Adult Leisure and Learning

Have you always wanted to take that fun cooking class or try yoga for the first time, but never had the time for it? Well, now’s your chance. Our online Adult Leisure and Learning courses
- are fully online and designed for you to enjoy from the comfort of your home
- cover a variety of topics including cooking, gardening, music, fitness and more
- are the perfect way to enjoy some “me” time and learn a new skill if you’re home with family
- give you the opportunity to connect safely with others and make new friends if you’re home alone
See following pages to view our 2021 Adult Leisure and Learning course listings.

Contact our Team

**BY PHONE**
Call 915-747-5142, Monday – Friday, 8 a.m.–5 p.m.

**BY EMAIL**
Send us an email with your questions to: p3all@utep.edu

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

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**Featured Course**

**Yoga UPDATED**
- Live/Online

Learn the fundamental postures and breathing techniques utilized in yoga.

**Required materials:** Yoga mat and comfortable clothing.

**Start date:** January 25, 2021
**Fee:** $29
**Early Bird Registration Fee:** $26.10
➔ Click here to register

**Start date:** February 15, 2021
**Fee:** $37
**Early Bird Registration Fee:** $33.30
➔ Click here to register

**Start date:** March 15, 2021
**Fee:** $37
**Early Bird Registration Fee:** $33.30
➔ Click here to register

For additional dates and times available for this course, go to page 7 of this section.
You must be 18 or older to register for our Adult Leisure and Learning online courses.

CRAFTS AND HOBBIES

Color Theory
Study the fundamentals of color theory and learn how to apply this framework to your web design practice.
Self-Paced Fee: $79
→ Click here to register

Drawing for the Absolute Beginner
Gain a solid foundation and understanding of the basics of drawing and become the artist you’ve always dreamed of being.
Instructor-Led Fee: $120
→ Click here to register

Discover Digital Photography
Learn all about digital cameras, from DSLRs to smart phone cameras the uses of different equipment; for the novice photographer.
Instructor-Led Fee: $120
Self-Paced Fee: $115
→ Click here to register

NEW
Get Funny!
Learn how to come up with jokes or witticisms on the fly, punch up dull material for an audience, or make a living as a comedy writer.
Instructor-Led Fee: $115
Self-Paced Fee: $115
→ Click here to register

Introduction to Cryptography (Self-Paced Tutorial)
Understand what cryptography is, learn how it is used, and understand hash, symmetric and asymmetric cryptographic algorithms.
Self-Paced Fee: $69
→ Click here to register

Keyboarding
Learn touch-typing or improve your existing typing skills.
Instructor-Led Fee: $115
Self-Paced Fee: $115
→ Click here to register

Mastering Your Digital SLR Camera
Learn how to use your DSLR camera to take beautiful photos.
Instructor-Led Fee: $115
Self-Paced Fee: $115
→ Click here to register

NEW
Photographing Nature With Your Digital Camera
Learn the fundamentals of portrait photography; discover the best way to shoot faces, fix common close-up problems, and use digital photo editing techniques to retouch your photos and make other improvements.
Instructor-Led Fee: $115
Self-Paced Fee: $115
→ Click here to register

Photographing People With Your Digital Camera
Learn the fundamentals of portrait photography; discover the best way to shoot faces, fix common close-up problems, and use digital photo editing techniques to retouch

We want to hear from you!
Post a comment on our Instagram account.

UTEP.P3
your photos and make other improvements.  
**Instructor-Led Fee: $115**  
**Self-Paced Fee: $115**  
→ Click here to register

### Photography Suite
Get an overview of the basics of digital photography, including equipment, software and practical uses.  
**Instructor-Led Fee: $299**  
→ Click here to register

### Photoshop CC for the Digital Photographer
Master techniques to edit and enhance your digital images and add a professional polish to your work.  
**Instructor-Led Fee: $115**  
**Self-Paced Fee: $115**  
→ Click here to register

### Photoshop Elements for the Digital Photographer
Master the use of Adobe Photoshop Elements to do everything from quick fixes to detailed enhancements that will greatly improve the look of your digital images.  
**Instructor-Led Fee: $115**  
→ Click here to register

