3-Year Academic Assessment Plan Cover Sheet
Assessment plans are due February 16, 2015

Program Information:

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<th>Program Assessed</th>
<th>Various Certificate Programs in Professional Development</th>
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<td>College</td>
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<td>March 2, 2015</td>
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Overview of Continuing Education and Certificate Programs
UNLV Continuing Education’s (UNLV CE) mission is to serve the global community of learners through non-credit education to enhance personal growth and professional advancement. UNLV CE offers over 20+ non-credit professional development certificate programs in the areas of Legal, Medical & Healthcare, Food & Beverage, Sports & Wellness, Computers & Technology, Transportation, and various business and industry fields such as Human Resources, Nonprofit, and Grant Writing and Management. These programs are either recognized by national organizations/associations and/or approved by Nevada Workforce Connections to provide students with the required skillsets and workforce development training to get employed in these fields.

Student Learning Objectives/Outcomes
Please see attached document for the list of certificate programs UNLV CE offers as well as each certificate programs’ description and student learning objectives/outcomes. ATTACH SUPPORTING DOCUMENT

Curriculum map showing which courses will address which learning outcomes
Per the advisement of the Office of Academic Assessment, curriculum maps are not applicable to non-credit certificate programs.

Which learning outcomes will be assessed in each cycle year (i.e., assessment timeline)?
UNLV CE will assess one third of programming each year over the three year plan presented during the Spring, Summer and Fall semesters. UNLV CE will identify which specific learning outcomes to focus its annual assessment reporting on based on the review of course evaluations completed by students, instructor evaluations conducted by program coordinators, advisory meetings with the instructors, program coordinators, and industry experts/advisors, and pass/fail rates of the direct assessment tools being used in each program.
How will the learning outcomes be assessed?
UNLV CE will assess the learning outcomes in the following ways:

- Reviewing of course evaluations completed by students and identifying if students have stated the courses/program has met their educational needs

- Instructor evaluations conducted by program coordinators to assess that instructors are teaching the student learning objectives/outcomes outlined in each certificate program and that instructors are assessing students’ learning of these objectives/outcomes

- Advisory meetings with the instructors, program coordinators, and industry experts/advisors to review the curriculum being taught to ensure it meets the standard and expectations to teach students the necessary skill sets to get employed

- Pass/fail rates of the direct assessment tools being used in each program (i.e. quizzes, exams, capstone projects, internship/externships, licensure etc.) will be reviewed to determine which learning outcomes are not being met or which learning outcomes students are having a challenging time achieving on a consistent basis.

- Tracking the progression of students pursuing the certificate program to determine which learning outcomes students may be failing to complete which then leads to students dropping out of the certificate program

- Job placement rates of graduates in the certificate programs to determine if the right student learning objectives and skill sets are being taught to get students employed

What is your plan for sharing the assessment results and acting on them (i.e., closing the loop)?
Based on the annual assessment report and the student learning objectives/outcomes UNLV CE has identified as not meeting their standard, program coordinators for the respective certificate programs will act on these results in the following ways:

- Advisory meetings with the instructors, program coordinators, and industry experts/advisors to review the student learning outcomes that were not met or were challenging for students to achieve and work on revising the curriculum content, and direct assessment tools used to improve the success of future students in the certificate programs being able to achieve these student learning outcomes

- Meetings between program coordinators and instructors to better improve the student learning support resources being used (i.e. textbooks, handouts, powerpoint slides, online resources, etc.) to teach these learning objectives to students

- Meetings between program coordinators and instructors to better improve the instructor skillsets in helping students achieve the learning outcomes (i.e. professional development training, technology training, and instructor mentoring and coaching)

Certificate Name: ANIMAL MASSAGE & CARE PROVIDER
Program Description:
Use the power of touch to nurture optimal animal health, strengthen the human-animal bond, and produce happier, healthier pets. IPTouch’s Animal Massage and Care Provider (AMCP) Certification is ideal for anyone who interacts with animals—including pet owners, vet techs, groomers, trainers, pet sitters, and equestrians

Programs Requirements:
To earn the Animal Massage & Care Provider Certification you must successfully complete Animal Massage & Care Provider and Pet First Aid & CPR.

