OUTREACH

EXTENDING UNLV TO THE COMMUNITY

Advance Your Career
Graphic Design
Lean Six Sigma
AI Prompting
Salesforce Administration
Guiding Organizational Change

Learn Something New
DJ Professional
Summer Bridge/Institute of Reading Development

ced.unlv.edu

UNLV | CONTINUING EDUCATION

Jessica Kennedy
Graphic Design classes

UNLV's Continuing Education Graphic Design Certificate Program has provided countless students with the skills, confidence, and career-readiness they need to succeed in the ever-evolving design industry. Adobe Certified Educator Jessica Kennedy is a key reason why the program continues to excel with the ever-changing landscape.

"Teaching at UNLV has been the best job I've ever had," Kennedy said. "I love working with adults who are motivated, eager to learn, and truly engaged in the process. It makes for a great classroom experience."

Jessica has been a part of the Las Vegas community for over 25 years. Her journey into teaching at UNLV Continuing Education began when she was invited to develop a graphic design curriculum over 15 years ago. Since then, she has been a dedicated educator, helping students hone their creative skills and develop industry-relevant expertise.

Kennedy primarily teaches courses in Adobe Illustrator, including both Level 1 and Level 2, Adobe Photoshop, focusing on advanced photo manipulation techniques, and Adobe InDesign, which is essential for creating layouts for magazines, books, and other print materials. The program's flexibility and depth allow students to develop a strong foundation in multiple aspects of graphic design, ensuring they are well-prepared for professional opportunities.

The decision to teach at UNLV Continuing Education was simple: she enjoys working with adult learners who have clear goals and strong motivation.

"Adults tend to engage more, especially in an online environment," she noted. "Since transitioning to fully online courses, I've had students from all over the world. They're passionate about learning, and they're taking these courses with a purpose, whether it's career advancement, a career switch, or personal enrichment."

One of the key strengths of the Graphic Design Certificate Program is its emphasis on workplace readiness. "Many students are already employed but want to transition into a design-related role," Kennedy said.

"We cover not just the software, but also the professional skills needed to succeed in an agency setting or as a freelancer. Understanding client communication, managing projects, and adapting to industry trends are just as important as mastering the tools."

Beyond professional applications, the program is also beneficial for those pursuing personal projects. "I've had students who wanted to start their own Etsy shops or create unique marketing materials for their businesses. It's amazing to see them take what they've learned and turn it into something meaningful."

Many graphic design students have gone on to secure positions at major companies such as those within the casino industry, working in their design departments. Others have found opportunities in the convention industry, an area where fast-paced and high-quality design work is in constant demand.

"The best part is seeing what they create after they leave the program. Some of them go above and beyond what I imagined. They take the tools I've given them and use them to bring their visions to life."

With passionate instructors like Jessica Kennedy and a curriculum designed to equip students with real-world skills, UNLV's Graphic Design Certificate Program is an excellent opportunity for anyone looking to expand their expertise and explore new career possibilities in the design industry.

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Scan here to enroll today!

UNLV

CONTINUING EDUCATION

STUDENTS WITH DISABILITIES

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

🌐 ced.unlv.edu

☎ 702-895-3394

f @UNLVCE

Professional Development Certificate Programs

Our professional development certificate programs, certification preparation programs, and pre-certification programs can help you make a change into a rewarding, in-demand career. We invite you to our free information sessions to learn more so you can go forward with confidence.

Certificate Candidates:

Once you complete the requirements for your certificate, please fill out a Certificate Issuance Request form, available online at **ced.unlv.edu/certificate-form**

Need assistance? Call 702-895-3394 or email continuing.education@unlv.edu.

FREE CERTIFICATE
INFORMATION SESSIONS

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

Grant Academy Information Session
M | Aug 11 | 1-2pm | Online-Zoom | 252GR1150

Human Resource Management Certificate Program Information Session
M | Aug 4 | 1-2pm | Online-Zoom | 252CP6155

Nonprofit Leadership Information Session
Th | Aug 14 | 3-4pm | Online-Zoom | 252NP3172

Paralegal Certificate Information Session
W | Aug 13 | 3-4pm | Online-Zoom | 252PL6128

Your business is unique. Your training can be, too.

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

Training topics include: Leadership & Management, Communication, Soft Skills, Project Management, Technology, Language, Sales Operations, Sales Development, Digital Marketing and Business Analytics. Other customized products can be developed at a premium. Ask for details.

Contact UNLV Continuing Education's custom training team for a free custom training consultation at continuing.education@unlv.edu or 702-895-3394.

ced.unlv.edu/contract-training

UNLV | CONTINUING EDUCATION

GRANTS, LOANS & FINANCIAL ASSISTANCE

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

Options Include:
Workforce Connections
MyCAA
Sallie Mae Smart Option Loan
Employer Assistance
Private Education Loans
College Ave Student Loan

Questions?
Call 702-895-3394 or email continuing.education@unlv.edu

ced.unlv.edu/financial-assistance

Learn ONLINE

- ✓ More Flexibility
- ✓ Convenient
- ✓ Study From Anywhere
- ✓ Industry Experts

UNLV | CONTINUING EDUCATION

Our classes and certificate programs are comprehensive, career oriented courses of study. They are offered via classroom, online, and hybrid formats, and provide entry level or advanced skill sets valued by employers in a variety of career areas.

Business

Business Administration Certificate Program
Business Analytics Science Certificate Program
Community Manager Pre-certification Education
Digital Marketing Science Certificate Program
Human Resource Management Certificate Program
Product Management Certificate Program
Sales Development Science Certificate Program
Sales Operations Science Certificate Program

Leadership & Management

Construction Management Certificate Programs
Organizational Leadership Certificate Programs

Legal

Bail Agent Pre-Licensing Program
Paralegal Certificate Program

Technology & Computers

AI Prompting
Cybersecurity Bootcamp Certificate Program
Data Science & AI Certificate Program
Graphic Design Certificate Program
Productivity Technology
Salesforce Administrator Program *New!*
Software Engineering Program
UX/UI Design Program

Nonprofit

Grant Academy Certificate Program
Nonprofit Leadership Certificate Program

Life & Leisure

Cannabis Certificate Programs

ced.unlv.edu/online-programs

Business

Business Administration Certificate Program

ced.unlv.edu/business-administration

The Business Administration Certificate Program, offered in partnership with UNLV's Lee Business School, is tailored for early career business professionals and managers. Covering six learning sessions, the program imparts vital concepts and tools taught in top business schools. Participants delve into budgeting and reporting, finance and accounting principles, professional communication, leadership, negotiation techniques, sales and marketing, and service operations. The program spans six weeks, with each session lasting six hours and supplemented by one hour of weekly online preparatory work. Industry experts or Lee Business School faculty lead the sessions, ensuring high-quality instruction. Successful completion of all six sessions within the semester is necessary to earn the certificate. Graduates emerge equipped with improved productivity, confidence, and management skills, poised to excel in their business endeavors. This program will be offered again in fall 2025. Please visit website to sign up for updates.

In collaboration with:

UNLV | LEE BUSINESS SCHOOL

Business Analytics Science Certificate Program

ced.unlv.edu/business-analytics

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

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

Business Analytics Science

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

See website for current dates and times.

This course is offered in collaboration with Ziplines Education

Ziplines Education

Communications Classes

ced.unlv.edu/communications

Our business communication classes are tailored to improve your communication skills for professional and personal success across diverse industries. You'll learn to craft clear, confident messages and employ effective communication strategies. The courses emphasize managing difficult conversations, enabling you to handle complex interactions with tact and professionalism. With a focus on real-world applications, these classes will help you become a more effective and polished communicator in any setting.

Build Your Personal Brand, Resume, & Interviewing Skills

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

Continuing Ed Staff
F | May 9 | 9am-4pm | $329
UNLV MAB2 Room 141 | 251CP6195 | 0.6 CEU

T | Aug 5-12 (meets 2x) | 6-9pm | $329
UNLV MAB2 Room 158 | 252CP6195 | 0.6 CEU

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

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

Maggie Harris
Th | Aug 21-28 (meets 2x) | 6-9pm | $329
UNLV MAB2 Room 158 | 252CP6177 | 0.6 CEU

Community Manager Pre-Certification Education

ced.unlv.edu/community-manager

Acquire basic community association management skills and meet the requirements for community management found in NRS 116 and 116A, and NAC 116 and 116A. This course meets Nevada's mandated 60-hour classroom education requirement for those who are involved in common-interest community management (HOAs). Upon successful completion of this course, you are eligible to take the exam to become a certified community association manager. This program will be offered again in Fall 2025. Please visit website to sign up for updates.

PROGRAM REQUIREMENTS: To earn the Community Manager Pre-Certification Education Certificate you must successfully complete the Community Manager Preparation course.

Digital Marketing Science Certificate Program

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

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

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

Digital Marketing Science

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

See website for current dates and times.

This course is offered in collaboration with Ziplines Education

Ziplines Education

> What our students are saying:
>
> " This class was perfect. Extremely informative. I would suggest this to anyone interested in taking HR classes. Very fun too!"
>
> Federal Employment Law

Human Resource Professional Certificate Program

ced.unlv.edu/HRManagement

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

PROGRAM REQUIREMENTS: To earn the Human Resource Professional Certificate, you must successfully complete the eleven required core courses.

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.

James Fowlkes
M | Aug 4 | 1-2pm | No charge
Online-Zoom | 252CP6155

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.

Continuing Ed Staff
Th | Jun 26-Jul 3 (meets 2x) | 6-9pm | $329
UNLV MAB2 Room 158 | 252CP6173 | 0.6 CEU

Federal Employment Law: Wage & Hour

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

Greg Wilken, JD, SPHR
F | May 2 | 9am-4pm | $329
UNLV MAB2 Room 141 | 251CP6106 | 0.6 CEU

Strategic Human Resources

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

Christina Nishiyama, MBA, SPHR
F | Aug 1 | 9am-4pm | $329
UNLV MAB2 Room 141 | 252CP6117 | 0.6 CEU

Workplace Investigations

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

Greg Wilken, JD, SPHR
F | Jun 27 | 9am-4pm | $329
UNLV MAB2 Room 160 | 252CP6105 | 0.6 CEU

Lean Six Sigma Green Belt & Black Belt Certificate Programs

continuingeducation.unlv.edu/programs/lean-six-sigma

Solve problems, facilitate teams, and improve work processes using the proven strategies of Lean Six Sigma. Lean Six Sigma training combines the best practices of two of the leading organizational management approaches to eliminating wasted overhead, expenses, inventory, time, and talent. With a Lean Six Sigma credential on your resume, current and potential employers will view you as a resource in efficient business operations and continual process improvement. Lean Six Sigma Green Belts are trained in the principles of Lean Six Sigma and are equipped with tools for initiating process improvement in the workplace. Lean Six Sigma Black Belts are prepared to lead complex projects, guide organizational culture change, and improve efficiency in all aspects of business.

LEAN SIX SIGMA GREEN BELT REQUIREMENTS: To earn the Green Belt you must successfully complete the Green Belt course and earn a passing score on the final certification exam.

LEAN SIX SIGMA BLACK BELT REQUIREMENTS: To earn the Black Belt you must successfully complete the Black Belt course and earn a passing score on the final certification exam.

