

UNLV CONTINUING EDUCATION

MAY-AUGUST 2018 COURSES

ced.unlv.edu



UNLV

CONTINUING
EDUCATION

DIVISION OF EDUCATIONAL OUTREACH



UNLV Continuing Education has an exciting lineup of summer courses to help you update your knowledge and skills. Full course descriptions and registration are available online at ced.unlv.edu/sum2018.

Contact us at continuing.education@unlv.edu or 702-895-3394 with questions and program ideas.

Career Management

Business Writing & Communication

EDITING & PROOFREADING YOUR WORK

Sa | 6/23 | 9AM-noon | \$69

Microsoft Office: Essentials

EXCEL ESSENTIALS

M | 6/4 | 1-4PM | \$69

EXCEL ESSENTIALS: ANALYZING DATA

T | 6/5 | 1-4PM | \$69

EXCEL ESSENTIALS: PRESENTING DATA

W | 6/6 | 1-4PM | \$69

WORD ESSENTIALS: WORKING WITH LONG DOCUMENTS

Th | 6/7 | 1-4PM | \$69

Design & Technology

Fashion Design Certificate Program

BASIC SEWING

SaSu | 6/2-6/17 | 10AM-3:25PM | \$429

BASIC SEWING 2-STITCH IT

SaSu | 7/7-7/22 | 10AM-2:55PM | \$289

FASHION: DRAW, DRAPE & DESIGN

SaSu | 7/28-8/12 | 10AM-2PM | \$289

STUDENT SPRING AFFAIR SHOWCASE

Sa | 5/19 | 1-4PM | No Charge

Print & Graphic Design Certificate Programs

Web Design Certificate Program

ADOBE INDESIGN LEVEL I

T | 6/5-7/17 | 6-9PM | \$309

ADOBE ILLUSTRATOR LEVEL I

W | 7/25-8/29 | 5:30-8:30PM | \$309

ADOBE PHOTOSHOP LEVEL I

T | 7/24-8/28 | 5:30-8:30PM | \$309

SOCIAL MEDIA OUTREACH

F | 6/1 | noon-3PM | \$69

Fine Arts, Photography, & Video Production

Drawing & Painting

DRAWING I

Sa | 6/9-7/7 | 9AM-noon | \$129

WATERCOLORS I

Sa | 6/9-7/7 | 1:30-4:30PM | \$129

Photography & Video Production

ARCHITECTURE & LANDSCAPE PHOTOGRAPHY

T | 6/5-6/26 | 6-9PM | \$199

CELL PHONE PHOTOGRAPHY

Sa | 7/28 | 9AM-1PM | \$69

DIGITAL PHOTOGRAPHY I: THE ESSENTIALS

Sa | 6/23 | 9:30AM-3:30PM | \$119

DIGITAL PHOTOGRAPHY II: VISUAL COMMUNICATION

Sa | 7/21 | 9:30AM-3:30PM | \$119

