DISCOVER THE MINER IN YOU

CONTINUING EDUCATION AT UTEP

Lifelong learning, education and training opportunities for all ages.

THE UNIVERSITY OF TEXAS AT EL PASO
PROFESSIONAL & PUBLIC PROGRAMS
EXTENDED UNIVERSITY

FALL 2019 COURSE GUIDE

For a complete selection of our Fall 2019 courses, please visit ppp.utep.edu.
WELCOME TO OUR FALL 2019 COURSE GUIDE!

Whether you’re a new acquaintance or a long-time friend, our goal at Professional and Public Programs (P3) is to make sure you have an extensive selection of noncredit courses to choose from for work or play. Language classes, youth camps, work certifications, professional training – we do it all.

We didn’t get where we are by standing still. We’re constantly looking for better ways to give you what you need. Which brings us to this Course Guide. We’re excited to bring you a fresh look that showcases and highlights our content in a more streamlined way. Like many others, we want to do our part for the planet and our new format helps us be more eco-friendly. The updated format also gives us the opportunity to include instructor and participant spotlights, plus occasional features on topics of interest. Of course, additional information about each course is available on our website so you will still be able to get the details you need. We hope you enjoy it!

As always, we are thankful for your support and patronage. We look forward to seeing you in one of our classes very soon.

Seven-year-old Amir A. has attended P3 camps and courses for the last three years. He particularly loves the science classes taught by Ms. Ramos, but has also participated in math and reading classes. Amir’s mother, Daniela L., says Amir has learned a lot with these courses which are not only creative but also educational. Thanks to P3, he knows a lot about biology, chemistry and engineering—he’s even done dissections! Amir enjoys the classes so much, he has already decided to be a surgeon, doctor or veterinarian.

Daniela is thankful to UTEP and P3 for making this type of education available to her son. She has spent a lot of time researching courses and programs in El Paso and is certain that P3’s offerings are the best. She is delighted that, for the summer program, P3 even offers daycare and lunches. P3 staff work with a high level of professionalism, quality and care, and the instructors like Ms. Ramos go the extra mile with the students. She says, “I have been extremely impressed with UTEP P3, and in my opinion, it is the best. Every class of P3 Kidz on Campus is fantastic. They have exceeded our expectations by far in all levels. I couldn’t recommend it enough.”
At P3, we believe in working as hard as we play, and sometimes we get to do both.
Call 915-747-5142 or email ppp@utep.edu to learn more about what we do.
Learning for Life

Each year P3 serves close to 10,000 customers from ages 2 to 80.

Lifelong learning opportunities, education and training
We have students of all ages within our vibrant and diverse community and believe that there should be no barriers to continuing with your education throughout your life.

Convenient, affordable programs designed to help you explore, grow and succeed
Whether you are interested in finding fun things for your child to do or ways to advance your career, we have something for you.

Benefits of continuing education
• Increases your chances of promotion and better wages
• Offers networking opportunities
• Heightens personal interest and curiosities
• Promotes physical and mental wellness
• Improves self-confidence
• Increases job marketability

For additional information or to register, visit us at ppp.utep.edu

9,000+
participants
each year

Our ELI students come from 13+ countries to participate in our English programs

91%
of participants surveyed said they were satisfied with their overall P3 continuing education experience

Let’s Get Social

facebook.com/PPP.UTEP
facebook.com/ELI.P3.UTEP
twitter.com/UTEPP3
twitter.com/P3ELI.UTEP
instagram.com/UTEP_P3
instagram.com/P3ELI
linkedin.com/in/UTEP-P3

Awarded
2018
Conference on Management and Executive Management
Team Spirit

Most
REQUESTED
Customized Training

Courses are
Project Management & Microsoft Excel Training
P3 is a proud part of the UTEP family and is always looking for opportunities to support the University’s student body. P3 would like to thank one of our current undergraduate assistants, Annmarie De La Rosa, for a job well done.

Annmarie De La Rosa

“This position has enhanced my teamwork, social responsibility, and communication skills. It has taught me to work hard for something I am proud to say I am a part of. This job has helped me personally develop confidence and build upon the talents I bring to any team.”

Annmarie is in her fourth year as an undergraduate assistant with P3; she will be graduating in December 2019 with a bachelor’s degree in health promotion and a minor in psychology. She is an El Paso native who enjoys equine therapy, dancing and music. During her time at UTEP, Annmarie has found and taken advantage of several professional and personal development opportunities. In addition to her job at P3, which she enjoys greatly, she has also taken on leadership roles, found opportunities to give back to the community, and spent time studying in Spain. Upon graduation, Annmarie plans to go on to graduate school to get a master’s in occupational therapy. Here she is, in her own words.

“I would describe myself as tenacious, patient and caring. I encourage collaboration and [want to] bring out the best in my team. My main job functions are supporting my programs and other departments in P3. This could be emailing and/or calling students, faculty or staff, filing, copying, and/or working with spreadsheets and P3 databases. A lot of hard work goes into ensuring the best possible experience for our course participants; there are discussions on how to improve our service, work, and programs every day. The most important thing I have learned is to be two steps ahead; asking questions and taking initiative will not only help your workload later down the road, but the department will also benefit.”

Instructors are needed for the following areas:
- Corporate & Business Training
- Adult Leisure and Learning
- Youth Programs and Camps
- Languages and Cultural Studies
- English Language Institute
- Corporate Customized Training

JOIN OUR TEAM OF INSTRUCTORS!

