | 6-9pm | \$149
PAR Room 512 | 183PH1154

New! VIDEOGRAPHY I: THE ESSENTIALS

Confidently shoot professional HD video with camcorders, DSLR cameras, smartphones, or other video recording devices. Cover lighting techniques for indoor and outdoor locations as well as best practices for recording audio. The skills learned in this class will allow for video production of interviews, films, documentaries, or even YouTube channels.

Jim Palmquist

W | Sep 12-26 (meets 3x) | 6-8pm | \$119
PAR Room 511 | 183CW8155

SCULPTURE & WOODWORKING

GLASS BLOWING EXPERIENCE

Experience the art of glass blowing in a small group setting. After covering safety rules for the studio equipment and tools, you will get to work creating a unique paperweight. Instructors will work individually with each participant to select and apply layers of color and shape the molten glass into its final form. After class concludes, your paperweight will be polished and etched with your name and date. All materials and tools are provided. Closed toe shoes are required. Please bring a bandana to keep sweat out of your eyes, water for hydration, protective eyewear, and a long pair of socks which will be cut for an added layer of arm protection.

Barbara Domsky, Larry Domsky

Sa | Aug 18 | 4-6pm | \$229
Domsky Glass | 182AR1172B

Sa | Oct 20 | 10am-noon | \$229
Domsky Glass | 183AR1172A

Sa | Dec 15 | 10am-noon | \$229
Domsky Glass | 183AR1172B

GLASS BLOWING: INTRODUCTION

Manipulate molten glass into aesthetic forms using the blowpipe and related techniques including blowing, jacking, blocking, shaping, transferring, and finishing. Class time is divided between lecture and individual hands-on instruction. Instructors will provide guidance, troubleshooting, and resources to aid in the furthering of your glassblowing education. Topics include: studio safety and etiquette; introduction to tools and equipment; furnace and gathering procedures; safe glass handling; solid working techniques (paperweights and other forms); introduction of the bubble (blowing); and vessel making. All materials and tools are provided in the materials fee. Students will need to pay \$400 for materials at the first class session.

Barbara Domsky, Larry Domsky

SaSu | Sep 15-16 (meets 2x) | 10am-1pm | \$399
Domsky Glass | 183AR1173A

SaSu | Nov 10-11 (meets 2x) | 10am-1pm | \$399
Domsky Glass | 183AR1173B

GLASS FUSION EXPERIENCE: BOWL OR COASTERS

Take a crack at the art of glass fusing with a two-hour session where you craft a beautiful 8 inch bowl or a set of four 4x4 inch coasters. Instructors guide participants through the process start to finish, teaching cutting techniques, glass choices, project assembly, and fusing options. All materials are provided. Hand tools and safety wear are provided for class use. Projects will be fired and ready for pick up a week following your class. Closed toe shoes are required. Please bring water or cold drinks to stay hydrated. We will use latex gloves, so please bring alternate gloves if you have a latex allergy.

Barbara Domsky, Larry Domsky

Su | Aug 12 | 11am-1pm | \$125
Domsky Glass | 182AR1174B



New! GLASS FUSION EXPERIENCE: DICHOIC PENDANT

Make your own glass gems using brilliant dichroic glass. Participants will create five (or more) beautiful glass pendants which will be fired after the session and finished with a glued-on bail. The Glass Fusion Experience series offers a new project each session and beginners are always welcome. Instructors guide participants through the process start to finish, teaching cutting techniques, glass choices, project assembly, and fusing options. Material fee is \$60 for every five pendants made and includes use of tools and firing.

Barbara Domsy, Larry Domsy
 Sa | Sep 15 | 10am-noon | \$125
 Domsy Glass | 183AR1177

New! GLASS FUSION EXPERIENCE: FREESTANDING GLASS SCULPTURE

Create a freestanding, curved glass sculpture during an extended three-hour instructional period. The Glass Fusion Experience series offers a new project each session and beginners are always welcome. Instructors guide participants through the process start to finish, teaching cutting techniques, glass choices, project assembly, and fusing options. Material fee is \$200 and includes use of tools and firing.

Barbara Domsy, Larry Domsy
 Sa | Dec 15 | 10am-1pm | \$199
 Domsy Glass | 183AR1178

New! GLASS FUSION EXPERIENCE: HOLIDAY PLATTER

Create your own fused glass plate for your holiday decorating or as a holiday gift. The Glass Fusion Experience series offers a new project each session and beginners are always welcome. Instructors guide participants through the process start to finish, teaching cutting techniques, glass choices, project assembly, and fusing options. Material fee is \$50 and includes use of tools and firing.

Barbara Domsy, Larry Domsy
 Sa | Nov 10 | 10am-noon | \$125
 Domsy Glass | 183AR1179

GLASS FUSION: INTRODUCTION

Work with Bullseye Glass in sheet form, as well frit, to create an 18 inch glass bowl. In this introduction to glass fusing, you will practice with basic glass tools, gain experience in pattern making, and work with kiln firing schedules, all essential techniques for fusing and slumping glass. All materials to create one art piece are included. Hand tools and safety wear are provided for class use. Projects will be fired and ready for pick up a week following your class. Closed toe shoes are required. Please bring water or cold drinks to stay hydrated. We will use latex gloves, so please bring alternate gloves if you have a latex allergy. Bring a notebook and pen, as well as lunch and snacks. Students will need to pay \$380 for materials at the first class session.

Barbara Domsy, Larry Domsy
 Sa | Oct 20 | 10am-2pm | \$299
 Domsy Glass | 183AR1175

POTTERY: HAND BUILDING

Explore a multitude of methods for hand-building with clay, such as joining pieces, surface manipulation, and various slab techniques. Hand-building techniques covered in class vary from coil, to slab, to pinch methods. Skills and knowledge obtained through this class open the door to endless possibilities. Students will need to purchase approximately \$45 worth of tools and clay at the first class session.

Thomas Bumblauskas
 M | Sep 10-Oct 29 (meets 8x) | 6-9pm | \$145
 Clay Arts Vegas | 183AR1202

POTTERY: WHEEL THROWING

Transform a nondescript lump of clay into something beautiful, creative, or even practical using a potter's wheel. Instruction begins with the basics of centering, throwing, trimming, and glazing, and then progresses to more complex concepts such as handles, lids, decorative elements, and sculptural manipulation. Students will need to purchase approximately \$45 worth of tools and clay at the first class session.

Thomas Bumblauskas
 M | Sep 10-Oct 29 (meets 8x) | 6-9pm | \$145
 Clay Arts Vegas | 183AR1203

STONE CARVING

Channel your love of rocks and mountains into the art of stone carving. No art background is required. Work with the natural shapes of the stone as you explore the use of hand tools, experiment with 3D design, and practice carving and finishing techniques. Use of tools is included. Bring protective goggles or glasses. Expect to pay \$50-100 for a stone.

Sharon Gainsburg
 Sa | Sep 22-Dec 1 (meets 10x) | 9:30am-12:30pm | \$449
 Sharon Gainsburg Studio | 183AR1114
 *Class does not meet: Nov 24

WOODWORKING I

Learn how to set up, use, and maintain all major woodworking tools while making three projects designed to teach practical use of these tools. Classes meet in a well-equipped woodshop, featuring three SawStop table saws, two jointers, two planers, and much more. Upon completion, feel confident enough to not only use all of these tools, but to make wise purchases for your own workshop. A material/supply fee of \$120 is due at the first class session.

Jamie Yocono

T | Sep 18-Oct 30 (meets 6x) | 6-9pm | \$279

Wood It Is! | 183AR1190A

*Class does not meet: Oct 9

M | Nov 12-Dec 17 (meets 6x) | 6-9pm | \$279

Wood It Is! | 183AR1190B

WOODWORKING: CUTTING BOARDS-ADVANCED TECHNIQUES

If you thought your first cutting board project was great, wait until you see what this class has to offer! Cutting boards are one of the most requested items from family and friends, so here is an opportunity to actually have your hobby pay for itself. Master advanced cutting board construction including proper lamination, planing, and inlay while making four gorgeous cutting boards. End grain boards and sculptural boards are included in this class. Students will need to pay \$125 for materials at the first class session.

Prerequisite: Basic Woodworking I

Jamie Yocono

T | Nov 13-Dec 18 (meets 6x) | 6-9pm | \$279

Wood It Is! | 183AR1136



New! WOODWORKING: HAND TOOL FUNDAMENTALS

Try your hand at dovetails and get a feel for crafting wood projects with classic hand tools. Get hands-on tool time with planes, chisels, and hand saws while completing different woodworking exercises. Start by sharpening chisels and hand plane blades, an important first step in hand tool work. Each student will receive a sharpening (honing) jig to take home to their own workshop. Demonstrate your new skills by building a cool book rack entirely with hand tools. No previous woodworking experience necessary. A material/supply fee of \$65 is due at the first class session.

Jamie Yocono

W | Oct 24-Nov 7 (meets 3x) | 6-9pm | \$149

Wood It Is! | 183AR1171



Fitness & Wellness

DANCE

New! BALLET I

Dance your way into the classical and courtly world of the ballet. Learn how artistic dancing began and study ballet's French terminology. Improve your strength, flexibility, coordination, and musicality. Students may also enroll for university credit as DAN 122 (1 credit).

Sean Cronin

MW | Aug 27-Dec 5 (meets 30x) | 11:30am-12:20pm | \$229
HFA Room 126 | 182DN2103A

TTh | Aug 28-Dec 6 (meets 30x) | 11:30am-12:20pm | \$229
HFA Room 126 | 182DN2103B

New! HIP HOP I

Learn the basic movement vocabulary of Hip Hop, a lively street dance style developed alongside the hip-hop style of music and culture. Students may also enroll for university credit as DAN 116 (1 credit).

Shaquida Vergo

MW | Aug 27-Dec 5 (meets 30x) | 5:30-6:20pm | \$229
MPE Room 302 | 182DN2101A

TTh | Aug 28-Dec 6 (meets 30x) | 5:30-6:20pm | \$229
MPE Room 302 | 182DN2101B

New! JAZZ DANCE I

Explore the lively, percussive, and dramatic form of jazz dancing. Improve your strength, flexibility, coordination, and musicality. Students may also enroll for university credit as DAN 121 (1 credit).

Shaquida Vergo

TTh | Aug 28-Dec 6 (meets 30x) | 8:30-9:20am | \$229
HFA Room 126 | 182DN2102

New! MODERN DANCE I

Modern dance is a flowing, lyrical form that is strongly steeped in the strength of the center, the spine, and its fluid articulation. Improve your strength, flexibility, coordination, and musicality. Students may also enroll for university credit as DAN 144 (1 credit).

Carrie Miles

MW | Aug 27-Dec 5 (meets 30x) | 4-4:50pm | \$229
MPE Room 506 | 182DN2104

New! SEX, DANCE & ENTERTAINMENT

Study dance and its relationship to entertainment, marketing, music, and sensuality. Students may also enroll for university credit as DAN 103 (3 credits).

Shaquida Vergo

Aug 27-Dec 5 (meets 15x) | \$774
Online Delivery | 182DN2100

New! SURVEY OF AFRICAN AMERICAN DANCE

A historical look at the African-American contributions to the dance art form. Delve into the history of the African American presence and experience in the Americas, and discuss how this history manifests through movement. Students may also enroll for university credit as DAN 166 (3 credits).

Victoria Dale

Aug 27-Dec 5 (meets 15x) | \$774
Online Delivery | 182DN2106

New! TAP DANCE I

Learn classic and contemporary tap steps. Tap dance features expressive, percussive dancing with the feet used as the instrument of rhythmic expression. Tap shoes required. Students may also enroll for university credit as DAN 144 (1 credit).

Kimberly Amblad

MW | Aug 27-Dec 5 (meets 30x) | 8:30-9:20am | \$229
HFA Room 126 | 182DN2105



NASM CERTIFICATION PREPARATION PROGRAMS

Work one-on-one with clients to define their fitness and wellness goals and design customized training and nutrition plans. Personal trainers and other wellness professionals enjoy flexible hours and energetic work environments including gyms, corporate fitness centers, and resorts. Earn a certificate from the National Academy of Sports Medicine's (NASM) nationally recognized program. Pursue a specialist credential to take your training or wellness career to the next level. Course fees include textbook, access to online instruction, and the NASM certification exam. NASM exam retakes are not included in the course fee.

NASM FITNESS NUTRITION SPECIALIST PROGRAM REQUIREMENTS:

To earn the NASM Fitness Nutrition Specialist Certificate from UNLV you must successfully complete the NASM Fitness Nutrition Specialist course.

NASM PERSONAL TRAINER PROGRAM REQUIREMENTS:

To earn the NASM Personal Fitness Trainer Certificate from UNLV you must successfully complete the NASM Personal Fitness Trainer course.

NASM FITNESS NUTRITION SPECIALIST

Nutritional guidance and support for overall health, athletic performance, weight loss, and long-term weight management is in high demand. Whether you are working with personal training clients or seeking knowledge to improve your own personal athletic performance, this course will provide essential information regarding energy balance, caloric needs, physical activity, metabolism, and food choices. Students are required to complete an additional 44 hours of online coursework and training outside of normal class meeting times. Course fee includes textbook, access to online instruction and sitting fee for certification exam.

Lory Hayon, RDN, LDN, CPT-NASM

M | Sep 10-Nov 5 (meets 8x) | 6-8:30pm | \$849

PAR Room 512 | 183SM3102 | 2 CEUs

*Class meets: Nov 5 in PAR 125

*Class does not meet: Oct 8



NASM PERSONAL FITNESS TRAINER PROGRAM

Prepare for a career as a personal trainer with a NCAA-accredited National Academy of Sports Medicine certification. The course will cover basics of human movement, resistance training, flexibility, cardiovascular training, balance, core, reactive training, speed, agility, and quickness. You will gain hands-on experience with fitness assessments and learn how to work with future clients. In addition to classroom instruction, a concurrent online component is included. Upon completion, you will be prepared to take the certification exam. Students are required to complete an additional 50 hours of online coursework and fitness training outside of normal class meeting times. Course fee includes text, access to online instruction and the certification exam. It also includes CPR two-Year Certification which is required to test for your certification exam. Please bring exercise bands and a foam roller to the second session of class.

Brooke Allen-Burnstein, Ph.D., ATC, NASM-CES/PES/FNS

T | Sep 11-Nov 20 (meets 12x) | 6-8:30pm | \$1,199

MPE Room TBD | 183SM3100 | 2.75 CEUs

*Class meets: 11:30am-4:30pm on Oct 6 in PAR 511

*Class does not meet: Oct 2

SPORTS

New! FUNDAMENTALS OF COACHING

This course provides students a foundational understanding of athlete-centered coaching. The class will focus on building a coaching philosophy, administrative duties, teaching strategies, motivational techniques, and organizational skills needed to be an effective coach. Upon completion of course students will meet NFHS level 1 coaching education requirements. Students may also enroll for university credit as PEX 201 (3 credits).

Staff

W | Aug 29-Dec 5 (meets 15x) | 4-6:45pm | \$711

BHS Room 208 | 182SM3112A

Th | Aug 30-Dec 6 (meets 14x) | 4-6:45pm | \$711

BHS Room 208 | 182SM3112B

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 as PEX 117 (1 credit).