DIGITAL PHOTOGRAPHY III: FOCAL LENGTHS TO FILTERS

Sa | 8/18 | 9:30AM-3:30PM | \$119

FOOD PHOTOGRAPHY

T | 7/10-7/24 | 6-9PM | \$149

Sculpture & Woodworking

GLASS BLOWING EXPERIENCE

Sa | 6/16 | 4-6PM | \$229

Sa | 8/18 | 4-6PM | \$229

GLASS BLOWING: INTRODUCTION

SaSu | 7/14-7/15 | 2-5PM | \$399

GLASS FUSION EXPERIENCE

Su | 6/10 | 11AM-1PM | \$125

Su | 8/12 | 11AM-1PM | \$125

GLASS FUSION: INTRODUCTION

Sa | 5/12 | 10AM-4PM | \$299

Sa | 7/21 | 10AM-4PM | \$299

POTTERY: HAND BUILDING

Sa | 5/5-6/30 | 10AM-1PM | \$145

Th | 6/28-8/16 | 6:30-9:30PM | \$145

POTTERY: WHEEL THROWING

Sa | 5/5-6/30 | 1-4PM | \$145

W | 5/9-6/27 | 6-9PM | \$145

Th | 6/28-8/16 | 6:30-9:30PM | \$145

STONE CARVING

Sa | 6/2-8/4 | 9:30AM-12:30PM | \$449

WOODWORKING I

T | 5/15-6/19 | 6-9PM | \$279

M | 7/16-8/20 | 6-9PM | \$279

WOODWORKING: DINING ROOM CHAIR DESIGN

Th | 7/19-8/23 | 6-9PM | \$279



Food & Beverage

Cooking & Baking Classes

CARIBBEAN DELIGHTS

T | 7/24 | 6-8:30PM | \$49

CELEBRATION OF SUMMER

T | 8/7 | 6-8:30PM | \$49

CREATIVE SALADS

T | 7/10 | 6-8:30PM | \$49

PIZZA WORKSHOP

T | 5/15 | 6-8:30PM | \$49

SALSAS, SPREADS & DIPS

T | 5/22 | 6-8:30PM | \$49

SIZZLING SUMMER GRILLING

T | 6/5 | 6-8:30PM | \$49

Register at least 15 days in advance for best course selection and availability.

Sommelier Academy Certificate Programs

SOMMELIER ACADEMY INFORMATION SESSION

W | 5/9 | noon-1PM | No Charge

T | 8/14 | noon-1PM | No Charge

VINE TO WINE: THE FUNDAMENTALS

W | 5/30-9/12 | 10:30AM-5:30PM | \$1,599

Foreign Languages, Translation & Interpretation

Accent Reduction

ACCENT REDUCTION FOR INTERNATIONAL PROFESSIONALS I

MW | 5/21-6/11 | 6-8:30PM | \$219

ACCENT REDUCTION FOR INTERNATIONAL PROFESSIONALS II

WM | 6/13-7/2 | 6-8:30PM | \$219

ACCENT REDUCTION FOR INTERNATIONAL PROFESSIONALS III

MW | 7/9-7/25 | 6-8:30PM | \$219

English as a Second Language (ESL)