Instructors are needed for the following areas:

MAKE A DIFFERENCE.
EARN SOME EXTRA CASH.
ENHANCE YOUR RESUMÉ.

P3 is looking for dedicated, passionate instructors to share their talents, skills and knowledge with youth, adults and professionals in the community.

If you’re interested in teaching an existing course or have an idea for a new course, we’d love to hear from you.

To learn more about becoming a P3 instructor, call us at 915-747-5142.
Adult Leisure and Learning

Our Adult Leisure and Learning courses (formerly Community Enrichment for Adults) give you the opportunity to explore new interests and skills while also meeting new people and expanding your network. A variety of classes—from cooking and exercising, to financial planning and guitar playing—are offered.

Many of our classes include hands-on activities and outside-the-classroom practice. We have a variety of scheduling options to accommodate the busy lives of our participants. Choose from morning and evening weekday courses, and weekend daytime classes.

Program areas include:

- Aquatics
- Crafts and Hobbies
- Fitness to Live
- Health and Wellness
- Money Matters
- Dance
- Online Enrichment Courses
- Personal and Professional Enhancement
- Reading and Writing
- Technology

See next page to view our Fall 2019 Adult Leisure and Learning course listings.

For additional information or to register, go to ppp.utep.edu/coursesforadults

Meet our instructor

David Lopez

On his passion for fitness: [My purpose is] to provide participants with the tools and skills they need to live a healthy and active lifestyle.

His favorite and most challenging aspects of his class: The participants are the most valuable; the most challenging thing is to incorporate less fit participants into the regular fitness routines so they may obtain the same benefits [as the rest] of the class.

Most important takeaway from his class: Confidence and knowledge to make healthy choices that complement my class. It is never too late to start caring for oneself so you can remain healthy and age gracefully.

—David Lopez
Instructor, Circuit Training; Strength and Conditioning for Adults
Years teaching: 30
Years teaching for P3: More than 20 years
You must be 18 and older to register for our Adult Leisure and Learning courses.

AQUATICS
Aqua Burst - NEW
Aquacise - NEW
Senior Water Wellness (Ages 55+) - NEW
Swim Lessons: Beginner, Intermediate and Advanced

CRAFTS & HOBBIES
Advanced Digital Photography
Beginner’s Acrylic Painting:
   Paint Your Heart Out - NEW
Clean Eating Cooking - NEW
Emboss Like A Boss! - NEW
Food for Life with Diabetes - NEW
Foundations of Photography
From Seed to Table - NEW
Introduction to Digital Photography and Photoshop
Introduction to Digital Scrapbooking (Online) - NEW
Keto Kitchen Cooking - NEW
Landscape Design - NEW
Mosaic Artist 101 - NEW
Plant Care: Pruning Trees & Shrubs - NEW

HEALTH & WELLNESS
Cardio T’ai Chi and Weight Loss - NEW
Reiki - NEW
T’ai Chi Yoga
Yoga

MONEY MATTERS
How to Make Money From Your Writing (Online) - NEW
Stocks, Bonds, and Investing: Oh, My! (Online) - NEW

DANCE
Belly Dance Love & Workout
Latin Dance/Bachata/Salsa/Merengue! - NEW
Reggaeton Dance

PERSONAL & PROFESSIONAL ENHANCEMENT
Introduction to Interior Design (Online) - NEW
Mastering Public Speaking (Online) - NEW
Real Estate Suite (Online) - NEW
Start Your Own Gift Basket Business (Online) - NEW

READING & WRITING
Grammar Refresher Series (Online) - NEW
Grant Writing Suite (Online) - NEW

TECHNOLOGY - NEW
Intermediate Microsoft Word 2010 (Online)
Intermediate Microsoft Word 2016 (Online)
Intermediate Microsoft Word 2019/Office 365 (Online)
Introduction to Microsoft PowerPoint 2016 (Online)
Intermediate Microsoft Excel 2019/Office 365 (Online)

Ask about our UTEP Alumni and Military Discounts
For more information, see page 23.

FITNESS TO LIVE
Belly Dance Love & Workout
Breast Cancer Awareness Month Pink Gloves Boxing and Conditioning - NEW
Circuit Training
Kendo, Iaido and Japanese Swordsmanship
Kickboxing – 45-Minute Workout
Mixed Martial Arts Training
Mountain Biking for Beginners - NEW / Off-Campus
Spinning
Triathlon Class
Trilogy Fitness Challenge - NEW
Ultra Strength and Conditioning Fitness

For a complete list of our fall courses, go to ppp.utep.edu/coursesforadults

FALL 2019 FEATURED NEW COURSES

Breast Cancer Awareness Month Pink Gloves Boxing and Conditioning
Created for Breast Cancer Awareness Month, this course teaches participants training schemes and strategies related to proper boxing technique. Participants will receive 12 oz. pink boxing gloves and are encouraged to wear pink for this October boxing class.

From Seed to Table
Aspiring gardeners will learn the ins and outs of growing herbs in the challenging environment of our Chihuahuan desert.

Landscape Design
Participants in this course will learn how to design and develop unique and creative landscapes for specific areas.

Plant Care: Pruning Trees and Shrubs
This course will teach participants how to prune trees and shrubs to get that maximum foliage effect in the garden.

Trilogy Fitness Challenge
The course helps participants meet their fitness goals with physical activity and healthy eating, and measures their weight loss progress every week. Participants compete with each other and the biggest loser receives a full refund of their registration.
Languages and Cultural Studies

Our Languages and Cultural Studies program offers the most comprehensive selection of noncredit language classes in El Paso. Whether your goals include travel, career enhancement or just plain fun, you will find our courses affordable and accommodating.