### Secrets of Better Photography
Learn how to choose the right photographic equipment and compose images with style.  
**Instructor-Led Fee: $115**  
**Self-Paced Fee: $115**  
→ Click here to register

### Start a Pet-Sitting Business
Translate your passion for animals into a lucrative career: learn how to start your own pet-sitting business.  
**Instructor-Led Fee: $115**  
**Self-Paced Fee: $115**  
→ Click here to register

### NEW

#### Start Your Own Edible Garden
Grow delicious, nutritious fruit and vegetables in your own backyard; give your garden a healthy start and keep it growing strong all season.  
**Instructor-Led Fee: $125**  
**Self-Paced Fee: $125**  
→ Click here to register

### Health & Wellness

#### Aging and Health Bundle
Earn a Certificate in Healthy Aging: gain an overview of specific aspects of aging, including the impact of nutrition and physical activity on the aging process, physiologic changes in the healthy aging brain, and the role of intimacy and sexuality in healthy aging.  
**Instructor-Led Fee: $249**  
→ Click here to register

#### Certificate in Complementary and Integrative Health
Gain a broad understanding of alternative and integrative therapies to meet the needs of diverse populations.  
**Instructor-Led Fee: $215**  
**Self-Paced Fee: $144**  
→ Click here to register

#### Certificate in Energy Medicine
Incorporate methods of energy healing with modern health care methods and earn a Certificate in Energy Medicine.  
**Instructor-Led Fee: $75**  
**Self-Paced Fee: $65**  
→ Click here to register

#### Certificate in Gerontology
Gain the knowledge and skills necessary to effectively meet the needs of the aging population in a wide range of careers.  
**Instructor-Led Fee: $199**  
**Self-Paced Fee: $155**  
→ Click here to register

#### Certificate in Meditation
Explore the many meditation techniques that can be used to support the mind-body connection and promote healing and wellness. The course is designed for health professionals and nurses as well as general consumers.  
**Instructor-Led Fee: $110**  
**Self-Paced Fee: $70**  
→ Click here to register

915-747-5142 | ppp.utep.edu | Spring 2021 | 5
Certificate in Mindfulness
Examine the many benefits of mindfulness for both your personal and professional and lay the foundation for a career in health and wellness coaching.
**Instructor-Led Fee: $115**
**Self-Paced Fee: $85**
→ Click here to register

NEW
Certificate in Music Therapy and Sound Healing
Study the benefits of music and music therapy and sound healing in the health profession.
**Instructor-Led Fee: $110**
→ Click here to register

Certificate in Stress Management
Explore the physiological, social and psychological impacts of stress and study modalities to get stress under control.
**Instructor-Led Fee: $99**
**Self-Paced Fee: $84**
→ Click here to register

Explore a Career in Healthcare Suite
Learn how to find your way through both the CPT manual and the ICD-10-CM manual, and prepare for your career as a medical coder.
**Instructor-Led Fee: $299**
→ Click here to register

Mind-Body Therapies Bundle
Explore the fundamentals of energy medicine in this certificate course.
**Instructor-Led Fee: $249**
→ Click here to register

Healthy Living Suite
Establish a healthy approach to weight loss and weight maintenance.
**Instructor-Led Fee: $299**
→ Click here to register

Nutrition and Health Bundle
Earn a Certificate in Food, Nutrition and Health; get a holistic overview of current food and nutrition issues and their impact on physical, social, emotional and spiritual health.
**Instructor-Led Fee: $169**
→ Click here to register

Introduction to Natural Health and Healing
Learn about the various stages of health and illness and discover that true health means wholeness of the mind, body and spirit.
**Instructor-Led Fee: $115**
**Self-Paced Fee: $115**
→ Click here to register

Pain Management and End of Life Bundle
Enhance your knowledge of how to work with patients who are in pain; earn your Certificate in Pain Assessment and Management.
**Instructor-Led Fee: $169**
→ Click here to register

We want to network with you!
Join our LinkedIn community.
T’ai Chi Chuan UPDATED
- Live/Online

Integrate movement and breath and learn how to move in a continuous, challenging and creative flow that combines strength and flexibility, while toning the body and clearing the mind.