ESL (ENGLISH AS A SECOND LANGUAGE) ACCELERATED

Sa | 6/9-8/11 | 9AM-noon | \$259

ESL (ENGLISH AS A SECOND LANGUAGE) BASIC II

Sa | 6/9-8/11 | 9AM-noon | \$259

ESL (ENGLISH AS A SECOND LANGUAGE) INTERMEDIATE

Sa | 6/9-8/11 | 1-4PM | \$259

Foreign Languages

SPANISH II

ThM | 5/31-7/2 | 6:30-8:30PM | \$199

Legal Interpretation: Spanish Certificate Program

CONSECUTIVE INTERPRETING II

T | 5/1-5/22 | 6-9PM | \$309

INTRODUCTION TO LEGAL INTERPRETING

W | 8/1-8/22 | 6-9PM | \$309

SIMULTANEOUS INTERPRETING II

W | 6/6-6/27 | 6-9PM | \$309

Medical Intrepretation: Spanish Certificate Program

MEDICAL INTERPRETING CERTIFICATION PREP

TTh | 5/15-5/17 | 6-9PM | \$109

Health Care & Allied Professions

Health Care Professional CEU Classes

END OF LIFE CARE

FSa | 6/15-6/16 | 8AM-3:30PM | \$99

EVIDENCE-BASED PRACTICE & QUALITY IMPROVEMENT PROJECTS

F | 5/18 | 8AM-3:30PM | \$49

HOSPITAL ACQUIRED CONDITIONS

F | 7/20 | 8:30AM-3:30PM | \$99

Medical Assistant Certificate Program

MEDICAL ASSISTANT CERTIFICATE PROGRAM

INFORMATION SESSION

T | 5/22 | 5:15-6PM | No Charge

T | 6/5 | 5:15-6PM | No Charge

W | 6/20 | 5:15-6PM | No Charge

MEDICAL ASSISTANT PROGRAM

MTWTh | 7/9-12/20 | 6-9PM | \$5,999

Human Resources

Human Resource Management Certificate Programs

HUMAN RESOURCE MANAGEMENT CERTIFICATE PROGRAM INFORMATION SESSION

W | 6/6 | 5:30-6:30PM | No Charge

Th | 8/16 | 5-6PM | No Charge

CHANGE MANAGEMENT

F | 6/8 | 9AM-4PM | \$279

COACHING & COUNSELING FOR SUCCESS

F | 7/6 | 9AM-4PM | \$279

CREATING A STRATEGIC THINKING PARADIGM

F | 8/10 | 9AM-4PM | \$279

DOCUMENTATION, DISCIPLINE, & TERMINATION

F | 5/4 | 9AM-4PM | \$279

FOSTERING A DIVERSE AND INCLUSIVE WORKPLACE

F | 5/25 | 9AM-4PM | \$279

PROBLEM SOLVING & DECISION-MAKING

F | 5/18 | 9AM-4PM | \$279

PHR/SPHR Certification Preparation

PHR/SPHR INFORMATION SESSION

Th | 8/16 | 6-7PM | No Charge

Register at ced.unlv.edu/sum2018 any time or call 702-895-3394 Mon-Fri 8a.m.-5p.m.

Leadership

Organizational Leadership Certificate Program

FOSTERING A DIVERSE & INCLUSIVE WORKPLACE

F | 5/25 | 9AM-4PM | \$279

PROBLEM SOLVING & DECISION-MAKING

F | 5/18 | 9AM-4PM | \$279

Legal Studies

Legal Classes

CONTRACT LAW

Th | 7/19-8/9 | 6-9PM | \$289

MICROSOFT OFFICE & ADOBE ACROBAT FOR
LEGAL PROFESSIONALS

WM | 5/30-6/27 | 9AM-noon | \$349

WM | 5/30-6/27 | 6-9PM | \$349

TORT LAW

Th | 6/21-7/12 | 6-9PM | \$289

Paralegal Certificate Programs

PARALEGAL CERTIFICATE INFORMATION SESSION

T | 5/15 | noon-1PM | No Charge

T | 5/15 | 5:30-6:30PM | No Charge

PARALEGAL CERTIFICATE PROGRAM

TTh | 6/19-9/27 | 9AM-noon | \$6,549

TTh | 6/19-9/27 | 6-9PM | \$6,549

Mediation

Mediation Certificate Program

MEDIATION TRAINING CERTIFICATE

Th | 5/3-5/31 | 8AM-5PM | \$1,199

Music, Performing Arts & Stage Production

Music

UNLV SUMMER COMMUNITY CONCERT BAND

T | 5/15-7/3 | 7-9:20PM | \$15

Nonprofit Management

Nonprofit Management Certificate Program

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

F | 6/1 | 11AM-12:30PM | No Charge

F | 8/3 | 11AM-12:30PM | No Charge



Nonprofit Management Certificate (continued)