Chris Haines

T | Aug 28-Dec 4 (meets 15x) | 5:30-7:10pm | \$285

Las Vegas Golf Center | 182SF1104

New! SPORTS OFFICIATING

This course is designed to teach the basic concepts of sports officiating, along with practical sport knowledge for many major sports. This course has been developed with the understanding that the student's intent will be to pursue sports officiating opportunities at the high school level and will be taught using the information developed by the National Federation of High Schools (NFHS) and the National Association of Sports Officials (NASO). Students may also enroll for university credit as PEX 162 (1 credit).

Steven Barnson

W | Aug 29-Dec 5 (meets 15x) | 6-7:40pm | \$224

PAR Room 400 | 182SF2260

WELLNESS**ENERGY HEALING: TWO COURSE (REIKI) BUNDLE**

If signing up for Energy Healing: Beginners and Energy Healing: Intermediate, participants can receive a bundle price of \$369. To receive the discounted price, call 702-895-3394. Discount cannot be processed online.

Jacqui Simpson

SaSu | Sep 29-30 (meets 2x) | 9am-4pm | \$369

UNLV Paradise Campus | 183HEBUNDA

*Class does not meet: Oct 21 & 28, Nov 4

New! ENERGY HEALING: THREE COURSE (REIKI) BUNDLE

If signing up for all three Energy Healing: Beginners, Intermediate, and Master, participants can receive a bundle price of \$549.

Jacqui Simpson

Sa | Sep 29-Oct 13 (meets 3x) | 9am-4pm | \$549

UNLV Paradise Campus | 183HEBUNDB

ENERGY HEALING: BEGINNERS (REIKI)

Embrace energy healing as a pathway to wellness and learn how to heal the energy that is blocked or confused in your body. Invisible energy is all around us in the form of radio waves and the pull of a magnet. Your material body is supported by a vast energy field, which constantly shifts and moves. A body needs a clean, continuous flow of balanced energy to be healthy and to thrive. Through step-by-step guidance, live demonstrations, and hands-on practice, you will begin to feel the unseen energy running through and swirling around your body, rebalance the energy for greater health, and understand about energy centers (chakras) and how color affects mood and happiness. An Energy Healer/Reiki I certificate is issued upon completion. Massage therapists and bodyworkers may be eligible for CEUs. If signing up for Energy Healing: Beginners and Energy Healing: Intermediate, participants can receive a bundle price of \$369. If signing up for all three levels of Energy Healing, participants can receive a bundle price of \$549. See Energy Healing: Two Course Bundle, or Energy Healing: Three Course Bundle above.

Jacqui Simpson

Sa | Sep 29 | 9am-4pm | \$199

PAR Room 511 | 183HE1103

ENERGY HEALING: INTERMEDIATE (REIKI)

Release the unresolved energy we tend to hold in our bodies when we face difficulties in our lives. Blockages and imbalances in the energy body deplete our vitality and lead to physical ailments, emotional ailments, stress, sleep disorders, and other kinds of suffering. Learn the science behind energy healing and how to apply energy healing to your family, friends, pets, and Mother Earth. Practice a broad range of therapeutic modalities to channel energy healing into the body as well as healing methods such as distance healing, and healing with crystals, sounds, and Tibetan bowls. Through step-by-step guidance, live demonstrations, and hands-on practice, expand your knowledge of energy healing and learn how to remove energy blocks and imbalances that cause disease. An Energy Healer/Reiki II certificate is issued upon completion. Massage therapists and bodyworkers may be eligible for CEUs. If signing up for Energy Healing: Beginners and Energy Healing: Intermediate, participants can receive a bundle price of \$369. If signing up for all three levels of Energy Healing, participants can receive a bundle price of \$549. See Energy Healing: Two Course (Reiki) Bundle, or Energy Healing: Three Course Bundle above.

Prerequisite: Energy Healing: Beginners

Jacqui Simpson

Su | Sep 30 | 9am-4pm | \$229

PAR Room 511 | 183HE1104

ENERGY HEALING: MASTER (REIKI)

Rebalance the mind, body, and soul and move back into your natural state of balance, health, wholeness, and healing. As you advance your energy healing knowledge, you will encourage the body to draw upon its own natural healing ability to open up the flow of energy, clear emotional blockages, and detoxify itself. Added techniques will help remove negative energies, especially trapped emotions and old thought patterns that hold you back from true joy. Learn to activate the pineal gland to open your intuition to a greater flow of wisdom from your higher self. Through step-by-step guidance, live demonstrations, and hands-on practice, channel universal life energy for greater health of the body and mind for yourself and your clients. An Energy Healer/Reiki III certificate is issued upon completion. Massage therapists and bodyworkers may be eligible for CEUs. If signing up for all three levels of Energy Healing, participants can receive a bundle price of \$549. See Energy Healing: Three Course Bundle above.

Prerequisite: Energy Healing: Intermediate

Jacqui Simpson

Sa | Oct 6 | 9am-4pm | \$279

PAR Room 107 | 183HE1105

Food & Beverage

COOKING & BAKING CLASSES

CELEBRATION OF SUMMER

Summertime's fresh ingredients make every meal taste better. Discover the fruits and vegetables you should be buying each summer month for optimum flavor and value, like fresh sweet corn and heirloom tomatoes. Receive a list of in season fruits and vegetables that will complement your meals along with great recipes and tastes along the way.

Les Kincaid

T | Aug 7 | 6-8:30pm | \$49

Ferguson Enterprises | 182HA1244

FISH TO PERFECTION

Overcome any fears of preparing fish. Cover three different ways to cook fish as well as the how-tos of buying, storing, and substituting one fish for another. Discover healthy "best choices" for consumption, as well as fish to avoid per local fish advisories.

Les Kincaid

T | Sep 18 | 6-8:30pm | \$49

Ferguson Enterprises | 183HA1231

FLAVORS OF THAILAND

Explore the unique ingredients and simple techniques of Thai cooking. Thailand's distinctive cuisine aspires to a perfect blend of flavors and textures; an ideal meal will include sweet, salty, sour, bitter, and spicy elements. Prepare many favorite Thai dishes using aromatic herbs and spices with traditional ingredients during class. Take home recipes to enjoy in your own kitchen.

Les Kincaid

T | Oct 16 | 6-8:30pm | \$49

Ferguson Enterprises | 183HA1227

NORTHERN ITALIAN CLASSICS

Northern Italy: home to St. Mark's Square, the Duomo, and some seriously delicious food. Thanks in part to the climate and resources of the Alps, Northern Italy's cuisine is characterized by a heavier reliance on butter or cream sauces, cured meats, game, polenta, and risotto. You do not have to travel to Italy to enjoy classic Northern Italian cuisine; it is easy to prepare classic dishes of Northern Italy at home.

Les Kincaid

T | Nov 6 | 6-8:30pm | \$49

Ferguson Enterprises | 183HA1230

New! NOT YOUR CLASSIC MACARONI & CHEESE

Take a weeknight favorite and step it up a notch. Give up the box mix once you discover how easy it is to prepare this warm, cheesy, creamy goodness in just minutes. We will start with the basic recipe and add ingredients to create new variations of this rich and delicious staple.

Les Kincaid

T | Sep 25 | 6-8:30pm | \$49

Ferguson Enterprises | 183HA1246

STIR-FRY MADE EASY

Discover how fast, easy, and delicious stir-frying is. Searing heat and quick cook times make it a snap to create tasty meat and vegetable dishes to delight your friends and family. Discuss essential equipment, get great tips, sample stir-fry combinations, and collect recipes to take home with you to enjoy for years to come.

Les Kincaid

T | Oct 9 | 6-8:30pm | \$49

Ferguson Enterprises | 183HA1158



SOMMELIER ACADEMY CERTIFICATE PROGRAM

Whether you work in the food and beverage industry or you simply want to impress friends at the dinner table, the UNLV Sommelier Academy is the perfect place to learn about wine. *Vine to Wine: The Fundamentals* meets the needs of wine enthusiasts or wine collectors as well as early-career beverage professionals. At the end of the course, you will be able to recommend wines with confidence.

VINE TO WINE CERTIFICATE PROGRAM REQUIREMENTS:

To earn the Vine to Wine: The Fundamentals Certificate you must successfully complete the Vine to Wine: The Fundamentals course and receive a passing final exam score.

SOMMELIER ACADEMY INFORMATION SESSION

Learn more about how the Sommelier Academy can benefit you personally or professionally. Meet the instructor and ask questions about the content of the course, teaching methods, and expectations of the students. Whether you're taking this course to make more informed personal decisions or you're hoping this course can take your career to the next level, this informational session will provide you with the details on how this program can move you to your goals.

Prerequisite: Must be at least 21 years of age to enroll.

Heath Hiudt

T | Aug 14 | noon-1pm | No charge
PAR Room 301 | 182WS6101



VINE TO WINE: THE FUNDAMENTALS

Complete an in-depth study of wine focused on winemaking practices, grapes, and regions. Receive training in wine tasting, wine service, and food and wine pairing. Further broaden your wine education via industry discussions, guest speakers, and field trips. *Vine to Wine* covers general winemaking, including ongoing discussions of how environmental conditions and actions taken by winemakers influence the finished wine. Each week, break down and examine a different major wine making region by looking at conditions like climate and soil. Taste over 10 wines per session to learn about varietal and regional standards while learning to examine wine in blind tasting format. Receive instruction and practice on wine service for both still and sparkling wines. Study food and wine pairing theory, then bring it to life by choosing your own wine and cheese pairings. Daily discussions about what is currently trending in the wine industry will open your eyes to aspects of the industry you never knew existed. Professionals working in the wine industry will be brought in to discuss their point of view of what they see in the market. Field trips are used to introduce career opportunities in the world of wine. A three-part final exam tests student knowledge in written, essay, and blind tasting formats. The *Vine to Wine* course is open to anyone. Whether you are a wine professional looking to hone your skills, considering a career change, or a wine enthusiast who just wants to learn more about something you love, this class is for you. Although extremely challenging, the course starts without any prerequisite wine knowledge needed.

Prerequisite: Must be at least 21 years of age to enroll.

Heath Hiudt

T | Sep 4-Dec 18 (meets 13x) | 10:30am-5:30pm | \$1,599
Total Wine and More - Town Square | 183WS6100 | 9.1 CEUs
*Class does not meet: Oct 2 & 30 & Nov 20

WINE & BEVERAGE CLASSES

New! WINE BOOTCAMP

Pack all the important basics of wine education into a focused and intense two-day Wine Boot Camp. The program focuses upon four principles: winemaking theory, varietal study, regional exploration, and tasting theory. Day 1 introduces winemaking. Follow the process from the vineyard to the winery and talk about steps winemakers can take to influence their end product. We will then move into varietal study, learning about what makes grapes different from each other. Finish the first day with tasting theory and wine evaluation. Day 2 jumps right into additional discussion on winemaking techniques. Spend most of the day covering major wine regions of the world; discover what makes products from each region unique. Continue with tasting theory throughout the day. All materials will be provided in class.

Prerequisite: Must be at least 21 years of age to enroll.

Heath Hiudt

Su | Oct 14-21 (meets 2x) | 9am-4pm | \$299
Total Wine and More - Town Square | 183WS6120



Foreign Languages

FOREIGN LANGUAGES

New! ADVANCED CONVERSATIONAL FRENCH

This course is intended for students who already have a high intermediate to advanced level in French. Students will practice their oral skills and listening skills in a very broad variety of situations.

Prerequisite: Must have intermediate to advanced speaking and listening skills in French

Pascale Tessier

T | Sep 11-Nov 13 (meets 10x) | 6:30-8:30pm | \$199
PAR Room 400 | 183LA1140

BEGINNING FRENCH I

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

Pascale Tessier

Sa | Sep 15-Dec 8 (meets 10x) | 10am-noon | \$199
PAR Room 400 | 183LA1107

*Class does not meet: Oct 24, Nov 10, Nov 24

BEGINNING FRENCH II

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

Pascale Tessier

Sa | Sep 15-Dec 8 (meets 10x) | 12:30-2:30pm | \$199
PAR Room 400 | 183LA1116

*Class does not meet: Oct 27, Nov 10, Nov 24

BEGINNING FRENCH III

The Beginning French series focuses on conversation skills and vocabulary useful for travel and social interaction. The three parts may be taken in any order. Beginning French III covers: professions; clothing and shopping; calling and leaving a message; exchanging currency at the bank; shopping for food, the market; looking for an apartment; and making a reservation at a hotel. Required Textbook(s): *Ultimate French, Beginner - Intermediate* (ISBN: 9781400009633)

Pascale Tessier

M | Sep 17-Dec 3 (meets 10x) | 6:30-8:30pm | \$199
PAR Room 400 | 183LA1117

*Class does not meet: Nov 12, Nov 19

SPANISH I

Knowledge of Spanish phrases and sentences is helpful in the workplace or while traveling. Learn simple conversation and vocabulary to use in everyday situations. We will include enough grammatical study for an understanding of the language structure. Required Textbook(s): *Spanish Now! Level 1* (ISBN: 9781438075235)

Staff

TTh | Sep 4-Oct 4 (meets 10x) | 6:30-8:30pm | \$199
PAR Room 300 | 183LA1104

SPANISH II

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

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

Staff

TTh | Oct 9-Nov 8 (meets 10x) | 6:30-8:30pm | \$199
PAR Room 300 | 183LA1105

Our class offerings are always evolving. Visit ced.unlv.edu/new for the latest offerings!

Health Care & Allied Professions

CERTIFIED NURSING ASSISTANT

UNLV Continuing Education is partnering with the Perry Foundation's 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.

PROGRAM REQUIREMENTS:

To earn the Certified Nursing Assistant Certificate you must successfully complete the CNA course.



New! 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. Certified Nursing Assistants (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. 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 CNA exam. Textbook, workbook and one set of scrubs (top and bottom) is included in the tuition. Students will need to purchase white shoes, stethoscope, and additional scrubs. Students will also need to pay and complete additional licensing requirements as required by the Nevada State Board of Nursing. A separate refund policy pertains to this course, please reference the Perry Foundation catalog.

Prerequisite: Students wishing to enroll in the CNA program must be 18 years of age and show proof of high school diploma or equivalency, complete the enrollment agreement, and interview with the school's Academic Director or Program Director. This process ensures each prospective student is capable of completing the program and understands the admission requirements. Background checks and drug screens are a requirement of the program. If a student declines, or if the background or drug screen is unsatisfactory to the Perry Foundation or clinical training sites, the student will not be permitted to participate in the program. Students are admitted to the program subject to the results of the background check and drug screen.

Staff

WFM | Sep 5-Oct 1 (meets 12x) | 8am-4:30pm | \$2,100
Perry Foundation | 183NA1100A | 8 CEUs

FMW | Nov 2-28 (meets 12x) | 8am-4:30pm | \$2,100
Perry Foundation | 183NA1100B | 8 CEUs

MEDICAL ASSISTANT CERTIFICATE PROGRAM

Become a medical assistant through UNLV's revised Medical Assistant Certificate Program. Students will practice in a state-of-the-art high fidelity simulation center providing an unparalleled hands-on training experience. In six short months, you will prepare for a career working with patients or supporting the administrative functions of a medical office. The newly-developed curriculum covers a wide variety of tasks frequently assigned to medical assistants including scheduling, reception, bookkeeping, insurance, billing and coding, maintaining medical records, preparing patients for examination, assisting with physicals, performing screening tests, preparing medical equipment, and more. Program also includes externship opportunities.

