Professional and Public Programs – Continuing Education at UTEP

Adult Leisure and Learning
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 Adult Leisure and Learning courses cover a variety of topics including cooking, gardening, music, fitness and more. They are the perfect way to enjoy some “me” time and learn a new skill. They give you the opportunity to connect safely with others and make new friends.
See following page to view our Summer 2021 Adult Leisure and Learning course listings.

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

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

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Featured Live/Online Course

UPDATED Yoga
Learn the fundamental postures and breathing techniques utilized in yoga philosophy.
Start date: May 10, 2021
Fee: $37
Early Bird Registration Fee: $33.30
⇒ Click here to register

Start date: June 7, 2021
Fee: $37
Early Bird Registration Fee: $33.30
⇒ Click here to register

Start date: July 5, 2021
Fee: $37
Early Bird Registration Fee: $33.30
⇒ Click here to register

Start date: August 9, 2021
Fee: $37
Early Bird Registration Fee: $33.30
⇒ Click here to register

See following page to view our Live/Online courses offered through MS Teams.
Fitness to Live and Health & Wellness
Live/Online Courses

All the following courses are offered Live/Online through MS Teams for ages 18 and older.

**NEW**
**Body Weights and Sculpting**
Gain strength and muscle tone, and lower your risk of bone loss using elements of cardio, toning, HIIT (High Intensity Interval Training), circuit training, and balance and strength training.

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

- **Start date:** June 7, 2021
  - **Fee:** $37
  - **Early Bird Registration Fee:** $33.30
    ➔ Click here to register

- **Start date:** July 5, 2021
  - **Fee:** $37
  - **Early Bird Registration Fee:** $33.30
    ➔ Click here to register

- **Start date:** August 9, 2021
  - **Fee:** $37
  - **Early Bird Registration Fee:** $33.30
    ➔ Click here to register

**NEW**
**Cardio Dance**
Get your cardio, raise your pulse, burn fat and build stamina, all while moving to high-energy music.

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

- **Start date:** June 7, 2021
  - **Fee:** $37
  - **Early Bird Registration Fee:** $33.30
    ➔ Click here to register

- **Start date:** July 6, 2021
  - **Fee:** $37
  - **Early Bird Registration Fee:** $33.30
    ➔ Click here to register

- **Start date:** August 9, 2021
  - **Fee:** $37
  - **Early Bird Registration Fee:** $33.30
    ➔ Click here to register

**UPDATED**
**Yoga**
Learn the fundamental postures and breathing techniques utilized in yoga philosophy.

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

- **Start date:** June 7, 2021
  - **Fee:** $37
  - **Early Bird Registration Fee:** $33.30
    ➔ Click here to register

- **Start date:** July 5, 2021
  - **Fee:** $37
  - **Early Bird Registration Fee:** $33.30
    ➔ Click here to register

- **Start date:** August 9, 2021
  - **Fee:** $37
  - **Early Bird Registration Fee:** $33.30
    ➔ Click here to register
You must be 18 or older to register for our Adult Leisure and Learning Live/Online courses.

**Face-to-Face Courses**

The following courses are offered face-to-face for ages 18 and older.

### Crafts and Hobbies

**Introduction to Professional Photography**

Study the basics of photography and learn to take better photographs; class includes a 2-hour field trip.

- **Start date:** June 7, 2021
- **Fee:** $98
- **Early Bird Registration Fee:** $88.20

-[Click here to register](#)

**Intermediate Professional Photography**

Learn how to use perspective and aesthetics to enhance your photography skills; class includes 2-hour campus field trips.

- **Start date:** July 5, 2021
- **Fee:** $98
- **Early Bird Registration Fee:** $88.20

-[Click here to register](#)

**Photo Digital Imaging I (Adobe Photoshop)**

Gain the skills you need to use Photoshop with confidence and ease.

- **Start date:** August 2, 2021
- **Fee:** $98
- **Early Bird Registration Fee:** $88.20

-[Click here to register](#)

### Fitness to Live

**Circuit Strength Training & Fitness Conditioning**

Improve aerobic fitness, health and muscular strength with this course. No class 7/6 and 7/8.

- **Start date:** June 8, 2021
- **Fee:** $98
- **Early Bird Registration Fee:** $88.20

-[Click here to register](#)

**Kendo, Iaido and Japanese Swordsmanship**

Learn the basics of the Japanese katana; all skill levels welcome, must be 18 to participate. No class 7/7, 7/9 and 7/10.

- **Start date:** August 9, 2021
- **Fee:** $113
- **Early Bird Registration Fee:** $101.70

-[Click here to register](#)

**T’ai Chi Chuan**

Mindfully integrate movement and breath as you work through postures designed to build strength and flexibility, tone the body and clear the mind.