Lean Six Sigma: Green Belt

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

Erik Christensen
MTWThF | Jun 9-13 (meets 5x) | 9am-4pm | $1,800
UNLV MAB2 Room 160 | MAB2 140 Friday Only
252LN1100 | 3 CEUs

Product Management Certification Program

ced.unlv.edu/product-management

Delivered fully online, our 10-week Product Management course is taught by industry experts and focuses on the essential knowledge areas and digital skills necessary for effective product management. It helps students develop practical skills in market research, user-centered design, product strategy and roadmapping, agile development and testing, go-to-market strategy, and product analytics, which enable students to contribute effectively to all stages of the project management lifecycle.

Product Management

Delivered fully online, our Product Management Certificate Course is designed to equip learners with essential skills and knowledge for effective product management. Taught by industry experts, the course covers key areas such as market research, user-centered design, product strategy, agile development, go-to-market strategies, and product analytics. Our program prioritizes best practices for strategy and execution, informed by insights from expert interviews highlighting the significance of the 'product mindset' for new PMs. We aim to equip learners with a deep understanding of the 'why' behind product management, emphasizing transferable skills crucial for success, especially for those transitioning from adjacent roles. Our focus extends beyond procedural knowledge, emphasizing proficiency in user experience, agile development, and analytics, supported by essential tools like Jira, Figma, and communication and analytics platforms. Register today at: https://fig.ced.unlv.edu/product-management/

See website for current dates and times.

This course is offered in collaboration with Ziplines Education

Leadership/Management

Advanced Project Management Certificate Program

ced.unlv.edu/project-management

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

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

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

Advanced Project Management Bundle

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

Project Management Training Camp

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

Please note, our instructional team from Petersen Training will coordinate access to Nellis Air Force Base for non-military affiliated students. Once full payment has been received, Peterson Training will contact you within 2 business days with specific course information, dates, times and access.

Dan Anderson, Petersen Training
Dates vary to support student needs | $3,905
Nellis AFB | 252PMBUND | 15.6 CEUs

Guiding Organizational Change

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

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

Dan Anderson, Petersen Training
Dates vary to support student needs | $1,495
UNLV MAB2 Room 141 | 251PM6103B | 2.4 CEUs
Nellis AFB | 252PM6103 | 2.4 CEUs

PMP® Exam Prep

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

To learn more about the military pricing available for the Advanced Project Management Certificate (APMC) Program, please contact UNLV Continuing Education at 702-895-3394 or email continuing.education@unlv.edu. For available dates, please contact Bill Bialcak, bill@petersentraining.com Please note, our instructional team from Petersen Training will coordinate access to Nellis Air Force Base for non-military affiliated students. Once full payment has been received, Peterson Training will contact you within 2 business days with specific course information, dates, times and access.

Dan Anderson, Petersen Training
Dates vary to support student needs | $1,495
Nellis AFB | 252PM6104 | 3.2 CEUs

Project Management Fundamentals Online Lessons & Labs

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

To learn more about the military pricing available for the Advanced Project Management Certificate (APMC) Program, please contact UNLV Continuing Education at 702-895-3394 or email continuing.education@unlv.edu. For available dates, please contact Bill Bialcak, bill@petersentraining.com Once full payment has been received, Peterson Training will contact you within 2 business days with specific course information, dates, times and access.

Dan Anderson, Petersen Training
Dates vary to support student needs | $495
Online Delivery | 252PM6105 | 6.8 CEUs

For available dates, please contact Bill Bialcak, bill@petersentraining.com

Project Management Training Camp

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

To learn more about the military pricing available for the Advanced Project Management Certificate (APMC) Program, please contact UNLV Continuing Education at 702-895-3394 or email continuing.education@unlv.edu For available dates, please contact Bill Bialcak, bill@petersentraining.com Please note, our instructional team from Petersen Training will coordinate access to Nellis Air Force Base for non-military affiliated students. Once full payment has been received, Peterson Training will contact you within 2 business days with specific course information, dates, times and access.

Dan Anderson, Petersen Training
Dates vary to support student needs | $1,495
Nellis AFB | 252PM6102 | 2.4 CEUs

For available dates, please contact Bill Bialcak, bill@petersentraining.com

Construction Management Certificate Programs

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

Basic Construction Management Certificate

To earn the National Association of Construction Professionals (NACP) Basic Construction Management Certificate, participants are required to complete an asynchronous, self-paced, online Basic Construction Management Course (28 hours), pass a certification exam (4 hours) for a total of 32 hours. For available dates, please contact Bill Bialcak, bill@petersentraining.com

Top 10 trained and assessed topics

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

Once full payment has been received, Peterson Training will contact you within 2 business days with specific course information, dates, times and access.

Dan Anderson, Petersen Training
Dates vary to support student needs | $1,050
Online Delivery | 252PM6107 | 3.2 CEUs

For available dates, please contact Bill Bialcak, bill@petersentraining.com

Advanced Construction Management Certificate

To earn the National Association of Construction Management (NACP) Basic Construction Management Certificate, participants are required to complete an asynchronous, self-paced, online Basic Construction Management Course (28 hours), pass a certification exam (4 hours) for a total of 32 hours. To earn the Advanced Construction Management Certificate participants are required to complete an additional 2 day PMI-CP virtual Construction Management Fundamentals class. For available dates, please contact Bill Bialcak, bill@petersentraining.com

Top 10 trained and assessed topics

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

Prerequisite: Basic Construction Management Certificate

Once full payment has been received, Peterson Training will contact you within 2 business days with specific course information, dates, times and access.

Dan Anderson, Petersen Training
Dates vary to support student needs | $1,700
Online Delivery | 252PM6106 | 4.8 CEUs

For available dates, please contact Bill Bialcak, bill@petersentraining.com

These courses are offered in collaboration with Petersen Training.

PETERSEN TRAINING

Management Professional Certificate Program

ced.unlv.edu/management

In the UNLV Management Professional Certificate, you will learn to develop skills in five key management competency areas: conflict management, communications, people/team management, project management, and promoting diversity in the workplace.

A starting point of all new supervisors/managers, as well as seasoned managers looking to refresh his/her skills, this certificate program will:

- Provide a comprehensive understanding of the tools a supervisor/manager must have to lead a team to its full potential
- Develop your skills to navigate performance issues and develop effective performance management strategies
- Equip you to navigate the ever-evolving dynamic of the modern workplace
- Allow you to acquire strategic and systematic management skillsets.

PROGRAM REQUIREMENTS: To earn the Management Professional Certificate, you must successfully complete the twelve required core courses.

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

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

Maggie Harris
Th | Aug 21-28 (meets 2x) | 6-9pm | $329
UNLV MAB2 Room 158 | 252CP6177 | 0.6 CEU

> **"** What our students are saying:
> The course was informative, well structured, and interactive at times. The instructor was a great speaker! She was knowledgeable and enthusiastic about the topic. I acquired useful information, that will no doubt improve my business."
>
> *Creating High Functioning Teams Using Strengths*

Conflict Management: Tools for Organizational Success

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

Heidi Sunderhaft
F | Aug 8 | 9am-4pm | $329
UNLV MAB2 Room 141 | 252CP6191 | 0.6 CEU

Creating High-Functioning Teams Using Strengths

Identify your team members' talents and harness those strengths to create a strong, effective workforce. Managers and leaders will explore ways to recognize and cultivate expertise and natural aptitudes in their staff; these strengths can then be used to build high-functioning project teams. Gain an understanding of what a strengths-based organization looks like and the direct positive effect this management approach can have on key business metrics. Student must purchase and complete the Clifton Strengths 34 Assessment Tool at www.gallupstrengthscenter.com/store prior to class. Submit results to ce-assistant@unlv.edu.

Heather J Doane
F | Jul 25-Aug 1 (meets 2x) | 9am-noon | $329
UNLV MAB2 Room 160 | 252CP6139 | 0.6 CEU

Crisis Management

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

Rina Foster
M | Jun 23-30 (meets 2x) | 6-9pm | $329
UNLV MAB2 Room 158 | 252CP6186 | 0.6 CEU

Effective Facilitation of Meetings & Discussions

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

Jacob Murdock
Sa | Jul 26 | 9am-4pm | $329
UNLV MAB2 Room 158 | 252CP6302 | 0.6 CEU

Fostering a Diverse & Inclusive Workplace

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

Continuing Ed Staff
F | Jul 18 | 9am-4pm | $329
UNLV MAB2 Room 141 | 252CP6301 | 0.6 CEU

Managing & Responding to Poor Employee Performance

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

Christina Nishiyama, MBA, SPHR
F | Jul 25 | 9am-4pm | $329
UNLV MAB2 Room 141 | 252CP6125 | 0.6 CEU

Office Politics: Navigating the Organization

Explore ways to deal effectively with office politics, increase your opportunities for success, and improve your social skills at work. Class will cover ways to identify and navigate organizational power dynamics, understand leadership and influence strategies, and how to deal with conflicts and competing work demands. You will participate in guided practice and develop strategies for your current work environments.

Continuing Ed Staff
Th | Jul 24-31 (meets 2x) | 6-9pm | $329
UNLV MAB2 Room 158 | 252CP6157 | 0.6 CEU

Organizational Change Management (OCM)

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

Maggie Harris
Th | Jun 5-12 (meets 2x) | 6-9pm | $329
UNLV MAB2 Room 158 | 252CP6304 | 0.6 CEU

Problem Solving & Decision Making

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

Heidi Sunderhaft
Th | Aug 7-14 (meets 2x) | 6-9pm | $329
UNLV MAB2 Room 158 | 252CP6182 | 0.6 CEU

Resilience & Wellbeing in the Workplace

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

Heather J Doane
F | Jun 20 | 9am-4pm | $329
UNLV MAB2 Room 141 | 252CP6149 | 0.6 CEU

The ABCs of Strategic Thinking

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

Heidi Sunderhaft
T | Jul 1-8 (meets 2x) | 6-9pm | $329
UNLV MAB2 Room 158 | 252CP6166 | 0.6 CEU

Organizational Leadership Certificate Program

ced.unlv.edu/organizational-leadership

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

PROGRAM REQUIREMENTS: To earn the Organizational Leadership Certificate, you must successfully complete the fifteen required core courses.

Conflict Management: Tools for Organizational Success

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

Heidi Sunderhaft
F | Aug 8 | 9am-4pm | $329
UNLV MAB2 Room 141 | 252CP6191 | 0.6 CEU

Creating High-Functioning Teams Using Strengths

Identify your team members' talents and harness those strengths to create a strong, effective workforce. Managers and leaders will explore ways to recognize and cultivate expertise and natural aptitudes in their staff; these strengths can then be used to build high-functioning project teams. Gain an understanding of what a strengths-based organization looks like and the direct positive effect this management approach can have on key business metrics. Student must purchase and complete the Clifton Strengths 34 Assessment Tool at www.gallupstrengthscenter.com/store prior to class. Submit results to ce-assistant@unlv.edu.