Our skilled instructors teach 12 languages: Spanish, French, Italian, German, Russian, Arabic, Chinese, Japanese, Portuguese, Polish, Korean and American Sign Language. Course content may vary depending on the instructor and participants, allowing for a stress-free and flexible approach to learning new language skills. Some courses are offered for youth as well.

All courses are designed to help participants communicate in a language as quickly as possible and offer insight into the cultures in which those languages are spoken. Class sizes are kept small to ensure opportunities for all to participate in learning activities.

See next page to view our Fall 2019 Languages and Cultural Studies course listings.

For additional information or to register, go to ppp.utep.edu/languages

Meet our participant

Raymond M.

Raymond M. attended P3’s Japanese for Beginners in 2018. He wanted to start learning Japanese, and P3’s class taught by instructor Fernando Yamamoto fit the bill. As a first-time P3 participant, Raymond enjoyed his experience and learned a lot. It wasn’t always easy for him to get to the class at night after a full day of school, but learning a new language was exciting.

Overall, Raymond thought the class was a good starting point and the instructor made the classes interactive by facilitating an exchange of ideas and experiences.

“Learning a new language was exciting.”

Raymond M.
Former participant
Classes attended: Japanese for Beginners
Spanish for Law Enforcement - NEW Online Course

With more and more Spanish-speaking people living in the United States, learning the Spanish language is becoming ever more important in many different fields. In law enforcement, mastering basic Spanish can help personnel handle situations involving Spanish-speaking victims, witnesses, or even criminals in a more positive way.

This online instructor-led course will teach those working in law enforcement the basic Spanish phrases needed for everything from making casual conversation to handling life-or-death situations. Participants will start with simple vocabulary for everyday topics including colors, numbers, conversational phrases, family names, and common questions. They will learn Spanish terminology to use during arrests, traffic stops, medical emergencies, and many other common law enforcement situations. By the end of this six-week course, participants will be well on their way to being Spanish speakers and communicating more effectively in the language.

A new course starts each month, allowing you to enroll whenever your busy schedule permits.

To register or for more information visit us online at: https://www.ed2go.com/ppp/online-courses/learn-spanish-for-law-enforcement?tab=detail.

This course was the most organized and best presented course I have taken for studying Spanish. As a Law Enforcement Agent, this course was structured around daily conversation [and] communication. [I am] very happy with this course.

Former participant

You must be 18 and older to register for Adult Languages and Cultural Studies courses, except where otherwise indicated.

MANDARIN CHINESE
- Introductory Mandarin Chinese
- Fundamental Mandarin Chinese I
- Fundamental Mandarin Chinese II
- Intermediate Mandarin Chinese
- Advanced Mandarin Chinese

RUSSIAN
- Russian I
- Russian II

ITALIAN
- Conversational Italian: Basic
- Conversational Italian: Intermediate

JAPANESE
- Japanese for Beginners
- Japanese Intermediate

KOREAN
- Korean I and Culture
- Korean II and Culture
- Korean III and Culture

SIGN LANGUAGE
- American Sign Language

SPANISH
- Spanish I
- Spanish II
- Spanish III
- Conversational Spanish I
- Conversational Spanish II
- Conversational Spanish III
- Spanish for Law Enforcement - NEW
- Spanish for Medical Professionals - NEW
- Speed Spanish - NEW

FOR YOUTH
See page 13 for our youth language course options.

For more details and a complete list of our fall language courses for adults, visit us at ppp.utep.edu/languages

Ask about our Early Bird Discounts
For more information, see page 23.
A Technology Youth Camp is Preparation for Life

When I was 12 years old, I picked up one of my first computer video games. Little did I know at the time that this game would spark my curiosity in science, technology, and engineering and prepare me for a profession that would not exist until decades later. By playing and using some of the game’s “creator” features, I did my first coding exercises and created my first game. I learned a little about electrical engineering, coding, and most importantly, problem solving. This is how I found my passion. Fourteen years later I finished a doctoral degree in computer science... and I still play video games.

Although it may sound far-fetched to attribute a lifetime of career choices to such a simple event, the truth is that this story repeats itself. Bill Gates (Microsoft’s founder) first got access to a computer when he was thirteen years old, and the first program he created was a Tic-Tac-Toe. Mark Zuckerberg started playing around with a computer when he was in sixth grade and many years later created Facebook.

“Most students are inspired by what they learn outside of school. On-campus youth programs at UTEP provide a great environment to learn, experiment, create, design, develop, and grow.”

By Ivan Gris
Ivan Gris is a UTEP alumnus and entrepreneur who co-founded Inmerssion in 2013. The tech startup focuses on innovative ways virtual agents (computer-generated characters with artificial intelligence) and virtual/augmented reality can help educate and entertain. Gris also shares his game and digital development with kids as a P3 youth technology camp instructor. Here he talks about how what kids learn at a youth camp can apply to the outside world.
Most students are inspired by what they learn outside of school. On-campus youth programs at UTEP provide a great environment to learn, experiment, create, design, develop, and grow. It’s not just acquiring skills but opening a whole new world of possibilities and opportunities. [As an instructor], I made it my goal to create a class my younger self would have loved to take. In the last couple of years, hundreds of kids have attended these camps, and the outcome is clear. To quote one of our recent students: “I wish this camp lasted until 9 p.m.” This has validated my work and inspired my new efforts.

“Today, we are preparing students for problems we have not encountered yet, with no idea of what tools we will have to solve them.”