- **Start date:** May 10, 2021
- **Fee:** $37
- **Early Bird Registration Fee:** $33.30

-[Click here to register](#)

- **Start date:** June 7, 2021
- **Fee:** $37
- **Early Bird Registration Fee:** $33.30

-[Click here to register](#)

- **Start date:** July 5, 2021
- **Fee:** $37
- **Early Bird Registration Fee:** $33.30

-[Click here to register](#)

- **Start date:** August 9, 2021
- **Fee:** $37
- **Early Bird Registration Fee:** $33.30

-[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 summer online courses are working for you.

Post a comment on our Facebook account.
Online Courses

All the following courses are offered online for ages 18 and older.

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, and learn the uses of different equipment. For novice photographers.
Instructor-Led Fee: $120
Self-Paced Fee: $115
→ Click here to register

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)
Study the fundamentals of cryptography and get hands-on experience through the use of live virtual machine labs, lab simulations and case projects.
Self-Paced Fee: $69
→ 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

Photographing Nature With Your Digital Camera
Master your digital camera’s controls and features and start taking exceptional nature photos in no time.
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 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

Connect with us to receive special offers, updates on courses and more!

facebook.com/UTEP.P3
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 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

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: $215
→ 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: $99
Self-Paced Fee: $99
→ 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: $175
Self-Paced Fee: $175
→ 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: $125
Self-Paced Fee: $125
→ Click here to register

Certificate in Mindfulness
Examine the many benefits of mindfulness for both your personal and professional life and lay the foundation for a career in health and wellness coaching.
Instructor-Led Fee: $115
Self-Paced Fee: $115
→ Click here to register

Certificate in Music Therapy and Sound Healing
Study the benefits of music, music therapy and sound healing in the health profession.
Instructor-Led Fee: $115
→ 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: $175
Self-Paced Fee: $175
→ Click here to register

Certificate in Music Therapy and Sound Healing
Study the benefits of music, music therapy and sound healing in the health profession.
Instructor-Led Fee: $115
→ 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: $99
→ 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

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

Mind-Body Therapies Bundle
Explore the fundamentals of energy medicine in this certificate course.
Instructor-Led Fee: $249
→ 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 as well as their impact on physical, social, emotional and spiritual health.
Instructor-Led Fee: $115
Self-Paced Fee: $115
→ Click here to register

NEW Accounting Fundamentals I
Gain an understanding of accounting basics for career advancement or for personal use.
Instructor-Led Fee: $150
Self-Paced Fee: $150
→ Click here to register

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

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

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

You must be 18 or older to register for our Adult Leisure and Learning online courses.
**Stocks, Bonds and Investing: 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:** $135  
**Self-Paced Fee:** $135

→ [Click here to register](#)

**Where Does All My Money Go?**

Study the 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](#)

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**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:** $135  
**Self-Paced Fee:** $135

→ [Click here to register](#)

**Become an Optical Assistant**

Gain entry into the world of optical assisting.

**Instructor-Led Fee:** $135

→ [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:** $135  
**Self-Paced Fee:** $135

→ [Click here to register](#)

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**MUSIC, DANCE AND THEATER**

**Introduction to Guitar**

Learn to play guitar, and become the musician you’ve always wanted to be with these fun and informative lessons.

**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:** $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: $150
Self-Paced Fee: $150
→ 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

Business and Marketing Writing
Learn how to write or identify copy that achieves business and marketing goals.
Instructor-Led Fee: $135
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: $125
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 that best suits you, such as patient contact or billing and coding.
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

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

Manufacturing Fundamentals

Study and understand the basic skills required to work in the manufacturing field.

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

⇒ 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

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
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: $145
Self-Paced Fee: $145
→ 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: $145
Self-Paced Fee: $155
→ 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

Soft Skills Suite
Get information that will help you understand yourself, solve people problems, and improve your relationships as well as personal and professional productivity.
Instructor-Led Fee: $399
→ Click here to register

Sales Training Suite
Learn to use communication to build rapport and create environments of trust, warmth and respect.
Instructor-Led Fee: $299
→ 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

Start a Pet-Sitting Business
Master the essentials of starting and running a cat- and dog-sitting business; learn about caring for pets, handling home visits, financing and marketing your business, and more.
Instructor-Led Fee: $125
Self-Paced Fee: $125
→ Click here to register

You must be 18 or older to register for our Adult Leisure and Learning online courses.
Starting a Nonprofit
Learn how to form a new nonprofit, convert an informal group to tax-exempt status or reorganize an existing organization; also be informed 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

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

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, employer or favorite charity.
Instructor-Led Fee: $115
Self-Paced Fee: $115
→ 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

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

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: $135
Self-Paced Fee: $135
→ Click here to register

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

We want to network with you!
Join our LinkedIn community.