MEDICAL ASSISTANT CERTIFICATE PROGRAM INFORMATION SESSION

Find out how you can develop the technical skills, knowledge, and work habits required for an entry-level position in the medical assisting field. Attend a free information session to meet instructors and learn about class format, curriculum, facilities, online support, financial assistance, and employment outlook.

Sammie Nix

T | Nov 13 | 5:15-6pm | No charge

Shadow Lane Campus, Room TBD | 183ME6102A

T | Dec 11 | 5:15-6pm | No charge

Shadow Lane Campus, Room TBD | 183ME6102B

MEDICATION MANAGEMENT TRAINING

UNLV Continuing Education is partnering with the Perry Foundation Academy of Health to offer Medication Management Training. This certification program has been approved by the Bureau of Health Care Quality and Compliance (HCQC) and exceeds the mandatory 16 hours required for certification.

The course has been designed specifically to satisfy NRS 449.037 and NAC 449.2742 - NAC 449.2748 requirements regarding the training of caregivers in Assisted Living / Residential Facilities for Groups to assist residents when taking medication. All medication administration promises to be current and comprehensive. Participants will learn a number of required skills related to the proficiencies of medication assistance to include but not limited to the following:

1. Safely handling and administering medications.
2. Understanding commonly prescribed medications used in residential care.
3. The 6 "Rights of Medication Assistance" – right resident, right drug, right dosage, right time, right route, and right record / documentation.
4. The 21 specific and key regulations found in the Nevada Revised Statutes (NRS) and Nevada Administrative Code (NAC).

Please visit our website for upcoming dates:

ced.unlv.edu/medication-management



PERSONAL CARE AIDE CERTIFICATE PROGRAM

More people than ever are seeking ways to remain at home as they age or deal with medical challenges. Personal care aides help clients maintain independence by providing support for everyday tasks. They typically work in clients' homes, small group homes, or larger care communities. Personal care aides assist people with chronic diseases, physical limitations, and mental disabilities with a variety of daily needs such as personal hygiene, housekeeping, and meal planning/preparation. Compassion, professionalism, and ethical decision-making are requirements for anyone interested in this line of work.

PREREQUISITE:

Students must interview with the participating employers to be accepted into the training program, must be 18 years of age, must pass a drug and background check prior to hire, must do a two-step TB test prior to hire, and must pass a physical prior to hire.

PROGRAM REQUIREMENTS:

To earn the Personal Care Aide Certificate, students must successfully complete the Personal Care Aide course as well as an employer-based internship where they gain experience and skills under the guidance of a mentor.

PERSONAL CARE AIDE CERTIFICATE PROGRAM

Explore key issues related to providing safe, attentive personal care services in a home-based setting or group facility. Among the covered topics are: basic anatomy and physiology; disease processes and prevention; nutrition; infection control; emergency interventions; medical terminology; dementia; employment strategies; and caregiver wellness. During a hands-on clinical skills lab, students will practice skills essential to the care of elderly and disabled clients including bathing, dressing, mobility, transferring, toileting, grooming, and meal planning. Because personal care aides often work with vulnerable populations, professional ethics are emphasized throughout training. Students will learn OSHA and CDC standards, documentation, abuse, and professional responsibility.

Sharon Davis

MTWThF | Sep 10-27 (meets 14x) | 9am-3pm | \$1,599
PAR Room 400 | 183HH1103A | 8 CEUs

MTWThF | Oct 29-Nov 16 (meets 14x) | 9am-3pm | \$1,599
PAR Room 400 | 183HH1103B | 8 CEUs

*Class does not meet: Nov 12

MTWThF | Nov 26-Dec 13 (meets 14x) | 9am-3pm | \$1,599
PAR Room 400 | 183HH1103C | 8 CEUs

Human Resources

HUMAN RESOURCE MANAGEMENT CERTIFICATE PROGRAMS

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.

BASIC CERTIFICATE PROGRAM REQUIREMENTS:

To earn the Basic Certificate you must register for the certificate application course 183CP9999B and must successfully complete the following required core course plus an additional 2.4 CEUs of elective courses.

- Essentials of Human Resource Management

ADVANCED CERTIFICATE PROGRAM REQUIREMENTS:

To earn the Advanced Certificate you must register for the certificate application course 183CP9999A and 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.

Gary Cottino, SPHR, SHRM-SCP
Th | Aug 16 | 5-6pm | No charge
PAR Room 512 | 182CP6155B

New! BECOMING A STRATEGIC LEADER

Become a strategic leader who can motivate others and make deliberate decisions to enhance your organization's long-term financial stability and success. Discover ways to manage change and eliminate ambiguity while providing a sense of direction that aligns with your organization's mission, vision, strategy, structure, and rewards systems.

Donald Davis

F | Nov 2 | 9am-4pm | \$279

PAR Room 302 | 183CP6305 | 0.6 CEU

CREATING A STRATEGIC THINKING PARADIGM

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. This course is approved for six recertification credits through HRCI. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Gary Cottino, SPHR, SHRM-SCP

F | Aug 10 | 9am-4pm | \$279

PAR Room 301 | 182CP6166 | 0.6 CEU

DEVELOPING A SUCCESSFUL PERFORMANCE MANAGEMENT PROGRAM

Take a strategic and integrated approach to fully developing the capabilities of teams and individuals within your company. Companies who manage employee performance effectively can decrease employment costs, increase productivity, align business practices with the strategic plan, and increase profits. Find out how you can elicit superior employee performance by defining and communicating duties, roles, and expectations, and accurately measuring employee performance. This course is approved for six recertification credits through HRCI. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Gary Cottino, SPHR, SHRM-SCP

F | Dec 14 | 9am-4pm | \$279

PAR Room 302 | 183CP6173 | 0.6 CEU

EFFECTIVE FACILITATION OF MEETINGS & DISCUSSIONS

Run more effective, efficient meetings. With a few new facilitation skills in place, you can ensure the meetings you lead accomplish their objective without wasting anyone's time. A bit of forethought can keep your meetings focused on the task at hand, include the appropriate people in the discussion, and lead to a decision or actionable next steps. Participants will gain experience with hands-on facilitation practice. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Jacob Murdock

Sa | Oct 13 | 9am-4pm | \$279

PAR Room 512 | 183CP6302 | 0.6 CEU

ESSENTIALS OF HUMAN RESOURCE MANAGEMENT

Learn the basics of compensation, employment law, and effective recruitment, selection, and training techniques. This course is for those just entering the human resource career field, line managers who have HR responsibilities, HR professionals who have been in a single functional area, and others who need a review of fundamental HR management. Enrollment includes textbook you can take home.

Cynthia Dobek, MSHRM, IPMA-SCP, SHRM-SCP

T | Sep 4-25 (meets 4x) | 6-9pm | \$699

PAR Room 512 | 183CP6113A | 1.2 CEUs

Grace Gamsky, SPHR, SHRM-SCP

Sa | Nov 3-17 (meets 2x) | 9am-4pm | \$699

PAR Room 511 | 183CP6113B | 1.2 CEUs

*Class does not meet: Nov 10

NEVADA EMPLOYMENT LAW I

Nevada Revised Statutes (NRS) Title 53-Labor and Industrial Relations, Chapters 607-612. Discussion will include: The Nevada Labor Commissioner, compensation, wages and hours, employment of minors, apprenticeships, employment agencies and offices, and unemployment compensation. This course is approved for six recertification credits through HRCI. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Gary Cottino, SPHR, SHRM-SCP

F | Sep 7 | 9am-4pm | \$279

PAR Room 302 | 183CP6144 | 0.6 CEU

NEVADA EMPLOYMENT LAW II

Nevada Revised Statutes (NRS) Title 53-Labor and Industrial Relations, Chapters 613-615. Discussion will include: employer-employee employment practices, organized labor and labor disputes, and vocational rehabilitation. This course is approved for six recertification credits through HRCI. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Gary Cottino, SPHR, SHRM-SCP

F | Sep 21 | 9am-4pm | \$279

PAR Room 302 | 183CP6145 | 0.6 CEU

NEVADA EMPLOYMENT LAW III

Nevada Revised Statutes (NRS) Title 53-Labor and Industrial Relations, Chapters 616A-618. Discussion will include: industrial insurance (workers' compensation), administration, insurers, liability for provision of coverage, benefits for injury or death, prohibited acts, penalties and prosecution, occupational diseases, and Nevada Occupational Safety and Health Administration (OSHA) statutes. This course is approved for six recertification credits through HRCI. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Gary Cottino, SPHR, SHRM-SCP

F | Oct 5 | 9am-4pm | \$279

PAR Room 302 | 183CP6146 | 0.6 CEU

New! ORGANIZATIONAL CHANGE MANAGEMENT

Contribute to your organization, its projects, and its leadership via recognized industry best 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. We 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 we will apply these approaches to real-world examples, including any examples or projects you might be working on now.

Charles Carr

TTh | Oct 16-18 (meets 2x) | 9am-noon | \$279
PAR Room 302 | 183CP6304 | 0.6 CEU

New! ORGANIZATIONAL DESIGN: ALIGNING STRUCTURE, JOBS & SKILLS

Use organizational design tools to make effective changes to corporate structure, employee roles, and job design. Learn how to evaluate different organizational structures, select optimal solutions, and align staff roles with changes initiated by mergers, acquisitions, IT software implementations, or major business process changes used in ERP projects. We will approach organizational design from the tactical (job) level through the company (strategic) level, and will apply best practice methods and tools to hands-on examples and to any project or example you bring to class. This is a must-have skill set for leaders, supervisors, managers, or project team members.

Charles Carr

TTh | Nov 6-8 (meets 2x) | 9am-noon | \$279
PAR Room 302 | 183CP6306 | 0.6 CEU

PROJECT MANAGEMENT SKILLS EVERYONE NEEDS

Apply proven project management techniques to become more effective and efficient as you tackle challenges in your business or personal life. This seminar explores how to pinpoint a problem’s root cause and outline a course of corrective action. Attendees will learn how to develop and present a business case, write a project plan, assemble the right team, and get the project done on budget and on schedule. This course is approved for six recertification credits through HRCI. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Gary Cottino, SPHR, SHRM-SCP

F | Nov 16 | 9am-4pm | \$279
PAR Room 403 | 183CP6174 | 0.6 CEU

**SUCCESSION PLANNING**

Nurture talent and leadership potential within your organization so key staff members are ready to step into new roles when the need arises. A consistent effort to train and retain staff who exhibit characteristics your company values shows your commitment to employee growth, translates into lower turnover rates and recruitment costs, and leads to smooth transitions as staffing needs evolve. Create and execute a well thought-out succession plan to save your company both time and money. This course is approved for six recertification credits through HRCI. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Gary Cottino, SPHR, SHRM-SCP

F | Dec 7 | 9am-4pm | \$279
PAR Room 302 | 183CP6175 | 0.6 CEU

New! TALENT MANAGEMENT

Evolve your talent management strategy beyond the hiring and firing of employees. Take a more comprehensive approach that includes all elements of human capital strategy including employee selection, staff retention, performance management, compensation, succession planning, diversity, and more. Learn effective methods and techniques for managing talent across a broad spectrum of organizations. Take steps to develop and implement effective talent management systems that can help your organization thrive.

Donald Davis

Th | Sep 27-Oct 4 (meets 2x) | 6-9pm | \$279
PAR Room 511 | 183CP6183 | 0.6 CEU

New! TOTAL REWARDS MANAGEMENT

Think beyond the paycheck. In today’s competitive business environment, compensation and benefits programs need to reflect the changing business landscape and organizational obstacles to attracting and retaining talent. Discuss a range of compensation and rewards programs that address monetary and non-monetary incentives for employees beyond salary and benefits offerings. Integrate expanded total compensation packages with other human resource functions that support the full employee life cycle including recruitment, performance, professional growth, and retention.

Donald Davis

TTh | Dec 4-6 (meets 2x) | 6-9pm | \$279
PAR Room 512 | 183CP6184 | 0.6 CEU

UNDERSTANDING EMPLOYEE BEHAVIOR IN THE WORKPLACE

Understand how an individual's personality shapes his or her workplace behavior so you can develop strategies for effectively motivating and managing your team. No two employees act alike, which means both leaders and peers need to build awareness of how personalities influence behavior. Understanding the different behavioral theories and models can help a manager see why employees act as they do, especially in times of change, challenge, or conflict. This course is approved for six recertification credits through HRCI. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Gary Cottino, SPHR, SHRM-SCP
 F | Sep 28 | 9am-4pm | \$279
 PAR Room 302 | 183CP6179 | 0.6 CEU

WHAT THE EEOC EXPECTS FROM EMPLOYERS

Gain clear understanding of the purpose and expectations of the Equal Employment Opportunity Commission (EEOC) so you can be proactive about preventing harassment or discrimination in the workplace. Know the processes involved if someone files a complaint of discrimination against your company. Become familiar with EEOC guidelines for subjects including discriminatory practices, charge processing, investigations, enforcement, vicarious employer responsibility for unlawful harassment by a supervisor, applying the laws during recruitment and hiring, and defending yourself against employment discrimination charges. This course is approved for six recertification credits through HRCI. This program is valid for 6 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Gary Cottino, SPHR, SHRM-SCP
 F | Oct 19 | 9am-4pm | \$279
 PAR Room 302 | 183CP6121 | 0.6 CEU

PHR/SPHR CERTIFICATION PREPARATION

Earning the Professional in Human Resources (PHR) or the Senior Professional in Human Resources (SPHR) designation gives you additional credibility, upgrades your knowledge and skills, and makes you more valuable as an employee. This prestigious designation is awarded by the Human Resource Certification Institute (HRCI) to those talented human resources practitioners who pass the national certification exam.

PHR/SPHR INFORMATION SESSION

Ask questions and hear from the instructor about the structure, content, and requirements of UNLV's PHR/SPHR preparation program. For those who have registered for the program, this is an opportunity to pick up additional materials, receive the first assignment, and review the exam application. While not required, it is highly recommended you attend.

Gary Cottino, SPHR, SHRM-SCP
 Th | Aug 16 | 6-7pm | No charge
 PAR Room 511 | 182CP6118

PHR/SPHR CERTIFICATION PREPARATION

Prepare for your PHR or SPHR certification exam during this 13-lesson preparation course. Review and learn the six content areas: Business Management and Strategy, Workforce Planning and Employment, Human Resource Development, Compensation and Benefits, Employee and Labor Relations, and Risk Management. This course will provide methods for the best ways to study and prepare for the exam. For additional eligibility requirements and exam information including exam fees, visit hrci.org. Required Textbook(s): *Complete HRCI Program for PHR/SPHR*

Gary Cottino, SPHR, SHRM-SCP
 W | Sep 5-Nov 28 (meets 13x) | 6-9pm | \$849
 PAR Room 302 | 183CP6116 | 3.9 CEUs



Interpretation & Translation

LEGAL INTERPRETATION: SPANISH CERTIFICATE PROGRAM

The Legal Interpretation: Spanish Certificate Program helps to train 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.

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.