Heather J Doane
F | Jul 25-Aug 1 (meets 2x) | 9am-noon | $329
UNLV MAB2 Room 160 | 252CP6139 | 0.6 CEU

Crisis Management

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

Rina Foster
M | Jun 23-30 (meets 2x) | 6-9pm | $329
UNLV MAB2 Room 158 | 252CP6186 | 0.6 CEU

Effective Facilitation of Meetings & Discussions

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

Jacob Murdock
Sa | Jul 26 | 9am-4pm | $329
UNLV MAB2 Room 158 | 252CP6302 | 0.6 CEU

Fostering a Diverse & Inclusive Workplace

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

Continuing Ed Staff
F | Jul 18 | 9am-4pm | $329
UNLV MAB2 Room 141 | 252CP6301 | 0.6 CEU

Managing & Responding to Poor Employee Performance

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

Christina Nishiyama, MBA, SPHR
F | Jul 25 | 9am-4pm | $329
UNLV MAB2 Room 141 | 252CP6125 | 0.6 CEU

Office Politics: Navigating the Organization

Explore ways to deal effectively with office politics, increase your opportunities for success, and improve your social skills at work. Class will cover ways to identify and navigate organizational power dynamics, understand leadership and influence strategies, and how to deal with conflicts and competing work demands. You will participate in guided practice and develop strategies for your current work environments.

Continuing Ed Staff
Th | Jul 24-31 (meets 2x) | 6-9pm | $329
UNLV MAB2 Room 158 | 252CP6157 | 0.6 CEU

Organizational Change Management (OCM)

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

Maggie Harris
Th | Jun 5-12 (meets 2x) | 6-9pm | $329
UNLV MAB2 Room 158 | 252CP6304 | 0.6 CEU

Organizational Climate & Cultural Assessment

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

Heidi Sunderhaft
Th | Jul 10-17 (meets 2x) | 6-9pm | $329
UNLV MAB2 Room 158 | 252CP6156 | 0.6 CEU

Problem Solving & Decision Making

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

Heidi Sunderhaft
Th | Aug 7-14 (meets 2x) | 6-9pm | $329
UNLV MAB2 Room 158 | 252CP6182 | 0.6 CEU

Resilience & Wellbeing in the Workplace

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

Heather J Doane
F | Jun 20 | 9am-4pm | $329
UNLV MAB2 Room 141 | 252CP6149 | 0.6 CEU

" What our students are saying:

The vast knowledge and experience of the instructor was evident through her well-planned presentation of the curriculum. I look forward to taking more classes."

Managing and Responding to Poor Employee Performance

Succession Planning

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

Christina Nishiyama, MBA, SPHR
F | Jun 13 | 9am-4pm | $329
UNLV MAB2 Room 141 | 252CP6175 | 0.6 CEU

The ABCs of Strategic Thinking

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

Heidi Sunderhaft
T | Jul 1-8 (meets 2x) | 6-9pm | $329
UNLV MAB2 Room 158 | 252CP6166 | 0.6 CEU

Turning Managers into Leaders

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

Heather J Doane
F | Aug 15 | 9am-4pm | $329
UNLV MAB2 Room 141 | 252CP6119 | 0.6 CEU

Legal

Bail Agent Pre-Licensing and Continuing Education

ced.unlv.edu/bail-agent

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

Paralegal Certificate Program

ced.unlv.edu/paralegal

Gain the skills to confidently enter the legal field as a vital part of a legal team. This fully online, self-paced program covers law office operations, legal research, ethics, and professional responsibilities. Designed for detail-oriented, tech-savvy individuals with strong communication and critical thinking skills, the program prepares you to support attorneys in various legal settings.

WHAT YOU'LL LEARN:
- The role and responsibilities of a paralegal
- Legal ethics and professional conduct
- Fundamentals of business practices and law office operations
- Structure of the U.S. legal system, including civil, criminal, and appellate processes
- Legal analysis, research, and effective communication

Experienced paralegals can advance into supervisory roles, managing projects and delegating tasks. Start your journey toward a rewarding legal career today!

Paralegal Certificate Information Session

Learn how UNLV's Paralegal Certificate program can benefit you. Meet one of the instructors or program creators and ask questions about the structure, content, and requirements of the program. In addition to the curriculum, you will learn about paralegal job responsibilities, employment potential, and financial assistance. This informational session will provide you with the details on how this certificate program can help boost your career.

Continuing Ed Staff, Carl H Morrison, Jennifer Lizares
W | Aug 13 | 3-4pm | No charge
Online-Zoom | 252PL6128

Parenting

ced.unlv.edu/cp

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

Cooperative Parenting-Shielding Your Children From Conflict

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

Liliana Radillo
T | Jun 10-Jul 29 (meets 8x) | 5:30-7:30pm | $299
UNLV MAB2 Room 160 | 252PL6105A

Constance Holdip
Th | Jun 26-Aug 14 (meets 8x) | 5:30-7:30pm | $299
UNLV MAB2 Room 160 | 252PL6105B

Protective Services Professional Certificate Program

ced.unlv.edu/protective-services

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

PROGRAM REQUIREMENTS: To earn the Protective Services Professional certificate you must successfully complete the following two required modules:
  • Protective Driving Operations Course (PDOC)
  • Protection Agent Development (PAD)
Please check website for details.

Technology/Computers

AI Prompting

ced.unlv.edu/ai-prompting

This 5-week course provides essential AI prompting skills, focusing on OpenAI's ChatGPT to enhance content creation, data analysis, visualization, and workflow optimization. Designed for all skill levels, it teaches practical techniques to refine prompts and integrate AI into business processes. Taught by industry experts, the course includes hands-on exercises, custom GPT creation, and AI strategy implementation. By the end, you'll master prompt refinement to drive innovation and productivity in the workplace.

AI Prompting

AI prompting involves entering specific instructions or queries into AI systems like ChatGPT to generate desired outputs, such as text, images, or code. It involves crafting text prompts to achieve the user's goals. Unlike the more specialized prompt engineering, AI prompting is an accessible skill that anyone can quickly learn and use. This 5-week course equips you with essential AI prompting capabilities, focusing on Open AI's ChatGPT to enhance content creation, data analysis and visualization, and workflow optimization to improve productivity and prepare you for future technological advancements. Taught by industry experts, you will engage in practical exercises to develop and apply a professional AI toolkit, creating custom GPTs and integrating AI strategies into your business processes. By the course's end, you master prompt refinement to drive significant workplace impact and innovation. Register today at https://fig.ced.unlv.edu/ai-prompting

See website for current dates and times.

This course is offered in collaboration with Ziplines Education

Ziplines.
Education

Cybersecurity

ced.unlv.edu/cybersecurity

Cybersecurity 101

Start your journey into cybersecurity with Cyber 101, a 5-hour introductory course designed to build essential knowledge and skills. This asynchronous course allows you to learn at your own pace while preparing for a full, instructor-led, 8-month training program. You'll explore key topics such as computer foundations, the digital world, and core cybersecurity principles. Additionally, you'll gain insights into common cyber threats, ethical hacking basics, and the real-world impact of cyber attacks. The course also looks ahead to the future of cybersecurity, including the role of Artificial Intelligence (AI) and Large Language Models (LLMs). Cyber 101 is your gateway to a rewarding career, equipping you with the confidence and foundational skills needed to succeed. An assessment is provided at the end to determine your suitability for the field. At the culmination of the intro course, you will consult with your Admissions Advisor to determine whether or not you will continue to the full, 400-hour program.

Cybersecurity Bootcamp Certificate Program

ced.unlv.edu/cybersecurity

Protect data, privacy, and public safety by launching your career in cybersecurity! With cybercrime on the rise, skilled professionals are in high demand. The UNLV Cybersecurity Bootcamp equips you with the hands-on training and industry knowledge needed to enter the field in under a year. This 400-hour immersive program features virtual labs, real-world simulations, and expert-led online instruction. Course materials, developed by industry leaders, ensure you stay up to date with the latest cybersecurity practices. You'll gain the skills necessary to sit for top certification exams and pursue an exciting, fast-paced career. Not sure if cybersecurity is right for you? Start with our 30-hour Introductory Course, where you'll learn the fundamentals and complete an assessment to gauge your fit for the field. Afterward, you'll meet with an Admissions Advisor to decide if you'll continue with the full program. Join us and become part of the solution—defending critical systems and assets from cyber threats.

These programs are offered in collaboration with ThriveDX

ThriveDX

Graphic Design Certificate Program

ced.unlv.edu/graphic-design

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

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

CORE COURSES:
- Adobe Illustrator I
- Adobe Illustrator II
- Adobe InDesign I
- Adobe Photoshop I
- Adobe Photoshop II
- Graphic Design Portfolio Project (Must be the last course taken)

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

Adobe Illustrator I

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

Jessica Kennedy
MTh | Jul 7-24 (meets 6x) | 5:30-8:30pm | $399
Online-UNLVGO and Zoom | 252WM8121 | 1.8 CEUs

Adobe InDesign

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

Jessica Kennedy
ThM | Jun 12-Jul 3 (meets 6x) | 6-9pm | $399
Online-UNLVGO and Zoom | 252WM8106 | 1.8 CEUs
*Class does not meet: Jun 19

Adobe Photoshop I

Create, design, and manipulate print-based artwork, web-based graphics, and digital photography with Adobe Photoshop. Students will learn to perform basic tasks in Photoshop, including color correction, retouching, creating composite images, using masks, resizing images, adding text, and creating art from scratch. This course targets advanced beginners who use Photoshop for personal and professional projects and wish to broaden their knowledge and skills in this program. Vernetta Thomas is a professional film and digital photographer who has exhibited her work at numerous venues. She specializes in food photography and street photography. When she's not capturing genuine moments and telling stories through her images, she enjoys supporting students in their artistic journeys through her fun and inviting classes. Students will need access to Adobe Photoshop. Recommended Textbook(s): Optional: *Adobe Photoshop Classroom in a Book* (ISBN: 9780136447993).

Vernetta Thomas
Sa | Jun 14-Jul 26 (meets 6x) | 9am-noon | $399
Online-UNLVGO and Zoom | 252WM8122A | 1.8 CEUs
*Class does not meet: Jul 5

Sa | Jun 14-Jul 26 (meets 6x) | 6-9pm | $399
Online-UNLVGO and Zoom | 252WM8122B | 1.8 CEUs
*Class does not meet: Jul 5

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

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

John Larson
Th | Jul 17-31 (meets 3x) | 6-8pm | $125
Online-UNLVGO and Zoom | 252WM8180 | 0.6 CEU

Painting with Corel & Photoshop

New!

Develop illustrations and images using digital tools with a wide variety of digital illustration techniques. You will learn the basics of digital illustration and explore different techniques used for digital painting and drawing. You will be introduced to industry-standard software like Corel and Photoshop, learning how to utilize them to create digital images and illustrations. Explore the work of successful illustrators and practitioners from around the world, and receive advice on how best to approach the discipline and its career paths, trends, and opportunities. By the end of the course, you will have a good understanding of the various techniques used in digital illustration and experience using your Wacom tablet or iPad for digital painting and drawing. David Dace is a professional educator and freelance artist with over 20 years experience in traditional and digital illustration. He specializes in sequential art and story based illustration, with extensive experience in design, layout, logo, and package designs. Computer with a Wacom tablet or a Cintiq, or an Apple iPad Pro with Apple Pencil. Painting software of your choice (Corel Painter, Clip Studio paint pro, Photoshop, Procreate for iPad etc.)

