Program Information:

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<tr>
<th>Program Assessed</th>
<th>Various Certificate Programs in Professional Development</th>
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<tr>
<td>Department</td>
<td>Continuing Education</td>
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<tr>
<td>College</td>
<td>Division of Educational Outreach</td>
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<tr>
<td>Department Chair</td>
<td>Joseph Miera, Vice Provost, Division of Educational Outreach</td>
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<tr>
<td>Assessment Coordinator</td>
<td>Kyle Yahiro-Okino, Assistant Director</td>
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<tr>
<td>Date Submitted</td>
<td>December 17, 2018</td>
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Contact Person for This Plan

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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, Healthcare & Allied Professions, Food & Beverage, Fitness & Wellness, Design & Technology, Aerospace & Defense, and various business and industry fields such as Human Resource Management, Nonprofit, and Grant Academy and Organizational Leadership. 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, program requirements, prerequisites (if any) and student learning objectives/outcomes.

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.
Certificate Name: ANIMAL MASSAGE & CARE PROVIDER (DISCONTINUED)

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.

Program 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: **BEER STEWARD & CONNOISSEUR** (DISCONTINUED)

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: **CERTIFIED NURSING ASSISTANT**

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

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. Textbook, workbook and one set of scrubs (top and bottom) is included in the tuition. Students will need to purchase white shoes, stethoscope and additional scrubs. Students will also need to pay and complete additional licensing requirements to become certified including complete a fingerprinting/background check, the license application, the clinical skills.

**Prerequisites and Admissions Requirements:**
Persons wishing to enroll in the Perry Foundation Academy of Health CNA Program must be 18 years of age and show proof of high school diploma or equivalency, complete the enrollment agreement and interview with the school's Academic Director or Program Director. This process ensures each prospective student is capable of completing the program and understands the admission requirements.

Background checks and drug screens are a requirement of the program. If a student declines, or if the background or drug screen is unsatisfactory to the Perry Foundation or clinical training sites, the student will not be permitted to participate in the program. Students are admitted to the program, subject to the results of the background check and drug screen.

Enrollment into the program is subject to the approval by the Academic Director once all prerequisites have been met, an interview has been conducted, and the required deposit has been made.

**Programs Requirements:**
To earn the Certified Nursing Assistant Certificate, you must successfully complete the Certified Nursing Assistant Training Course (9.6 CEUs)

**Required Course:**
- Certified Nursing Assistant Training (NA1100)

**Learning Objectives:**
- Students will be able to demonstrate knowledge of common elements required for certification by the Nevada State Board of Nursing. This will be measured by student achievement of a passing grade on instructor developed and administered final examinations.
- Students will be able to demonstrate compliance with standards of practice for nursing assistants. This will be measured by an administered skills test given at the end of each semester to each student that contains core elements of practice such as privacy, safety dignity and patient rights.
- Students will be able to demonstrate competence with all skills required for certification. This will be measured by an administered skills competency test given at the end of each semester that contains elements of all required steps for all required skills.
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.

You will learn basic business management and the requirements for community management found in NRS 116, 116A and NAC 116 and 116A. This 60-hour course meets the State's pre-certification requirements for Community Association Managers. Upon completion of this course, you will be eligible to take the exam to become certified by the State's Real Estate Division. This course has been approved by the Commission on Common Interest Communities and Condominium Hotels, course number PL06100-CAM.

Program Requirements:
Students are required to complete the Community Manager Preparation Course to earn 6 CEUs. Students must attend 100 percent of this class in order to successfully complete the course.

Required Courses:
• Community Manager Preparation Course (RP1100)

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. This program is offered in conjunction with Nevada Associate of Fashion Design (NAFD).