Technology, including software development and engineering, are foundational, just like science. Technology is everywhere. Imagine where these kids will be if they have access to every resource they can dream of. Justin Trudeau, Canada’s Prime Minister, said: “Every job we’re going to do in the future will rely on technology and be benefited if you are powerful users of the technology that surrounds us.” By engaging kids early, we teach them not just to think differently, but to think bigger. This is precisely why many of the youth camps now focus on technology. It is never too early to learn about virtual, augmented, or mixed reality, programming, or electrical engineering. According to the Hour of Code, 54% of students like these topics “a lot”, and over 58% of new jobs in technology are related some way to the topics we teach in these camps and are the #1 source of new wages in the U.S.

Today, we are preparing students for problems we have not encountered yet, with no idea of what tools we will have to solve them. Therefore, it is now more important than ever to be leaders in accessibility, and provide them with the tools, vision, and preparation to make a brighter future.
Youth Programs and Camps

Our Youth Programs and Camps are designed to engage and inspire our youth, ages seventeen and under. Youth programs include Mini-Miner Mania Camps, Super Saturday One-Day Camps, and P3 Kidz on Campus Camps.

Choose from morning and evening weekday courses, and weekend daytime classes.

Program areas include:

- Academics
- Aquatics
- Engineering
- Fitness and Sports
- Hobbies and Special Interests
- Music
- Theater
- Super Saturday One-Day Camps
- Languages

For additional information about our youth courses, go to ppp.utep.edu/youthcourses

See next page to view a brief listing of our Fall 2019 courses for youth.

Erick Balandran
Instructor, Adult Swimming & Conditioning; Beginner & Intermediate Swimming Classes; Swimming, Conditioning & Fitness for Youth
Years teaching: 6
Years teaching for P3: 3

“
I want my swimmers to learn not to be afraid of the water.”

On his passion for fitness: I’ve always loved swimming. Being able to swim is an extremely useful skill to have. It builds self-confidence and is also a very fun and intensive form of exercise that engages plenty of muscles.

Why he likes teaching for P3: [It] gives me the opportunity to work with swimmers of all ages. I love how community-oriented the programs are.

His favorite and most challenging aspects of his class: My favorite part is becoming a role model for my students and seeing them love getting in the water to start learning. The most challenging aspect is helping my students overcome their fears.

Most important takeaway from his class: I want my swimmers to learn not to be afraid of the water. It is not the water that controls us, but we who can control the water.
NEW COURSES

FITNESS & SPORTS

Elite Athletic Training (Ages 12-17) - NEW
Preparing for Basketball with Coach Samaniego (Ages 8-11 and 11-14)
Tumbling (Ages 3-4 and 5 & up)
Youth Multi-Fitness Fun (Ages 8-14)

HOBBIES & SPECIAL INTERESTS

Baby-sitter Certification (Ages 11-17)

LANGUAGES

French for Kids (Ages 8-14)
Introduction to Japanese - Level I (Ages 8-14)
Korean for Youth (Ages 8-14)
Sign Language Camp (Ages 8-14)
Spanish for Kids (Ages 8-14)

MUSIC

Intro to Guitar: Beginner (Ages 6-11 and 12-17)

TEST PREP (ONLINE)

Preparing for the ACT
Preparing for the SAT

THEATER

Broadway Star-to-Be (Ages 12-17)
Future Theater Star in the Making (Ages 8-12)

For a complete list of our youth courses, go to ppp.utep.edu/youthcourses
The English Language Institute (ELI) provides a quality, intensive English as a Second Language program for non-native speakers from all over the world.

Our goal is to ensure that upon completion of our program, our students will have sufficient grasp of the English language to function in American society with ease. ELI students will learn the fundamental components of the English language, such as grammar, comprehension, reading, writing, speech, pronunciation, and accent reduction, as well as explore American culture, customs, attitudes, and English idioms.

Coupled with El Paso’s unique border culture, our strategic learning program provides a captivating experience that cannot be found anywhere else. Choose from morning and evening weekday courses and weekend daytime classes. All courses are located on campus.

Admission to the ELI is not the same as admission to The University of Texas at El Paso (UTEP). If you wish to obtain admission to the University, you must apply directly to UTEP.

See next page for a brief listing of our Fall 2019 courses for ELI.

what our students are saying

**Reason for taking the class:**
In my opinion, global communication is important [so] I would like to learn a new language and learn about different cultures in the world.”

_**A. Acevedo**_
_Mexico_

**Reason for taking the class:**
I [had] a lot of interactions with other students [which] made it possible to improve my conversation. The teachers are very special.”

_**M. C. Ferraz Barbosa Reali**_
_Brazil_

**Reason for taking the class:**
[I enrolled] because I want to improve my English. I am more confident and now, I can understand English better than before. I am really grateful [to] all P3 staff, you guys help us a lot and want to make us feel comfortable.”

_**L. Ordoñez**_
_United States_

Exciting news!
This fall, aspiring English learners can take an ELI class at UTEP without setting foot on campus. The online format is accessible, flexible and convenient, and you can access your course material at any time through the versatile Blackboard interface.

Sign up for an ELI online class today!

See next page for a brief listing of our Fall 2019 courses for ELI.

For registration procedures and additional information, please email us at ppp@utep.edu with the subject line “ELI application information request,” or visit us at ppp.utep.edu/elicourses
You **must be 18 and older** to register for our English Language Institute courses, except where otherwise indicated.