David Dace
T | May 27-Jul 1 (meets 6x) | 6-9pm | $319
Online-UNLVGO and Zoom | 251WM8185 | 1.8 CEUs

Principles of Graphic Design

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

Jessica Kennedy
Th | Aug 14-28 (meets 3x) | 5:30-7:30pm | $205
Online-UNLVGO and Zoom | 252WM8178 | 0.6 CEU

Print Design Capstone: From Pre-Press to Production

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

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

Jessica Kennedy
WM | May 28-Jun 9 (meets 4x) | 5:30-8:30pm | $255
Online-UNLVGO and Zoom | 251WM8156 | 1.2 CEUs

Productivity Technology Classes

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

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

Everyday AI: An Introduction to Prompting & Practical Uses

Artificial Intelligence (AI) has transformed the way we interact with technology, and this course offers a deep dive into one of its most practical applications, prompting. Beginning with a foundational understanding of AI, from the early innovations of Alan Turing to the complexities of modern neural networks, students will gain a solid grasp of its historical and technical context. The course provides a detailed look into Natural Language Processing (NLP) and the evolution of language models, emphasizing their role in our daily interactions. The hands-on component of the course focuses on AI prompting, introducing participants to leading platforms such as OpenAI and Midjourney. Through this, students will explore the intricacies of models like GPT and BERT and their applications in real-world scenarios. Alongside the practical skills, the course addresses the essential topics of AI safety, privacy, and ethics. By its conclusion, participants will have a comprehensive understanding of AI prompting, its potential, and its future trajectory in our daily lives.
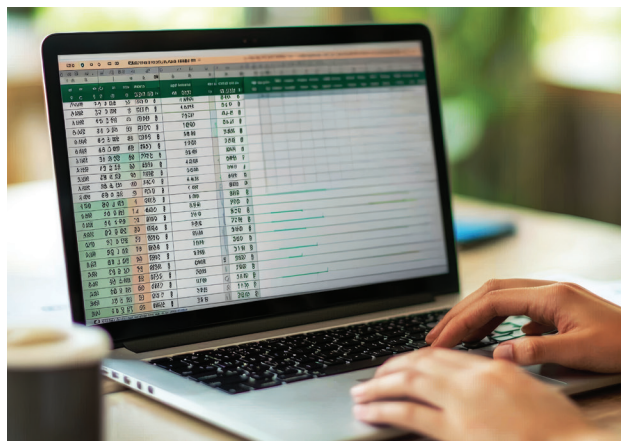
John Larson
Th | May 1-22 (meets 4x) | 6-8pm | $159
Online-UNLVGO and Zoom | 251CW8105

> "
> What our students are saying:
>
> Very helpful class and knowledgeable instructor. Wish I had this instruction 25 years ago."
>
> Excel Advanced Workshop: Complex Formulas

Excel Advanced Workshop: Complex Formulas

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

Prerequisite: Excel I or similar working knowledge and experience.

Sharon Fry, MCT, MOS Master, MCP, MTA
WTh | Jun 18-25 (meets 2x) | 1-4pm | $169
Online-Zoom | 252CU1120 | 0.6 CEU

Excel Advanced Workshop: Data Analysis & Reporting

You will practice Excel Quick Analysis, PivotTables, and Pivot Charts features, and you will explore the Get & Transform Data tools including Power Query. PivotTables allow efficient data summarization, and Pivot Charts help visualize data trends. Quick Analysis quickly creates tables and charts. Get and Transform Data (Power Query) lets you import and reshape data, and Queries and Connections manage external data. What-If Analysis tools, including Scenario Manager, Goal Seek, and Data Tables, help explore different outcomes. Outline and Subtotal features assist in organizing data for easier understanding and visualization. You must have access to Microsoft Excel.

Prerequisite: Excel I or similar working knowledge and experience.

Sharon Fry, MCT, MOS Master, MCP, MTA
W | Jul 9-16 (meets 2x) | 1-4pm | $169
Online-Zoom | 252CU1121 | 0.6 CEU

Excel Essentials Workshop: Presenting Data

The Excel Essentials Workshop series is a fast-paced overview of Excel, providing a jump start to get you working in the program quickly and confidently. You can share your data in a more compelling way once you understand Excel's tools for data presentation. In the presenting data workshop, learn to use functions to display data; apply advanced formatting with styles, themes, and conditional formatting; create and modify charts and PivotCharts; insert and manipulate images and shapes; and use advanced printing options to control output. You must have access to Microsoft Excel.

Prerequisite: Excel Essentials Workshop: Data Basics or equivalent; subject to instructor approval.

Sharon Fry, MCT, MOS Master, MCP, MTA
M | Jun 9-16 (meets 2x) | 1-4pm | $169
Online-Zoom | 252CU1111 | 0.6 CEU

Microsoft Office Basics

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

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

John Larson
W | Jun 4-Jul 9 (meets 6x) | 6-8pm | $289
Online-UNLVGO and Zoom | 252CW8177

New! Salesforce Administration
ced.unlv.edu/salesforce

This fully online, 10-week course prepares learners for careers as Salesforce Administrators. Taught by industry experts, it includes live, mentor-led sessions, hands-on projects, and real-world scenarios. Students will gain essential knowledge of Salesforce fundamentals, ecosystem components, and administration roles. The program also includes a practice Salesforce Administrator Certification Exam and review. Upon completion, students can pursue Salesforce Administrator or Salesforce Associate certification.

Salesforce Administration

Salesforce Administrators are vital in solving business problems by customizing the Salesforce Platform to build, configure, and automate solutions that deliver significant business value. This Salesforce Administrator course is designed to help learners kickstart their careers as Salesforce Administrators with the knowledge, practical training, hands-on activities, and technical credentials they need to succeed in this role. Delivered fully online, this 10-week comprehensive program is taught by industry experts and supplemented with live/online mentor-led classes. With a focus on real-world scenarios, hands-on projects, and preparation for certification exams, learners will gain a comprehensive understanding of Salesforce fundamentals, ecosystem components, administration roles, and navigation interfaces. The course prepares learners for the Salesforce Administrator Certification by complementing the strategic skills needed on the job with the skills and topics covered on the exam. Register today at https://fig.ced.unlv.edu/salesforce-administration

See website for current dates and times.

This course is offered in collaboration with Ziplines Education

Technology Bootcamps

bootcamps.ced.unlv.edu

Data Science & AI Program

The Data Science & Artificial Intelligence (AI) Program is designed for IT and non-IT professionals who are interested in transitioning their careers into data science, analytics, machine learning and artificial intelligence. The programs includes practical training, industry award and job placement support to help professionals secure a job as a data analyst or data scientist.

Online Delivery
See website bootcamps.ced.unlv.edu/ for current dates and times.

Software Engineering Program

The Software Engineering Program is designed for IT and non-IT professionals who are interested in transitioning their careers into programming, software, web and UI development. The program includes practical training, industry award and job placement support to help professionals secure a job in the software industry.

Online Delivery
See website bootcamps.ced.unlv.edu/ for current dates and times.

UX/UI Design Program

The UX/UI Design Program is designed for motivated candidates who are looking to accelerate and transition their careers into user experience and user interface design. The program includes practical training, industry award and job placement support to help professionals secure a UX/UI design job in this high-demand industry.

Online Delivery
See website bootcamps.ced.unlv.edu/ for current dates and times.

These courses are offered in collaboration with Institute of Data

Healthcare/Wellness Professionals

Certified Nursing Assistant Program

ced.unlv.edu/certified-nursing-assistant

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

Certified Nursing Assistant (CNA) Training Program

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

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

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

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

Nonprofit

Kathy Clemens
TTh | May 6-Jun 12 (meets 12x) | 8am-4:30pm | $2,625
Perry Foundation | 251NA1100J | 9.6 CEUs

Cindi Kalani
MWF | Jun 2-27 (meets 12x) | 8am-4:30pm | $2,625
Perry Foundation | 252NA1100A | 9.6 CEUs

Agnes Dado
WThF | Jun 4-Jul 25 (meets 23x) | 5:15-9:15pm | $2,625
Perry Foundation | 252NA1100B | 9.6 CEUs

Kathy Clemens
MWF | Jul 7-Aug 1 (meets 12x) | 8am-4:30pm | $2,625
Perry Foundation | 252NA1100C | 9.6 CEUs

Kathy Clemens
TTh | Jul 8-Aug 14 (meets 12x) | 8am-4:30pm | $2,625
Perry Foundation | 252NA1100D | 9.6 CEUs

Cindi Kalani
MWF | Aug 4-29 (meets 12x) | 8am-4:30pm | $2,650
Perry Foundation | 252NA1100E | 9.6 CEUs

Agnes Dado
WThF | Aug 20-Oct 3 (meets 23x) | 5:15-9:15pm | $2,650
Perry Foundation | 252NA1100F | 9.6 CEUs

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

Grant Academy Certificate Program

ced.unlv.edu/grant-academy

As you progress through the Grant Academy Certificate, you will gain skills in identifying relevant grant opportunities, writing strong proposals, tracking program outcomes, managing reports to funders, and utilizing available technologies and data sources to make a convincing case for support. Curriculum will guide you through the full life cycle of a grant, enabling you to produce winning applications plus policies to support successful oversight and administration. Courses may be taken individually to expand your skill set. This program will be offered again in Fall 2025. Please visit website to sign up for updates.

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

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

Grant Academy Information Session

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

Natalie Smyers
M | Aug 11 | 1-2pm | No charge
Online-Zoom | 252GR1150

Nonprofit Leadership Certificate Program

ced.unlv.edu/nonprofit-management

Unlock your potential for positive change with the UNLV Continuing Education Certificate Program in Non-Profit Leadership. Dive into donor relations, fundraising strategies, sustainable practices, ethical financial oversight, governance compliance, effective management, dynamic leadership, assessment techniques, development strategies, and collaborative board dynamics. Elevate your impact and advance your career in the non-profit sector. Register now to gain the essential skills and knowledge needed to lead with purpose and make a lasting difference. Your journey to impactful leadership begins here.

PROGRAM REQUIREMENTS: To earn the UNLV Nonprofit Leadership Certificate, you must successfully complete the nine required courses.

Nonprofit Leadership Information Session

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

Continuing Ed Staff, Scott Emerson, Kenneth B Lange, Gregory Gudenkauf, MPA
Th | Aug 14 | 3-4pm | No charge
Online-Zoom | 252NP3172

Language Skills for Professionals

Accent Reduction Classes

ced.unlv.edu/accent-reduction

Our accent reduction and speaking program helps you speak English with clarity and precision. Each course is tailored to a specific aspect of accent reduction—vowel sounds, consonant sounds, intonation, and speaking skills. The objective is to minimize communication barriers while maintaining your unique cultural identity. We provide you with direct strategies, practical tips, and oral training to become an effective and confident speaker. Our primary goal is to modify your current speech habits with new standard American patterns that will become habitual in your everyday speech.