**Learning Objectives:**
- By the end of the Animal Massage and Care Provider certificate program the student will be able to demonstrate orthopedic, geriatric, and neurological techniques for pet care.
- By the end of the Animal Massage and Care Provider certificate program the student will be able to demonstrate first aid and CPR.
- By the end of the Animal Massage and Care Provider certificate program the student will be able to creating an online presence for their future business.
Certificate Name: COMMUNITY MANAGER PREPARATION COURSE

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

Program Requirements:
To earn the Community Management Preparation Course Certification you must successfully complete the Community Manager Test Preparation Course.

Learning Objectives:
- Students will meet the education requirements in NRS 116A and NAC 116A and will obtain State certification as a community manager.
- Students will be able to apply the provisions in NRS 116 and NAC 116 to the management of common-interest communities.
- Students will be able to apply core business practices to solve problems within common-interest communities and have the core knowledge necessary to obtain employment as a community manager.
- Students will understand how to comply with various State and Federal laws governing common-interest communities.
Certificate Name: **FASHION DESIGN**

Program Description:
Step into a rewarding career as a fashion designer, illustrator, seamstress, merchandiser, model, photographer, or costume maker. You will learn about both the creative and technical sides of the fashion industry through hands-on activities, demonstrations, special events, and field trips. Fashion Design students also participate in fashion shows, award competitions, and networking opportunities.

Program Requirements:
To earn the Fashion Design Certificate you must successfully complete four core courses plus an additional 7.2 CEUs of elective courses. Courses may be taken individually to expand your skill set.

CORE COURSES:
- Basic Sewing
- Dressmaker Studio
- Fashion Illustration & Design
- Patternmaking
- An Additional 7.2 CEUs of Elective Courses (offerings vary by semester)

Learning Objectives:
- By the end of the certificate program, students will be able to design, analyze, and construct a garment.
- By the end of the certificate program, students will be able to modify and create an original pattern.
- By the end of the certificate program, students will be able to describe the elements of the fashion industry.
- By the end of the certificate program, students will be able to apply techniques of design.
- By the end of the certificate program, students will be able to prepare a self-promotion storyboard, a color board presentation, and a business plan.
Certificate Name: **HUMAN RESOURCE MANAGEMENT (BASIC AND ADVANCED)**

Program Description:
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 you with tools needed to demonstrate a broad understanding of HR disciplines including benefits, compensation, organizational and employee development, diversity, employee relations, and staff management. Courses are developed through consultation with human resource management professionals, human resource consultants, and business leaders.

Programs Requirements:
To earn the Basic Certificate you must successfully complete the core course plus an additional 2.4 CEUs of elective courses. To earn the Advanced Certificate you must successfully complete the core course plus an additional 6 CEUs of elective courses.

Courses may be taken individually to expand your skill set.

**BASIC CERTIFICATE:**
- Essentials of Human Resource Management
- Additional Electives 2.4 CEUs

**ADVANCED CERTIFICATE:**
- Essentials of Human Resource Management
- Additional Electives 6 CEUs

Learning Objectives:
- Develop foundational and essential skills to enter the Human Resource management profession, including compensation, employment law and day to day HR operations.
- By the end of the Basic Human Resource Management certificate program the student will be able to evaluate recruiting methods and their effectiveness.
- By the end of the Basic Human Resource Management certificate program the student will be able to explain the selection process and identify key selection tools.
- By the end of the Advanced Human Resource Management certificate program the student will be able to apply Nevada and Federal Law to specific HR situations.
- By the end of the Advanced Human Resource Management certificate program the student will be able to plan HR processes to support organizational strategic goals and develop management processes to improve the HR function within their organization.
Certificate Name: **HUMAN RESOURCE PHR/SPHR (TEST PREP)**

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

Programs Requirements:
To earn the PHR or SPHR Certificate you must successfully complete The PHR/SPHR Preparation Course.