AN INTRODUCTION TO THE NONPROFIT SECTOR

F | 6/1 | 9-10:30AM | No Charge

F | 8/3 | 9-10:30AM | No Charge

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

F | 5/18 | 9AM-1PM | \$79

**BUILDING A SUCCESSFUL FUNDRAISING
ENTERPRISE**

W | 5/2-5/23 | 9AM-1PM | \$219

**CAPITAL CAMPAIGNS: EVERYTHING YOU NEED
TO KNOW**

Th | 5/10 | 9AM-1PM | \$79

COMMUNICATING WITH PURPOSE

Th | 6/7 | 9AM-1PM | \$79

STRONG FINANCIAL OVERSIGHT

W | 6/6-6/27 | 9AM-1PM | \$279

Parenting & Families

Parenting

**COOPERATIVE PARENTING-SHIELDING YOUR
CHILDREN FROM CONFLICT**

T | 5/29-7/17 | 5:30-7:30PM | \$299

Th | 5/31-7/19 | 5:30-7:30PM | \$299

T | 8/28-10/16 | 5:30-7:30PM | \$299

Th | 8/30-10/18 | 5:30-7:30PM | \$299

***Register at least 15 days in advance for
best course selection and availability.***

Real Estate

Community Association Management Precertification Program

COMMUNITY MANAGER PREPARATION COURSE
INFORMATION SESSION

W | 5/23 | noon-1PM | No Charge

W | 5/23 | 5:30-6:30PM | No Charge

T | 8/7 | noon-1PM | No Charge

T | 8/21 | 5:30-6:30PM | No Charge

COMMUNITY MANAGER PREPARATION COURSE

TWTh | 6/12-8/1 | 5:30-8:30PM | \$599

COMMUNITY MANAGER PREPARATION STATE
EXAM REVIEW

Th | 8/1 | 5:30-8:30PM | \$29

Small Business & Entrepreneurship

Entrepreneurship Classes

BUSINESS FINANCE

MW | 6/18-7/23 | 6:30-8:30PM | \$269

FREE VACATIONS-TRAVEL FREE, PLUS MAKE
MONEY DOING IT!

M | 6/4 | 6-9:30PM | \$59

Social Work

Social Work CEU Series

CHILD TRAUMA

Th | 7/12 | 6-9:15PM | \$49

THE SHAPING OF A WOMAN'S VOICE

Th | 8/9 | 6-9:15PM | \$49

TREATING ADDICTIONS

Th | 5/10 | 6-9:15PM | \$49

Sports, Health & Wellness

NASM Certification Preparation Programs

NASM PERSONAL FITNESS TRAINER PROGRAM

M | 6/4-8/13 | 5:30-8PM | \$1199

**Connect
with us:**



UNLV PROFESSIONAL DEVELOPMENT CERTIFICATE PROGRAMS

Continuing Education's certificate programs are designed to move you forward professionally. They are offered via classroom, online, and hybrid formats, and provide skill sets valued by employers in a variety of career areas. Learn more at ced.unlv.edu/certificate-programs.

Aerospace & Defense

Protective Services Professional

Design & Technology

Fashion Design

Print & Graphic Design

Web Design

Food & Beverage

Sommelier Academy

Foreign Languages, Translation & Interpretation

Legal Interpretation: Spanish

Medical Interpretation: Spanish

Health Care & Allied Professions

*Medical Assistant

Human Resources

Human Resource Management

PHR/SPHR Preparation

Leadership

Organizational Leadership

Legal Studies

*Paralegal

Mediation

Mediation

Nonprofit Management

Grant Academy

Nonprofit Management

Real Estate

Community Association Management

Sports, Health & Wellness

NASM Fitness Nutrition Specialist

NASM Personal Fitness Trainer

*Eligible for Workforce Connections training funds.

EASY WAYS TO REGISTER



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



BY PHONE – 702-895-3394
Register by phone Mon-Fri 8am-5pm



IN PERSON – Visit our office at the UNLV
Paradise Campus, 851 E. Tropicana
Ave., Building 100, Las Vegas, NV 89119
(Southeast corner, Tropicana and Swenson)

View policies at ced.unlv.edu/registration-policies



BUSINESS ADMINISTRATION CERTIFICATES WITH THE

UNLV | LEE
BUSINESS SCHOOL

The **Executive Certificate in Business Administration**, a new partnership between UNLV's Lee Business School and UNLV Continuing Education, launches in Fall 2018. Visit ced.unlv.edu/business-administration for more information on certificate options or to sign up to receive program updates as they become available.

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DIVISION OF EDUCATIONAL OUTREACH

UNIVERSITY OF NEVADA, LAS VEGAS

Box 451019

4505 S. Maryland Parkway
Las Vegas, NV 89154-1019

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