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## Calendar and Fees 2019-2020

<table>
<thead>
<tr>
<th></th>
<th>FALL I</th>
<th>FALL II</th>
<th>SPRING I</th>
<th>SPRING II</th>
<th>SUMMER I</th>
<th>SUMMER II</th>
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<tr>
<td><strong>Course Sessions</strong></td>
<td>August 26 -</td>
<td>October 21 -</td>
<td>January 21 -</td>
<td>March 23 -</td>
<td>June 1 -</td>
<td>June 19 -</td>
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<td>October 9</td>
<td>January 15</td>
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### CORE PROGRAM FEES - Includes all 4 Modules and Placement Tests

(Upon registration, international students will be issued an I-20 to apply for the F-1 Student Visa)

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### INDIVIDUAL MODULE FEES

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### WEEKDAY ELECTIVES

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<tr>
<td>1:30-2:45 p.m. English Conversation</td>
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<tr>
<td>6-8 p.m. TOEFL Preparation</td>
<td>$250</td>
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<tr>
<td>6-8 p.m. Intensive English Program</td>
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<tr>
<td>6-8 p.m. Pronunciation of English and Accent Reduction</td>
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### WEEKEND ELECTIVES

**Saturdays 9 a.m.-Noon**

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<tr>
<td>English Conversation</td>
<td>$250</td>
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<tr>
<td>TOEFL Preparation</td>
<td>$250</td>
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<tr>
<td>Focus on Business English</td>
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### ONLINE COURSES

ELI offers a variety of online courses to improve grammar, writing, listening and speaking. Our fully online English courses mean you don’t have to travel or bother with visas – all you need is a computer and an internet connection and you can take a class from wherever you are in the world.

Visit the following link for more details: [ppp.utep.edu/elicourses](http://ppp.utep.edu/elicourses)

### CUSTOMIZED PROGRAMS

ELI can design customized programs for sponsoring agencies, government entities, educational institutions and/or private companies to meet specific training needs and goals. We can also plan and teach group courses that are four weeks to six months in length at any time of the year. We would be pleased to put together a targeted English language program specifically designed for your group. For more details, contact the ELI Program Manager at [gparthiban@utep.edu](mailto:gparthiban@utep.edu)

**Ask about our ELI Referral Program**

For more information, see page 23.
Upcoming Workshop

StrengthsFinder Training

If you KNEW that it could make your job easier, make your team happier, and help you meet your goals more efficiently... would you say, YES, sign me up?

Managers and teams have experienced deep shifts in their culture, happiness, and productivity with the Strengths perspective. Just a half-day’s interactive session will give you an understanding of your team’s strengths, and provide you with tools you can use to achieve greater productivity, clearer communication, increased efficiency, and better employee engagement.

Date: October 29, 2019
Time: 8 a.m.-Noon
Fee: $350
Course: 19FPPD2000
Call us at 915-747-5142 to learn more.

CEU Requests
Need to assign CEU credit to a course or training?
Are you an education vendor or educator needing to assign CEU credit to a course or training you will be teaching? We can assist by vetting your program and issuing CEUs. Call us at 915-747-6649 to learn how.

MEET OUR TEAM
CORPORATE and BUSINESS TRAINING

Program Manager
Liliana Oaxaca
loaxaca@utep.edu

Program Coordinator
Sylvia Monsisvais
samonsisvais@utep.edu

Program Coordinator
Amber Trollinger
amtrollinger@utep.edu

Tailored to the needs of different industries, our focused programs provide the insight and professional skills you need to succeed.

Participants may enroll in individual courses or full certificate programs, but should check for any potential restrictions if they are receiving educational benefits from a government, corporation or other entity.
You must be 18 and older to register for our Corporate and Business Training courses, except where otherwise indicated.

Symbols next to a course listing represent the various formats provided for that particular certificate course or its eligibility for special funding.

- Live Lecture/Online Course
- MyCAA-Eligible
- VR Vocational Rehabilitation-Eligible

**BUSINESS DEVELOPMENT TRAINING** ★ VR
- Lean Six Sigma Green Belt
- Project Management Professional Certificate

**ENVIRONMENTAL SAFETY TRAINING (OSHA)**
- OSHA 511 - Occupational and Health Standards for General Industry
- OSHA 521 - OSHA Guide to Industrial Hygiene
- OSHA 2255 - Principles of Ergonomics
- OSHA 2225 - Respiratory Protection

**FITNESS CAREER TRAINING** ★ VR
- Hybrid/Blended Certified Personal Fitness Trainer
- Personal Fitness Trainer Certification - Live Course

**HEALTH CAREER TRAINING** ★ VR
- Clinical Medical Assistant with Optional Clinical Externship
- Dental Assistant Program with Optional Clinical Externship - NEW
- Medical Administrative Assistant Program with Optional Clinical Externship - NEW
- Medical Billing and Coding Program
- Pharmacy Technician Training with Optional Clinical Externship

**HUMAN RESOURCES CAREER TRAINING** ★ VR
- Essentials of Human Resources
- SHRM-CP/SHRM-SCP Exam Preparation Program

**LEADERSHIP DEVELOPMENT TRAINING**
- Customer Service: Measuring Business Excellence
- StrengthsFinder Workshop
- Supervisory Skills: A Work in Progress

**LEGAL CAREER TRAINING** ★ VR
- Paralegal Certificate Course

**TECHNOLOGY CAREER TRAINING**
- CompTIA A+ Program with Certification - NEW ★ VR

**TEST PREPARATION**
- DAT Prep (Online)
- MCAT Prep (Online)
- PCAT Prep
- Preparing for the GMAT (Online)
- Preparing for the GRE (Online)
- Preparing for the LSAT (Online)

Ask about our Nonprofit Discount
For more information, see page 23.