Learning Objectives:
- By the end of the PHR and SPHR Professional in Human Resources Certification, the student will be able to define the six major areas of human resource responsibilities.
- By the end of the PHR and SPHR Professional in Human Resources Certification, the student will be able to explain the processes and activities used to formulate Human Resources (HR) objectives and policies.
- By the end of the PHR and SPHR Professional in Human Resources Certification, the student will be able to evaluate HR’s contribution to organizational effectiveness.
- By the end of the PHR and SPHR Professional in Human Resources Certification, the student will be able to select performance management activities that meet organizational goals and objectives.
- By the end of the PHR and SPHR Professional in Human Resources Certification, the student will be able to demonstrate federal laws and regulations impacting the human resource field.
Certificate Name: NONPROFIT MANAGEMENT

Program Description:
Build the foundation of knowledge every nonprofit professional should know. This certification is designed for those working in the nonprofit sector, board members, volunteers, or those who are looking to enter into the industry. Learn all the major components of the nonprofit industry including fundraising, program development, charitable giving, fiduciary responsibly, managing volunteers, and marketing strategies.

Program Requirements:
To earn the Nonprofit Management Certificate you must successfully complete the core courses plus an additional 3.2 CEUs of elective courses.

Courses may be taken individually to expand your skill set.

CORE COURSES:
- Ethics in Nonprofit Governance
- Legal Compliance & Public Disclosure
- Responsible Fundraising
- Strong Financial Oversight
- An additional 3.2 CEUs of elective course

Learning Objectives:
- By the end of the Non-Profit Certificate Program, the student will be able to describe legal compliance and public disclosure laws affecting non-profits.
- By the end of the Non-Profit Certificate Program, the student will be able to discriminate between ethical and non-ethical behavior and decisions.
- By the end of the Non-Profit Certificate Program, the student will be able to create a fundraising campaign.
- By the end of the Non-Profit Certificate Program, the student will be able to plan a strong financial oversight model.
Certificate Name: PROTECTIVE SERVICES PROFESSIONAL

Program Description:
Protective Services Professional Certification 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.

Programs Requirements:
To earn the Protective Services Certificate you must successfully complete the Protective Driving Operations Course (PDOC) and the Protection Agent Development (PAD) courses.

Learning Objectives:
- Learn the essential elements of Protective Driving Operations Course (PDOC) including: personal security and protective driving operations, focusing on the standards and protocols associated with providing high level, low profile protective services.
- Learn the essential elements of Protection Agent Development (PAD) including: walking formations, business ethics, vehicle and motorcade operations, principal cover and control techniques, legal issues and use of force, risk assessments and threat analysis, surveillance detection, as well as venue and site security.
- Learn modern protective security operations, standard operating procedures and agent conduct during protective service details.
Certificate Name: **PUBLIC RELATIONS**

**Program Description:**
Pursue employment or advancement in employee communications, media relations, advertising, community relations, or special events with UNLV’s Certificate in Public Relations. Practical skills oriented courses are taught by knowledgeable public relations practitioners with both academic credentials and years of experience in their fields.

**Programs Requirements:**
To obtain the Certificate in Public Relations, you must successfully complete six core courses plus an additional four elective courses. Courses may be taken individually to expand your skill set.

**CORE COURSES:**
- Crisis Communications
- Ethics in Public Relations
- Fundamentals of Public Relations
- Media Relations
- Public Relations Capstone: Putting It All Together (must be the last class completed)
- Writing for Public Relations

**ELECTIVE COURSES:**
(These courses vary by semester)
- Adobe Dreamweaver CS6–Level I
- Adobe InDesign CS6–Level I
- Adobe Photoshop CS6 – Level I
- PowerPoint 2010
- Advanced Writing for Public Relations
- Business Writing
- Editing & Proofreading Your Work
- Internal Communication
- Public Relations for Nonprofits
- Social Media for Communication Strategies
- Special Events Planning
- Social Media Marketing Made Easy

**Learning Objectives:**
- By the end of the Public Relations Certificate, the student will be able to define the principles and procedures that guide the public relations field.
- By the end of the Public Relations Certificate, the student will be able to plan for any kind of organizational crisis.
- By the end of the Public Relations Certificate, the student will be able to review codes of ethics from three national public relations professional associations.
- By the end of the Public Relations Certificate, the student will be able to plan for optimum media relationships.
- By the end of the Public Relations Certificate, the student will be able to apply a variety of writing styles to various strategic communications.
• By the end of the Public Relations Certificate, the student will be able to create a personal professional portfolio.