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

**Students who started their certificate program prior to the fall 2017 semester do not have to take Fashion Design: Elements & Principles.**

Core Required Courses:
- Fashion Design: Elements & Principles (FD2101)
- Basic Sewing (FD2102)
- Dressmaker Studio (FD2161)
- Fashion Illustration & Design (FD2142)
- Patternmaking: Introduction (FD2105)

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: GRANT ACADEMY

Program Description:
UNLV Division of Educational Outreach and the UNLV School of Public Policy and Leadership have partnered to offer a Grant Writing Certificate. Students in the program will gain skills in identifying relevant grant opportunities, writing strong proposals, utilizing available data sources to make a convincing case for support, tracking program outcomes, and managing reports to funders. By learning best practices in organization and program management, proposal preparation, and funder relationship management with various federal, local, and philanthropic funding sources, students will learn to discern what distinguishes a winning grant proposal from an unsuccessful one. Curriculum will guide students through the full life cycle of a grant, enabling them to understand the policies and practices that enable organizations to produce winning applications, and maintain positive, sustainable relationships with funders through successful grant program oversight and administration.

Prerequisites and Admissions Requirements:
Students should be currently working, or have previous experience working, for a nonprofit, governmental, or educational organization in a role that includes knowledge of fiscal activities, program development, and/or implementation.

Programs Requirements:
To earn the UNLV Grant Academy Certificate, you must successfully complete five required courses.

Courses may be taken individually to expand your skill set.

Required Courses:
- Proposal Writing II (GR1134)
- Grants Management (GR1136)
- Identifying Funding Sources (GR1140)
- Building a Grant Ready Organization (GR1142)
- Proposal Writing I (GR1144)

Learning Objectives:
- Students will learn steps to find, evaluate, and identify grant funding opportunities.
- Students will be introduced to how grant funding is a component of a resource development plan, research and evaluate grant opportunities, develop a case for support, and develop a simple budget along with supporting narratives and other required components to effectively write a successful grant application.
- Students will be able to identify best practices in organizational effectiveness and organizational culture which will lead to higher capacity and greater likelihood of success.
- Students will examine external, social, and political influences on nonprofits and grants.
- Students will be introduced to the private, family, and corporate foundation grant landscape, as well as federal, state, and local funding sources.
- Students will develop a grants management plan, reporting procedures, and budgetary controls for grant oversight.
- Students will learn best practices in measuring program impact and in-program evaluation, leading to identification of return on investment for grant projects.
Certificate Name: **GRAPHIC and PRINT DESIGN**

**Program Description for Graphic Design:**
Graphic Design Certificate candidates expand their Adobe design skills and learn additional design theory and print communication concepts and techniques. The Graphic Design Certificate is suitable if you are crossing disciplines, such as web design to print and graphic design, or if you are responsible for marketing and designing materials in your current employment but have no formal training and experience in graphic design.

**Program Description for Print Design:**
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.

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

**Programs Requirements for Graphic Design:**
To earn the Graphic Design certificate you must successfully complete six required courses plus an additional .6 CEUs of elective courses.

Courses may be taken individually to expand your skill set.

**Required Courses for Graphic Design:**
- Graphic Design Certificate Program Application (WM9999C)
- Adobe Illustrator Level I (WM8121)
- Adobe Illustrator Level II (WM8100)
- Adobe InDesign Level I (WM8106)
- Adobe Photoshop Level I (WM8122)
- Adobe Photoshop Level II (WM8123)
- Graphic Design Capstone: Designing Your Brand Using Adobe Software (WM8177)
- An additional .6 CEUs of elective courses vary by semester

**Program Requirements for Print Design:**
To earn the Print Design certificate you must successfully complete four required courses.

**Required Courses for Print Design:**
- Print Design Certificate Program Application (WM9999B)
- Adobe Illustrator Level I (WM8121)
- Adobe InDesign Level I (WM8106)
- Adobe Photoshop Level I (WM8122)
- Print Design Capstone: From Pre-Press to Production (WM8156)

**Learning Objectives for Graphic Design:**

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UNLV Continuing Education
Division of Educational Outreach
• 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 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 communicate ideas in a printed format with clarity and graphic uniformity across multiple media types and printed pieces.
• 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.