Note: Please wear comfortable clothing.
Start date: January 25, 2021
Fee: $29
Early Bird Registration Fee: $26.10
→ Click here to register

Start date: February 15, 2021
Fee: $37
Early Bird Registration Fee: $33.30
→ Click here to register

Start date: March 15, 2021
Fee: $37
Early Bird Registration Fee: $33.30
→ Click here to register

Start date: April 12, 2021
Fee: $37
Early Bird Registration Fee: $33.30
→ Click here to register

Start date: May 10, 2021
Fee: $29
Early Bird Registration Fee: $26.10
→ Click here to register

Yoga UPDATED
- Live/Online

Learn the fundamental postures and breathing techniques utilized in yoga.

Required materials: Yoga mat and comfortable clothing.

Start date: January 25, 2021
Fee: $29
Early Bird Registration Fee: $26.10
→ Click here to register

Start date: February 15, 2021
Fee: $37
Early Bird Registration Fee: $33.30
→ Click here to register

Start date: March 15, 2021
Fee: $37
Early Bird Registration Fee: $33.30
→ Click here to register

Start date: April 12, 2021
Fee: $37
Early Bird Registration Fee: $33.30
→ Click here to register

Start date: May 10, 2021
Fee: $37
Early Bird Registration Fee: $33.30
→ Click here to register

“
When my husband and I learned that Mr. Choi’s yoga class was being offered online, we immediately signed up for it! Mr. Choi is an excellent instructor. He has the best yoga poses and techniques that promote and guarantee relaxation and lasting stress relief even days after the session, which is particularly important during these uncertain times. Our sincere gratitude goes to Dr. Choi for his dedication and to [Professional and Public programs for making] such classes available to the community. Thanks also to the great staff for being on stand-by to make sure everything was set for the class!”

Lulu C.
Adult Leisure and Learning student
Classes attended:
Yoga - Live/Online
MONEY MATTERS

NEW
Accounting Fundamentals II
Gain a solid understanding of accounting practices.
Instructor-Led Fee: $150
Self-Paced Fee: $150
→ Click here to register

Keys to Successful Money Management
Learn about the steps you need to take in order to achieve true financial success from a certified financial planner.
Instructor-Led Fee: $115
Self-Paced Fee: $115
→ Click here to register

NEW
Stocks, Bonds and Investigating: Oh, My!
Get an overview of the fundamentals of investing including stock markets, 401k plans, and retirement, as well as personal financial issues that are essential to your success as an investor.
Instructor-Led Fee: $115
Self-Paced Fee: $115
→ Click here to register

Where Does All My Money Go?
Study the very basics of how to get control of your finances rather than letting them control you. Get the help you need and learn how to invest, eliminate debt and plan for college.
Instructor-Led Fee: $115
→ Click here to register

Music Made Easy
Learn to read, write and play simple pieces of music.
Instructor-Led Fee: $115
Self-Paced Fee: $100
→ Click here to register

NEW
A to Z Grant Writing
 Equip yourself with the skills and tools you need to enter the fulfilling field of grant-writing.
Instructor-Led Fee: $125
Self-Paced Fee: $140
→ Click here to register

PERSONAL AND PROFESSIONAL ENHANCEMENT

Achieving Top Search Engine Positions
Gain the knowledge you need to boost your website’s visibility and master proven, step-by-step SEO strategies that you can implement right away.
Instructor-Led Fee: $125
Self-Paced Fee: $115
→ Click here to register

You must be 18 or older to register for our Adult Leisure and Learning online courses.
Become an Optical Assistant
Gain entry into the world of optical assisting.
**Instructor-Led Fee: $125**

[Click here to register](#)

Become a Veterinary Assistant
Prepare for a career as a veterinary assistant and learn about various pet-related issues including health, safety, nutrition, etc.
**Instructor-Led Fee: $125**
**Self-Paced Fee: $135**

[Click here to register](#)

**NEW**
**Beginner’s Guide to Getting Published**
Acquire the credibility you need to succeed as a writer and guide your manuscript directly into the hands of an editor and onto the shelves of your favorite stores.
**Instructor-Led Fee: $125**
**Self-Paced Fee: $115**

[Click here to register](#)

Become a Veterinary Assistant II: Canine Reproduction
Study the principles of sound dog breeding and the complexities of canine reproduction.
**Instructor-Led Fee: $130**
**Self-Paced Fee: $135**