Our online courses and certification programs offer you flexibility and convenience to suit your busy schedule while keeping you on track toward achieving your goals. Whether for fun or career advancement, we offer thousands of online courses through our online education partnerships.

Here are our most requested online courses:
- CompTIA Certification Training
- CCNA: Routing and Switching
- Keyboarding
- Introduction to PC Security
- Medical Coding and Billing
- Paralegal Certificate Course
- Pharmacy Technician
- Management and Leadership Studies
- Clinical Medical Assistant
- English Courses

For more information about our online courses, visit us at ppp.utep.edu/online-noncredit-courses

Benefits of Online

“I wanted to have a high placement in [my] field. Also, the online format and [ability to] work at your own pace was a very large benefit to me. I have a two-year-old child and it is very nice that I can study even at 2, 3, or 5 in the morning. Career Step has excelled. It is very rigorous. It is going to teach you everything you could ever possibly need to know and more.”

E. Blatnik, Medical Coding and Billing Online Student
Why certifications matter – Education, validation and recognition

Workforce Solutions Borderplex may be able to help you with the cost of some of the courses Professional and Public Programs (P3) offers.

For scholarship opportunities, please contact Workforce Solutions Borderplex. 915-887-2600 | www.borderplexjobs.com

P3 offers a special selection of approved Workforce Solutions programs such as:

- Freight Broker/Agent Training
- Physical Therapy Aide
- Clinical Medical Assistant with Clinical Externship
- Pharmacy Technician Training with Clinical Externship
- Project Management Professional Certificate
- Certified Credit Counselor and Certified Financial Health Counselor (exam included)
- Human Resources Professional
- Certified Administrative Professional with Microsoft Office Specialist 2016 (vouchers included)
- Professional Bookkeeping with QuickBooks 2018 (software included)
- CompTIA Certification Training: A+, Network+, Security+
- Oracle SQL and PL/SQL + Python Developer + Java Programmer
- Professional Medical Coding and Billing with Applied PCS
- Veterinary Assistant
- Victim Advocate
- Dialysis Technician
- EKG Technician
- Assisted Living Technician
- Phlebotomy Technician

FREE Informational Sessions and Webinars

Want to try us out first? Attend our free informational sessions.

Not too sure if this course is right for you? Have questions? Want to meet our instructors? We have you covered.

Join us for a free informational session to learn about our courses, instructors, and get answers to your questions. If you decide to move forward and enroll, you will be eligible for a special discount.

**Seminar:**
**Reiki I and II Certification**
Individuals interested in being certified in Reiki can learn more about our upcoming Reiki certification courses.
8/31 Saturday, 10-10:30 a.m.

**Seminar:**
**Pharmacy Technician Program**
Aspiring pharmacists will gain valuable information by talking with our veteran instructor and have the opportunity to ask questions about this growing field. Discount: Students who attend will receive $50 off the live course titled “Pharmacy Technician Training with Optional Clinical Externship.”
9/16 Monday, 6 p.m.

**Seminar:**
**Dental Assistant and Clinical Medical Assistant**
Participants will learn first-hand from our expert instructors and get valuable details before enrolling in either course. Discount: Students who attend will receive $50 off the live course titled “Dental Assistant or Clinical Medical Assistant with Optional Externship.”
9/17 Tuesday, 6 p.m.

**Seminar:**
**Personal Fitness Trainer Certification**
Future personal fitness trainers may attend this live seminar to talk with a veteran instructor about the industry and get more details on what this certification course entails.
9/28 Saturday, 10 a.m.

**NEW - FREE Informational Seminar:**
**Medical Billing and Coding /Medical Administrative Assistant**
Individuals interested in medical billing and coding or in becoming medical administrative assistants will have the opportunity to speak with expert instructors, ask questions and gain a new perspective on what they need to excel in these fields. Discount: Students who attend will receive $50 off the live course titled “Medical Billing and Coding Program or the Medical Administrative Assistant.”
10/1 Tuesday, 6 p.m.

**FREE Informational Webinar:**
**Personal Fitness Trainer Certification**
Aspiring personal fitness trainers who are unable to attend our live Personal Fitness Trainer Certification seminar may register for this webinar instead. They will receive a recording of the live seminar featuring a veteran instructor that they can watch at their convenience. Available any day, at any time.

For more information, give us a call at 915-747-5142.

Vocational Rehabilitation and Employment Services

Vocational Rehabilitation and Employment Services (VR&E), sometimes referred to as Voc Rehab or the Chapter 31 program, provides services to eligible service members and veterans with service-connected disabilities to help them prepare for, obtain, and maintain suitable employment, or achieve independence in daily living.

Look for this symbol on page 17 to identify eligible VR&E live and online certificate courses in this publication.
Military Spouse Education

Get up to $4,000

Find out if you’re eligible to receive $4,000 for career training. The My Career Advancement Account (MyCAA) program is designed to help military spouses gain the training they need to start a rewarding career no matter where they PCS. MyCAA funding may completely cover your training costs with The University of Texas at El Paso’s Professional and Public Programs (P3).

**P3 accepts MyCAA funding for approved live and online training certification courses.**

These live and online courses give you the flexibility you need to make school work for you.