Accent Reduction for International Professionals I

Take your American English speaking to the next level by focusing on pronouncing vowel sounds. Even if you are proficient in English grammar and vocabulary, a strong regional or foreign accent can lead to misunderstandings and make day to day conversations a challenge. In this class, you will learn and practice techniques to correctly pronounce the sounds of American English, focusing on the vowel sounds. Textbook included in registration fee. Optional: Have a mirror and audio recorder available to use during class.

Katia Abou-Haidar, MAAL
MW | Jun 30-Jul 16 (meets 6x) | 6-8:30pm | $289
Online-UNLVGO and Zoom | 252CX1113 | 1.5 CEUs

Accent Reduction for International Professionals II

Learn and practice the techniques of producing correct consonant sounds when combined with vowels or other challenging consonants. By the end of this session, you will have acquired the rules governing the production of all the consonant sound variations, and you will meet difficult challenges in speech clarity. Textbook included in registration fee. Optional: Have a mirror and audio recorder available to use during class.

Katia Abou-Haidar, MAAL
MW | Jul 21-Aug 6 (meets 6x) | 6-8:30pm | $289
Online-UNLVGO and Zoom | 252CX1123 | 1.5 CEUs

Accent Reduction for International Professionals III

Learn the musical aspects of speech, and the mechanics for how to signal stress and pitch. Master stress and pitch patterns for words, sentences, and paragraphs. You will also practice body language and facial expressions that reinforce American intonation, and help add meaning and clarity to your speech. By the end of this session, you will have acquired the rules governing the production of an understandable communication. Textbook included in registration fee. Optional: Have a mirror and audio recorder available to use during class.

Katia Abou-Haidar, MAAL
MW | Aug 11-27 (meets 6x) | 6-8:30pm | $289
Online-UNLVGO and Zoom | 252CX1124 | 1.5 CEUs

English as a Second Language (ESL) Classes

ced.unlv.edu/esl

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

English as a Second Language (ESL) Beginning

This course is for beginners with limited English language skills. The classes will build your vocabulary and basic grammar to allow you to develop confidence in speaking and writing in English. Focus on conversational skills, understanding idiomatic expressions, and developing comfort in presenting in English. Required Textbook(s): *Interchange Level 1 Student's Book with Online Self-Study and Online Workbook* (ISBN: 9781316620441).

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

Patty Ascher-Lewis
TTh | Jul 8-Aug 21 (meets 14x) | 6-9pm | $699
UNLV MAB2 Room 155 | 252LA2125 | 4.2 CEUs

English as a Second Language (ESL) Intermediate

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

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

Cecilia P Ordinario, M.Ed.
Sa | Jun 7-Sep 6 (meets 14x) | 9am-noon | $699
Online-UNLVGO and Zoom | 252LA1124 | 4.2 CEUs

Register by phone at 702-895-3394

Life & Leisure

Arts & Crafts

ced.unlv.edu/arts-crafts

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

Acrylics I

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

Regina Yenser
Sa | Jun 7-Jul 5 (meets 5x) | 1:30-4:30pm | $169
UNLV MAB2 Room 155 | 252AR1121

Acrylics II

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

Janice Schaeffer
Sa | Jul 12-Aug 9 (meets 5x) | 1:30-4:30pm | $169
UNLV MAB2 Room 155 | 252AR1100

Drawing I

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

Gabbie Hirsch
Sa | May 31-Jun 28 (meets 5x) | 9am-noon | $169
UNLV MAB2 Room 155 | 251AR1130B

Face First: Introduction to Portraits

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

Gabbie Hirsch
Sa | Jul 5-Aug 2 (meets 5x) | 9am-12:30pm | $169
UNLV MAB2 Room 155 | 252AR1132

Impressionism, Expressionism & Abstracts

Immerse yourself in a world of vibrant colors, bold techniques, and artistic expression in this hands-on acrylic painting class. You'll explore the fundamentals of Impressionism, Expressionism, and Abstract art, learning how to transform your unique vision into captivating works on canvas. From the first spark of inspiration to mastering color, texture, and form, this course encourages experimentation and creativity. Whether you want to evoke emotion through dynamic brushstrokes or capture fleeting moments with delicate hues, you'll gain the skills and confidence to bring your ideas to life. With personalized feedback and guidance, no prior experience is needed. Come ready to explore, express, and transform your imagination into stunning, original art. The possibilities are limitless!
Supply list will be provided.

Prerequisite: No previous experience required.

Judith (Judi) Moreo
Sa | Jun 7-Jul 5 (meets 5x) | 1:30-4:30pm | $169
UNLV MAB2 Room 153 | 252AR1199

> **What our students are saying:**
> " It was a fun class with a lot of fun projects. I felt like I really enjoyed the community and the engagement of the instructor, who was lovely and generous."
>
> Acrylics I

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

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

John Larson
Th | Jul 17-31 (meets 3x) | 6-8pm | $125
Online-UNLVGO and Zoom | 252WM8180 | 0.6 CEU

Introduction to Wildlife Painting (In Acrylic)

Discover the excitement of bringing wildlife to life on canvas in this engaging class! Learn how to paint animals with stunning realism, focusing on the texture of fur, feathers, and scales, as well as their natural movements. Whether it's the strength of a predator or the grace of a bird in flight, you'll gain the skills to depict the anatomy, texture, and energy of each animal. Go beyond just the creatures by creating immersive environments that add depth, mood, and emotion to your work. With expert instruction, you'll explore value, form, color, and texture, making your art as dynamic as the natural world. This course is perfect for both beginners and experienced artists. Supply list provided. Supply list will be provided.

Prerequisite: No previous experience is necessary

Judith (Judi) Moreo
Sa | Jul 12-Aug 9 (meets 5x) | 1:30-4:30pm | $169
UNLV MAB2 Room 153 | 252AR1145

Manga with Clip Studio Pro 2

Focus on the process of creating a paneled structured story (graphic novels, comic books, and manga) utilizing Clip Studio Pro. Working with a script, students will study visual storytelling, panel structure, emotive drawing, and continuity. Students will be instructed in creating a five page graphic story, by scripting, creating thumbnails and roughing out the five page sequence. For the final, students will choose one of the five pages and follow it throughout the drawing, inking and coloring process to produce a ready for print page. The class will also cover preparing and exporting a graphic story for print. David Dace is a professional educator and freelance artist with over 20 years experience in traditional and digital illustration. He specializes in sequential art and story based illustration, with extensive experience in design, layout, logo, and package designs.

Prerequisite: Manga with Clip Studio Pro 1 recommended

David Dace
Th | May 1-Jun 5 (meets 6x) | 6-9pm | $319
Online-UNLVGO and Zoom | 251WM8184 | 1.8 CEUs

Sewing from a Pattern

Feel confident creating new projects from a pattern. Understand how to follow the process of assembling a simple garment or craft item from a pattern. This class features an informational packet covering all aspects of working with 3 types of sewing patterns, created by Mary Ann Racheau, Las Vegas costume and fashion designer and Master Sewing Educator. Must have access to a sewing machine and basic sewing supplies to participate in class. Additional materials will be discussed on the first day of class.

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

Mary Ann Racheau
Sa | Jun 7-28 (meets 4x) | 9am-noon | $209
Online-Zoom | 252FD7106

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
M | Jun 2-30 (meets 5x) | 6-9pm | $169
UNLV MAB2 Room 155 | 252AR1140

Watercolors II

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

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

Gabbie Hirsch
M | Jul 7-Aug 4 (meets 5x) | 6-9pm | $169
UNLV MAB2 Room 155 | 252AR1141

Cannabis Certificate Programs

ced.unlv.edu/cannabis-certificate

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

Cannabis Budtender Certificate

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

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

John Reckling
Jun 16-Jul 31 | $249
Online Delivery | 252CH1106 | 1 CEU

Nevada Medical Cannabis Consultant Certificate

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

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

John Reckling
Jun 16-Jul 31 | $499
Online Delivery | 252CH1109 | 2.5 CEUs

Cannabis Classes

ced.unlv.edu/cannabis

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

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

Cannabis Professional

Prepare to work with cannabis as one of the many positions within the industry. Discuss history and folklore of this plant, its anatomy, cannabinoid science, development of the cannabis industry, as well as discussions about the law and current regulations. This is a self-paced, six-module online course. Each module concludes with an assessment. You can anticipate the course taking four to eight hours to complete. You can register for this course any time between the listed start date and five business days prior to the end date. You will receive your online access one week prior to the start date. Live question and answer sessions will be available and scheduled.

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

John Reckling
Jun 16-Jul 25 | $99
Online Delivery | 252CH1100A | 0.4 CEU

Jul 14-Aug 22 | $99
Online Delivery | 252CH1100B | 0.4 CEU

Cannabis Professional: Spanish (El Profesional de Cannabis)

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

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

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

John Reckling
Jun 16-Jul 25 | $99
Online Delivery | 252CH1104 | 0.4 CEU

Cooking with Cannabis

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

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

John Reckling
Jun 16-Jul 25 | $99
Online Delivery | 252CH1107

Register by phone at 702-895-3394

Growing Cannabis at Home

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

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

John Reckling
Jun 16-Jul 25 | $189
Online Delivery | 252CH1108

Pets & Cannabis

Join veterinarian Dr. Tim Shu and RVT Kate Scott for this instructive course that will help you better understand the options that cannabis may offer to help alleviate conditions experienced by pets without side effects caused by some other medicines. Dr. Shu has studied how pets may benefit from cannabis. He has successfully helped to treat dogs, cats, horses, rabbits and more. You can anticipate the course taking approximately three hours to complete. You can register for this course any time between the listed start date and five business days prior to the end date. You will receive your online access one week prior to the start date. Live question and answer sessions will be available and scheduled.

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

John Reckling
Jun 16-Jul 25 | $99
Online Delivery | 252CH1102 | 0.3 CEU

New!

DJ Professional Certificate Program

ced.unlv.edu/dj

DJs are the driving force behind Las Vegas nightlife and entertainment, setting the energy and atmosphere for world-class experiences. They play a crucial role in creating unforgettable moments at top resorts, nightclubs, dayclubs, pools, weddings, private parties, and corporate events. With a thriving industry both in Las Vegas and worldwide, many pursue careers in DJing, mastering the art of music production and live performance while adhering to industry best practices.

PROGRAM REQUIREMENTS: To earn the DJ Professional Certificate, participants must successfully complete the DJ Certificate Program course.

DJ Professional Certificate Program

Ready to take your DJ skills to the next level? Whether you're an aspiring DJ or looking to refine your craft, DJ masterclass is designed to elevate your techniques and boost your confidence behind the decks. In this comprehensive course, you'll learn essential pro-level skills including beat matching, mixing, and mastering advanced DJ equipment and software. Gain insights on how to craft seamless sets, read a crowd, and create unforgettable live performances. Materials to be discussed the first day of class; noise canceling headphones are recommended for in-class use.

Michael O'Baid
Sa | Jun 21-Jul 26 (meets 6x) | 3-6:30pm | $1,245
UNLV MAB2 Room 133 | 252DJ1005 | 2.1 CEUs

Fashion & Sewing

ced.unlv.edu/fashion-sewing

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

Quilting Techniques for Beginners

This class will show you a slash and sew method of assembling a 30" to 32" square, lap-sized quilt. This quilt is the perfect gift for friends and family, new babies and kids of all ages. Learn simple methods of quilt block assembly, layout options, sandwiching layers and finishing techniques from Mary Ann Racheau, a Master Sewing Educator and Certified Instructor for "Quilting the Kaye Wood Way". See your creativity come alive as you design your own unique quilt. Must have access to a sewing machine and basic sewing supplies to participate in class. Additional materials will be discussed on the first day of class.