Certificate Name: **UNLV GRANT ACADEMY**

Program Description:
UNLV Division of Educational Outreach and the UNLV School of Environmental and Public Affairs have partnered to offer a Grant Writing Certificate. Students in the program will gain skills in identifying relevant grant opportunities, writing strong proposals, tracking program outcomes, managing reports to funders, and utilizing available technologies and data sources to make a convincing case for support. By examining completed proposals to various federal, local, and philanthropic funding sources, learn to discern what distinguishes a funded grant proposal from an unsuccessful one. 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.

Program Requirements:
To earn the UNLV Grant Academy Certificate, you must successfully complete five core courses in the order recommended below.

Courses may be taken individually to expand your skill set.

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

Learning Objectives:
• Students will be able to identify characteristics of successful grant seekers and identify different types of grants both small and large.
• Students will design an overall resource development plan, a case for support, develop a simple budget, supporting narratives and program logic models to effectively write a successful grant application.
• Students will be able to identify organizational effectiveness and organizational culture which leads to higher capacity and likelihood of success.
• Students will examine external, social and political influences on nonprofits and grants and be introduced to the corporate and foundation grant landscape.
• Students will develop a grants management plan, reporting procedures and budgetary controls for grant oversight.
• Students will identify community impact and return on investment for overall grant application process.
Certificate Name: **ANDROID DEVELOPMENT**

Program Description:
Learn how to build program applications for mobile devices using the Android platform. Start off by building the foundation of knowledge of the Java programming language and object-oriented programming concepts. Proceed to cover specific development and programming tasks for the Android operating ecosystem. The courses in this certificate program will cover aspects of user interface design and hardware control, as well as database and web access. While this certificate is ideal for someone who has a basic programming or IT background, anyone proficient with a Windows PC or Mac can utilize the concepts and techniques to create their first Android applications for the Google Play marketplace.

Programs Requirements:
To earn the Android Development Certificate you must successfully complete three core courses.

Courses may be taken individually to expand your skill set.

CORE COURSES:
- Android Development-Introduction to Java
- Android Development-Level I
- Android Development-Level II

Learning Objectives:
- Students will be able to install, configure and code in the object oriented Java programming language
- Students will be able to explain the basics of Android development including how to launch emulators and write code specific to the Android OS
- Students will be able to design effective and standards compliant user interfaces in the Android SDK and work with various UI elements to describe their specific functions and when each should be used in a program application development
- Students will be able to explain the publishing process for Google Play Store and describe the key characteristics of using location based services in their applications for Google Play.
Certificate Name: **INTERNET DESIGN & TECHNOLOGY**

Program Description:
Prepare for career opportunities in Internet design and development. All certificate candidates will build a strong foundation with core classes in web and graphic design technologies. Next, focus your skills with electives to suit your career interests. Complete and present a comprehensive interactive media project in a final capstone class.

Programs Requirements:
To earn the Internet Design & Technology Certificate you must successfully complete seven core courses plus an additional 3.6 CEUs of elective courses. Courses may be taken individually to expand your skill set. Our labs are equipped with Windows PC computers and Mac computers (Adobe courses). Although we provide the required software programs in our computer labs during instructional times, you also need access to the software, if applicable, at home or at work to complete exercises, assignments, and projects.

CORE COURSES:
- Adobe Dreamweaver–Level I
- Adobe Dreamweaver–Level II
- Adobe Photoshop–Level I
- HTML–Level I
- HTML–Level II
- Program Final: Putting it All Together (Must be the last course taken)
- Search Engine Optimization & Online Marketing

ELECTIVE COURSES:
- Adobe Illustrator–Level I
- Adobe Illustrator–Level II
- Adobe InDesign–Level I
- Adobe Photoshop–Level II
- Cascading Style Sheets
- Introduction to Content Management
- Introduction to Google AdWords
- WordPress–Level

Learning Objectives:
- By the end of the certificate program, students will be able to design an operational web site and upload it to a web server on the Internet.
- By the end of the certificate program, students will be able to objectively evaluate with clients and/or employers the needs of a web site for their company. Students will also be able to determine the types of elements (i.e. links, graphics/images, colors, video) that should be included in their web site.
- By the end of the certificate program, students will be able to design and create graphical elements for their web site following industry web graphic standards and techniques.
By the end of the certificate program, students will be able to analyze a web site for search engine optimization and apply basic search engine marketing techniques such as keyword density and keyword effectiveness index (KEI). Students will also be able to submit websites to web directories and search engines for indexing.