[Click here to register](#)

**Building Teams That Work**
Learn the components of a successful team and the stages of its development; master the skills needed to effectively manage projects, make decisions and solve problems in a team setting.
**Instructor-Led Fee: $135**
**Self-Paced Fee: $135**

[Click here to register](#)

Become a Veterinary Assistant III: Practical Skills
Learn everything you need to be a valuable veterinary assistant or educated pet owner. This course is the third installment in the “Become a Veterinary Assistant” series.
**Instructor-Led Fee: $135**
**Self-Paced Fee: $135**

[Click here to register](#)

Business and Marketing Writing
Learn how to write or identify copy that achieves business and marketing goals.
**Instructor-Led Fee: $125**
**Self-Paced Fee: $135**

[Click here to register](#)

Effective Selling
Discover how you can easily convert a potential customer into a long-term asset and lay the groundwork for repeat business.
**Instructor-Led Fee: $125**
**Self-Paced Fee: $125**

[Click here to register](#)

Employment Law Fundamentals
Learn the basics of employment law so you can legally hire, evaluate and manage employees as a manager, supervisor, small business owner, human resource specialist, or corporate executive.
**Instructor-Led Fee: $120**
**Self-Paced Fee: $125**

[Click here to register](#)
Explore a Career as an Administrative Medical Assistant
Establish a successful career as an administrative medical assistant and identify the aspect of medical information management, such as patient contact or billing and coding, that suits you best.
Instructor-Led Fee: $125
Self-Paced Fee: $125
→ Click here to register

Explore a Career as a Clinical Medical Assistant
Get an overview of the job duties and scope of practice of clinical medical assistants.
Instructor-Led Fee: $115
Self-Paced Fee: $115
→ Click here to register

Fundamentals of Supervision and Management
Become a more effective manager by mastering the basics of business and learning the language of management.
Instructor-Led Fee: $125
Self-Paced Fee: $125
→ Click here to register

Fundamentals of Supervision and Management II
Develop your communication and people skills and become a more effective manager or supervisor.
Instructor-Led Fee: $125
Self-Paced Fee: $125
→ Click here to register

High Speed Project Management
Manage projects at supersonic speeds with ease and learn to effectively deal with truncated timelines, short-staffed project teams, skimpy budgets and crippling risks.
Instructor-Led Fee: $125
Self-Paced Fee: $125
→ Click here to register

Introduction to Lightroom Classic CC
Using hands-on exercises, master the use of Lightroom Classic CC, Adobe’s easy-to-use software that prepares, edits and organizes photos quickly and effectively.
Instructor-Led Fee: $125
→ Click here to register

Keys to Effective Communication
Use communication to build rapport and create environments of trust, warmth and respect.
Instructor-Led Fee: $115
Self-Paced Fee: $115
→ Click here to register

You must be 18 or older to register for our Adult Leisure and Learning online courses.
Leadership
Use the principles of great leaders to achieve success in almost every aspect of your daily life.
Instructor-Led Fee: $125
Self-Paced Fee: $125
→ Click here to register

New Manager Suite
Make a successful transition from employee to manager and learn how to manage your time so that you can deal with the constant demands of a managerial job.
Instructor-Led Fee: $299
→ Click here to register

Managing Customer Service
Bring out your best and do the same for the people you work with as you learn about customer service, how to measure and evaluate it and build long-lasting customer service programs.
Instructor-Led Fee: $125
Self-Paced Fee: $125
→ Click here to register

Manufacturing Fundamentals
Study and understand the basic skills required to work in the manufacturing field.
Instructor-Led Fee: $125
Self-Paced Fee: $115
→ Click here to register

Marriage and Relationships: Keys to Success
Gain the relationship skills you need to build a solid foundation for your relationship, nurture it and enjoy a partnership that lasts.
Instructor-Led Fee: $125
Self-Paced Fee: $125
→ Click here to register

NEW
Medical Terminology: A Word Association Approach
Understand medical terminology as it pertains to each body system using a unique word association approach.
Instructor-Led Fee: $125
Self-Paced Fee: $125
→ Click here to register

Project Management Fundamentals
Study the essentials of project management and learn to plan, implement, control and close any type of project with the help of an experienced project management professional.
Instructor-Led Fee: $139
Self-Paced Fee: $125
→ Click here to register