To ensure your eligibility for the MyCAA Scholarship, call a Spouse Education and Career Opportunities (SECO) Career Counselor at 800-342-9647 or visit the MyCAA Spouse Portal online at https://militaryonesource.mil/education-employment/for-spouses

**FOR MORE INFORMATION:**

**915-747-5142**

You can also check your eligibility on the MyCAA Fact Sheet.

Email us at ppp@utep.edu with subject line: “MyCAA Fact Sheet” to receive a direct link to this free informational online resource.

Look for this symbol to identify eligible MyCAA live and online certificate courses in this publication, on page 17.

Calling all Educators!

VESi courses for K-12 teachers are completely online and can be taken at a pace that fits your busy schedule.

**On your time, in your own place.**

Professional and Public Programs at UTEP offers online continuing education courses for professional development and salary advancement in partnership with VESi. Course topics include:

- Early Childhood
- Common Core Standards
- Differentiated Instruction
- Violence, Bullying & Aggression
- ADHD
- and many more.

VESi recommends you check with your school district and/or state licensing agency to verify these course offerings will meet your district and/or state requirements for salary advancement and/or state certificate relicensure.

**Complete your CRE hours online**

To register, please call **915-747-5142** or visit virtualeduc.com/utep for more information.
Corporate Customized Training

See the bigger picture. Is there a missing piece? Let us design your company’s next training.

We offer professional development courses designed to help your organization reach its full potential by developing practical knowledge and skills that can readily be applied in the workplace.

You can customize our courses to address specific needs you are facing, identify instructors whose experience aligns with your industry, and schedule classes at your convenience.

Here’s what you will receive as we design your training:
1. Consultation and Needs Analysis
2. Exploration of Educational Methods
3. Flexible Delivery Options
4. Program Evaluation Summaries
5. Volume Discount

Ask about our Corporate Wellness Program
We offer a flexible variety of classes and seminars, all of which can be held on-site at your workplace.

Simplify the process: You can start by completing our online training needs assessment at ppp.utep.edu/cct

Scroll down and click on the “Tell Us What You Need” button, complete and submit.

VISIT OUR WEBSITE TO LEARN MORE OR CONTACT Liliana Oaxaca, Program Manager loaxaca@utep.edu | 915-747-6649

Our Clients
The region's most reputable companies trust UTEP’s Professional and Public Programs to train their employees. Here's a small sampling of our clients:
- Helen of Troy
- Housing Authority of the City of El Paso
- Socorro Independent School District
- Texas Tech
- Fort Bliss Garrison Command
- El Paso Police Academy
- El Paso Independent School District
- City of El Paso
- El Paso Fire Department

Our Results

“[The Yoga and T’ai Chi instructors] did a great job in gauging participants’ comfort level and either scaled back or moved forward with more difficult positions. A sense of comfort was felt during the sessions, as both instructors were extremely patient, helpful, and empathetic, but also encouraged students to improve with each class session.”

P. Guerra
Former Participant
Customized Corporate Wellness Program
ADA Compliance and Reasonable Accommodation
The University of Texas at El Paso is committed to the recognition and the proactive pursuit of compliance with the Americans with Disabilities Act of 1990 (ADA). The University makes reasonable accommodations to the known physical or mental limitations of a participant with a disability unless such accommodations have the end result of fundamentally altering a program or service or placing an undue hardship on the operation of the University. Participants requiring special accommodations for continuing education courses should contact Professional and Public Programs (P3) at ppp@utep.edu or 915-747-5142 upon registration. Accommodation arrangements made directly by participants with UTEP’s Center for Accommodations and Support Services or an outside source may not be paid for by P3.

Registration Confirmation
You will receive a registration confirmation within 48 hours with pertinent information. Please take the time to review all information and contact us if you have questions.

Course Waiting List
If the course you are enrolling in is full, we will place you on a course waiting list. Waiting lists are processed on a first-come, first-served basis.

Adult & Youth Release Forms
As a continuing education customer and visitor to the University, we require all participants to complete release forms that include emergency contacts and consent for medical attention, ADA accommodations, consent to photo release, participant guidelines, identification, and other items. You will receive these forms with your registration confirmation. You may also find these forms on our website. Please ensure you review and complete these forms to turn in at the beginning of the first day of your course.

Course Locations
Continuing education courses are located on campus unless otherwise stated. You will receive an email prior to the start date of your course confirming your course location and/or location changes.

Fees
Course registration fees are payable by cash, check, money order, credit card or debit card. If you register online or by phone, you must pay by credit card. All major credit cards are accepted. You must pay all applicable course fees when you register unless you are using our payment plan for eligible courses or paying through a third party.

Pre-Payment Plan for Corporate and Business Training Live Courses
To make registration payments even easier for Corporate and Business Training live courses, we offer a pre-payment plan. To receive this payment option, you must first enroll in an eligible course in person or by phone. We require an initial payment of a minimum of 20% of the course fee. You will be required to pay the remaining balance in full five (5) days prior to the course start date. Failure to pay the remaining fees five (5) days prior to the course date will result in a $25 administrative fee and the participant’s termination from the course.

Third-Party Payments & Loan Options
Professional and Public Programs accepts third-party billing including purchase orders. Participants may also take advantage of Smart Option Student loans through Sallie Mae and other private lenders. If you are unemployed, underemployed, disadvantaged, a veteran, or a veteran’s spouse, financial assistance may be available. Visit our website at ppp.utep.edu for detailed information.

Cancellations & Course Changes
P3 reserves the right to cancel, reschedule or combine classes, and to change instructors when necessary. If a class is cancelled or rescheduled, you will be notified by phone and email. All cancellations by P3 will receive a full refund.