Students who started the program prior to August 2018 and have earned a passing grade in any of the five courses are exempt from the proficiency requirements. Please contact UNLV Continuing Education by email at ce-assistant@unlv.edu or by phone at 702-895-5099 with any questions regarding proficiency requirements.

PROGRAM REQUIREMENTS:

To earn the Legal Interpretation: Spanish Certificate you must successfully complete six required core classes.

CORE COURSES:

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



LEGAL INTERPRETATION: SPANISH CERTIFICATE PROGRAM INFORMATION SESSION

There is growing demand for bilingual English-Spanish legal interpreters in Nevada. Join us for a free information session and learn how our Legal Interpreter certificate program can prepare you for a rewarding career in interpreting in the U.S. court system, civil service, or the world of business. Led by the instructors of our program's courses, the information session will cover general advice on must-have skills for success in the field, the role of interpreters in the court system, and the outlook of the job market in Southern Nevada.

Staff

M | Sep 10 | 5:30-6:30pm | No charge
PAR Room 300 | 183LA1129

INTRODUCTION TO LEGAL INTERPRETING

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

Elena Gandia Garcia, Ph.D.

W | Aug 1-22 (meets 4x) | 6-9pm | \$309
PAR Room 300 | 182LA1131 | 1.2 CEUs

LEGAL SIGHT TRANSLATION

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

Elena Gandia Garcia, Ph.D.

W | Sep 19-Oct 10 (meets 4x) | 5-8pm | \$309
PAR Room 123 | 183LA1132 | 1.2 CEUs

Register online at ced.unlv.edu/cat2018

MEDICAL INTERPRETATION: SPANISH CERTIFICATE PROGRAM

The Medical Interpretation: Spanish certificate program is designed to prepare students to become certified medical interpreters so they can pursue careers in medical interpretation and translation. The classes in the Medical Interpretation: Spanish certificate program focus on the development of applied learning in a cohesive program that prepares bilingual speakers to work as medical interpreters. Emphasis is placed on understanding the problems and complexities of interpretation and the roles and responsibilities of a medical interpreter; use of pertinent medical terminology and its context, and the development of interpretation skills.

PREREQUISITE:

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

Students who started the program prior to August 2018 and have earned a passing grade in any of the five courses are exempt from the proficiency requirements. Please contact UNLV Continuing Education by email at ce-assistant@unlv.edu or by phone at 702-895-5099 with any questions regarding proficiency requirements.

PROGRAM REQUIREMENTS:

To earn the Medical Interpretation: Spanish Certificate you must successfully complete six required core classes.

CORE COURSES:

- Introduction to Medical Interpreting
- Medical Terminology & Specialties I
- Medical Terminology & Specialties II
- Medical Consecutive Interpreting
- Medical Simultaneous Interpreting & Sight Translation
- Comprehensive Final Exam

MEDICAL INTERPRETATION: SPANISH CERTIFICATE PROGRAM INFORMATION SESSION

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

Alvaro Vergara-Mery, Ph.D., CMI, David Loaiza-Funk, MHS, CMI/CHI, CLSSBB
 T | Aug 28 | 6-7pm | No charge
 PAR Room 401 | 182LA1170

INTRODUCTION TO MEDICAL INTERPRETING

Prepare for a career in medical interpretation by developing skills that are an essential part of the job. Medical interpreting requires knowledge of interpreting techniques and modes of interpretation, theoretical concepts, ethical boundaries, health care systems, health care interpreter standards, and cultural awareness. Medical interpreters must manage the flow of the sessions, be familiar with ethical principles and cultural nuances, devise strategies to handle the challenges presented, and maintain the clinical importance of the medical encounter. Students must also pay for a one-time \$150 book fee upon entry of first course in the program. Book fee includes workbook and all learning materials needed for all five courses in the certificate program. Required Textbook(s): Must purchase course materials upon entry of your first class

Prerequisite: Must be fluent in Spanish & English

Alvaro Vergara-Mery, Ph.D., CMI
 TTh | Sep 18-27 (meets 4x) | 6-9pm | \$199
 PAR Room 107 | 183LA1171 | 1.2 CEUs

MEDICAL CONSECUTIVE INTERPRETING

In consecutive interpretation, the interpreter listens to an oral statement in a source language and then renders it in the target language. Build your awareness of the cognitive processes integral to consecutive interpreting: listening, short-term memory, semantic equivalence, visual/auditory processing, thought organization, and logic. Memory development techniques, note taking, and non-verbal communication are also introduced as important elements of the process of interpreting consecutively. Apply medical consecutive interpretation techniques in a variety of practice situations with specific medical terminology. End goal is to develop professional interpreting skills and expand vocabulary in order to confidently tackle consecutive interpreting assignments in the medical field. Students must also pay for a one-time \$150 book fee upon entry of first course in the program. Book fee includes workbook and all learning materials needed for all five courses in the certificate program.

Prerequisite: Introduction to Medical Interpreting, Medical Terminology & Specialties I & II & fluent in Spanish & English

Alvaro Vergara-Mery, Ph.D., CMI
 TTh | Nov 6-15 (meets 4x) | 6-9pm | \$199
 PAR Room 511 | 183LA1174 | 1.2 CEUs

MEDICAL INTERPRETING CERTIFICATION PREP

Prepare for the written and oral medical interpreter credentialing exams administered by the National Board of Certification for Medical Interpreters (NBCMI) and Certification Commission for Healthcare Interpreters (CCHI). Gain familiarity with computer-based testing and the types of questions the certification exams contain. Students will be coached and evaluated on accuracy, completeness, grammar, smooth delivery, memory skills, and the roles of the interpreter in a variety of scenarios.

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB
 TTh | Dec 11-13 (meets 2x) | 6-9pm | \$109
 PAR Room 400 | 183LA1176

MEDICAL SIMULTANEOUS INTERPRETING & SIGHT TRANSLATION

In simultaneous interpretation, the interpreter listens in a source language and speaks in the target language at the same time. Build on your experience with consecutive interpretation by exploring the concepts of split attention, self monitoring, *décalage* (time difference), coordination, reformulation, and coping techniques. Apply medical simultaneous interpreting techniques in a variety of practice situations with specific medical terminology. End goal is to develop professional interpreting skills and expand vocabulary in order to confidently tackle simultaneous interpreting assignments in the medical field. Students must also pay for a one-time \$150 book fee upon entry of first course in the program. Book fee includes workbook and all learning materials needed for all five courses in the certificate program.

Prerequisite: Introduction to Medical Interpreting, Medical Terminology & Specialties I & II, Medical Consecutive Interpreting, & fluent in Spanish and English

Alvaro Vergara-Mery, Ph.D., CMI
TTh | Nov 27-Dec 6 (meets 4x) | 6-9pm | \$199
PAR Room 300 | 183LA1175 | 1.2 CEUs

MEDICAL TERMINOLOGY & SPECIALTIES I

Medical interpreters must build an extensive vocabulary of all the medical terms encountered from the time patients register in a health care facility to the moment they are discharged. Receive a thorough grounding in basic medical terminology through a structured study of root words, prefixes, and suffixes that allows you to decode the meaning of words when the vocabulary is unknown. Anatomy, physiology, common health problems, and medical procedures will be covered in the following human body systems: integumentary, skeletal, muscular, digestive, and endocrine. Students must also pay for a one-time \$150 book fee upon entry of first course in the program. Book fee includes workbook and all learning materials needed for all five courses in the certificate program.

Prerequisite: Introduction to Medical Interpreting & fluent in Spanish & English

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB
TTh | Oct 2-11 (meets 4x) | 6-9pm | \$199
PAR Room 403 | 183LA1172 | 1.2 CEUs

MEDICAL TERMINOLOGY & SPECIALTIES II

Study the elements of medical word building to develop the extensive vocabulary medical interpreters use within specialty settings. Receive a thorough grounding on basic medical terminology through a study of root words, prefixes, and suffixes that allows you to decode the meaning of words when the vocabulary is unknown. Anatomy and physiology, most common health problems, and medical procedures will be covered in the following areas: respiratory, reproductive, urinary, nervous, cardiovascular, lymphatic, and mental health. Students must also pay for a one-time \$150 book fee upon entry of first course in the program. Book fee includes workbook and all learning materials needed for all five courses in the certificate program.

Prerequisite: Introduction to Medical Interpreting & Medical Terminology & Specialties I & fluent in Spanish & English

David Loaiza-Funk, MHS, CMI/CHI, CLSSBB
TTh | Oct 16-25 (meets 4x) | 6-9pm | \$199
PAR Room 107 | 183LA1173 | 1.2 CEUs

MEDICAL INTERPRETATION: SPANISH CERTIFICATE PROGRAM COMPREHENSIVE FINAL EXAM

Register for this exam course once you have successfully completed the following courses: Introduction to Medical Interpreting (LA1171), Medical Terminology & Specialties I (LA1172), Medical Terminology & Specialties II (LA1173), Medical Consecutive Interpreting (LA1174), Medical Simultaneous Interpreting & Sight Translation (LA1175). This course does not require a fee to take the exam. Students are allowed to retake the final exam one additional time if unsuccessful. Retakes can be scheduled and will be assessed a proctor fee of \$40 for a two-hour test window. Please email ce-assistant@unlv.edu for more information.

Prerequisite: Students must successfully pass: Introduction to Medical Interpreting, Medical Terminology & Specialties I & II, Medical Consecutive Interpreting, Medical Simultaneous Interpreting & Sight Translation.

David Loaiza-Funk, Ph.D., CMI
Th | Dec 18 | 6-8pm | No charge
PAR Room 123 | 183LA1177



Leadership

ORGANIZATIONAL LEADERSHIP CERTIFICATE PROGRAM

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.

PROGRAM REQUIREMENTS:

To earn the Organizational Leadership Certificate, you must register for the certificate application course 183CP9999D and successfully complete the following required core course plus an additional 2.4 CEUs of elective courses.

CORE COURSES:

- Fundamentals of Leadership

ELECTIVE OPTIONS:

- Effective Facilitation of Meetings & Discussions
- Developing Mentorship Programs
- Change Management
- Coaching & Counseling for Success
- Conflict Management: What is Conflict & How Do I Resolve It?
- Creating a Strategic Paradigm
- Making the Transition from Manager to Leader
- Problem Solving & Decision Making
- Strategic Planning I & II
- Personal Leadership Development
- Project Management Skills Everyone Needs
- Succession Planning
- Communication Strategies: First-time Managers or Supervisors
- Fostering a Diverse & Inclusive Workplace
- Organizational Change Management
- Organizational Design: Aligning Structure, Jobs & Skills
- Becoming a Strategic Leader
- Language of Leadership

View course descriptions and details for elective offerings in the human resources section of the catalog or through the online registration system.



FUNDAMENTALS OF LEADERSHIP

Prepare for your study of leadership theory and methods by beginning with an overview of proven models commonly applied in today's workplace. Examine practical ways to incorporate leadership theory into work and life. Set the tone and establish a common knowledge base for further study. This program is valid for 12 PDCs for the SHRM-CPSM or SHRM-SCPSM.

Jacob Murdock

W | Oct 3-24 (meets 4x) | 6-9pm | \$699
PAR Room 512 | 183CP6300 | 1.2 CEUs

New! PERSONAL LEADERSHIP DEVELOPMENT

In order to be an effective leader, an individual must first understand their own leadership style, strengths, and abilities. Discuss the habits of exemplary leaders, assess your own approach to leadership, and develop strategies for improvement. As part of your leadership self reflection, you will take the Meyers-Briggs Type Indicator assessment to gain insight into how you tend to perceive the world around you and what factors drive your decision making.

Jacob Murdock

Sa | Dec 8 | 9am-4pm | \$279
UNLV Paradise Campus | 183CP6308 | 0.6 CEU

New! THE LANGUAGE OF LEADERSHIP

Position yourself to learn from professional or personal challenges and forge ahead with greater insight and leadership capacity. Explore how a mix of words and deeds can generate a platform for building effective leadership qualities. Using *Crucibles of Leadership* as a framework, examine motives, values, methods, and position to create a conscious approach to leading and following in large and small groups. The program draws on historical and contemporary leaders through written and multi-media resources and allows for significant interaction between members of the class.

Kenneth B. Lange

F | Sep 14 | 9am-4pm | \$279
PAR Room 107 | 183CP6307 | 0.6 CEU

Legal Studies

LEGAL CLASSES

CONTRACT LAW

Gain a comprehensive understanding of Contract Law including how to form effective legal contracts, how contracts are performed, the remedies for non-performance or breach of contract, and third-party contracts. The focus of the class is litigation (claims and defenses to a breach of contract claim) as opposed to transactions (negotiating and drafting a contract). Twelve hours will be in class and you will complete additional hours online. Required Textbook(s): *Basic Contract Law for Paralegals* (ISBN: 9781454855552)

Zachariah Parry, J.D.

Th | Nov 15-Dec 13 (meets 4x) | 6-9pm | \$399

PAR Room 302 | 183PL6107 | 1.2 CEUs

*Class does not meet: Nov 22

MICROSOFT OFFICE & ADOBE ACROBAT FOR LEGAL PROFESSIONALS

Paralegals and other legal professionals must possess highly-specialized computer experience in document control, collective editing, and sophisticated formatting. Build advanced proficiency in Microsoft Word beyond standard word processing by practicing skills frequently used in producing legal documents. Topics will include complex options for character, paragraph, and page formatting; using and managing styles and templates; using fields, content controls, and quick parts; macro basics; incorporating reference features such as footnotes and auto-generation of tables of contents, figures, or authorities; producing mail merge documents; and collaborative authoring and editing tools such as track changes and compare/combine documents. Adobe Acrobat skills required in legal settings will also be taught, including document redaction; optical character recognition (OCR); electronic signatures; Bates numbering; file conversion; and form creation and submission. Although the majority of class time will be spent on advanced features of Word and Acrobat, we will also cover the fundamentals of Excel and PowerPoint. This course is highly recommended to prepare new paralegals, legal assistants, and other administrative staff for the daily requirements of working in a law office.

Sharon Fry, MCT, MOS Master, MCP, MTA

MW | Sep 10-Oct 3 (meets 8x) | 6-9:15pm | \$349

PAR Room 125 | 183PL6240A | 2.4 CEUs

TTh | Sep 11-Oct 4 (meets 8x) | 9-12:15pm | \$349

PAR Room 125 | 183PL6240B | 2.4 CEUs

TORT LAW

Study intentional and strict liability torts including personal injury, products liability, defamation, and more. Defenses to tort claims, contemporary issues, and landmark cases will also be carefully examined. Students will be provided exercises, web support, real-life examples, and other extensive subject matter support. Twelve hours will be in class and you will complete additional hours online. Required Textbook(s): *Tort and Personal Injury Law* (ISBN: 9781133691853)

Zachariah Parry, J.D.

Th | Oct 18-Nov 8 (meets 4x) | 6-9pm | \$399

PAR Room 302 | 183PL6102 | 1.2 CEUs

PARALEGAL CERTIFICATE PROGRAMS

Being a paralegal is more than just having a job in the legal field. It can be a rewarding life-long career. If lawyers are the gears of the justice system, paralegals are the grease that keeps it running smoothly. According to the Bureau of Labor Statistics, demand for paralegals is growing at over double the national job growth rate, with a national median salary of \$50,410 annually, making the choice to become a paralegal one of the smartest career choices you can make.