Project Management Fundamentals II
Gain quick training in project management if you are a part-time or accidental project manager.
Instructor-Led Fee: $149
Self-Paced Fee: $125
→ Click here to register

Project Management Fundamentals Series
Master the essentials of project management and become an indispensable member of your project team by discovering and mastering the critical concepts you need to plan, implement, control and close any type of project.
Instructor-Led Fee: $249
→ Click here to register

Sales Training Suite
Learn to use communication to build rapport, convert customers into long-term assets and become a successful salesperson.
Instructor-Led Fee: $299
→ Click here to register

Secrets of the Caterer
Learn how to put your cooking and party-planning skills to work for you; get an understanding of the cooking skills you’ll need as a caterer and also get an introduction to the business side of catering.
Instructor-Led Fee: $115
Self-Paced Fee: $100
→ Click here to register
You must be 18 or older to register for our Adult Leisure and Learning online courses.

Soft Skills Suite
Get information that will help you understand yourself, solve people problems, and improve your relationships and personal and professional productivity.

**Instructor-Led Fee: $399**

→ Click here to register

Supervision and Management Series
Master the basics of business by learning the language of management; perfect for employees who have recently become supervisors.

**Instructor-Led Fee: $215**

→ Click here to register

Starting a Nonprofit
Learn how to form a new nonprofit, convert an informal group to tax-exempt status, or reorganize an existing organization; learn about incorporation, organization and other issues pertinent to nonprofit start-ups.

**Instructor-Led Fee: $125**

→ Click here to register

Start Your Own Online Business
Build and grow a successful digital business from the convenience of your home with little to no upfront investment.

**Instructor-Led Fee:** $125  
**Self-Paced Fee:** $125

→ Click here to register

Veterinary Assistant Series
Prepare for work in veterinary hospitals; course taught by a practicing veterinarian and college instructor.

**Instructor-Led Fee: $395**

→ Click here to register

**NEW**
Wow, What a Great Event!
Discover how all the pieces in the event planning process fit together to make any size or type of event successful, whether it’s for your family or friends, your employer, or your favorite charity.

**Instructor-Led Fee: $115**  
**Self-Paced Fee:** $115

→ Click here to register

Twelve Steps to a Successful Job Search
Learn to identify and get the job you want regardless of your level of expertise or state of the economy.

**Instructor-Led Fee:** $125  
**Self-Paced Fee:** $125

→ Click here to register

READING AND WRITING

Advanced Fiction Writing
Explore the topics a writer needs to create a successful manuscript, including story structure, plot, character, dialogue, setting, suspense, conflict, action, viewpoint, tense and even how to get published.

**Instructor-Led Fee:** $125

→ Click here to register
NEW
Grammar Refresher
Develop your English grammar skills and take your writing and speaking to the next level of excellence in this course.
Instructor-Led Fee: $110
Self-Paced Fee: $115
→ Click here to register

TECHNOLOGY

NEW
Accounting with QuickBooks Online Suite
Acquire a solid understanding of corporate accounting practices.
Instructor-Led Fee: $395
→ Click here to register

Advanced PC Security
Learn about readily available hacking tools and techniques to audit your network so you can locate and close security holes.
Instructor-Led Fee: $130
Self-Paced Fee: $115
→ Click here to register

Adobe Animate CC Training
Learn the basics of Animate (formerly Adobe Flash) and start designing rich, interactive animations.
Self-Paced Fee: $119
→ Click here to register

Adobe Value Suite
Get hands-on desktop publishing training and learn how to use Adobe InDesign CS6 to design and create professional-quality letterhead, business cards, brochures, PDF files that play movies and more.
Instructor-Led Fee: $299
→ Click here to register

ASE Technician Test Preparation 2.0 (TTP2): Automotive Service Consultant (C1)
Prepare for the Automotive Service Excellence (ASE) exams; this bilingual product provides both English- and Spanish-speaking technicians access to preparatory materials delivered in an easy-to-use format, while ensuring learning and retention.
Self-Paced Fee: $79
→ Click here to register

Creating WordPress Websites
Learn how to create attractive, sophisticated blogs and websites without any coding, using WordPress; the world’s most popular content management system.
Instructor-Led Fee: $125
Self-Paced Fee: $125
→ Click here to register

Creating WordPress Websites Series
Work hands-on with WordPress and learn about its many features as you create your own WordPress.org site and blog.
Instructor-Led Fee: $199
→ Click here to register

Computer Networking Suite
Get the foundation you need to begin training for computer certification in a technical field, or employment in a computer networking career.
Instructor-Led Fee: $299
→ Click here to register

When it comes to you, we’ve got you covered!

