PROFESSIONAL AND PUBLIC PROGRAMS

ADULT LEISURE AND LEARNING

Course guide

SPRING 2024

915-747-5142 | ppp.utep.edu
We offer face-to-face and online courses for adults in a wide variety of topics. From Crafts and Hobbies, Health and Wellness, Money Matters, Performing Arts and Personal and Professional Enrichment, to Technology, we have it all. Our courses

- are the perfect way to enjoy some “me” time and learn a new skill
- give you the opportunity to connect safely with others and make new friends

Ask about our Corporate Wellness Program

We offer a variety of classes and seminars, all of which can be held online or 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 the form, and submit.
FEATURED COURSES

CRAFTS AND HOBBIES

**Smartphone Photo Editing and Vlogging**
Acquire the knowledge and skills to effectively capture the essence of a special moment using a smartphone.

Start Date: January 27, 2024

⇒ Click here to register

FITNESS TO LIVE

**NEW Spinning: Pedal Your Way to Fitness Excellence**
Elevate your fitness journey with our spinning class, a dynamic workout designed to enhance cardiovascular endurance, strength and overall fitness.

Start Date: January 9, 2024

⇒ Click here to register

Start Date: February 6, 2024

⇒ Click here to register

Start Date: March 5, 2024

⇒ Click here to register

Start Date: April 2, 2024

⇒ Click here to register

Start Date: May 7, 2024

⇒ Click here to register

TECHNOLOGY

**NEW Microsoft Excel Essentials: Your Key to Data Dominance**
Get equipped with the essential skills to create, format, and analyze spreadsheets efficiently.

Start Date: March 5, 2024

⇒ Click here to register

Our aquatic courses are back with a splash!

Turn the page and pick the course that best fits your day. Courses will take place on campus at the UTEP Student Recreation Center.

“...for 20 years. I have enjoyed all the courses. David, our instructor, is very dedicated and serious about his instruction. He knows our strengths and weaknesses. I don’t mind if he has to cancel a class here and there. My health has been better than ever because I have been consistent in attending his classes. He is awesome!”

- Participant, Circuit Training

CONTACT OUR TEAM

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

**BY EMAIL**
Email us at p3all@utep.edu

See pages 4-22 for available courses for Spring 2024.

For additional information or to register, go to ppp.utep.edu/coursesforadults
Swimming and Conditioning
Dive into our intermediate-advanced swim training class for an intensive aquatic experience tailored to swimmers seeking both a robust workout and enhanced technique.
Start Date: February 1, 2024
Fee: $125*
→ Click here to register

Start Date: March 5, 2024
Fee: $125*
→ Click here to register

Start Date: April 2, 2024
Fee: $125*
→ Click here to register

*No discounts on fees for aquatic courses.
WE ARE HIRING

AQUATICS INSTRUCTORS

Join our team!

To learn more about becoming an aquatics instructor* for Professional and Public Programs call us at 915-747-5142 or email ppp@utep.edu

*Must create own curriculum and course syllabus.

COVID-19 PRECAUTION STATEMENT

Please stay home if you have been diagnosed with COVID-19 or are experiencing COVID-19 symptoms. If you have tested positive for COVID-19, prior to, after, and/or during your time enrolled in your course(s), you are highly encouraged to report your results to covidaction@utep.edu as well as to let our office know at ppp@utep.edu.

The Center for Disease Control and Prevention recommends that people in areas of substantial or high COVID-19 transmission wear face masks when indoors in groups of people.

The best way that we can take care of ourselves and others is to get the vaccine. If you still need the vaccine, it is widely available in the El Paso area. For more information about the current rates, testing, and vaccinations, please visit epstrong.org.

Wash your hands often
Use tissue when cough/sneeze
Wear a face mask if you are sick
Avoid close contact with people who are sick
You must be 18 or older to register for our Adult Leisure and Learning online courses.