PROGRAM REQUIREMENTS:

To earn the Paralegal Certificate you must successfully complete the Paralegal course.

PARALEGAL CERTIFICATE INFORMATION SESSION

Attend an information session before you enroll in UNLV's Paralegal Certificate program. Information sessions cover topics including paralegal job responsibilities, employment potential, financial assistance, and the UNLV Paralegal website. These sessions will help you decide if this is the right program for you.

Matthew Pfau, J.D.

W | Sep 5 | noon-1pm | No charge

PAR Room 512 | 183PL6128A

Zachariah Parry, J.D.

Th | Sep 6 | 5:30-6:30pm | No charge

PAR Room 512 | 183PL6128B

Matthew Pfau, J.D.

M | Sep 10 | noon-1pm | No charge

PAR Room 302 | 183PL6128C

Zachariah Parry, J.D.

T | Sep 11 | 5:30-6:30pm | No charge

PAR Room 401 | 183PL6128D

Matthew Pfau, J.D.

M | Sep 24 | noon-1pm | No charge

PAR Room 302 | 183PL6128E

Zachariah Parry, J.D.

Th | Sep 27 | 5:30-6:30pm | No charge

PAR Room 401 | 183PL6128F

Register online at ced.unlv.edu/cat2018



PARALEGAL CERTIFICATE PROGRAM

UNLV's paralegal program comprises two semester-long courses with a total of 90 hours of classroom instruction: Practicum and the Law. For Practicum, we have identified the skills most in demand in a Nevada paralegal: effective legal research, persuasive writing, law practice management, document formatting and structure, court filing, calendaring deadlines, and ethical representation. Each paralegal will learn these skills and put them into practice through representation of two hypothetical clients: a plaintiff and a defendant. The Law course covers those substantive aspects a paralegal is most likely to encounter in their practice: Torts, Contracts, Criminal Law, Criminal Procedure, Civil Procedure, Family Law, and Estate Planning and Probate. After finishing this course created specifically for UNLV paralegal graduates will have the knowledge, skills, and confidence they'll need to enter the paralegal profession. Required Textbook(s): *Tort & Personal Injury Law* (ISBN: 9781133691853) & *Basic Contract Law for Paralegals* (ISBN: 9781454855552)

Prerequisite: Must have daily access to a computer and printer

Zachariah Parry, J.D., Matthew Pfau, J.D.

MW | Oct 15-Feb 11, 2019 (meets 29x) | 9am-noon | \$6,549

PAR Room 302 | 183PL6131A | 25 CEUs

*Class does not meet: Nov 19, 21, Dec 24, 26, Dec 31 & Jan 2

Zachariah Parry, J.D.

TTh | Oct 16-Feb 12, 2019 (meets 29x) | 6-9pm | \$6,549

PAR Room 301 | 183PL6131B | 25 CEUs

*Class does not meet: Nov 20, 22, Dec 25, 27, Jan 1 & Jan 3

Marketing & Communications

COMMUNICATIONS CLASSES

COMMUNICATE WITH DIFFICULT PEOPLE WITH TACT & SKILL

Analyze types of difficult behavior and practice constructive ways to communicate with difficult people in your professional and personal life. Learn ways to help you deal with supervisors, entertainers, and analytical types of people, as well as angry and abusive people. Enrollment includes workbook you can take home.

Roger Burgraff, Ph.D.

Sa | Sep 22 | 9am-noon | \$69

PAR Room 511 | 183CX1106

EDITING & PROOFREADING YOUR WORK

Make a positive impression with clear, concise, and grammatically-correct personal or business correspondence. This half-day program will focus on essentials such as content, flow, mechanics, spelling and punctuation. You will leave the workshop with several editing exercises you may use to self-test and practice the skills you have learned.

Richard Becker, ABC

F | Oct 5 | 1-4pm | \$69

PAR Room 400 | 183WR1150

HOW TO DEAL WITH DISAGREEMENTS, CONFLICT & CONFRONTATION

Do not let disagreements, conflict, or confrontation undermine your personal or professional life. Reduce the stress and fear often associated with conflict by learning to distinguish between disagreements and misunderstandings, following rules for fighting fair during conflict, and knowing how to face an angry person. Enrollment includes workbook you can take home.

Roger Burgraff, Ph.D.

Sa | Sep 22 | 1-4pm | \$69

PAR Room 511 | 183PG1191



PUBLIC SPEAKING BOOTCAMP

Become a poised and powerful public speaker. Opportunities to speak in front of a group provoke anxiety for many people, yet the benefits of being a confident speaker can be enormous. Presentation skills help you to lead, persuade, motivate, educate, and manage others. Course topics include overcoming nervousness, planning your presentation, effective delivery, using humor, visual aids, answering questions, and handling difficult situations. After this one day crash course you will know the key elements of a powerful presentation and understand how to make a positive and lasting impact on your audience. Enrollment includes workbook you can take home.

Roger Burgraff, Ph.D.
F | Sep 21 | 9am-4pm | \$139
PAR Room 403 | 183CX1109

MARKETING CLASSES

INTRODUCTION TO SOCIAL MEDIA MARKETING

Content creators, online marketers, webmasters, online and offline business owners, and self-employed entrepreneurs all need a comprehensive understanding of how to use social media to drive internet traffic and gain exposure for their company's products, services, or causes. Join us as we take an in-depth look at how to harness social media for your marketing efforts including defining your audience, finding your voice, developing a marketing plan, content creation, and tracking. You will also learn the basics of setting up and using social media accounts like Facebook, YouTube, Twitter, Instagram, LinkedIn, Pinterest, and others. Plus, get tips for blogging, email marketing, and best practices for creating an excellent user experience.

John Larson
Th | Sep 13-Oct 11 (meets 5x) | 1-3pm | \$289
PAR Room 302 | 183WM8176 | 1 CEU

INTRODUCTION TO YOUTUBE MARKETING

Discover the power of YouTube marketing. With over 1.3 billion people worldwide now using YouTube, video has become an essential marketing strategy. Content marketers, online and offline business owners, self-employed entrepreneurs, and artists/musicians all need to know how to build a YouTube channel and grow their video marketing efforts. Learn how to start your channel, communicate your brand, explain your products or services, and build relationships with your audience. Get advice on how to choose your niche, select equipment, develop content, create a media plan, integrate with other social media networks, and strategize for audience growth.

John Larson, Maximilliano Lopez
F | Oct 19 | 9am-4pm | \$149
PAR Room 400 | 183WM8175 | 1 CEU

Mediation

MEDIATION CERTIFICATE PROGRAM

Skills learned in mediation training can be used in almost every aspect of life where there is interaction between two or more people. Companies, individuals, social service providers, and government agencies increasingly turn to mediation as a more cost-effective, expedient way to achieve mutually satisfactory agreements. Classroom training and an in-depth practicum will prepare you to become an effective, neutral third party in a conflict.

PROGRAM REQUIREMENTS:

To earn the Mediation Certificate you must successfully complete the Mediation Training course.

MEDIATION TRAINING CERTIFICATE INFORMATION SESSION

Attend an information session before you enroll in Mediation Training Certificate program. Information sessions cover topics including training curriculum, mediation demonstrations, mediation job responsibilities, employment potential, and financial assistance. This session will help you decide whether this program is the right fit for you.

Patricia Battie, Wes Miller

M | Aug 6 | noon-1pm | No charge
PAR Room TBD | 182CM1128A

M | Aug 6 | 5:30-6:30pm | No charge
PAR Room TBD | 182CM1128B

MEDIATION TRAINING CERTIFICATE

A mediator provides a process to help parties better understand each other's perspective and reach a mutually agreeable resolution. The principles of mediation are covered during this interactive five session course. You will learn the facilitative mediation process, and develop active listening skills and effective questioning techniques. Ethical standards in mediation and strategies to work through impasse situations will be introduced, as well as methods to differentiate between position and interest, identify sources of conflict, and write agreements. Following classroom training, an in-depth practicum will include a minimum of three observations, four co-mediations, and two solo mediations. The practicum will allow you to practice your skills and gain confidence in your ability to conduct mediations. This class is eligible for 31.5 CLEs (30 general and 1.5 ethics) through the Nevada Board of Continuing Legal Education for attorneys and judges.

Patricia Battie

Sa | Aug 11-Sep 15 (meets 5x) | 8am-5pm | \$1,199
Clark County Neighborhood Justice Center | 182CM1120 | 4 CEUs
Class does not meet Sep 1

Microsoft Office & Personal Computing

MICROSOFT OFFICE

Freshen up on your Microsoft Office skills. Courses currently offered are in Microsoft Office and Excel. We can offer additional courses in Microsoft such as Office 365, Access, Advanced Excel, OneNote, Outlook, PowerPoint, Project, SharePoint, and Visio. Courses can also be customized for your group. To inquire about additional offerings and custom training, call 702-895-5099 or email continuing.education@unlv.edu.

EXCEL ESSENTIALS

Fluency in Excel will streamline data collection, management, interpretation, and presentation in your college coursework and research. In the foundation course you will be oriented to the Excel environment and terminology; view and understand a finished spreadsheet; learn to enter and edit data; manage workbooks; use the AutoFill feature; calculate with basic formulas and use functions; create databases; perform basic formatting; and insert/delete cells, rows, columns, and worksheets. This is a very fast-paced course.

Prerequisite: Basic working knowledge of Excel.

Sharon Fry, MCT, MOS Master, MCP, MTA

T | Sep 4 | 1-4:15pm | \$69

PAR Room 123 | 183CU1100A | 0.3 CEU

Sa | Dec 1 | 9am-12:15pm | \$69

PAR Room 123 | 183CU1100B | 0.3 CEU

EXCEL ESSENTIALS: ANALYZING DATA

Transform raw data into a more digestible form to support your research conclusions. In this session geared for undergraduate and graduate students, you will create advanced formulas with named ranges and functions; understand how Excel handles dates; use tools to manipulate databases and pivot tables; explore tools for data analysis; and work with external data. This is a fast-paced course.

Prerequisite: Excel Essentials, or equivalent, subject to instructor approval.

Sharon Fry, MCT, MOS Master, MCP, MTA

W | Sep 5 | 1-4:15pm | \$69

PAR Room 123 | 183CU1110A | 0.3 CEU

Sa | Dec 8 | 9am-12:15pm | \$69

PAR Room 123 | 183CU1110B | 0.3 CEU



EXCEL ESSENTIALS: PRESENTING DATA

Share your data in a more compelling way once you understand Excel's tools for data presentation. In this course you will learn to use functions to display data; apply advanced formatting with styles, themes and conditional formatting; create and modify charts and pivot charts; insert and manipulate images and shapes; and use advanced printing options to control output. This is a fast-paced course.

Prerequisite: Excel Essentials, or equivalent, subject to instructor approval.

Sharon Fry, MCT, MOS Master, MCP, MTA

Th | Sep 6 | 1-4:15pm | \$69

PAR Room 123 | 183CU1111A | 0.3 CEU

Sa | Dec 15 | 9am-12:15pm | \$69

PAR Room 123 | 183CU1111B | 0.3 CEU

EXCEL LEVEL I

Manage cells, columns, rows, worksheets, and workbooks in Excel. Additionally, learn to apply functions, create charts, filter and sort data, and create pivot tables. Assignments outside of class will provide you with a variety of spreadsheet experiences to enrich your understanding of Excel.

Sharon Fry, MCT, MOS Master, MCP, MTA

Sa | Aug 18-Sep 18 10 (meets 4x) | 9-11:45am | \$269

PAR Room 123 | 182CW8163 | 1 CEU

EXCEL LEVEL II

Build your Excel knowledge and take advantage of the program's versatility. Gain additional experience implementing functions, consolidating worksheets, auditing data, working with collaboration tools, and using macros. Required Textbook(s): *Exploring Microsoft Excel 2013 Comprehensive* (ISBN: 9780133412185)

Prerequisite: Excel Level I or equivalent, subject to instructor approval.

Sharon Fry, MCT, MOS Master, MCP, MTA

Sa | Oct 13-Nov 10 (meets 4x) | 9-11:45am | \$269

PAR Room 123 | 183CW8138 | 1 CEU

*Class does not meet: Oct 27

MICROSOFT OFFICE BASICS

Navigate through Word, Excel, and PowerPoint. You will use Word to write your resume, make a simple flyer, and create a sign. In Excel you will create a simple spreadsheet to keep track of things like your household budget or even a simple invoice. Finally you will work in PowerPoint, combining pictures and text into effective presentations.

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

John Larson

W | Oct 17-Nov 21 (meets 6x) | 1-3pm | \$189
PAR Room 123 | 183CW8177

WORD ESSENTIALS: WORKING WITH LONG DOCUMENTS

Make use of the advanced features available in Word to efficiently produce long documents such as term papers or research reports. With a particular emphasis on APA style compliance, learn to apply paragraph formatting; insert cover pages; use page layout features to control text flow, headers, footers, and page numbering; automatically generate and maintain table of contents, footnotes, and endnotes; insert citations and captions; generate bibliographies and tables of figures and authorities; mark entries for and insert an index; and use tools for proofing and reviewing.

Prerequisite: Students must have working knowledge of Microsoft Word.

Sharon Fry, MCT, MOS Master, MCP, MTA

T | Sep 11 | 1-4:15pm | \$69
PAR Room 123 | 183CU1112 | 0.3 CEU



Music & Performing Arts

ACTING & COMEDY

INTRODUCTION TO VOICEOVER WORKSHOP

Find out how the voiceover business really works. A 17-year seasoned voiceover veteran shares an in-depth 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; ups and downs of agents; and getting gigs.

Melissa Moats

M | Sep 24 | 7-9pm | \$49
The Voice Actors Studio | 183CX4170

BREAK INTO THE WORLD OF VOICEOVER

Explore the ever-evolving world of the voiceover industry. Discover the broad range of genres: TV & radio, video games, audiobooks, eLearning, and more! Learn how to approach different types of copy, and experience hands-on training while recording in a professional studio. Gain industry knowledge in recording software, explore the voiceover job market, and find out where your voice best fits in the marketplace. With today's technology you can now open doors in voiceover no matter where you live.

Melissa Moats

T | Oct 9-30 (meets 4x) | 6:30-9:30pm | \$299
The Voice Actors Studio | 183CX4171A

T | Nov 6-27 (meets 4x) | 6:30-9:30pm | \$299
The Voice Actors Studio | 183CX4171B

MUSIC

ARGENTA (FORMERLY UNLV WOMEN'S CHORUS)

Argenta is a choir that performs a variety of music for women's and treble voices. Repertoire includes "classical" choral music of all styles, folk music, spirituals, and musical theatre highlights. Membership is open to UNLV students, faculty, staff, and community members. Attendance at all rehearsals and performances is mandatory. A complete performance schedule will be available at the beginning of the semester; there are usually two or three performances during the semester. Students will be required to purchase a uniform for performances. This is a university-level ensemble and is also offered as a credit course in the university catalog (MUSE 105, 405, 505). Instructor approval is required and an audition will take place during the first class meeting. Interested community members are encouraged to contact joseph.svendsen@unlv.edu or 702-895-5468 for further information.