Professional and Public Programs is always looking to improve itself. We would like to hear from you and see how our adult fall online courses are working for you. Post a comment on our Facebook account.
NEW

Computer Skills for the Workplace

Acquire the fundamental computer competencies you need to survive and prosper in today’s fast-changing workplace.

Instructor-Led Fee: $120
Self-Paced Fee: $125
→ Click here to register

Designing Effective Websites

Master the basics of web design and learn how to build sites that are better and more effective.

Instructor-Led Fee: $125
Self-Paced Fee: $115
→ Click here to register

HTML and CSS Series

Create state-of-the-art websites using modern CSS3 and HTML5 techniques.

Instructor-Led Fee: $299
→ Click here to register

Intermediate InDesign CC

Get hands-on training and experience using many of the more advanced tools and features of InDesign CC; instruction and practice files for any version of InDesign CS4 or newer included.

Instructor-Led Fee: $125
Self-Paced Fee: $115
→ Click here to register

Intermediate Oracle

Gain hands-on experience with Oracle’s PL/SQL programming language, with expert assistance from an IT veteran.

Instructor-Led Fee: $125
Self-Paced Fee: $115
→ Click here to register

Intermediate WordPress Websites

Take your WordPress site to the next level and learn how to optimize it for a more dynamic user experience.

Instructor-Led Fee: $125
Self-Paced Fee: $125
→ Click here to register

Introduction to Adobe Acrobat X

Discover how to bring together a wide range of content from dozens of programs that you can reuse and customize in Acrobat X Pro.

Instructor-Led Fee: $125
→ Click here to register
Introduction to Database Development
Get a step-by-step review of all the phases of a system development project to guarantee that the resulting product will not only work as it was designed to work, but also that the design truly responds to user needs.
Instructor-Led Fee: $125
Self-Paced Fee: $115
→ Click here to register

Introduction to Digital Scrapbooking
Make the most of your scrapbooking talents and artistic ideas when you combine traditional and digital scrapbooking Using Photoshop Elements 11, 12, or 13.
Instructor-Led Fee: $115
Self-Paced Fee: $100
→ Click here to register

Introduction to Illustrator CS6
Use Illustrator CS6 to apply color, create shading effects and painterly brushstrokes, and add special effects such as 3D to your drawings; also move designs back and forth between Photoshop and Illustrator to take advantage of the strengths of both programs.
Instructor-Led Fee: $125
Self-Paced Fee: $125
→ Click here to register

Introduction to InDesign CC
Learn how to use InDesign CC to design and create professional-quality letterhead, business cards, brochures, forms, interactive PDF files, an eBook and more.
Instructor-Led Fee: $125
Self-Paced Fee: $125
→ Click here to register

Introduction to Interior Design
Transform plain living spaces into beautiful and functional rooms.
Instructor-Led Fee: $125
→ Click here to register

NEW
Introduction to Microsoft Excel 2016
Master Microsoft Excel 2016 with dozens of shortcuts and tricks for setting up fully-formatted worksheets quickly and efficiently.
Instructor-Led Fee: $139
Self-Paced Fee: $139
→ Click here to register

NEW
Introduction to Microsoft Excel 2019/Office 365
Learn the 2019 version of Microsoft Excel's basic functions and uses.
Instructor-Led Fee: $139
Self-Paced Fee: $139
→ Click here to register
You must be 18 or older to register for our Adult Leisure and Learning online courses.