Learning Objectives for Print Design:
• 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 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 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.
Certificate Name: **HUMAN RESOURCE MANAGEMENT**

**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.

**Prerequisites and Admissions Requirements:**
High School Diploma or GED

**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 (CP6113)
- Additional Electives 2.4 CEUs

**ADVANCED CERTIFICATE:**
- Essentials of Human Resource Management (CP6113)
- Additional Electives 6 CEUs

**Learning Objectives:**
- Students will be able to define human resource management and explain the roles and responsibilities of human resource professionals.
- Students will be able to explain the key provisions of legislation that affects HR employment Law activities.
- Students will be able to evaluate recruitment methods and their effectiveness in addition to understanding the interview and selection process.
- Students will be able to explain the basic elements of a compensation system and benefits commonly offered by employers.
- Students will be able to explain training strategies, professional development tools and the evaluation process for employee development.
- Students will be able to identify best practices using performance management techniques to evaluate and discipline employees.
Certificate Name: **HUMAN RESOURCE PHR/SPHR CERTIFICATION PREPARATION**

**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. This course will provide methods for the best ways to study and prepare for the exam.

**Prerequisites and Admissions Requirements:**
High School Diploma or GED to enroll in the course. Work experience required to take exam. For additional eligibility requirements and exam information including exam fees, visit hrci.org.

**Programs Requirements:**
Students are required to complete the PHR/SPHR Certification Preparation Course to earn 3.9 CEUs

**Required Course:**
PHR/SPHR Certification Preparation (CP6116)

**Learning Objectives:**
- Define the six major areas of human resource responsibilities
- Explain the processes and activities used to formulate Human Resources (HR) objectives and policies
- Evaluate HR’s contribution to organizational effectiveness
- Select performance management activities that meet organizational goals and objectives
- Demonstrate federal laws and regulations impacting the human resource field
Certificate Name: **LEGAL INTERPRETATION: SPANISH**

Program Description:
The Legal Interpretation: Spanish certificate program will prepare students for careers in legal translation and legal/court interpretation. It will instruct students in the techniques and procedures of producing an accurate, efficient translation, particularly in the legal field. Students completing this certificate will be well-prepared for a career providing high quality interpretation.

Prerequisites and Admissions Requirements:
Students must be fluent in Spanish and English and must provide proof of proficiency in both languages. Acceptable documentation is listed on our website to verify proficiency. If you do not have documents from the list(s) to demonstrate proficiency, students can take the Oral Proficiency Interview by Computer (OPIc) placement exam through Language Testing International. More information can be found on our website. Once documents are accepted, students will be added to the application course so registration can occur.

Students who started the program prior to August 2018 and have earned a passing grade in any of the six courses are exempt from the proficiency requirements.

Programs Requirements:
To obtain the Legal Interpretation: Spanish certificate, students must successfully complete six required courses.

**Required Courses:**
- Introduction to Legal Interpreting (LA1131)
- Legal Sight Translation (LA1132)
- Legal Consecutive Interpreting I (LA1133)
- Legal Simultaneous Interpreting I (LA1134)
- Legal Consecutive Interpreting II (LA1135)
- Legal Simultaneous Interpreting II (LA1136)

Learning Objectives:
- Students will interpret clearly and accurately between English and Spanish in legal matters or court proceedings between LEP persons and lawyers / public officials.
- Students will interpret appropriately and impartially based on knowledge of the US judiciary system.
- Students will be able to perform sight, consecutive, or simultaneous interpretation/translation as necessary.
- Students will be able to apply dramaturgical strategies and stress management principals to effectively deliver moment to moment interpreting.
Certificate Name: LEGAL SECRETARY (DISCONTINUED)

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.