Joseph Svendsen

F | Aug 31-Dec 7 (meets 15x) | 1-2:30pm | \$39
UNLV Campus | 182MU1103

*Class does not meet: Mar 30

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

W | Oct 10-Nov 21 (meets 6x) | 7:15-8:45pm | \$109

PAR Room 511 | 183MU1107

*Class does not meet: Oct 31

LAS VEGAS FLUTE ENSEMBLE

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

Jennifer Grim

Th | Aug 30-Dec 6 (meets 15x) | 7-9pm | \$39

UNLV Campus | 183MU1108

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

W | Oct 10-Nov 21 (meets 6x) | 5:30-7pm | \$109

PAR Room 511 | 183MU1117

*Class does not meet: Oct 31

UNIVERSITY BASKETBALL PEP BAND

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

Tony LaBounty

M | Oct 15-Mar 18, 2019 (meets 23x) | 9-10pm | \$39

UNLV Campus | 183MU1111



UNIVERSITY MARCHING BAND

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

Tony LaBounty

MThF | Aug 20-Dec 3 | \$79

UNLV Campus | 182MU1106

*Class meets: Mon. 6:30-8:30pm, Thu & Fri 8-9:30am

*Class does not meet: Sep 4, Oct 27, Nov 10, Nov 23 & Nov 24

UNLV COMMUNITY CONCERT BAND

Formed in January 1987, the UNLV Community Concert Band is among the oldest community instrumental groups in the Las Vegas area. The 70-plus members range in age from high school to seniors. The band plays a wide variety of music including marches, show and film scores, and classic and contemporary wind arrangements. The season will culminate with a special concert. Contact Tony LaBounty at tony.labouty@unlv.edu for final concert date & details. Players should be relatively proficient on their instrument and have at least one year or more of high school playing experience. There is no formal audition procedure.

Tony LaBounty

W | Aug 29-Dec 5 (meets 15x) | 7-9:20pm | \$39

UNLV Campus | 182MU1102

UNLV MARIACHI - MARIACHI REBELDE

UNLV Mariachi/Mariachi Rebelde is a performance group open to all UNLV students and non-UNLV student registrants who want to study, rehearse, and perform mariachi music of varying difficulty levels. Weekly class meetings focus on standard repertoire from the mariachi musical tradition. Ancillary materials for technical proficiency, stylistic exercise, and other applications will be from published and rote teaching sources. Although previous performance experience is preferred, course registrants with no experience are also welcomed. Given the subject matter, this course will be taught in English and Spanish. Performances on the UNLV campus and off campus are expected, and scope of performances will be based on student accomplishment of course objectives and instrumentation.

Gabriel Meza

Th | Aug 30-Dec 6 (meets 15x) | 7-9pm | \$69

HFA (Ham Fine Arts) Room 147 | 182MU1118

UNLV NEW HORIZONS BAND

The UNLV New Horizons Band is part of an international movement to get adults re-involved with music. This musical ensemble places a higher emphasis upon the learning and enjoyment of music above the rigor and pressures of performance. The band's size allows for individual attention to each performer's developmental needs. Each semester there is a short, shared concert and opportunities for outreach performances in adult communities. There are no auditions.

Tony LaBounty

T | Aug 28-Dec 4 (meets 15x) | 7-9:20pm | \$29
UNLV Campus | 182MU1104

UNLV VARSITY GLEE CLUB

The UNLV Varsity Glee Club is a tenor-bass chorus and enjoys a strong tradition of energetic music making in an atmosphere of camaraderie. The Glee Club performs on campus each semester and has appeared at out-of-state regional and national choral festivals. Repertoire includes "classical" choral music of all styles, as well as folk tunes, spirituals, and musical theatre highlights. Membership is open to UNLV students, faculty, staff, and community members. Attendance at all rehearsals and performances is mandatory. A complete performance schedule will be available at the beginning of the semester; there are usually two or three performances during the semester. Students will be required to purchase a uniform for performances. This is a university-level ensemble and is also offered as a credit course in the university catalog (MUSE 106, 406, 506). Thus, instructor approval is required and an audition will take place during the first class meeting. Interested community members are encouraged to contact the instructor at david.weiller@unlv.edu or 702.895.3008 for further information.

David Weiller

F | Aug 31-Dec 7 (meets 15x) | 1-2:20pm | \$39
UNLV Campus | 182MU1101



Nonprofit Management

GRANT ACADEMY CERTIFICATE PROGRAM

The Grant Writing Certificate is offered in partnership with the UNLV School of Environmental and Public Affairs. Students in the program 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 register for the certificate application course 183GR9999 and successfully complete five core courses.

CORE COURSES:

- Identifying Funding Sources
- Building a Grant Ready Organization
- 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.

Beth Rubins, MSW, Kenneth B Lange, Cynthia Radley, Kipp Ortenburger
T | Aug 28 | 6-7pm | No charge
PAR Room 300 | 183GR1150

GRANT ACADEMY BUNDLE

Register for this class to receive bundle discount of \$899 for all five classes.

Staff

T | Sep 11-Dec 11 (meets 14x) | 4-6pm | \$899
UNLV Paradise Campus | 183GRBUND | 4.2 CEUs

BUILDING A GRANT READY ORGANIZATION

Learn how to assess and build the organizational capacity necessary to obtain grant funding. Using the twelve characteristics of a grant ready organization, examine how management decisions, policies, and partnerships impact grantor perception and funding outcomes. You will work on evaluating the mission, values, and program strength of organizations to better understand how each contributes to effective grant seeking. The class draws on the expertise and aspirations of its participants to create a dynamic and interactive experience.

Kenneth B Lange

TTh | Oct 2-11 (meets 4x) | 4-6pm | \$199

PAR Room 400 | 183GR1142 | 0.8 CEU

GRANTS MANAGEMENT

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

Cynthia Radley

TTh | Dec 4-13 (meets 4x) | 4-6pm | \$199

PAR Room 400 | 183GR1136 | 0.8 CEU

IDENTIFYING FUNDING SOURCES

Match your project to the best funding source to improve the odds of support. Not every project is a good fit for every grant program; deciding which grants to pursue is an important grant writing skill. This course will explain different types of grants and outline ways to research and uncover grant opportunities. Participants will analyze characteristics of a strong resource development plan and assess how grant funding fits into the organization's financial picture.

Kipp Ortenburger

TTh | Sep 11-20 (meets 4x) | 4-6pm | \$199

PAR Room 300 | 183GR1140 | 0.8 CEU

PROPOSAL WRITING I

Prepare a grant application targeted at smaller state and local philanthropic funding sources. Craft a convincing case for funding and write a statement of need. Develop a simple project budget and write a supporting narrative which clearly articulates the anticipated program outcomes and benefits.

Beth Rubins, MSW

TTh | Oct 23-Nov 1 (meets 4x) | 4-6pm | \$199

PAR Room 300 | 183GR1144 | 0.8 CEU

PROPOSAL WRITING II

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

Beth Rubins, MSW

TTh | Nov 13-29 (meets 4x) | 4-6pm | \$199

PAR Room 400 | 183GR1134 | 0.8 CEU

*Class does not meet: Nov 15 & 22

NONPROFIT MANAGEMENT CERTIFICATE PROGRAM

Offered in Partnership with



United Way of Southern Nevada

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 register in the certificate application course 183NP9999 and 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 and more details about this program.

NONPROFIT MANAGEMENT BUNDLE

Register in all four core classes for the Nonprofit Management Certificate and receive the discounted price of \$995.

Staff

MW | Sep 5-Dec 17 (meets 16x) | 9am-1pm | \$995

United Way of S. Nevada | 183NPBUND | 6.4 CEUs

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

A healthy, effective board is central to achieving your nonprofit's mission. Attendees will be educated on the legal and fiduciary responsibilities of board membership, create a framework for nonprofit leadership, and understand the importance of an engaged and focused board. This session is a great orientation for any board and its members, but will particularly benefit new board members, new organizations, or organizations without paid staff.

Scott Emerson

F | Aug 31 | 11am-12:30pm | No charge

United Way of S. Nevada Executive Conference Room | 182NP3143C

F | Nov 30 | 11am-12:30pm | No charge

United Way of S. Nevada Executive Conference Room | 183NP3143

AN INTRODUCTION TO THE NONPROFIT SECTOR

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

Scott Emerson

F | Aug 31 | 9-10:30am | No charge
United Way of So Nevada Executive Conference Room | 182NP3151C

F | Nov 30 | 9-10:30am | No charge
United Way of S. Nevada Executive Conference Room | 183NP3151

BOARDS BUILT FOR SUCCESS: ABCS OF BOARD RECRUITMENT, RETENTION & SUCCESSION PLANNING

Implement a framework for effective board development. A well-managed board can be a major asset for your business or nonprofit, yet CEOs and executive directors can be somewhat hesitant when it comes to actively engaging their boards. We will articulate strategies for evaluating board composition and needs, then create a plan to identify, recruit, and select prospective board members. Think through your onboarding process, paying attention to how you can support board member engagement and committee participation. Looking long term, develop strategies for succession planning and transition.

Tiffany Tyler, Ph.D.

Th | Oct 25 | 9am-1pm | \$79
United Way of S. Nevada Boardroom | 183NP3162 | 0.4 CEU

New! BUSINESS & INFRASTRUCTURE OF FUNDRAISING

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

T. Clay Buck, CFRE

M | Oct 1-22 (meets 4x) | 4-6pm | \$159
United Way of S. Nevada Boardroom | 183NP3163

CAPITAL CAMPAIGNS: EVERYTHING YOU NEED TO KNOW

Assess your organization's internal and external readiness to conduct a capital fundraising campaign. We will discuss the infrastructure needed to run a successful campaign-board involvement, staffing, technology, and the case for support. Participants will evaluate their readiness to conduct a campaign and critique campaign case statements. We will also discuss planning/feasibility studies-do you need one, what you should expect from the study, and what to do if the study says you are not ready for a campaign.

Linda Lysakowski

Th | Dec 6 | 9am-1pm | \$79
United Way of S. Nevada Boardroom | 183NP3146 | 0.4 CEU

CREATING A DEVELOPMENT PLAN

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

Linda Lysakowski

F | Sep 28 | 9am-1pm | \$79
United Way of S. Nevada Executive Conference Room | 183NP3148
0.4 CEU

EFFECTIVE VOLUNTEER MANAGEMENT

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

Scott Emerson

F | Sep 14 | 8am-5pm | \$159
United Way of S. Nevada Executive Conference Room | 183NP3152
0.8 CEU

FROM PLANNING TO PERFORMANCE MANAGEMENT: PREPARING FOR ORGANIZATIONAL SUCCESS

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

Tiffany Tyler, Ph.D.

Th | Oct 4 | 9am-1pm | \$79
United Way of S. Nevada Executive Conference Room | 183NP3161
0.4 CEU

New! GOVERNANCE, LEGAL COMPLIANCE & PUBLIC DISCLOSURE

Protect your organization by understanding legal, financial, and management issues unique to the nonprofit sector. Curriculum content includes nonprofit law; legal rights and obligations of directors, trustees, and officers; tax implications of charitable giving; nonprofit human resource management; supervision of paid and unpaid staff; organizational diversity; and public disclosure requirements to maintain transparency and public trust in your organization.

Scott Emerson

W | Oct 31-Nov 28 (meets 4x) | 9am-1pm | \$279
United Way of S. Nevada | 183NP3149 | 1.6 CEUs

*Class does not meet: Nov 21

New! INTRODUCTION TO GIFT PLANNING

Return to your organization equipped with the information needed to integrate gift planning strategies within the overall development structure. Explore how to create a pipeline of donor prospects, identify the stages of planned gift cultivation, and talk about typical timelines for securing after-life gifts. Time will be dedicated to marketing and communications for gift planning. A gift planning timeline will be established, allowing course enrollees to return to their organizations with the necessary tools to set up an internal infrastructure to establish their gift planning program.

Jeff Grandy

F | Nov 2 | 9am-1pm | \$79

United Way of S. Nevada Executive Conference Room | 183NP3168

MAJOR GIFT FUNDRAISING

Learn to cultivate major gift donors, involve board members in “making the ask,” and better understand what motivates donors to make big gifts. You will find out about gift solicitation models, giving vehicles, and the importance of donor recognition.

Linda Lysakowski

ThF | Nov 15-16 (meets 2x) | 9am-1pm | \$159

United Way of S. Nevada Executive Conference Room | 183NP3105
0.8 CEU

New! 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 build 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

Th | Dec 13 | 9am-1pm | \$79

United Way of S. Nevada Boardroom | 183NP3167

NONPROFIT MARKETING ESSENTIALS

Don't get lost in the crowd. Marketing has been identified as one of the top challenges for nonprofits and its importance is often overlooked. In this day and age the number of causes to support is immense so how does an organization stand out? Learn the essential steps of marketing, such as creating a brand, how to tell your story effectively, and what are the best marketing strategies for your cause. Learn to rise above the crowd and let your organization's voice be heard.

Jennifer Ramieh

F | Oct 12 | 9am-1pm | \$79

United Way of S. Nevada Executive Conference Room | 183NP3157
0.4 CEU

New! 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.

Tiffany Tyler, Ph.D.

M | Nov 26-Dec 17 (meets 4x) | 9am-1pm | \$279

United Way of S. Nevada Boardroom | 183NP3164 | 1.6 CEUs

RESPONSIBLE FUNDRAISING

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

T. Clay Buck, CFRE

W | Sep 5-26 (meets 4x) | 9am-1pm | \$279

United Way of S. Nevada | 183NP3130 | 1.6 CEUs

STRONG FINANCIAL OVERSIGHT

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

Scott Emerson

W | Oct 3-24 (meets 4x) | 9am-1pm | \$279

United Way of S. Nevada Boardroom | 183NP3131 | 1.6 CEUs

New! TELLING THE STORIES THAT MAKE DONORS GIVE

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

T. Clay Buck, CFRE

MW | Dec 3-12 (meets 4x) | 4-6pm | \$159

United Way of S. Nevada Boardroom | 183NP3165



Parenting & Families

PARENTING

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.

Joyce Gallina, MSW

T | Aug 28-Oct 16 (meets 8x) | 5:30-7:30pm | \$299
PAR Room 302 | 182PL6105A

Joyce Gallina, MSW

Th | Aug 30-Oct 18 (meets 8x) | 5:30-7:30pm | \$299
PAR Room 302 | 182PL6105B

Kathleen Bergquist, J.D., Ph.D., MSW

T | Oct 23-Dec 18 (meets 8x) | 5:30-7:30pm | \$299
PAR Room 302 | 183PL6105A

*Class does not meet: Nov 20

Bree Mullin, Psy.D.

Th | Oct 25-Dec 13 (meets 8x) | 5:30-7:30pm | \$299
PAR Room 302 | 183PL6105B

Real Estate

COMMUNITY ASSOCIATION MANAGEMENT PRECERTIFICATION PROGRAM

Acquire basic community association management skills and meet the requirements for community management found in NRS 116 and 116A, and NAC 116 and 116A. This certificate is required for those who are involved in common-interest community management (HOAs). The course meets Nevada's mandated 60-hour classroom education requirement. Upon successful completion of this course, you are eligible to take the exam to become a certified community association manager.

PROGRAM REQUIREMENTS:

To earn the Community Management Preparation Certificate you must successfully complete the Community Manager Preparation course.