NEW
Introduction to Microsoft Word 2016
Confidently use Microsoft Word 2016 to write and format reports and letters.
Instructor-Led Fee: $139
Self-Paced Fee: $139
⇒ Click here to register

Introduction to Oracle
Learn how you can use the Oracle database management system to plan, organize and manage your data.
Instructor-Led Fee: $125
Self-Paced Fee: $115
⇒ Click here to register

Introduction to PC Troubleshooting
Examine the typical hardware and operating system problems encountered by technicians, learn troubleshooting techniques to decipher any problem and gain the skills you need to solve them.
Instructor-Led Fee: $125
⇒ Click here to register

NEW
Introduction to Quickbooks Online
Learn the key features of QuickBooks Online and gain hands-on experience creating invoices, receipts, and statements; track payables, inventory, and receivables; generating reports; and more.
Instructor-Led Fee: $125
Self-Paced Fee: $125
⇒ Click here to register

Introduction to SQL
Learn the key concepts of SQL (Structured Query Language), the powerful and standard database management query language for relational databases.
Instructor-Led Fee: $125
Self-Paced Fee: $115
⇒ Click here to register

Introduction to Windows 10
Gain the foundation you need to get started right away using Windows 10.
Instructor-Led Fee: $125
Self-Paced Fee: $125
⇒ Click here to register

Introduction to XML
Master the essentials of XML through easy-to-follow, real-world examples and produce powerful code even if you are new to computer programming.
Instructor-Led Fee: $125
Self-Paced Fee: $115
⇒ Click here to register

Instructional Design Training
Learn the basics of instructional design and the phases of the design process, including conducting a needs assessment, designing and delivering training, and evaluating instruction.
Self-Paced Fee: $79
⇒ Click here to register

Java Developer Suite
Create practical and sophisticated computer programs using both Java and XML.
Instructor-Led Fee: $299
⇒ Click here to register

Using the Internet in the Classroom
Teach your students how to locate and evaluate Internet resources; improve the caliber and amount of discussion through the use of email and discussion boards; and safeguard your students and their personal information online.
Instructor-Led Fee: $125
Self-Paced Fee: $115
⇒ Click here to register

Typography
Understand typography and how to apply this technique to your UI/UX projects.
Self-Paced Fee: $79
⇒ Click here to register

Web Design Value Suite
Learn to create and post your very own website using HTML.
Instructor-Led Fee: $299
⇒ Click here to register
### CRAFTS AND HOBBIES
- Color Theory
- Drawing for the Absolute Beginner
- Discover Digital Photography
- **NEW** Get Funny!
- Introduction to Cryptography (Self-Paced Tutorial)
- Keyboarding
- Mastering Your Digital SLR Camera
- **NEW** Photographing Nature with Your Digital Camera
- Photographing People with Your Digital Camera
- Photography Suite
- Photoshop CC for the Digital Photographer
- Photoshop Elements for the Digital Photographer
- Secrets of Better Photography
- Start a Pet-Sitting Business
- **NEW** Start Your Own Edible Garden

### HEALTH & WELLNESS
- Aging and Health Bundle
- Certificate in Complementary and Integrative Health
- Certificate in Energy Medicine
- Certificate in Gerontology
- Certificate in Meditation
- Certificate in Mindfulness
- **NEW** Certificate in Music Therapy and Sound Healing
- Certificate in Stress Management
- Explore a Career in Healthcare Suite
- Healthy Living Suite
- Introduction to Natural Health and Healing
- Mind-Body Therapies Bundle
- Nutrition and Health Bundle
- Pain Management and End of Life Bundle
- Yoga **UPDATED** - Live/Online
- T’ai Chi Chuan **UPDATED** - Live/Online

### MONEY MATTERS
- **NEW** Accounting Fundamentals II
- Keys to Successful Money Management
- **NEW** Stocks, Bonds, and Investigating: Oh, My!
- Where Does All My Money Go?

### MUSIC, DANCE AND THEATER
- Introduction to Guitar
- **NEW** Music Made Easy

### PERSONAL AND PROFESSIONAL ENHANCEMENT
- Achieving Top Search Engine Positions
- **NEW** A to Z Grant Writing
- Become an Optical Assistant
- Become a Veterinary Assistant
- Become a Veterinary Assistant II: Canine Reproduction
Course Index

Marriage and Relationships: Keys to Success

NEW Medical Terminology: A Word Association Approach

Project Management Fundamentals

NEW Project Management Fundamentals II

NEW Project Management Fundamentals Series

Sales Training Suite

Secrets of the Caterer

Soft Skills Suite

Supervision and Management Series

Starting a Nonprofit

Start Your Own Online Business

Veterinary Assistant Series

Twelve Steps to a Successful Job Search

NEW Wow, What a Great Event!