For complete details about our Spring 2024 courses, visit ppp.utep.edu/coursesforadults

CRAFTS AND HOBBIES

Introduction to Professional Photography
Study the basics of photography and learn to take better photographs. Must have a DSLR camera or mirrorless camera.
Start Date: January 22, 2024
Fee: $135
Early Bird Registration Fee: $121.50
→ Click here to register

Mastering Photoshop for Photography
Improve the quality of your photos with Photoshop, the ultimate tool for top-notch photo and image editing.
Start Date: March 2, 2024
Fee: $185
Early Bird Registration Fee: $166.50
→ Click here to register

Smartphone Photo Editing and Vlogging
Acquire the knowledge and skills to effectively capture the essence of a special moment using a smartphone.
Start Date: January 27, 2024
Fee: $150
Early Bird Registration Fee: $135
→ Click here to register

Ultimate Portrait and Studio Photography
Acquire the skills and knowledge necessary to create outstanding portrait and studio photographs.
Start Date: February 19, 2024
Fee: $150
Early Bird Registration Fee: $135
→ Click here to register

Are you a novice when it comes to smartphone photography and vlogging?

→ Check out our Smartphone Photo Editing and Vlogging course below and register!

UTEP Employees and Retirees Discounts
Current and retired UTEP employees may receive a 15% discount on 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.

For more information about our available discounts, check out the Safety Measures, Discounts and General Information Guide at ppp.utep.edu.

We want to hear from you!
Post a comment on our Facebook page.
Trying to meet a fitness goal?  
Bored of the same exercise routine?  
Sign up for a variety of fitness courses designed for different individual fitness levels.  
Get healthier, feel better about yourself, have more energy, and have fun while doing it all!

FITNESS TO LIVE

**Body Sculpting and Conditioning**  
Engage in elements of cardio, circuit training, balance, and strength training, learn proper form and improve flexibility.  
**Start Date: January 8, 2024**  
Fee: $67  
Early Bird Registration Fee: $62.10  
→ Click here to register

**Start Date: February 5, 2024**  
Fee: $75  
Early Bird Registration Fee: $67.50  
→ Click here to register

**Start Date: March 4, 2024**  
Fee: $75  
Early Bird Registration Fee: $67.50  
→ Click here to register

**Start Date: April 1, 2024**  
Fee: $75  
Early Bird Registration Fee: $67.50  
→ Click here to register

**Circuit Training**  
Improve aerobic fitness, health and muscular strength with this course.  
**Start Date: January 9, 2024**  
Fee: $145  
Early Bird Registration Fee: $130.50  
→ Click here to register

**Start Date: March 5, 2024**  
Fee: $145  
Early Bird Registration Fee: $130.50  
→ Click here to register

**Start Date: April 30, 2024**  
Fee: $145  
Early Bird Registration Fee: $130.50  
→ Click here to register

“Gracie has continued to do a wonderful job with her body sculpting and substitute teaching for circuit training. She keeps the class moving, always changes it up so you don’t get bored, and covers all the body parts. She’s definitely an asset!”

-Participant, Circuit Training
FITNESS TO LIVE (CONT.)

NEW Core Fusion Sculpt: Build Strength and Define Your Body
Transform your physique with this dynamic fusion of strength training and core-focused exercises.
Start Date: January 9, 2024
Fee: $75
Early Bird Registration Fee: $67.50
→ Click here to register

Start Date: February 6, 2024
Fee: $85
Early Bird Registration Fee: $76.50
→ Click here to register

Start Date: March 5, 2024
Fee: $85
Early Bird Registration Fee: $76.50
→ Click here to register

Start Date: April 2, 2024
Fee: $85
Early Bird Registration Fee: $76.50
→ Click here to register

Start Date: May 7, 2024
Fee: $85
Early Bird Registration Fee: $76.50
→ Click here to register

Fencing Fundamentals: Your First Step to Swordplay Mastery
Enjoy an exhilarating journey into the world of fencing.