Mary Ann Racheau
Sa | Jul 19-Aug 9 (meets 4x) | 9am-noon | $199
Online-Zoom | 252FD7107

Sewing from a Pattern

Feel confident creating new projects from a pattern. Understand how to follow the process of assembling a simple garment or craft item from a pattern. This class features an informational packet covering all aspects of working with 3 types of sewing patterns, created by Mary Ann Racheau, Las Vegas costume and fashion designer and Master Sewing Educator. Must have access to a sewing machine and basic sewing supplies to participate in class. Additional materials will be discussed on the first day of class.

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

Mary Ann Racheau
Sa | Jun 7-28 (meets 4x) | 9am-noon | $209
Online-Zoom | 252FD7106

Foreign Languages

ced.unlv.edu/foreign-languages

Beginning French I & II

Beginning French I and Beginning French II is a course designed to provide learners with essential skills in conversational French, ideal for travel and everyday social situations. The course covers foundational vocabulary and key expressions, focusing on practical language use. It aims to build learners' confidence in speaking and understanding French, with an emphasis on proper pronunciation and communication in common real-life scenarios. Throughout the course, students will learn basic grammar, greetings, introductions, directions, and phrases for dining and shopping, laying a strong foundation for continued French learning and effective, culturally appropriate interactions. Required Textbook(s): *Ultimate French, Beginner—Intermediate* (ISBN: 9781400009633).

Pascale Tessier
W | Jul 9-Aug 27 (meets 8x) | 6-8pm | $229
UNLV MAB2 Room 162 | 252LA1115

Beginning French III

Beginning French III continues to develop conversational skills, emphasizing vocabulary useful for travel and social interactions. Pronunciation and grammar are highlighted through dialogues, helping learners improve fluency and accuracy. The course covers practical topics, including food and restaurants, sports, new technology, health, movies, and tourism. By engaging in these topics, students gain the ability to discuss everyday activities and interests in French, enhancing their speaking and listening abilities. The focus is on building practical communication skills, enabling learners to feel more comfortable and confident in various French-speaking settings and interactions. Required Textbook(s): *Ultimate French, Beginner—Intermediate* (ISBN: 9781400009633).

Pascale Tessier
Th | Jul 10-Aug 28 (meets 8x) | 6-8pm | $229
UNLV MAB2 Room 162 | 252LA1117

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).

Patty Ascher-Lewis
MW | Jun 2-Jul 2 (meets 10x) | 6-8pm | $229
UNLV MAB2 Room 160 | 252LA1104

Music

ced.unlv.edu/music

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

Guitar I

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

Jesse Del Quadro
T | Jun 10-Jul 15 (meets 6x) | 5:30-7pm | $149
UNLV MAB2 Room 162 | 252MU1107

Guitar II

Expand your guitar credentials by focusing on bar chords, scales, and improvisation. Guitarists will work on major and minor scales and arpeggios, common bar chords, blues scale patterns, and begin using a capo. These skills allow players to enjoy a great deal of versatility when playing on their own or as part of a group.

Jesse Del Quadro
T | Jul 22-Aug 12 (meets 4x) | 5:30-7pm | $99
UNLV MAB2 Room 162 | 252MU1116

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. Mandatory Training Camp Days: Aug 18-24 are in addition to course schedule dates. Regular semester rehearsals are held Mondays, 4:05pm-6:05pm, Thursdays and Fridays, 4:05-5:35pm. 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.labounty@unlv.edu.

Tony LaBounty, Dr. David Coyner
MThF | Aug 18-Dec 12 (meets 2x) | M 4:05-6:05pm,
ThF 4:05-5:35pm | $267.50
UNLV Campus | 252MU1106
*Class does not meet: Sep 1, Nov 27 & 28

UNLV | DIVISION OF WIND BAND STUDIES

Performing Arts

ced.unlv.edu/performing-arts

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

Introduction to Voiceover Workshop

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

Melissa Moats
Sa | May 31 | 1:30-4:30pm | $59
The Voice Actors Studio | 251CX4170C

Sa | Jun 28 | 1:30-4:30pm | $59
The Voice Actors Studio | 252CX4170A

Sa | Jul 19 | 1:30-4:30pm | $59
The Voice Actors Studio | 252CX4170B

Break Into the World of Voiceover

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

Melissa Moats
T | Aug 5-26 (meets 4x) | 6:30-9:30pm | $399
The Voice Actors Studio | 252CX4171

Photography

ced.unlv.edu/photography

Digital Photography Bundle

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

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

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

Continuing Ed Staff
Sa | Jun 7-Aug 2 (meets 3x) | 9am-2pm | $345
UNLV MAB2 Room 159 | 252PHBUND

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

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

Marcy Harper
Sa | Jun 7 | 9am-2pm | $135
UNLV MAB2 Room 159 | 252PH1100

Digital Photography II: Tools, Techniques & Lighting

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

Marcy Harper
Sa | Jul 12 | 9am-2pm | $135
UNLV MAB2 Room 159 | 252PH1141

Digital Photography III: Headshots to Dramatic Portraits

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

Marcy Harper
Sa | Aug 2 | 9am-2pm | $135
UNLV MAB2 Room 159 | 252PH1125

Adobe Photoshop I

Create, design, and manipulate print-based artwork, web-based graphics, and digital photography with Adobe Photoshop. Students will learn to perform basic tasks in Photoshop, including color correction, retouching, creating composite images, using masks, resizing images, adding text, and creating art from scratch. This course targets advanced beginners who use Photoshop for personal and professional projects and wish to broaden their knowledge and skills in this program. Vernetta Thomas is a professional film and digital photographer who has exhibited her work at numerous venues. She specializes in food photography and street photography. When she's not capturing genuine moments and telling stories through her images, she enjoys supporting students in their artistic journeys through her fun and inviting classes. Students will need access to Adobe Photoshop. Recommended Textbook(s): Optional: *Adobe Photoshop Classroom in a Book* (ISBN: 9780136447993).

Vernetta Thomas
Sa | Jun 14-Jul 26 (meets 6x) | 9am-noon | $399
Online-UNLVGO and Zoom | 252WM8122A | 1.8 CEUs
*Class does not meet: Jul 5

Sa | Jun 14-Jul 26 (meets 6x) | 6-9pm | $399
Online-UNLVGO and Zoom | 252WM8122B | 1.8 CEUs
*Class does not meet: Jul 5

❝ What our students are saying:

Great class and very helpful. I am excited to apply what I've learned. The instructor really explained and took time to help us individually as well."

Digital Photography I—Understanding the Basics of Your Camera and Photography

Building a Photography Business

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

Vernetta Thomas
M | Jun 23-Jul 21 (meets 5x) | 6-8pm | $329
Online-Zoom | 252PH1151

Digital Photography Editing

Explore photo editing techniques in Photoshop, with an emphasis on tools used routinely by photographers for image enhancement, correction, and distribution. Gain experience with layering, color enhancements, cropping/sizing, content aware fill, and white balance adjustments. Learn the difference between working with jpg vs raw image files. Understand the advantages of outputting image files in the various common formats: tiff, gif, jpg, and more. Ideal for photographers new to Photoshop or for those with slight experience who want to know more.

Marcy Harper
M | Aug 4-25 (meets 4x) | 6-9pm | $299
Online-Zoom | 252PH1156

Sports and Fitness

ced.unlv.edu/sports-fitness

Physical activity can reduce your stress, increase your strength and energy, and improve your mental focus. Our sports offerings focus on lifelong activities you can do at any age. We also partner with UNLV PEX (Physical Education) to offer non-credit options for training as a youth or Nevada high school coach or sports official.

Our fitness professional programs can help you translate your passion for fitness into a rewarding career. As a fitness professional, you will enjoy flexible hours and energetic work environments as you inspire clients on their journey to better health and wellbeing.

Boxing

Boxing is a high-energy and fun group workout. The instructor will demonstrate each move. This class is a mix of boxing, strength, power, and core work. It will increase your fitness levels while building your strength and confidence and put you on a path toward your goals.

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

Mayweather Fitness Certified Instructors
Th | Jun 19-Jul 17 (meets 5x) | noon-1pm | $235
Mayweather Boxing + Fitness Spring Valley | 252SF2125

Golf for Beginners

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

PEX Department, James Massey
MTW | May 19-Jun 4 (meets 8x) | 5:30-7pm | $314
Las Vegas Golf Center | 251SF1104B
*Class does not meet: May 26

"

What our students are saying:

The instructor and class structure was valuable. The instructor always had a great attitude and was patient. I went from having no technical golf knowledge to learning a solid golf swing."

Golf for Beginners

Wellness

ced.unlv.edu/wellness

In today's harried world, it's essential to find ways to de-stress, set boundaries, and take care of your emotional health. Become more mindful, conscious, and emotionally centered through our wide range of wellness classes. Recent offerings have included meditation, self care, and stress reduction.

Basic Life Support Certification

Basic Life Support (BLS) comprises essential emergency measures to sustain life in cardiac arrest, respiratory failure, or other life-threatening situations. It involves recognizing emergencies, administering CPR, and offering basic airway management. Typically performed by trained professionals or bystanders, BLS is crucial until advanced medical care is available. BLS is essential in events like choking, suffocation, drowning, severe allergic reactions, drug overdose, and trauma. These scenarios demand BLS interventions to restart breathing, revive the heart, and maintain life until professional medical assistance is obtained.