By the end of the certificate program, students will be able to apply advanced web design skills including the use of designing a web site using Cascading Style Sheets for layout, presentation, and ease of updating multiple pages that are similar.
Certificate Name: **PRINT DESIGN (BASIC AND ADVANCED)**

**Program Description:**
Build proficiency in the core print design software tools used in the commercial printing and graphic design industry. Basic certificate candidates study the essential concepts of print design and the Adobe applications designers use to complete their projects. Advanced Certificate candidates expand their Adobe design skills and learn additional design theory and print communication concepts and techniques. The Advanced Certificate is suitable if you are crossing disciplines, such as web design to print design, or if you are responsible for marketing and designing materials in your current employment but have no formal training and experience in graphic design.

**Programs Requirements:**
To earn the Basic Certificate you must successfully complete four core courses. To earn the Advanced Certificate you must successfully complete six core courses plus an additional 1.3 CEUs of elective courses.

Courses may be taken individually to expand your skill set.

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

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

**BASIC CERTIFICATE**
- Adobe Illustrator–Level I
- Adobe InDesign–Level I
- Adobe Photoshop–Level I
- Print Design Capstone: From Pre-Press to Production (Must be the last course taken)

**ADVANCED CERTIFICATE:**
- Adobe Illustrator–Level I
- Adobe Illustrator–Level II
- Adobe InDesign–Level I
- Adobe Photoshop–Level I
- Adobe Photoshop–Level II
- Print Design Capstone: From Pre-Press to Production. (Must be the last course taken)
- An Additional 1.3 CEUs of Elective Courses (offerings vary by semester)

**Learning Objectives:**
- By the end of the certificate program, students will be able to make basic corrections to photos including tonal and color adjustments, removal of unwanted areas and merging multiple photos.
- By the end of the certificate program, students will be able to create a multi-layered photo composition with text elements, masking, and adjustment layers.
- By the end of the certificate program, students will be able to create a multi-layered illustration using the pen tool at a basic level with simple strokes, fills, and effects.
- By the end of the certificate program, students will be able to create a one page layout flyer, ad, and/or business card to form a unique and unified brand for a real/fictitious company.
- By the end of the certificate program, students will be able to create basic digital illustrations in both vector and raster formats and understand which parts of the illustration are best to use each of those formats.
- By the end of the certificate program, students will be able to create correctly sized photo, illustration, and layout files that can be sent to a commercial printer.
- By the end of the certificate program, students will be able to communicate ideas in a printed format with clarity and graphic uniformity across multiple media types and printed pieces.
Certificate Name: **BEER STEWARD & CONNOISSEUR**

**Program Description:**
This certification gives participants an overview on how to properly handle, store, and present a variety of beers to maintain flavor and freshness, with the ultimate goal of increasing sales by improving the beer consumer’s experience. Students completing this new and unique certificate program will build their resume for employment in restaurant management, brewery operations, liquor distribution and sales, or restaurant service.

**Programs Requirements:**
To earn the Beer Steward & Connoisseur Certificate, you must successfully complete the Beer Steward & Connoisseur course.

**Learning Objectives:**
- Students will be able to describe the key ingredients used in the beer making process and be able to distinguish how each ingredient provides its own distinctive attribute to the beer itself.
- Students will be able to properly analyze and evaluate different styles of beer using proper descriptors of beer flavors and aromas.
- Students will be able to properly pair food with beer and be able to describe the process of properly serving beer.
- Students will be able to describe the key characteristics of the properly storage and packaging of beer in accordance with the bar and restaurant industry.
- Students will be able to identify flaws in beer from the beer making process and identify how those flaws resulted.
Certificate Name: **UNLV SOMMELIER ACADEMY**

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

**Programs Requirements:**
To earn the UNLV Sommelier Academy Certificate you must successfully complete two core courses.

Vine to Wine: The Fundamentals may be taken individually to expand your skill set.