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

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

Programs Requirements:
Students are required to complete the Mediation Training Course to earn 4.0 CEUs

Required Course:
- Mediation Training Certificate (CM1120)

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: **MEDICAL ASSISTANT**

**Program Description:**
Prepare for a career working with patients or supporting the administrative functions of a medical office. UNLV's Medical Assistant program provides you with real-world administrative and clinical skills that are essential to working in the modern medical office. Using an applied learning approach the curriculum will help you develop the tactile and critical thinking skills necessary for working in today's health care setting. By the end of the six month course, students will develop the skills frequently assigned to medical assistants including scheduling, reception, bookkeeping, insurance billing and coding, maintaining medical records, preparing patients for examination, assisting with physicals, performing screening tests, preparing medical equipment, and more. The program is paired with an online learning management system offering additional resources and tools and real-world simulations using electronic health record software. Additionally, students will use online assessment tools which monitor individual progress. Remediation is provided in areas where students are weak and provides additional support until students show mastery level proficiency. Students will also complete CPR/AED Certification.

**Prerequisites and Admissions Requirements:**
Students must have a high school diploma or equivalent and must have daily access to a computer, printer and internet.

**Programs Requirements:**
Students are required to complete the Medical Assistant course to earn 30 CEUs.

**Required Courses:**
Medical Assistant Program Course (ME6130)
Optional Externship (ME6131)

**Learning Objectives:**
- Apply fundamental knowledge, skills and, attitudes within the framework of safety to enhance confidence, competence and employability to work in various healthcare settings.
- Perform within the ethical and legal boundaries of the Medical Assistant’s scope of practice.
- Understand the processes and perform responsibilities for clinical support.
- Manage the ambulatory and ambulatory settings.
- Perform administrative duties related to scheduling, billing, coding, and practice finances and information management in the healthcare setting.
- Communicate effectively with team members and patients from different age groups and cultures.
- Display professionalism in appearance and in job performance cultural sensitivity while interacting and communicating with providers, staff and patients.
- Qualify for employment in various healthcare settings.
- Value life-long learning within their field by participating in continuing education opportunities.
Certificate Name: MEDICAL INTERPRETATION: SPANISH

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

Prerequisites and Admissions Requirements:
Students must be at least 18 years of age and have a high school diploma or GED. Students must be fluent in Spanish and English and must provide proof of proficiency in both languages. Acceptable documentation is listed on our website to verify proficiency. If you do not have documents from the list(s) to demonstrate proficiency, students can take the Oral Proficiency Interview by Computer (OPIc) placement exam through Language Testing International. More information can be found on our website. Once documents are accepted, students will be added to the application course so registration can occur.

Students who started the program prior to August 2018 and have earned a passing grade in any of the six courses are exempt from the proficiency requirements.

Programs Requirements:
To earn the Medical Interpretation: Spanish certificate, students must successfully complete six required courses.

Required Courses:
- Introduction to Medical Interpreting (LA1171)
- Medical Terminology & Specialties I (LA1172)
- Medical Terminology & Specialties II (LA1173)
- Medical Consecutive Interpreting (LA1174)
- Medical Simultaneous Interpreting & Sight Translation (LA1175)
- Medical Interpretation: Spanish Certificate Program Comprehensive Final (LA1177)

Learning Objectives:
- Students will identify and discuss the process of translation and interpretation and differentiate between the roles of the interpreter/translator.
- Students will understand the problems and complexities of interpretation and the roles and responsibilities of a medical interpreter.
- Students will identify interpretation-related skills necessary in a medical setting.
- Students will identify, understand and use pertinent terminology representative of medical interpreting.
- Students will identify problems and apply problem-solving strategies necessary in a medical setting as a medical interpreter.
• Students will demonstrate awareness of the diverse cultural factors and linguistic sensitivity in medical interpreting.
Certificate Name: **NASM PERSONAL FITNESS TRAINING**

**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 take the certification exam. Students are required to complete additional online coursework and fitness training outside of normal class meeting times.