Chadwick Whetman
F | May 30 | 1-4pm | $80
UNLV MAB2 Room 160 | 251HE1155B

Mind + Body Yoga

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

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

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

Mayweather Fitness Certified Instructors
Th | Jun 19-Jul 17 (meets 5x) | 12:45-1:45pm | $235
Mayweather Boxing + Fitness Spring Valley | 252SF1145

Academic Preparation

Institute of Reading Development Programs

ced.unlv.edu/institute-reading-development

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

Summer Bridge Math Programs

ced.unlv.edu/programs/summer-math

Summer Bridge Math Live-Online

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

Grade 1

ETC Staff
MTWTh | Jul 14-31 (meets 12x) | 2-2:50pm | $299
Online Delivery | 252YP1121

Grade 2

ETC Staff
MTWTh | Jul 14-31 (meets 12x) | 1-1:50pm | $299
Online Delivery | 252YP1122

Grade 3

ETC Staff
ThT | Jun 26-Aug 7 (meets 12x) | noon-12:50pm | $299
Online Delivery | 252YP1123A
*Class does not meet: Jul 3

MTWTh | Jul 14-31 (meets 12x) | 1-1:50pm | $299
Online Delivery | 252YP1123B

Grade 4

ETC Staff
MW | Jun 30-Aug 6 (meets 12x) | 2-2:50pm | $299
Online Delivery | 252YP1124A

MTWTh | Jul 14-31 (meets 12x) | noon-12:50pm | $299
Online Delivery | 252YP1124B

Grade 5

ETC Staff
ThT | Jun 26-Aug 7 (meets 12x) | noon-12:50pm | $299
Online Delivery | 252YP1125A
*Class does not meet: Jul 3

MW | Jun 30-Aug 6 (meets 12x) | 11-11:50am | $299
Online Delivery | 252YP1125B

MTWTh | Jul 14-31 (meets 12x) | 2-2:50pm | $299
Online Delivery | 252YP1125C

Grade 6

ETC Staff
ThT | Jun 26-Aug 7 (meets 12x) | 3-3:50pm | $299
Online Delivery | 252YP1126A
*Class does not meet: Jul 3

MW | Jun 30-Aug 6 (meets 12x) | noon-12:50pm | $299
Online Delivery | 252YP1126B

MTWTh | Jul 14-31 (meets 12x) | 11-11:50am | $299
Online Delivery | 252YP1126C

Grade 7

ETC Staff
ThT | Jun 26-Aug 7 (meets 12x) | 2-2:50pm | $299
Online Delivery | 252YP1127A
*Class does not meet: Jul 3

MW | Jun 30-Aug 6 (meets 12x) | 3-3:50pm | $299
Online Delivery | 252YP1127B

MTWTh | Jul 14-31 (meets 12x) | 11-11:50am | $299
Online Delivery | 252YP1127C

Grade 8

ETC Staff
ThT | Jun 26-Aug 7 (meets 12x) | 11-11:50am | $299
Online Delivery | 252YP1128A
*Class does not meet: Jul 3

MW | Jun 30-Aug 6 (meets 12x) | 1-1:50pm | $299
Online Delivery | 252YP1128B

MTWTh | Jul 14-31 (meets 12x) | 3-3:50pm | $299
Online Delivery | 252YP1128C

Test Preparation Classes

ced.unlv.edu/test-preparation

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

All Test Prep Classes Include:
• Extensive classroom instruction
• Experienced, dedicated instructors
• Comprehensive preparation materials
• Thorough presentations and explanations
• Convenient access to our team of experts
• Access to online support resources

Graduate School Test Preparations

GMAT® Live Online Strategy Workshop

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

ETC Staff
W | May 14 | 6-7pm | No charge
Online Delivery | 251TL1110B

W | Aug 27 | 6-7pm | No charge
Online Delivery | 252TL1110A

GMAT® Focus Live-Online Course

UNLV's GMAT Live-Online Prep Course provides 18 hours of classroom instruction to help you prepare for the GMAT Exam. This comprehensive course includes a review of the mathematical and verbal concepts tested on the GMAT and prepares you for the question types typically seen on the test. The online portion of the class is delivered by a live instructor, combining the interactivity of a classroom experience with the convenience of an online course. This program includes a digital course workbook, the official textbook from GMAC containing previously released test questions, and online support resources—access to an instructor-monitored question forum, online office hours, and live class recordings and pre-recorded modules. Course materials are shipped directly to you. This program includes a course workbook, the official textbook from GMAC containing previously released test questions, and online support resources-access to an instructor-monitored question forum, online office hours, and recordings of class modules. Course materials are shipped directly to you.

ETC Staff
WM | Jun 4-23 (meets 6x) | 4-7pm | $849
Online Delivery | 252TL1101A

TTh | Jul 15-31 (meets 6x) | 4-7pm | $849
Online Delivery | 252TL1101B

GRE® Live-Online Strategy Workshop

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

ETC Staff
W | May 28 | 6-7pm | No charge
Online Delivery | 251TL1112E

W | Jun 25 | 6-7pm | No charge
Online Delivery | 252TL1112A

W | Jul 23 | 6-7pm | No charge
Online Delivery | 252TL1112B

W | Aug 27 | 6-7pm | No charge
Online Delivery | 252TL1112C

GRE® Live-Online Course

Get ready for graduate school with 24 hours of quality live-online instruction! This program covers each of the three main sections of the GRE® General Test—Analytical Writing, Verbal Reasoning, and Quantitative Reasoning and will prepare you for the question types you are likely to encounter on the GRE. This interactive class covers the quantitative, verbal, and critical reasoning skills necessary to succeed on each section of the GRE. Synchronous instruction gives you the opportunity to participate in class discussions and interact with other students from the location most convenient for you. You also receive access to class recordings, pre-recorded class modules, an instructor-monitored question forum, and online office hours. All course materials are digital and available in your class portal

ETC Staff
TTh | May 6-29 (meets 8x) | 5-8pm | $799
Online Delivery | 251TL1100D

T | Jun 3-Jul 22 (meets 8x) | 10am-1pm | $799
Online Delivery | 252TL1100A

WM | Jun 4-30 (meets 8x) | 4-7pm | $799
Online Delivery | 252TL1100B

Su | Jul 13-Sep 7 (meets 8x) | noon-3pm | $799
Online Delivery | 252TL1100C
*Class does not meet: Aug 31

WM | Jul 16-Aug 11 (meets 8x) | 5-8pm | $799
Online Delivery | 252TL1100D

TTh | Aug 5-28 (meets 8x) | 4-7pm | $799
Online Delivery | 252TL1100E

LSAT® Live Online Strategy Workshop

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

ETC Staff
W | Jun 4 | 6-7pm | No charge
Online Delivery | 252TL1114A

W | Jul 9 | 6-7pm | No charge
Online Delivery | 252TL1114B

W | Aug 6 | 6-7pm | No charge
Online Delivery | 252TL1114C

LSAT Prep Course—Classroom

UNLV's intensive LSAT prep program includes 30 hours of classroom instruction from experienced test-preparation professionals. The easy-to-follow program uses proven techniques to take the mystery out of the LSAT. Learn systematic strategies for mastering Logical Reasoning items. Practice skimming Reading Comprehension passages for key information to help answer questions more quickly and accurately. The course includes an LSAT workbook, official practice tests from LSAC, and access to online resources—class recordings, pre-recorded class modules, an instructor-monitored question forum, and online office hours. In-person test prep courses are conveniently held on the campus of UNLV in Las Vegas, NV. This course is ideal for current undergraduates, recent graduates, and anyone intending to apply to law school in the next five years.

ETC Staff
TTh | Jun 24-Jul 31 (meets 10x) | 6-9pm | $899
UNLV MAB2 Room 138 and 139 | 252TL1105
*Class does not meet: Jul 1, Jul 3

LSAT® Prep Live-Online Course

UNLV's intensive LSAT prep program includes 30 hours of classroom instruction from experienced test-preparation professionals. The easy-to-follow program uses proven techniques to take the mystery out of the LSAT. Learn systematic strategies for mastering Logical Reasoning items. Practice skimming Reading Comprehension passages for key information to help answer questions more quickly and accurately.

The course includes an LSAT workbook, official practice tests from LSAC, and access to online resources—class recordings, pre-recorded class modules, an instructor-monitored question forum, and online office hours. In- person test prep courses are conveniently held on the campus of UNLV in Las Vegas, NV. This course is ideal for current undergraduates, recent graduates, and anyone intending to apply to law school in the next five years.

ETC Staff
Su | Jun 15-Aug 24 (meets 10x) | 3-6pm | $899
Online Delivery | 252TL1102A
*Class does not meet: Jul 6

WM | Jun 18-Jul 23 (meets 10x) | 10am-1pm | $899
Online Delivery | 252TL1102B
*Class does not meet: Jul 5

TTh | Jul 8-Aug 7 (meets 10x) | 5-8pm | $899
Online Delivery | 252TL1102C

Su | Jul 13-Sep 21 (meets 10x) | 3-6pm | $899
Online Delivery | 252TL1102D
*Class does not meet: Aug 31

WM | Jul 23-Aug 25 (meets 10x) | 4-7pm | $899
Online Delivery | 252TL1102E

TTh | Jul 29-Aug 28 (meets 10x) | 5-8pm | $899
Online Delivery | 252TL1102F

College Application Test Preparations

ACT®/SAT® Live Online Strategy Workshop

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

ETC Staff
W | May 21 | 6-7pm | No charge
Online Delivery | 251TL1123E

W | Jun 18 | 6-7pm | No charge
Online Delivery | 252TL1123A

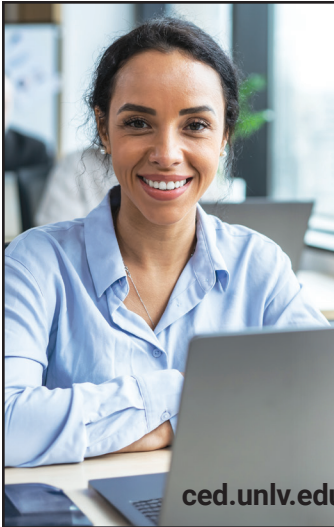W | Aug 27 | 6-7pm | No charge
Online Delivery | 252TL1123B

ACT® Live-Online Prep Course

Let UNLV's ACT test-preparation program help you prepare for this important test! ACT courses are strategically scheduled for the weeks leading up to the most popular ACT test dates. Courses include 16 hours of instruction, the official preparation guide including practice tests from ACT, a course workbook, and access to our online resources—class recordings, pre-recorded class modules, an instructor-monitored question forum, and online office hours. Live-online courses provide alternative schedules and the added benefit of taking the course from anywhere in the world.

ETC Staff
ThT | May 15-Jun 10 (meets 8x) | 4-6pm | $499
Online Delivery | 251TL1121C

WM | May 28-Jun 23 (meets 8x) | noon-2pm | $499
Online Delivery | 251TL1121D

MTWTh | Jun 9-12 (meets 4x) | 6-10am | $499
Online Delivery | 252TL1121A

MTWTh | Jun 23-26 (meets 4x) | 6-10am | $499
Online Delivery | 252TL1121B

SAT® Live-Online Prep Course

Let UNLV's SAT test-preparation program help you prepare for this important test! SAT Prep Courses are strategically scheduled for the weeks leading up to the most popular SAT test dates. Courses include 16 hours of instruction and access to our online resources—digital practice, class recordings, pre-recorded class modules, an instructor-monitored question forum, and online office hours. Live online courses provide alternative schedules and the added benefit of taking the course from anywhere in the world.