COMMUNITY MANAGER PREPARATION COURSE INFORMATION SESSION

Attend a free information session before you enroll in the Community Manager Preparation Course. Information session will cover the topics you will learn in the course, the Nevada requirements for Community Association Managers, community manager job responsibilities, employment potential, and financial assistance. This session will help you decide whether this course is the right choice for you.

Ken Richardson

T | Aug 7 | noon-1pm | No charge
PAR Room 400 | 182RP1101A

T | Aug 7 | 5:30-6:30pm | No charge
PAR Room 400 | 182RP1101C

T | Aug 21 | 5:30-6:30pm | No charge
PAR Room 400 | 182RP1101B

COMMUNITY MANAGER PREPARATION COURSE

Learn basic business management and the requirements for community management found in NRS 116, 116A and NAC 116 and 116A. This 60-hour course meets Nevada's pre-certification requirements for Community Association Managers. Upon completion of this course, you will be eligible to take the exam to become certified by the Nevada Real Estate Division. Course includes the state exam review. This course has been approved by the Commission on Common Interest Communities and Condominium Hotels, course number PL.06300-CAM.

Ken Richardson, Barbara Westhoff, Robert Forney, Marlina Short

Carli A. Gilchrist, Nicholas Haley, Christine Greengrass
TWTh | Oct 23-Dec 9 (meets 22x) | 5:30-8:30pm | \$599
PAR Room 403 | 183RP1100 | 6 CEUs

*Class does not meet Nov 21 and 22

COMMUNITY MANAGER PREPARATION STATE EXAM REVIEW

Review key focus areas covered by the Pearson-Vue state community association manager exam. Topics include HOA governing documents, governance, meetings, elections and recall elections, developer control and resales, financial management, facilities and risk management, ethics and state and federal laws. This review session will give students an added advantage as they prepare for the state exam.

Ken Richardson

W | Dec 18 | 5:30-8:30pm | \$29

PAR Room 400 | 183RP1104



Small Business & Entrepreneurship

ENTREPRENEURSHIP CLASSES

BUSINESS ACCOUNTING

Know exactly how money moves within your organization. Cover the basics of small business money management with topics such as: chart of accounts; payables and receivables; reading and understanding financial documents; tracking and recording transactions; and bank reconciliations. Good financial information will help you make sound business decisions. Required Textbook(s): *Bookkeeping Guidebook: A Practitioner's Guide* (ISBN: 9781938910418)

Brenda Bryant

TTh | Sep 11-Oct 11 (meets 10x) | 6:30-8:30pm | \$269

PAR Room 512 | 183EN1192 | 2 CEUs

BUSINESS FINANCE

Better comprehend the theory, methods, concepts, and concerns of business finance. Topics include capital budgeting techniques, trade-off between risk and return, the time value of money, security market efficiency, optimal capital structure, and dividends policy and decisions. Special emphasis is on start-ups, small business, and growth financing. This course requires no prior familiarity with finance. Required Textbook(s): *Entrepreneurial Finance* (6th Edition) (ISBN: 9780133140514)

Lydia High

TTh | Oct 16-Nov 15 (meets 10x) | 6:30-8:30pm | \$269

PAR Room 512 | 183EN1191 | 2 CEUs

Social Work

SOCIAL WORK CEU COURSES

The Social Work Continuing Education Unit Courses are offered as a partnership between UNLV School of Social Work and UNLV Continuing Education. Courses are designed for social work practitioners in Nevada and beyond. Courses are approved through the Nevada Board of Examiners for Social Workers, Nevada Board of Psychological Examiners and Nevada Board of Examiners for Marriage & Family Therapists.

COURSE TOPICS INCLUDE:

- Suicide Among Adolescents & Adults
- Child Trauma
- Integrated Behavioral Health
- Violence & Threat Assessment
- Developing Cultural Competency in Working with LGBTQ Youth
- Borderline Personality Disorder
- Dialectical Behavioral Therapy
- Ethical Issues Working with High Conflict Family Law Cases
- Treating Substance Dependence
- Compassion, Fatigue & Burnout

Visit ced.unlv.edu/social-work for more information on course offerings.

BORDERLINE PERSONALITY DISORDER

Participants will learn about the challenges one can experience in regulating emotional, behavioral, and cognitive responses typically seen when one has an emotion dysregulation disorder, such as Borderline Personality Disorder (BPD.) Participants will learn how overwhelming emotion can lead to an individual engaging in dangerous, life-threatening behaviors (i.e., self-harm, substance use, etc.) as a means to cope with and manage the intensity of the emotion. Participants will orient to an array of therapeutic strategies within the DBT framework that clients can learn to alleviate the effects of having a pervasive emotional dysregulation disorder. Participants will gain a working knowledge of therapist-client relationship within the DBT framework. This course is approved for 3 CEUs through the following boards: Nevada Board of Examiners for Social Workers, Nevada Board of Psychological Examiners, and Nevada Board of Examiners for Marriage and Family Therapists.

Vena Davis

Th | Oct 11 | 6-9:15pm | \$49

PAR Room 107 | 183SW3206 | 3 CEUs

DEVELOPING CULTURAL COMPETENCY IN WORKING WITH LGBTQ YOUTH

This workshop will provide clinical information and resources for social workers and other professionals who work with LGBTQ youth in a wide variety of settings. We will discuss current language and terminology within the LGBTQ community and keys to building a positive working alliance. For social workers to be culturally competent with LGBTQ clients and families, we must understand relevant issues, such as higher rates of depression, suicidality, victimization, substance use/abuse and religious rejection. We will discuss affirmative ways to support youth struggling to come out, as well as how to provide support for their families. This workshop will also provide a list of local and online resources for both LGBTQ youth and their families. This course is approved for 3 CEUs through the following boards: Nevada Board of Examiners for Social Workers, Nevada Board of Psychological Examiners, and Nevada Board of Examiners for Marriage and Family Therapists.

Laurie Lytel

Th | Dec 13 | 6-9:15pm | \$49

PAR Room 300 | 183SW3205 | 3 CEUs

ETHICAL ISSUES IN WORKING WITH HIGH CONFLICT FAMILY LAW CASES

Social workers are increasingly involved in family court matters either unwittingly as therapists or as outsource providers. This workshop will explore the various roles, limits, and ethical issues that arise in such matters to include how to respond to the subpoenas for deposition and testifying. This course is approved for 3 CEUs through the following boards: Nevada Board of Examiners for Social Workers, Nevada Board of Psychological Examiners, and Nevada Board of Examiners for Marriage and Family Therapists.

Kathleen Bergquist, J.D., Ph.D., MSW

Th | Sep 13 | 5-9:15pm | \$69

PAR Room 401 | 183SW3208 | 4 CEUs

INTEGRATED BEHAVIORAL HEALTH

Integrated Behavioral Health Care workshop is designed for social workers who deliver or plan to deliver integrated behavioral health services, and who serve populations often presenting with complex needs in physical health, mental health, and substance use. Attendees will gain assessment, intervention, consultation skills and will learn strategies to apply these skills in the workplace. This course is approved for 3 CEUs through the following boards: Nevada Board of Examiners for Social Workers, Nevada Board of Psychological Examiners, and Nevada Board of Examiners for Marriage and Family Therapists.

Natasha Mosby

Th | Nov 8 | 6-9:15pm | \$49

PAR Room 512 | 183SW3202 | 3 CEUs

LGBTQ CULTURAL COMPETENCE FOR HEALTH CARE PROFESSIONALS

Gain important strategies and skills for providing culturally competent care to lesbian, gay, bisexual, transgender, and queer (LGBTQ) clients. Attendees will have the opportunity to get insight into their own attitudes, practice communication strategies, and work through case studies. Day two of training will apply knowledge and concepts learned using scenarios and simulation. Course approved by Nevada State Board of Nursing for 6.5 CNE. Lunch will be provided.

Michael Johnson, Ph.D., RN

F | Aug 17 | 8am-3:30pm | \$49

VA Medical Center Education Auditorium | 182HP1103 | 0.65 CEU

THE SHAPING OF A WOMAN'S VOICE

This three hour CEU course will focus on the ways in which the difficulty "in listening to women is compounded by women's difficulty in listening to themselves" (Gilligan, 1982/1993, p. 51). Women seek out therapy at higher rates than men, yet, do women, and the therapists they work with, comprehend the ways in which women still fall prey to the attitudes and expectations of others? This course will explore and identify many cultural, societal, and familial influences found in the voices, in the language, of others that shape not only a woman's personal voice, but her lived experience. This course is approved for 3 CEUs through the following boards: Nevada Board of Examiners for Social Workers, Nevada Board of Psychological Examiners, and Nevada Board of Examiners for Marriage and Family Therapists.

Linda Brooks

Th | Aug 9 | 6-9:15pm | \$49

PAR Room 400 | 182SW3203 | 3 CEUs

Test Preparation & Learning Enrichment

INSTITUTE OF READING DEVELOPMENT

READING ENRICHMENT PROGRAMS

Poor readers can become good readers, and good readers can become great readers! UNLV is again partnering with the Institute of Reading Development to offer reading skills programs. All programs are designed and taught by instructors from the Institute of Reading Development. Programs are offered on UNLV's campus for pre-K through adults. For more information or to register, please call the Institute of Reading Development at 800-979-8980 or visit the website at: unlv.readingprograms.org

ONLINE TEST PREPARATION

Standardized test scores are a major component of your graduate school application process. If you plan to attend graduate school, law school, or business school, we can help you realize your goals. With online test preparation classes for the GRE®, GMAT®, and LSAT®, UNLV is Las Vegas' leading test prep solution.

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

GMAT—Pursue your MBA! Understand each section of the GMAT, dissect each item type, and develop a comprehensive plan for test day success.

GRE—Advance your degree! The GRE is required for a large variety of master's degree.

LSAT—Go to law school! Precisely scheduled to help you prepare for your preferred test date.

For information and online registration visit ced.unlv.edu/test-prep.



UNLV Center for PROFESSIONAL & LEADERSHIP STUDIES
William F. Harrah College of Hospitality

ADDING VALUE
to hospitality careers worldwide

UNLV PLUS Online
Certificate programs for front-line, emerging and aspiring leaders in hospitality and gaming. To learn more: PLUScenter@unlv.edu or 702-895-4430.

Osher Lifelong Learning Institute at UNLV (OLLI at UNLV)



Don't retire from something, retire to OLLI at UNLV.

If you have a passion for lifelong learning, the Osher Lifelong Learning Institute (OLLI) at UNLV is the premier adult education program for seniors in Southern Nevada.

Join engaging non-credit classes with no tests and no grades. Enrollment for fall term is only \$90, and provides you with approximately 90 classes spanning a variety of topics including the fine arts, history and current events, mathematics, science and health, and literature and language, as well as trips and special events. A \$175 annual membership is available as well, with the opportunity to take unlimited OLLI classes and events over three full terms (fall, spring and summer), and enjoy the privileges of being a UNLV student for a full academic year.

Get more details about the OLLI at UNLV experience by signing up for the catalog mailing list at olli.unlv.edu or call 702-774-OLLI (6554).



Classes are held at the Paradise campus and satellite locations including: Las Ventanas, Merrill Gardens, Revel Nevada, and more!

Join or renew by phone at 702-895-3394 or online at olli.unlv.edu.



Sponsored and funded by the UNLV College of Liberal Arts, the Dean's Leadership Board, and the Marjorie Barrick Museum of Art.

SUBSCRIBE NOW!

EVENT REMINDERS

Go to our website: www.unlv.edu/liberalarts/universityforum

Click "Subscribe for Event Reminders"

OR

Just email us at: LiberalArts@unlv.edu

Type "Subscribe"

If you received these email messages during previous semesters, there is no need to sign-up again.

Confidentiality: No email addresses will be shared with any commercial enterprise. List is not for sale.

UNLV

SUMMER TERM



Session 1

May 20 – June 7

Session 2

June 10 – July 12

Session 3

July 15 – Aug. 16

Continuing Education: Information, Policies & Procedures

Age Requirement

The minimum age to register is 18 years old unless an age is specified in the class description. Individuals under the age of 18 must have written approval from UNLV Continuing Education to register.

Class Locations

Our classes are located throughout the Las Vegas Valley. Each class description will specify the class location. See page 64 for the location legend.

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. Metered parking is available at the Paradise campus. In addition, daily and weekly parking permits may be purchased at the Information Desk at the Paradise campus. Visit unlv.edu/parking for the most up-to-date information regarding permit requirements and enforcement as well as other purchasing options.

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. If you have a documented disability requiring assistance, you must contact the Disability Resource Center (DRC) to coordinate necessary academic accommodations. For questions about disability services eligibility, please contact the DRC to make an appointment with a Disabilities Specialist. The Disability Resource Center is located on the main campus (SSC-A Room 143) and can be reached at 702-895-0866 or unlv.edu/drc.

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.

As permitted under federal law, the sole exception to the above practice is the release of “directory” information considered to be public in nature and not generally deemed to be an invasion of privacy. At UNLV, the following categories are defined as “directory” information: name, address, email address,

telephone number, dates of attendance, full-time/part-time status, academic major, college and grade level, heights and weights of members of athletic teams, academic honors, other academic institutions recently attended, participation in UNLV organizations, and degrees earned and dates attended.

Registration Fees & Payment

Payment in full is due at the time of registration. For a list of payment options, please see page 61 of this catalog or visit continuingeducation.unlv.edu/registration-policies#fees.

For classes with discounts, you must register over the phone or in person and you must register for all classes in a single transaction to receive the discounted fee.

For UNLVIP Alumni discounts information, visit continuingeducation.unlv.edu/unlv-alumni

For UNLV Staff discounts information, visit continuingeducation.unlv.edu/unlv-employee-discounts

Registration Deadline

Our classes operate on a cost-recovery model, therefore we need a minimum number of students enrolled to run each class. When too many people wait until the last minute to register, great classes taught by excellent instructors get cancelled. Don't be disappointed - REGISTER EARLY! For more information see continuingeducation.unlv.edu/registration-policies.

Course Cancellations & Changes

We reserve the right to cancel class or make any changes to the schedule deemed necessary in order to provide our students with the best educational experience. 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 continuingeducation.unlv.edu/registration-policies#cancel

Refunds & Dropping Or Withdrawing From Classes

Requests to drop classes and receive refunds must be submitted at least three business days before the first day of the class (unless there is a separate policy stated in the course description). Requests for refunds must be made in writing. Phone requests or changes discussed with instructors or university staff are not accepted. Requests received by the deadline will be refunded 100% of the registration fee minus a \$10 administrative fee. At no time will the amount refunded exceed the amount of the original registration fee.

Requests to drop classes can be submitted online, via fax at 702-895-4195, or via email to continuing.education@unlv.edu. Requests must include the following information: Student Name, Student Email Address and/or Telephone Number, Class Title and Start Date, and Reason for Dropping the Class. The complete refund policy is available at continuingeducation.unlv.edu/registration-policies/#refunds.

Wait Lists

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 please see continuingeducation.unlv.edu/registration-policies#wait.

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. Please visit our website for our certificate program policies and details about all of our certificate programs.

Certificate Program Application

Students interested in pursuing a certificate program will also need to register/be enrolled in a certificate program application course. See page 5 for additional information.