**CORE COURSES:**
- Vine to Wine: The Fundamentals
- Advanced Sommelier

**Learning Objectives:**
- Through studying all the major grapes of the world, the students will gain the knowledge of being able to identify varietals by their general characteristics.
- Through studying the major wine regions, the students will have a wide base of knowledge that they can use for personal or business advancement.
- Blind tasting. Students will blind taste at least 125 wines throughout this course. The end goal will be that they can correctly break down a wine by using our theory and be in circle to correctly identify the grape and region of origin.
Certificate Name: **LEGAL SECRETARY**  
**Program Description:**
Gain the skills and knowledge necessary to work as a legal secretary, providing essential support to an attorney or legal department. Our expanded Legal Secretary certificate features additional online resources for maximum learning.

**Programs Requirements:**
To earn the Legal Secretary Certificate you must successfully complete the Legal Secretary course.

**Learning Objectives:**
- Develop foundational and essential skills to enter the Legal Secretary profession, including terminology, court structure and legal ethics.
- Learn litigation practices and procedures including citation, court structure, interview skills, law office investigation, citation form, e-discovery and more.
- Develop working knowledge of criminal law as it relates to Legal Secretaries.
Certificate Name: **MEDIATION TRAINING**

**Program Description:**
A certificate in mediation can be used in a variety of situations: within the family, among friends, in the workplace, and in community mediation programs. This certificate will provide you with the necessary tools needed to be a professional mediator.

**Programs Requirements:**
To earn the Mediation Training Certificate you must successfully complete the Mediation Training course.

**Learning Objectives:**
- Students will be able to facilitate a basic mediation session.
- Students will be able to describe the key characteristics of different communication skills utilized in the mediation process.
- Students will be able to identify conflict resolution styles, describe the key characteristics of applying ethical mediator conduct and be able to demonstrate active listening skills.
Certificate Name: PARALEGAL PROGRAM
Program Description:
The program teaches the research, investigation, writing, and documentation skills paralegals use daily. Students have the option of enrolling in the on-site program, which blends traditional class meetings with comprehensive online support, exceptional textbooks, and access to LexisNexis and Westlaw legal research databases, or completing their studies online with a course facilitator and the same great support system.

Programs Requirements:
To earn the Paralegal Certificate you must successfully complete the Paralegal course.

Learning Objectives:
- Develop foundational and essential skills to enter the paralegal profession, including terminology, court structure and legal ethics.
- Learn litigation practices and procedures including citation and legal research, legal writing, court structure, interview skills, law office investigation, citation form, e-discovery, pleadings, discovery document preparation while using Westlaw online legal research and Lexis online legal research, authority identification and utilization, and more.
- Develop working knowledge of Tort Law as it relates to paralegals.
- Develop working knowledge of Contract Law as it relates to paralegals.
Certificate Name:  **GAP TRAINING FOR RNS**

**Program Description:**
Are you newly graduated and still looking for your first RN position or wanting to gain experience in the hospital setting? This training is for you! Supplement your knowledge, skills, professional experience, and competencies to enhance your employability. The University of Nevada, Las Vegas has partnered with area hospitals and created the GAP Training for RNs Program to help in the transition from academia to professional practice.

**Programs Requirements:**
To earn the Gap Training for RNs Certificate you must successfully complete the Gap Training for RNs course.

**Learning Objectives:**
- Students will gain valuable clinical experience to enhance employability though hands-on precepted clinical experience.
- Students will increase their clinical competence based on an individual learning plan to continue their professional development.
- Students will be interviewed by clinical placement for possible job placement after completion of program.
Certificate Name: MEDICAL ASSISTANT  

Program Description:  
UNLV’s Medical Assistant program leverages the university’s facilities, instructors, and reputation to provide its graduates with an unparalleled hands-on training experience. In just six months you will be ready to enter the medical field knowing the latest technologies and skills. The curriculum combines classroom lectures and discussions with hands-on lab experiences and extensive online support.

Programs Requirements:  
To earn the Medical Assistant Certificate you must successfully complete the Medical Assistant course.