ETC Staff
ThT | May 8-Jun 3 (meets 8x) | 4-6pm | $499
Online Delivery | 251TL1119E

MTWTh | Jun 2-5 (meets 4x) | 6-10am | $499
Online Delivery | 252TL1119A

T | Jun 10-Jul 29 (meets 8x) | 10am-noon |$499
Online Delivery | 252TL1119B

MTWTh | Jun 23-26 (meets 4x) | 10am-2pm | $499
Online Delivery | 252TL1119C

MTWTh | Jul 14-24 (meets 8x) | noon-2pm | $499
Online Delivery | 252TL1119D

WM | Jul 23-Aug 18 (meets 8x) | 4-6pm | $499
Online Delivery | 252TL1119E

MTWTh | Jul 28-Aug 7 (meets 8x) | 7-9am | $499
Online Delivery | 252TL1119F

These courses are offered in collaboration with Educational Testing Consultants

FREE STRATEGY WORKSHOPS

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

ACT/SAT LIVE-ONLINE STRATEGY WORKSHOP

W | May 21 | 6-7pm | No charge | Online Delivery | 251TL1123E

W | Jun 18 | 6-7pm | No charge | Online Delivery | 252TL1123A

W | Aug 27 | 6-7pm | No charge | Online Delivery | 252TL1123B

GMAT LIVE-ONLINE STRATEGY WORKSHOP

W | May 14 | 6-7pm | No charge | Online Delivery | 251TL1110B

W | Aug 27 | 6-7pm | No charge | Online Delivery | 252TL1110A

GRE LIVE-ONLINE STRATEGY WORKSHOP

W | May 28 | 6-7pm | No charge | Online Delivery | 251TL1112E

W | Jun 25 | 6-7pm | No charge | Online Delivery | 252TL1112A

W | Jul 23 | 6-7pm | No charge | Online Delivery | 252TL1112B

W | Aug 27 | 6-7pm | No charge | Online Delivery | 252TL1112C

LSAT LIVE-ONLINE STRATEGY WORKSHOP

W | Jun 4 | 6-7pm | No charge | Online Delivery | 252TL1114A

W | Jul 9 | 6-7pm | No charge | Online Delivery | 252TL1114B

W | Aug 6 | 6-7pm | No charge | Online Delivery | 252TL1114C

Academic Preparation

Prepare for Real-World Success with **Success@Work**

The Success@Work program is a flexible, self-paced professional development program designed specifically for those ready to take the next step. The lessons, courses, and modules are specifically designed for individuals who are currently unemployed, underemployed, or seeking a fresh start in the professional world. Success@Work provides the essential education and skills needed to succeed in today's job market.

Three-part Series Key Topics

Foundational Skills | Learn the basics every professional needs to thrive.

Workplace Success | Gain practical tools for job search strategies, navigating the workplace, and the benefits of your leadership style.

Leveling Up | Develop power skills like communication, increasing your influence, and managing change.

ced.unlv.edu/leaderverse

LEADERVERSE

UNLV | CONTINUING EDUCATION

Your business is unique. Your training can be, too.

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

Training topics include: Leadership & Management, Communication, Soft Skills, Project Management, Technology, Language, Sales Operations, Sales Development, Digital Marketing and Business Analytics. Other customized products can be developed at a premium. Ask for details.

Contact UNLV Continuing Education's custom training team for a free custom training consultation at continuing.education@unlv.edu or 702-895-3394.

ced.unlv.edu/contract-training

UNLV | CONTINUING EDUCATION

OLLI at UNLV
LEARN. ENGAGE. TOGETHER.

The Osher Lifelong Learning Institute (OLLI) at UNLV is a member-driven learning community of more than 1,200 retired and semi-retired adults. Our members continue a lifetime of learning by contributing to a program rich in content, shared interests, and life experiences.

Summer 2025 classes offered May 27 through July 18 in-person and online.

🌐 olli.unlv.edu   ☎ 702-895-3394   ✉ olliatunlv@unlv.edu

UNLV | OSHER LIFELONG LEARNING INSTITUTE

Continuing Education: Information, Policies & Procedures

Registration Fees & Payment
Prices are subject to change without notice. Payment in full is due at the time of registration. For a list of payment options, see page 48 of this catalog or visit ced.unlv.edu/registration-policies#fees.

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

For UNLV staff and alumni, registration fee discount information can be found at ced.unlv.edu/registration-policies#discounts.

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

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

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

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

If you are requesting to drop a class due to State Authorization Reciprocity Agreements (SARA), please include the reason for filing a SARA complaint in your drop request. For more information about the SARA complaint process please visit: https://www.nc-sara.org/sara-student-complaints-0.

The complete refund policy is available at ced.unlv.edu/registration-policies#refunds.

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

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

Class Locations
Our classes are located throughout the Las Vegas Valley. See page 45 for the location legend.

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

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

Certificate Programs
Students enrolling in a certificate program are responsible for reviewing and abiding by all certificate program policies, as well as submitting all necessary forms. Visit ced.unlv.edu/certificate-programs for our certificate program policies and details about all of our certificate programs. To request your certificate after meeting the program requirements, please fill out a Certificate Issuance Form at ced.unlv.edu/certificate-form.

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

Attendance Policy

Attendance, tardiness, and absences are considered by instructors when determining whether or not a student has satisfactorily completed a course and earned CEUs. Please communicate with your instructor regarding your options and responsibilities if you must miss a class. For more information please visit ced.unlv.edu/registration-policies#attendance.

UNLV Continuing Education Units (CEUs) and Contact Hours

One contact hour equals 50 minutes of structured learning, excluding breaks. One Continuing Education Unit (CEU) is awarded for every 10 contact hours. UNLV Continuing Education follows this standard when awarding CEUs. Some programs may have different CEU requirements based on industry standards or accreditation guidelines. CEUs are calculated using the nationally recognized IACET formula, though other organizations may convert them into different measurements. Students should verify CEU applicability with their licensing board. For details, visit www.iacet.org or contact UNLV Continuing Education.

Disability Services

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

Student Privacy

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

Student Code of Conduct

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

UNLV Smoke-Free

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

Copyright Policy

The university requires all members of the university community to familiarize themselves and to follow copyright and fair-use requirements. You are individually and solely responsible for violations of copyright and fair-use laws. The university will neither protect nor defend you nor assume any responsibility for employee or student violations of copyright and fair-use laws. Violations of copyright laws could subject you to federal and state civil penalties and criminal liability as well as disciplinary action under university policies. Review UNLV copyright policies at unlv.edu/provost/copyright.

Title IX

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

UNLV Educational Outreach Information Desk Hours

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

Contact Us

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

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

🌐 **ced.unlv.edu**   ⓕ **@UNLVCE**

☎ **702-895-3394**

Location Legend

UNLV Locations

Lee & Thomas Beam Music Center (BMC) Room 160

UNLV MAB2 4350 S. Maryland Parkway

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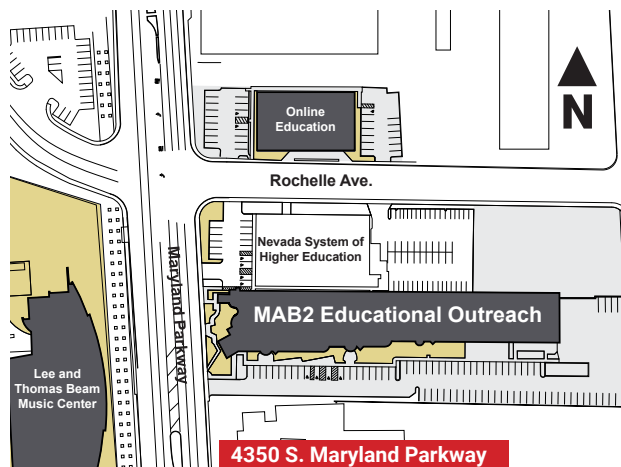
Other Locations

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

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

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

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

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

Online Education

Rochelle Ave.

Nevada System of Higher Education

Maryland Parkway

MAB2 Educational Outreach

Lee and Thomas Beam Music Center

4350 S. Maryland Parkway

UNLV | EDUCATIONAL OUTREACH
edoutreach.unlv.edu

UNLV | It's good to be a Rebel!

UNLV CONTINUING EDUCATION OFFERS PROGRAM DISCOUNTS TO ALUMNI AND STAFF

STAFF

All current UNLV employees

15%* off professional development

5%* off personal enrichment

Details at ced.unlv.edu/unlv-employee-discounts

ALUMNI

All UNLV graduates

5%* off professional development

5%* off personal enrichment

Details at ced.unlv.edu/unlv-alumni

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

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Registration Form

Class Registration Options

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

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

IN PERSON
Bring your registration form to:

4350 S Maryland Parkway,
Las Vegas, NV 89119

8am-5pm Monday-Friday

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

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

UNLV
CONTINUING
EDUCATION

Have you taken a class with UNLV Continuing Education?

☐ Yes   ☐ No

Registrant's Name _____

Address (street, city, state, zip) _____

_____

Email _____

Phone Number _____

Date of Birth _____

Course Information:

Course Code	Course Name	Course Fee

Payment Information:

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

☐ Check—Please enclose check made payable to Board of Regents

For registrations with credit cards, please either register online at ced.unlv.edu/register or call our Customer Service Information Desk at 702-895-3394.

By submitting this form you are indicating that you have read and agree to abide by all of the policies available online at ced.unlv.edu/registration-policies. This includes but is not limited to the policies outlined on pages 43-44 of this catalog as well as the following payment policies.

Payment must be made in full at the time of registration and in advance of the first day of classes. The university reserves the right to withdraw any student who has not paid in full. No deferred payment plan is available.
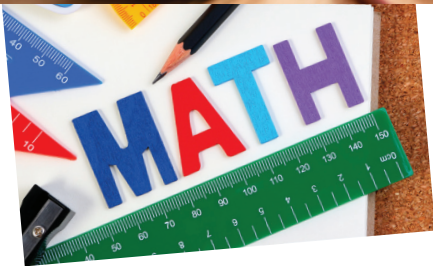
Registration fees are payable by check or money order, as well as Visa, MasterCard, Discover Card, or American Express. The university accepts checks and money orders for the exact amount made payable to BOARD OF REGENTS. UNLV cooperates with the Clark County District Attorney's office to prevent bad check losses. A $25 service fee will be assessed for any check that is returned from the bank for any reason. Post-dated or two-party checks will not be accepted. Any returned check shall be made good within ten days after notification to the student, or the student will not be permitted to attend any classes.

Keep Math Skills Sharp This Summer!

Avoid the "summer slide" with UNLV's **Summer Bridge Math Program**! Designed for students entering grades 1–8, this interactive, instructor-led program helps reinforce key math skills and build confidence for the upcoming school year. Whether reviewing past lessons or getting a head start on new concepts, students will engage in live-online sessions with experienced teachers who make learning fun and effective. With flexible scheduling and access to recorded sessions, students can learn at their own pace while staying on track for success. Give your child the support they need to start the school year strong!

Learn more at **ced.unlv.edu/programs/summer-math**

ETC
In collaboration with
Educational Testing Consultants

UNLV | CONTINUING EDUCATION

Test Prep to Realize Your Goals!

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

All Test Prep Classes Include

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

UNLV Continuing Education's Test Prep program collaborates with **Educational Testing Consultants**, a leader in higher education test preparation.

ETC

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ced.unlv.edu/test-preparation

UNLV

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

Scan here to enroll today!

🌐 ced.unlv.edu

☎ 702-895-3394

f @UNLVCE

YOUR PATH TO A REWARDING LEGAL CAREER STARTS HERE!
PARALEGAL CERTIFICATE PROGRAM

Step into the legal field with confidence through **UNLV's Paralegal Certificate Program**. Designed for those looking to launch a new career, this program provides the skills needed to support attorneys, conduct legal research, and navigate law office operations.

Taught by experienced legal professionals, our hands-on curriculum covers essential topics like legal procedures, ethics, and communication—preparing you for real-world success. Whether you're entering the field for the first time or making a career change, this program will give you the knowledge and confidence to thrive.

Take the next step toward a fulfilling career— enroll today.

Find Paralegal Certificate program on page 17 or at **ced.unlv.edu/paralegal**

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