NEW Grammar Refresher

NEW Accounting with QuickBooks Online Suite

Advanced PC Security

Adobe Animate CC Training

Adobe Value Suite

ASE Technician Test Preparation 2.0 (TTP2): Automotive Service Consultant (C1)

Creating WordPress Websites

Creating WordPress Websites Series

Computer Networking Suite

NEW Computer Skills for the Workplace

Designing Effective Websites

HTML and CSS Series

Intermediate InDesign CC

Intermediate Oracle

Intermediate WordPress Websites

Introduction to Adobe Acrobat X

Introduction to Database Development

Introduction to Digital Scrapbooking

Introduction to Illustrator CS6

Introduction to InDesign CC

Introduction to Interior Design

ADVANCED LEISURE AND LEARNING

Professional and Public Programs –
Adult Leisure and Learning

TECHNOLOGY

NEW Become a Veterinary Assistant III: Practical Skills

NEW Beginner’s Guide to Getting Published

Building Teams That Work

Business and Marketing Writing

Effective Selling

Employment Law Fundamentals

Explore a Career as an Administrative Medical Assistant

Explore a Career as a Clinical Medical Assistant

Fundamentals of Supervision and Management

Fundamentals of Supervision and Management II

High Speed Project Management

Introduction to Lightroom Classic CC

Keys to Effective Communication

Leadership

New Manager Suite

Managing Customer Service

Manufacturing Fundamentals

READING AND WRITING

Advanced Fiction Writing

TECHNOLOGY

NEW Accounting with QuickBooks Online Suite

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Introduction to Illustrator CS6

Introduction to InDesign CC

Introduction to Interior Design
NEW Introduction to Microsoft Excel 2016

NEW Introduction to Microsoft Excel 2019/Office 365

NEW Introduction to Microsoft Word 2016

Introduction to Oracle

Introduction to PC Troubleshooting

NEW Introduction to Quickbooks Online

Introduction to SQL

Introduction to Windows 10

Introduction to XML

Instructional Design Training

Java Developer Suite

Using the Internet in the Classroom

Typography

Web Design Value Suite
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!

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• English Language Institute
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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 for 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 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 Professional and Public Programs.

Registration Confirmation
You will receive a registration confirmation with pertinent information within 48 hours of registering. 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
Due to safety and health concerns caused by COVID-19, continuing education courses are online 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 face-to-face 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, dislocated, 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
Professional and Public Programs reserves the right to cancel, reschedule or combine classes, and

to change instructors when necessary. If a class is canceled or rescheduled, you will be notified by phone and email. All cancellations by Professional and Public Programs will result in a full refund.

Refunds
Certain courses are governed by their own refund policy. Please visit our website at ppp.utep.edu for up-to-date policies on refunds and click on the Resources tab. 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 Professional and Public Programs Registration Office at ppp@utep.edu.

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

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 Professional and Public Programs continuing education courses.
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

**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 to qualify.

**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: The English Language Institute Core Program and online courses. Discounts outlined here may not be combined with any other discounts.
Contact our Team

BY EMAIL
Send us an email with your questions to:
p3all@utep.edu

Contact our Program

BY PHONE
Call 915-747-5142,
Monday – Friday, 8 a.m.-5 p.m.

ONLINE
Visit us at
ppp.utep.edu

Socorro (Soco) began her career at UTEP in 2003 as a part-time customer service representative with PACE, which was the name of Professional and Public Programs at that time.

She was born and raised in Ciudad Juárez, Mexico, and moved to El Paso in 1995. She holds a Bachelor in Business Administration with a Minor in Finance from the Instituto Tecnológico de Ciudad Juárez.

Soco strives to provide excellence through accessible programs that positively impact the well-being of the community. She is a current, active member of the UTEP Staff Council, and a proud mother of two children and several four-legged fur babies.

Favorite inspirational quote:
“You’re alive. That means you have infinite potential. You can do anything, make anything, dream anything.” – Neil Gaiman

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