Books & Supplies

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

UNLV Continuing Education Units (CEUs)

UNLV Continuing Education awards Continuing Education Units (CEU) 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, please visit:

www.iacet.org/standards/continuing-education-unit-ceu/about-the-ceu/

www2.ed.gov/about/offices/list/ous/international/usnei/us/ceu.doc

Attendance Policy

Attendance is required for all Continuing Education classes. Please communicate with your instructor regarding your options and responsibilities if you must miss a class. For more information please visit continuingeducation.unlv.edu/registration-policies#attendance.

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.

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. To help you familiarize yourself with copyright and fair-use policies, the university encourages you to visit its copyright webpage unlv.edu/provost/copyright.

UNLV Paradise Campus Information Desk Hours

We are open Monday-Friday 8am-5pm. We are closed on weekends and university holidays. Please visit edoutreach.unlv.edu for updates to this schedule.

Contact Us

The Division of Educational Outreach Information Desk is located at UNLV Paradise Campus; 851 E. Tropicana Avenue; Las Vegas, NV 89119; 702-895-3394; Email us at: continuing.education@unlv.edu.

Registration

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 _____ M F

Course Information:

Course Code	Course Name	Course Fee

Payment Information:

Your payment **MUST** accompany this form. Do not send cash.

Check—Please enclose check made payable to Board of Regents

Credit Card—Please charge my



Account No. _____ CW _____

Exp. Date _____ Amount \$ _____

Cardholder's Name _____

Signature _____

All students: By submitting this form you are indicating that you have read and agree to abide by all of the policies available online at continuingeducation.unlv.edu/registration-policies. This includes but is not limited to the policies outlined on page 59-60 of this catalog as well as the following payment policies.

Payments

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. Tuition may not be reduced, prorated, or transferred to another semester for any reason.

Methods of Payment

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.

5 Easy Ways to Register



ONLINE

<http://ced.unlv.edu/register>

Payment accepted by credit card only.



BY PHONE

702-895-3394

Register by phone 8am–5pm
Monday–Friday.



BY MAIL

— Make your check payable to Board of Regents and send to:

UNLV Division of Educational Outreach

4505 S. Maryland Parkway

Box 451019

Las Vegas, NV 89154-1019.



BY FAX

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



IN PERSON

— Bring your registration form to the UNLV Division of Educational Outreach, Paradise Campus, 851 E. Tropicana, Las Vegas, NV 89119 (Southeast corner, Tropicana and Swenson), 8am-5pm Monday-Friday.

Index

- A Nonprofit Board's Role & Responsibility to its Agency & the Community p. 50
Accent Reduction for International Professionals I p. 18
Accent Reduction for International Professionals II p. 18
Accent Reduction for International Professionals III p. 18
Accounting p. 12
ACCUPLACER Placement Test for ESL Students p. 19
Acrylics I p. 21
Acrylics II p. 21
Adobe Illustrator Level I p. 16
Adobe InDesign Level I p. 16
Adobe Photoshop Level I p. 16
Adobe Photoshop Level II p. 16
Adobe Premiere: Video Editing I p. 22
Adobe Premiere: Video Editing II p. 22
Advanced Conversational French p. 32
An Introduction to the Nonprofit Sector p. 51
Architectural Photography p. 22
Argenta (Formerly UNLV Women's Chorus) p. 47
Ballet I p. 27
Basic Sewing p. 13
Becoming a Strategic Leader p. 36
Beginning French I p. 32
Beginning French II p. 32
Beginning French III p. 32
Bleeding Control p. 17
Boards Built for Success: ABCs of Board Recruitment, Retention & Succession Planning p. 51
Borderline Personality Disorder p. 54
Break Into the World of Voiceover p. 47
Building a Grant Ready Organization p. 50
Building a Photography Business p. 22
Business & Infrastructure of Fundraising p. 51
Business Accounting p. 54
Business Finance p. 54
Cannabis Professional/Budtender Certification p. 13
Capital Campaigns: Everything You Need to Know p. 51
Celebration of Summer p. 30
Cell Phone Photography p. 23
Certificate in Business & People Management Bundle p. 10
Certificate in Financial & Business Performance Bundle p. 12
Certified Nursing Assistant (CNA) Training Program p. 33
Change & Transformation p. 10
Communicate with Difficult People with Tact & Skill p. 44
Community Manager Preparation Course p. 53
Community Manager Preparation Course Information Session p. 53
Community Manager Preparation State Exam Review p. 54
Conflict Resolution p. 10
Contract Law p. 43
Cooperative Parenting-Shielding Your Children From Conflict p. 53
Corporate Finance p. 12
Creating a Development Plan p. 51
Creating a Strategic Thinking Paradigm p. 36
Developing a Successful Performance Management Program p. 36
Developing Cultural Competency in Working with LGBTQ Youth p. 55
Digital Photography Editing p. 23
Digital Photography I: The Essentials p. 23
Digital Photography II: Visual Communication p. 23
Digital Photography III: Focal Lengths to Filters p. 23
Drawing I p. 21
Drawing II p. 21
Dressmaker Studio p. 14
Editing & Proofreading Your Work p. 44
Effective Facilitation of Meetings & Discussions p. 36
Effective Speaking for International Professionals p. 18
Effective Volunteer Management p. 51
Energy Healing: (Reiki) Bundle p. 29
Energy Healing: Beginners (Reiki) p. 29
Energy Healing: Intermediate (Reiki) p. 29
Energy Healing: Master (Reiki) p. 29
Energy Healing: Three Course (Reiki) Bundle p. 29
English as a Second Language (ESL) Advanced I p. 19
English as a Second Language (ESL) Advanced II p. 19
English as a Second Language (ESL) Beginning I p. 20
English as a Second Language (ESL) Beginning II p. 20
English as a Second Language (ESL) Intermediate I p. 20
English as a Second Language (ESL) Intermediate II p. 20
Essentials of Human Resource Management p. 36
Ethical Issues in Working with High Conflict Family Law Cases p. 55
Excel Essentials p. 46
Excel Essentials: Analyzing Data p. 46
Excel Essentials: Presenting Data p. 46
Excel Level I p. 46
Excel Level II p. 46
Fashion Design Certificate Program Information Session p. 13
Fashion Design: Elements & Principles p. 14
Fashion Fest Student Event p. 14
Fashion Illustration & Design p. 14
Film Photography p. 23
Fish To Perfection p. 30
Flavors of Thailand p. 30
From Planning to Performance Management: Preparing for Organizational Success p. 51
Fundamentals of Coaching p. 28
Fundamentals of Leadership p. 42
Glass Blowing Experience p. 24
Glass Blowing: Introduction p. 24
Glass Fusion Experience: Bowl or Coasters p. 24
Glass Fusion Experience: Dichroic Pendant p. 25
Glass Fusion Experience: Freestanding Glass Sculpture p. 25
Glass Fusion Experience: Holiday Platter p. 25
Glass Fusion: Introduction p. 25
GMAT Test Preparation p. 56
Golf for Beginners p. 28
Governance, Legal Compliance & Public Disclosure p. 51
Grant Academy Bundle p. 49
Grant Academy Information Session p. 49
Grants Management p. 50
Graphic Design Capstone: Designing Your Brand Using Adobe Software p. 16
GRE Test Preparation p. 56
Guitar I p. 48
Heirloom Sewing Techniques p. 14
Hip Hop I p. 27
How to Deal with Disagreements, Conflict & Confrontation p. 44
HTML Level I p. 16

Index

- HTML Level II p. 16
Human Resource Management Certificate Program Information Session p. 35
Identifying Funding Sources p. 50
Institute of Reading Development p. 55
Integrated Behavioral Health p. 55
Interior Design: Creative Home Decorating p. 14
Introduction to Composition & Color p. 22
Introduction to Content Management Systems p. 17
Introduction to Gift Planning p. 52
Introduction to Landscape Photography p. 23
Introduction to Legal Interpreting p. 39
Introduction to Medical Interpreting p. 40
Introduction to Search Engine Optimization p. 17
Introduction to Social Media Marketing p. 45
Introduction to Voiceover Workshop p. 47
Introduction to YouTube Marketing p. 45
JavaScript p. 17
Jazz Dance I p. 27
Las Vegas Flute Ensemble p. 48
Leadership p. 11
Legal Interpretation Certificate: Spanish Information Session p. 39
Legal Sight Translation p. 39
LGBTQ Cultural Competence for Health Care Professionals p. 55
LSAT Test Preparation p. 56
Major Gift Fundraising p. 52
Managing People p. 11
Managing Stress & Trauma in Nonprofit Organizations p. 52
Mediation Training Certificate Information Session p. 45
Mediation Training Certificate p. 45
Medical Assistant Certificate Program Information Session p. 34
Medical Consecutive Interpreting p. 40
Medical Interpretation: Spanish Certificate Program Comprehensive Final Exam p. 41
Medical Interpreting Certification Prep p. 40
Medical Interpreting: Spanish Certificate Program Information Session p. 40
Medical Simultaneous Interpreting & Sight Translation p. 41
Medical Terminology & Specialties I p. 41
Medical Terminology & Specialties II p. 41
Microsoft Office & Adobe Acrobat for Legal Professionals p. 43
Microsoft Office Basics p. 47
Modern Dance I p. 27
NASM Fitness Nutrition Specialist p. 28
NASM Personal Fitness Trainer Program p. 28
Neon Night Photography: Capturing the Glow p. 24
Nevada Employment Law I p. 36
Nevada Employment Law II p. 36
Nevada Employment Law III p. 36
Nonprofit Management Bundle p. 50
Nonprofit Marketing Essentials p. 52
Nonprofit Program Management & Assessment p. 52
Northern Italian Classics p. 30
Not Your Classic Macaroni & Cheese p. 30
Office 365 p. 47
Organizational Change Management p. 37
Organizational Design: Aligning Structure, Jobs, and Skills p. 37
Paralegal Certificate Information Session p. 43
Paralegal Certificate Program p. 44
Patternmaking: Introduction p. 14
Personal Care Aide Certificate Program p. 35
Personal Leadership Development p. 42
PHR/SPHR Certification Preparation p. 38
PHR/SPHR Information Session p. 38
Pottery: Hand Building p. 25
Pottery: Wheel Throwing p. 25
Print Design Capstone: From Pre-Press to Production p. 17
Project Management Skills Everyone Needs p. 37
Proposal Writing I p. 50
Proposal Writing II p. 50
Protective Services Professional Certificate p. 9
Public Speaking Bootcamp p. 45
Responsible Fundraising p. 52
Sex, Dance, & Entertainment p. 27
Social Security & Retirement p. 21
Sommelier Academy Information Session p. 31
Spanish I p. 32
Spanish II p. 32
Sports Officiating p. 29
Stir-Fry Made Easy p. 30
Stone Carving p. 25
Strategy p. 12
Street Photography p. 24
Strong Financial Oversight p. 52
Succession Planning p. 37
Survey of African American Dance p. 27
Talent Management p. 37
Tap Dance I p. 27
Telling the Stories that Make Donors Give p. 52
The Language of Leadership p. 42
The Market Process p. 12
The Shaping of a Woman's Voice p. 55
Tort Law p. 43
Total Rewards Management p. 37
Ukulele I p. 48
Understanding Employee Behavior in the Workplace p. 38
Understanding Financial Markets p. 21
University Basketball Pep Band p. 48
University Marching Band p. 48
UNLV Community Concert Band p. 48
UNLV Mariachi - Mariachi Rebelde p. 48
UNLV New Horizons Band p. 49
UNLV Varsity Glee Club p. 49
Videography I: The Essentials p. 24
Vine to Wine: The Fundamentals p. 31
Watercolors I p. 22
Watercolors II p. 22
What the EEOC Expects From Employers p. 38
Wine Bootcamp p. 31
Woodworking I p. 26
Woodworking: Cutting Boards- Advanced Techniques p. 26
Woodworking: Hand Tool Fundamentals p. 26
Word Essentials: Working With Long Documents p. 47

Location Legend

Ham Fine Arts (HFA)

UNLV Paradise Campus (PAR)

Paul McDermott Physical Education (MPE)

Rod Lee Bigelow Health Sciences (BHS)

Wright Hall, Executive MBA (WRI)

UNLV campus maps are
available online at
www.unlv.edu/maps

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

Clay Arts Vegas, 1511 S. Main St., Las Vegas, NV 89104 (702-375-4147)

Domsky Glass, 2758 Highland Dr., Unit A., Las Vegas, NV 89109 (702-616-2830)

Ferguson Enterprises, 4175 S. Grand Canyon Dr., Las Vegas, NV 89147 (702-368-2284, before 5pm)

Las Vegas Golf Center, 6730 S. Las Vegas Blvd., Las Vegas, NV 89119 (702-897-9500)

Parry Foundation, 2920 Green Vally Parkway, Bldg 8, Ste. 821, Henderson, NV 89014

Sharon Gainsburg Studio, 1533 W. Oakey Blvd., Las Vegas, NV 89102 (702-249-3200)

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

Total Wine and More - Town Square, 6885 S. Las Vegas Blvd., Las Vegas, NV 89119 (702-614-4001)

United Way of Southern Nevada, 5830 W. Flamingo Rd., Las Vegas, NV 89103 (702-892-2300)

VA Medical Center Education Auditorium, 6900 N. Pecos Rd., North Las Vegas, NV 89086

Wood It Is! 2267 W. Gowan, Ste. 106/107, North Las Vegas, NV 89032 (702-631-1870)



Be a Rebel.
Join today.

Continuing Education and Lifelong Learning students are invited to join the UNLV Alumni network as affiliate members. Discover membership benefits at edoutreach.unlv.edu/alumni.



TRANSFORM YOUR BUSINESS

with **Custom Training Solutions**



Invest in your staff for transformational impact.
Companies who invest in high quality, targeted training are rewarded with decreased turnover and increased productivity.

UNLV Continuing Education can design custom training to meet your unique business situation. Our curriculum is:

TOP QUALITY

Created and taught by knowledgeable and experienced university and industry experts.

FLEXIBLE

Sessions are on-site or on campus and tailored for any group size.

RESULTS ORIENTED

Employees gain the workplace tools that matter most to you as an employer and can be put to work right away.

Training topics may include Leadership & Management, Communication, Soft Skills, Technology, and Nonprofit Management. View a full list of custom topic descriptions at ced.unlv.edu/custom-training.

To find out how we can customize classes or training for your organization, contact UNLV Continuing Education's custom training coordinator **Jodi Gilliland** at continuing.education@unlv.edu or 702-895-5099.



Division of Educational Outreach
Box 451019
4505 S. Maryland Parkway
Las Vegas, Nevada 89154-1019

Non Profit Org.
U.S. Postage
PAID
Las Vegas, NV
Permit No. 200

 ced.unlv.edu
 702-895-3394
 @UNLVCE
 @UNLV_ce

Please share with a friend or
recycle after December 2018

**UNLV's Lee Business School and
Continuing Education proudly partner to offer a new**

EXECUTIVE CERTIFICATE IN BUSINESS ADMINISTRATION

In today's knowledge-based economy, your career trajectory and salary potential increasingly depend on how well you adapt to an ever-changing business environment.

Lee Business School faculty and respected Las Vegas business leaders will share the most important concepts, tools, and techniques taught in today's leading business schools.

A hybrid online/on campus format maximizes flexibility for busy professionals.

For more information visit
ced.unlv.edu/business-administration.