915-747-5142  |  ppp.utep.edu  |  Summer 2021  |  13

Photos courtesy ed2go.com.
TECHNOLOGY

**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:** $130
⇒ 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:** $135
⇒ 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 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

**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:** $125
**Self-Paced Fee:** $125
⇒ Click here to register

Connect with us to receive special offers, updates on courses and more!

You **must be 18 or older** to register for our Adult Leisure and Learning online courses.

⇒ Photo courtesy ed2go.com.

the world’s most popular content management system.
**Instructor-Led Fee:** $125
**Self-Paced Fee:** $125
⇒ Click here to register

**Creating WordPress Websites**
Learn how to create attractive, sophisticated blogs and websites without any coding, using WordPress;
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: $125
› 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

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: $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: $125
› 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: $115
› 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

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

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

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 Quickbooks Online
Learn the key features of QuickBooks Online and gain hands-on experience creating invoices, receipts and statements; tracking 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: $125
→ Click here to register

You must be 18 or older to register for our Adult Leisure and Learning online courses.
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: $125**
[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: $115**
[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](#)

Java Developer Suite
Create practical and sophisticated computer programs using both Java and XML.
**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](#)

Using the Internet in the Classroom
Learn 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 personal information online.
**Instructor-Led Fee: $125**
**Self-Paced Fee: $125**
[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](#)
Fitness to Live and Health & Wellness
Live/Online Courses

NEW Body Weights and Sculpting
Start date: May 10
Start date: June 7
Start date: July 5
Start date: August 9

NEW Cardio Dance
Start date: May 11
Start date: June 8
Start date: July 6
Start date: August 10

UPDATED Yoga
Start date: May 10
Start date: June 7
Start date: July 5
Start date: August 9

UPDATED T’ai Chi Chuan
Start date: May 10
Start date: June 7
Start date: July 5
Start date: August 9

Face-to-Face Courses

Introduction to Professional Photography

Intermediate Professional Photography

Photo Digital Imaging I (Adobe Photoshop)

Online Courses

Circuit Strength Training & Fitness Conditioning
Kendo, iaido and Japanese Swordsmanship

Online Courses

Color Theory

Drawing for the Absolute Beginner

Discover Digital Photography

Get Funny!

Introduction to Cryptography (Self-Paced Tutorial)

Mastering Your Digital SLR Camera

Photographing Nature With Your Digital Camera

Photographing People With Your Digital Camera

Photography Suite

Photoshop Elements for the Digital Photographer

Secrets of Better Photography

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

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

MONEY MATTERS

NEW Accounting Fundamentals I

Accounting Fundamentals II
Professional and Public Programs –
Adult Leisure and Learning

Course Index

Keys to Successful Money Management
Stocks, Bonds and Investing: Oh, My!
Where Does All My Money Go?

Music, Dance and Theater
Introduction to Guitar
Music Made Easy

Personal and Professional Enhancement
Achieving Top Search Engine Positions
A to Z Grant Writing
Become an Optical Assistant
Become a Veterinary Assistant
Become a Veterinary Assistant II: Canine Reproduction
Become a Veterinary Assistant III: Practical Skills
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
Marriage and Relationships: Keys to Success
Medical Terminology: A Word Association Approach
Project Management Fundamentals
Project Management Fundamentals II
Project Management Fundamentals Series
Sales Training Suite
Secrets of the Caterer

Soft Skills Suite
Supervision and Management Series
Start a Pet-Sitting Business
Starting a Nonprofit
Start Your Own Online Business
Veterinary Assistant Series
Twelve Steps to a Successful Job Search
Wow, What a Great Event!

Reading and Writing
Advanced Fiction Writing
Beginner’s Guide to Getting Published
Grammar Refresher

Technology
Accounting With QuickBooks Online Suite
Advanced PC Security
Adobe Animate CC Training
Adobe Value Suite
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Professional and Public Programs – Adult Leisure and Learning

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For complete details about our Summer 2021 Adult Leisure and Learning courses, visit [ppp.utep.edu/coursesforadults](http://ppp.utep.edu/coursesforadults)
If you’re interested in teaching an existing course or have an idea for a new course, we’d love to hear from you!

Instructors are needed for the following areas:

• Corporate & Business Training
• Adult Leisure and Learning
• Youth Programs and Camps
• Languages & Cultural Studies
• English Language Institute
• Corporate Customized Training

To learn more about becoming a P3 instructor, call us at: 915-747-5142.

Make a difference. Earn some extra income. Enhance your resumé.

Join our team of instructors!
DISCOVER THE MINER IN YOU

Continuing Education at UTEP
Adult Leisure and Learning

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

Socorro Herrera
Program Manager

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Writing/Editing by: Arathi Kylasam
Staff photos by: Laura Trejo, J.R. Hernández, Rebecca Moreno and Cecily L. Piñon
Interior photo library by: Ivan Aguirre and J.R. Hernández from University Communications at UTEP, Rebecca Moreno and Claudia Cornejo
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