Course fee includes text, access to online instruction, and the certification exam. It also includes CPR/AED Adult, Child & Infant 2-Year Certification which is required to test for your certification exam.

**Program Requirements:**
Students are required to complete the NASM Personal Fitness Training Course to earn 3.1 CEUs.

**Required Course:**
- NASM Personal Fitness Training Course (SM3100)

**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 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.

Program Requirements:
Students are required to complete the NASM Fitness Nutrition Course to earn 2.0 CEUs

Required Course:
- NASM Fitness Nutrition Specialist Course (SM3102)

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.
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.

Program Requirements:
Students are required to complete the NASM Fitness Nutrition Course to earn 2.0 CEUs

Required Course:
- NASM Fitness Nutrition Specialist Course (SM3102)

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.
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 four core courses plus an additional 3.2 CEUs of elective courses.

Courses may be taken individually to expand your skill set.

Core Required Courses:
- Governance, Legal Compliance, and Public Disclosure (NP3149)
- Responsible Fundraising (NP3130)
- Strong Financial Oversight (NP3131)
- Nonprofit Program Management and Assessment (NP3164)
- An additional 3.2 CEUs of elective courses

Learning Objectives:
- By the end of the Nonprofit Management certificate program, the student will be able to evaluate decisions on an ethical basis and describe legal compliance and public disclosure laws affecting non-profits.
- By the end of the Nonprofit Management certificate program, the student will be able to create a fundraising campaign.
- By the end of the Nonprofit Management certificate program, the student will be able to plan a strong financial oversight model.
- By the end of the Nonprofit Management certificate program, the student will be able to effectively develop, manage, and assess nonprofit programs.
Certificate Name: **NURSE PARALEGAL (DISCONTINUED)**

Program Description:
Leverage your medical education and experience to become a nurse paralegal for law firms practicing in medical malpractice, personal injury, health insurance claims and defense, workers' compensation claims, and other areas of law that require medical knowledge. The UNLV Nurse Paralegal Certificate Program will prepare those with a nursing background to transition to the legal world. Nurse Paralegals draw from their medical expertise to interpret medical terminology and industry jargon, and provide their professional opinion regarding legal matters involving health and medical issues. This program teaches the fundamental skills needed by paralegals, augmented by special issues pertaining to the high-demand field of medical law. This course is a hybrid course. Students will complete Tort Law and Health Care Law for Paralegals in an online platform. This program includes substantial Internet work as well as in-class time.

Prerequisites and Admissions Requirements:
Must be a RN. Email copy of license to [continuing.education@unlv.edu](mailto:continuing.education@unlv.edu). Students must have daily access to a computer, printer and the internet. This program requires substantial online coursework.

Programs Requirements:
Students are required to complete the Nurse Paralegal course to earn 25 CEUs

Required Course:
- Nurse Paralegal Certificate Program (PL6183)
  (Essential Skills for Paralegals, Tort Law, and Health Care Law for Paralegals)

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 Health Care Law as it relates to paralegals.
Certificate Name:  **ORGANIZATIONAL LEADERSHIP**

Program Description:
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 following requirements:

Core Required Course:
- Fundamentals of Leadership (CP6300)

Elective Courses:
Students are required to complete a total of 2.4 CEUs of elective courses.

Learning Objectives:
- Develop knowledge of a variety of leadership theories and models.
- Apply leadership principles learned in a broad range of settings to successfully lead individuals and organizations.
- Apply learned principles to effectively motivate others and lead change within their organization.
- Gain a greater understanding of personal identities, both self and others, and how those identities shape roles within an organization.
- Examine intrinsic and extrinsic motivations of individuals and the impacts of those motivations on an organization.
Certificate Name: **PARALEGAL STUDIES**

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

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

**Recommended Skills at Time of Registration:**
The Paralegal Studies Certificate Program is intended for students who are already prepared with the following prerequisite skills:

- Strong communication skills including the ability to communicate verbally and in writing
- High attention to detail and accuracy
- Analytical and critical thinking skills required to create and draft persuasive arguments
- A high school diploma or equivalent
- Access to a computer that can connect to the Internet and basic word-processing
- Basic word-processing and template manipulation skills
- Web search skills
- Web browser access for online legal research using specialized research tools
- Ability to dedicate large amounts of time to reading and studying course material

**Program Requirements:**
To earn the Paralegal Certificate you must successfully complete the Paralegal course (PL6131) to earn 25 CEUs.