Learning Objectives:  
- Develop foundational and essential skills in administrative office management including: working with health information, medical billing and coding procedures and financial fiscal practices in the medical office.
- Develop foundational and essential skills in clinical concepts including: the fundamental of medical assisting, assisting with medication and First Aid and CPR training.
- Develop foundational and essential skills in clinical concepts including: assisting with medical supplies, diagnostic procedures and assisting with surgeries.
Certificate Name: NASM PERSONAL TRAINING CERTIFICATION

Program Description:
Prepare for a career as a personal trainer with a NCAA-accredited National Academy of Sports Medicine certification. The course will cover basics of human movement, resistance training, flexibility, cardiovascular training, balance, core, reactive training, speed, agility, and quickness. You will gain hands-on experience with fitness assessments and learn how to work with future clients. In addition to classroom instruction, a concurrent online component is included. Upon completion, you will be prepared to successfully pass the certification exam. Course fee includes text, access to online instruction and the certification exam. Please bring exercise bands and a foam roller to the second session of class.

Programs Requirements:
To earn the Personal Training Certificate you must successfully complete the Personal Training course.

Learning Objectives:
- The program will cover the fundamentals of human movement, resistance training, flexibility, cardiovascular training, balance, core reactive training, speed, agility and quickness.
- The program will also cover fitness assessments and how to work with fitness clients.
- The program will prepare students for a career as a professional trainer with the NCAA-National Academy of Sports Medicine certification.
Certificate Name: **NASM CORRECTIVE EXERCISE CERTIFICATION**

**Program Description:**
Corrective Exercise Specialists help their personal training clients correct muscle imbalances, improve range of motion, eliminate inefficient movements, and reduce potential for injury using an evidence-based approach to corrective exercise. Study the components of NASM's integrated approach, and develop the practical know-how to implement strategies to improve common movement impairments. Students completing this course will be prepared to take NASM's Corrective Exercise Specialist credentialing examination. Students are required to complete an additional 50 hours of online coursework and fitness training outside of normal class meeting times.

**Programs Requirements:**
To earn the NASM Corrective Exercise Certificate you must successfully complete the NASM Corrective Exercise course.

**Learning Objectives:**
- Describe the interdependent and intradependent relationship of the skeletal, nervous, and muscular system.
- Perform, interpret, and analyze static and transitional postural assessments.
- Develop, implement, and modify corrective exercise interventions for the foot & ankle, knee, low back, shoulder, and cervical spine.
- Describe the rationale for the corrective exercise model and the individual components.
Certificate Name: NASM FITNESS NUTRITION CERTIFICATION

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

Programs Requirements:
To earn the NASM Fitness Nutrition Certificate you must successfully complete the NASM Fitness Nutrition course.

Learning Objectives:
- Describe and apply widely-accepted nutritional guidelines to enhance anaerobic and aerobic athletic performance including meal composition and timing.
- Describe the indications, contraindications, and efficacy of common dietary supplements and ergogenic aids.
- Discuss the laws of thermodynamics and the role of the calorie in weight management.
- Develop an individualized, goal-specific nutritional plan based on the Dietary Guidelines for Americans taking into considerations those with specialized dietary needs (e.g. vegan, lactose intolerance, chronic disease, seniors, youth).
- Identify and leverage current and emerging technologies to catalog daily caloric consumption, calculate caloric totals for each macronutrient, and analyze these results with published norms.
- Describe NASM’s Standards of Professional Practice including ethical business practices, confidentiality, adherence to legal requirements, and professionalism as they relate to the personal fitness trainer.
Certificate Name: **UNLV ATHLETIC COACHING EDUCATION**

**Program Description:**
UNLV’s Athletic Coaching Education (ACE) program utilizes the expertise of the Rebel Athletic Department and Clark County School District coaching communities to provide coaches with an unmatched learning experience. Upon successful completion, you will earn a dual certificate including the ACE certificate and the National Federation of High School Sports (NFHS) Level 1 Certification, which makes you eligible to coach at the interscholastic level in 48 states including Nevada. First Aid, Health, and Safety for Coaches must be taken separately.

**Programs Requirements:**
To earn this certificate, you must successfully complete the Fundamentals of Sports Coaching course.