Refunds
Certain courses are governed by their own refund policy. Please visit our website for up-to-date policies on refunds. Please note: No refunds will be given on or after the first course session.

Withdrawals & Transfer Policy
You may request a transfer to another course in lieu of requesting a refund for eligible courses. To request transfers, please email the P3 Registration Office at ppp@utep.edu.

Parking on Campus
UTEP requires a parking permit from 8 a.m.-8 p.m. every weekday. UTEP is a free parking campus during the weekend. If your course is during the week, you will receive your parking permit via email. Please check the assigned parking area using the UTEP Parking and Transportation website, parking.utep.edu. Then, make sure you print your parking permit and follow the instructions provided to display it. Failure to comply may result in ticketing. P3 is not responsible for parking violation tickets. Parking spaces are limited on campus and we recommend you allow sufficient time to secure parking.

Participant Guidelines
Participants and their representatives who behave in a manner which is disruptive to the learning process, interferes with the well-being of other participants or staff, or causes damages to the University or contracted facilities, may be asked not to return for a current course or enroll in future P3 continuing education courses.

Online:
Register online at ppp.utep.edu, 24 hours a day. For assistance, call 915-747-5142.

By Phone:
Call 915-747-5142 Monday – Friday, 8 a.m.-5 p.m. with Visa, Mastercard, American Express, or Discover Card.

In Person:
Visit the Professional and Public Programs Office at Memorial Gym, Suite 111, Monday – Friday, 8 a.m.-5 p.m.

By Mail:
Send in your registration with a check, money order, credit card information, or purchase order to:
UTEP Professional and Public Programs
Memorial Gym, Suite 111
101 West Robinson Avenue
El Paso, Texas 79968-0602
Please write course number(s) on your checks and make them payable to UTEP.

Gift Certificates:
To purchase a Gift Certificate, please call 915-747-5142. All major credit cards are accepted.

Transcripts:
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All information in this Fall 2019 publication has been checked and verified to the best of the department’s ability, however the program cannot be held responsible for any mistake or omission in this publication.

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UTEP Professional and Public Programs
Memorial Gym, Suite 111
101 West Robinson Avenue
El Paso, Texas 79968-0602
Please write course number(s) on your checks and make them payable to UTEP.

Gift Certificates:
To purchase a Gift Certificate, please call 915-747-5142. All major credit cards are accepted.
Meet the Presenter

Dr. Rich Handley is the president/founder of EQ University. He is a pioneer in bringing emotional intelligence to the workplace with over 22 years' experience. He is an instructor in Emotional Intelligence/Leadership at the University of Texas Center for Professional Education, and a Leadership Coach with the M.B.A. program at the University of Texas at Austin’s McCombs School of Business.

Rich is the co-author of the book, "Optimizing People," the EQ360 Assessment, the EQ Interview, the Behavioral Health Survey and the Benchmark for Organizational Emotional Intelligence. His work has been featured in Fast Company magazine, Inc. magazine, Harvard Business Update, Training magazine, HR Magazine, Controller Magazine, Selling Power, the Dallas Morning News, MSN, ABC and Fox News. Rich is a retired Air Force Officer with previous service in the U.S. Marine Corps.
AVAILABLE DISCOUNTS

**Early Bird Discount**
Receive a 10% Early Bird discount on eligible courses each semester.
- **Fall Early Bird Discount:** Enroll for any Fall course* by August 31
- **Spring Early Bird Discount:** Enroll for any Spring course* by January 31
- **Summer Early Bird Discount:** Enroll for any Summer course* by May 31

**Fitness to Live Commitment Packages for Adults**
- Package 1: Enroll in two fitness courses and receive **15% off** your registration
- Package 2: Enroll in three fitness courses and receive **20% off** your registration
- Package 3: Enroll in four fitness courses and receive **25% off** your registration

All registrations must be done at the same time to qualify.

**English Language Institute Referral Program**
Refer a friend and receive a **$100 credit voucher** for the ELI Core Program.

**Nonprofit Discount**
Nonprofit organizations that purchase two registrations in a semester will receive a third registration at 50% off. All three registrations must be done at the same time.

**UTEP Employees and Retirees Discounts**
Current and retired staff from UTEP are eligible for a **15% discount** on eligible courses*.

**UTEP Alumni and Military Discounts**
UTEP Alumni Association members and military service members receive a **10% discount** off eligible courses*.

*Discounts do not apply to certain programs, including but not limited to: All aquatic programs for adults and youth; the English Language Institute Core programs, and online courses. Discounts outlined here may not be combined with any other discounts.

**Conference Services**

Showcase Your Event–
Start planning your noncredit course, workshop, seminar, institute, symposium or conference today!

We can assist with the following services:
- Registration
- Financial
- Marketing
- Conference Analysis and Evaluation
- and other logistical services as needed

Experienced staff members are ready to assist with the details and delivery of your program.

To learn more about P3’s Conference Services, give us a call at **915-747-5402**.

**MEET OUR TEAM**

**ADMINISTRATIVE SERVICES**

Manager
Maxie S. Flores
mflores4@utep.edu

Coordinator
Georgina Enriquez
ggonzalez17@utep.edu
Professional and Public Programs provides high-quality continuing education courses in the following areas:

- Youth Programs and Camps
- Adult Leisure and Learning
- Corporate and Business Training
- Online Courses (Non-Academic Credit)
- Corporate Customized Training
- Languages and Cultural Studies
- English Language Institute

915-747-5142
ppp.utep.edu