**Learning Objectives:**
- Demonstrate the entire litigation process by using real cases and drafting essential documents required in every lawsuit
- Apply essential legal terminology to aid in understanding the language of law
- Recognize court structure and determine how court decisions are used in legal analysis and writing
- Demonstrate skills of how to operate inside of a law firm environment, including how to manage documents, calendar cases and file with the court
- Distinguish between different types of torts and be able to apply it in a law firm environment
- Differentiate types of contracts and apply contract law in a law firm environment
- Define how family law is applied in a law firm environment
Certificate Name: **PERSONAL CARE AIDE (DISCONTINUED)**

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

**Prerequisites and Admissions Requirements:**
- Students must interview with the participating employers to be accepted into the training program
- Students must be 18 years of age
- Students must pass a drug and background check prior to hire
- Students must do a 2-step TB test prior to hire
- Students must pass a physical prior to hire

**Program Requirements:**
To earn the Personal Care Aide Certificate, you must successfully complete the Personal Care Aide Course (8.0 CEUs)

**Required Course:**
- Personal Care Aide (HH1101)

**Learning Objectives:**
- Demonstrate ethical and responsible practices in the healthcare industry as a Personal Care Aide
- Demonstrate competency in the performance of basic PCA clinical skills, such as vital signs, dry dressings application, assisting with medications and meal planning.
- Understand safety guidelines under the CDC and OSHA
- Demonstrate the ability to deliver quality care with confidence and skills
- Understand how to observe, report and record patient status, and maintain confidentiality.
Certificate Name: **PRIVATE AIRPLANE OR HELICOPTER PILOT CERTIFICATION (DISCONTINUED)**

**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.

**Programs 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: PROTECTIVE SERVICES PROFESSIONAL

Program Description:
Train in the essential elements of personal security and protective driving operations, focusing on the standards and protocols associated with providing high level, low profile protective services. Master the skills needed by the protective services operator: walking formations, business ethics, vehicle and motorcade operations, principal cover and control techniques, legal issues and use of force, risk assessments and threat analysis, surveillance detection, as well as venue and site security. These skills are taught, practiced, and used for a final exam exercise detail in and around the Las Vegas metropolitan area.

The PSPC program consists of two modules: Protective Driving Operations Course (PDOC), which is three days, and Protection Agent Development (PAD), which is four days. Successfully completing all seven days combined earns graduates the Protective Services Professional Certification.

Prerequisites and Admissions Requirements:
Students must be approved for enrollment based on their background, training, and education qualifications, occupation, and/or security industry affiliation. All applicants must contact Stefanie Hughes at PFC Training to provide information and request course admission. Stefanie@PFCgoc.com or 702-647-1126 (PFC Training office). During the screening process, a member of the PFC Training staff may contact applicants for a brief phone interview. All applicants approved to register must sign a Non-Disclosure Agreement and a Waiver of Liability prior to beginning of training.

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

Required Courses:
- Protective Services Certificate Program Application (SD9999)
- Protective Services Professional Certification - PDOC & PAD package (SD3143)

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 (DISCONTINUED)

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.