**Learning Objectives:**
- Identify personal leadership beliefs and coaching philosophy and analyze current practices in sport coaching.
- Identify administrative duties, and legal issues involved with sport coaching.
- Investigate athlete motivation and mental skill building of teams and individuals.
- Apply technical/tactical skill building strategies.
Certificate Name: **PRIVATE AIRPLANE OR HELICOPTER PILOT CERTIFICATION**

**Program Description:**
Fulfill your dream of becoming a private airplane or helicopter pilot. This flight training program meets FAA requirements for private pilot licensure. You can become a pilot and take to the skies in as little as 3 to 6 months. Flight training is customized to each student’s schedule and pace. Students may enroll in just Ground School, or select a package which includes both Ground School and 45 hours of flight time in a plane or helicopter. Our program partner prides itself on experience and safety. They have an FAA Designated Pilot Examiner on staff to make sure you have the knowledge and skills to become a safe pilot. Your professional flight instructor will challenge you to go above and beyond FAA standards.

**HELICOPTER SPECIFIC:**
This all-inclusive certification includes the Helicopter Private Pilot Ground School course which will prepare you for the FAA Private Pilot Knowledge Test, plus 45 hours of flight time in a Robinson R22 helicopter in preparation for the FAA Private Pilot Certification Practical Exam. Successful completion of this course will meet all of the requirements to become a licensed private helicopter pilot. Certification is contingent on passing exam scores on both written and practical exams. 45 hours of flight training will be scheduled individually after successful completion of the ground school course.

**PRIVATE PILOT SPECIFIC:**
This all-inclusive certification includes the Private Pilot Ground School course which will prepare you for the FAA Private Pilot Knowledge Test, plus 45 hours of flight time in a Cessna 172 in preparation for the FAA Private Pilot Certification Practical Exam. Successful completion of this course will meet all of the requirements to become a licensed private airplane pilot. Certification is contingent on passing exam scores on both written and practical exams. 45 hours of flight training will be scheduled individually after successful completion of the ground school course.

**Program Requirements:**
To earn this certificate, you must successfully complete the certification for either helicopter or private airplane certification courses.

**Learning Objectives**
- The student will obtain the necessary aeronautical knowledge and meet the prerequisites specified in the FAR part 61 for the private pilot airplane knowledge test.
- The student will demonstrate through oral and written skills and show through appropriate records that he/she meets the prerequisites specified in FAR Part 61. In addition show that he/she has necessary aeronautical knowledge to pass the private pilot rotorcraft-helicopter knowledge test.
Certificate Name: **UNMANNED AIRCRAFT SYSTEMS**

Program Description:
Be on the forefront of Unmanned Aircraft Systems (UAS) design, operation, and policy. UNLV’s UAS Certificate takes an interdisciplinary approach, covering not only UAS design and operation, but also privacy and legal issues. The state of Nevada is one of just six UAS research and test sites nationwide selected by the FAA. UNLV’s proximity to this designated airspace combines with substantial faculty expertise to create a unique opportunity for learning state-of-the-art UAS technology. The UAS certificate is offered in partnership through UNLV Continuing Education and the Howard R. Hughes College of Engineering. The certificate program is open to anyone interested in this rapidly growing field of aviation.

Programs Requirements:
Prerequisites: UAS Design & Applications must be taken prior to UAV Simulation & Testing.

To earn the Unmanned Aircraft Systems Certificate you must successfully complete four core courses.

CORE COURSES:
- UAS Design & Applications
- Private Pilot Ground School
- Privacy, Publicity & Defamation
- UAV Simulation & Testing

Learning Objectives:
- Students will be able to describe basic UAS design and components and its current applications in both military and civilian fields.
- Students will be able to describe amateur/experimental Flight Test design and Airworthiness Compliance and its current applications in both public and civilian UAS. They will also be able to apply for a Federal Aviation Administration Repairman certificate—experimental aircraft builder under 14 CFR § 65.104.
- Students will obtain the necessary aeronautical knowledge and meet the prerequisites specified in the FAR part 61 for the private pilot airplane knowledge test.
- Students will be able to recognize privacy concerns of using drones based on the First and Fourth amendments of the U.S. Constitution.
- Students will be able to apply intellectual property laws and critical thinking skills in legal cases regarding drone security and surveillance.