Program 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

- An additional four elective courses vary by semester

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: RN TRAINING NTO PRACTICE (FORMERLY GAP TRAINING FOR RNS) (DISCONTINUED)

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 RN Training into Practice Certificate you must successfully complete the RN training 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: STAGE TECHNICIAN AND DEVELOPMENT INTENSIVE (STEADI)
(DISCONTINUED)

Program Description:
The Stage Technician Education and Development Intensive (STEADI) provides the first step for a career in live event production by engaging participants in a dynamic, intensive educational program grounded in safety and practical skills. The program delivers a hands-on curriculum where participants learn and practice requisite entry-level skills, terminology, basic concepts, shared values, and cultural nuances expected in the complex discipline of live event production. The program also offers Introduction to Entertainment Electrics which teaches basic skills required of stagehands and production electricians working in live event production. The course covers basic electrical theory and applications including how to safely set up power distribution systems for audio, video, and lighting, how to test and monitor the electrical system, and how to identify electrical hazards and safeguard against electrical accidents and injury. The course includes basic power calculations and the design of basic power distribution systems with an emphasis on electrical safety and best practices. This course covers topics listed in the content outline of the ETCP Entertainment Electrician Certification exam Course instructors are industry recognized content experts.

Prerequisites and Admissions Requirements:

- Ability to verbally communicate in English
- Physical ability to lift over 25 pounds

Programs Requirements:
Students are required to complete 90 hours (9.0 CEUs) over 10 days of training:

Required Course:
- Stage Technician Education and Development Intensive (SE1100)

Learning Objectives:

- Apply fundamental knowledge, skills and, attitudes within the framework of safety to enhance confidence, competence and employability for entry-level stage technicians working in live event productions
- Demonstrate understanding of basic technical components of live event production and to develop entry level practice safety awareness
- Develop a successful career within the culture of live event productions using life and work strategies that promote safety and enhance employment longevity
- Apply knowledge and skills safely in a supervised experience within the context of a live event production
- Calculate the power requirements for an audio, video, and/or lighting system
- Identify electrical hazards on a job site
- Demonstrate the ability to correctly assemble the components of a power distribution system
- Demonstrate the ability to properly use electrical metering tools including a multimeter, clamp meter, and a voltage ticker
- Demonstrate the proper use of personal protective equipment including gloves, shoes, eye protection, head protection, etc.
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.

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

**Required Course:**
- Vine to Wine: The Fundamentals (WS6100)

**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: UNMANNED AIRCRAFT SYSTEMS

Program Description:
Be on the forefront of Unmanned Aircraft Systems (UAS) operation, policy, safety, and application. UAS are finding expanding commercial and public application across many industries including construction, agriculture, environmental monitoring, security, delivery, and more. Demand for licensed operators is growing rapidly! With this certificate you will not only build strong technical understanding through classroom and online instruction, but also gain experience via flight labs. Hands-on, interactive flight instruction will build full competence to manage flight operations for UAS multirotor platforms. The certificate program is open to anyone interested in this rapidly growing field of aviation.

Program Requirements:
To earn the Unmanned Aircraft Systems Certificate you must successfully complete the UAS course.

Required Course:
Unmanned Aircraft Systems Certificate (UA1110)

Learning Objectives:
- Students will be able to describe basic UAS design and components and its current applications.
- Students will be able to describe amateur/experimental Flight Test design and Airworthiness Compliance and its current applications in UAS.
- Students will obtain the necessary aeronautical knowledge and meet the prerequisites specified in the FAA part 107 Remote Pilot Certificate
Certificate Name: WEB DESIGN (FORMERLY INTERNET DESIGN & TECHNOLOGY)  
(DISCONTINUED as of Spring 2019)

Program Description:
Prepare for career opportunities in web design. 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.

Program Requirements:
To earn the Web Design 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 Required Courses:
- HTML Level I (WM8105)
- HTML Level II (WM8104)
- Introduction to Integrated Development Environments (WM8173)
- Javascript (WM8110)
- Adobe Photoshop Level I (WM8122)
- Introduction to Content Management (WM8172)
- Program Final: Putting it All Together (WM8124)

- An additional 3.6 CEUs of elective courses vary by semester

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 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.
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 (ie. 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

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 (ie. 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)