Start Date: February 8, 2024
Fee: $150
Early Bird Registration Fee: $135
→ Click here to register

Golf Summer Class OFF CAMPUS
Learn the fundamentals of golf and swing like a pro. Designed for all skill levels; offered off campus.
Start Date: March 7, 2024
Fee: $175
Early Bird Registration Fee: $157.50
→ Click here to register

Kickboxing: One Hour Workout
Learn training strategies and schemes related to proper boxing technique in this hour-long course.
Start Date: January 8, 2024
Fee: $95
Early Bird Registration Fee: $85.50
→ Click here to register

Start Date: February 5, 2024
Fee: $99
Early Bird Registration Fee: $89.10
→ Click here to register

Start Date: March 4, 2024
Fee: $99
Early Bird Registration Fee: $89.10
→ Click here to register

Start Date: April 1, 2024
Fee: $109
Early Bird Registration Fee: $98.10
→ Click here to register

Start Date: May 1, 2024
Fee: $109
Early Bird Registration Fee: $98.10
→ Click here to register

“The instructor was so motivational and really knew her audience. She challenged us and I feel that my strength, stamina, and health improved.”
- Adult Leisure and Learning Course Participant

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

For complete details about our Spring 2024 courses, visit ppp.utep.edu/coursesforadults
NEW Spinning: Pedal Your Way to Fitness Excellence
Elevate your fitness journey with our spinning class, a dynamic workout designed to enhance cardiovascular endurance, strength and overall fitness.

Start Date: January 9, 2024
Fee: $75
Early Bird Registration Fee: $67.50
➔ Click here to register

Start Date: February 6, 2024
Fee: $85
Early Bird Registration Fee: $76.50
➔ Click here to register

Start Date: March 5, 2024
Fee: $85
Early Bird Registration Fee: $76.50
➔ Click here to register

Start Date: April 2, 2024
Fee: $85
Early Bird Registration Fee: $76.50
➔ Click here to register

Start Date: May 7, 2024
Fee: $85
Early Bird Registration Fee: $76.50
➔ Click here to register

Triathlon Class
Enhance your fitness and confidence in cycling, running and swimming; perfect for beginners and intermediate-level athletes.

Start Date: February 6, 2024
Fee: $150
➔ Click here to register

Start Date: March 5, 2024
Fee: $150
➔ Click here to register

Start Date: April 2, 2024
Fee: $150
➔ Click here to register

NEW Open Spinning: Unwind and Revitalize Your Mind and Body
Enjoy a self-guided, instructor-free cardio session where you pedal to your own music, boosting endurance and strength while benefiting from the therapeutic effects of cycling.

Start Date: January 8, 2024
Fee: $25
➔ Click here to register

Start Date: March 18, 2024
Fee: $25
➔ Click here to register

FITNESS TO LIVE (CONT.)
‘Juan is fantastic. He is an excellent and encouraging coach. He makes the class fun and challenging. You always leave with a sense of accomplishment.’

Adult Leisure and Learning Course Participant
FITNESS TO LIVE (CONT.)

Ultra Strength and Conditioning Fitness
Maintain your fitness level, reduce body fat, reduce the risk and rate of injury, and/or use exercise to combat stress in this personal weight training program.
Start Date: January 9, 2024
Fee: $185
Early Bird Registration Fee: $166.50
→ Click here to register

Start Date: March 5, 2024
Fee: $185
Early Bird Registration Fee: $166.50
→ Click here to register

Start Date: April 30, 2024
Fee: $185
Early Bird Registration Fee: $166.50
→ Click here to register

HEALTH AND WELLNESS

Flow Yoga
Embark on a transformative journey of well-being as you immerse yourself in this captivating yoga class.
Start Date: January 8, 2024
Fee: $115
Early Bird Registration Fee: $103.50
→ Click here to register

Start Date: March 18, 2024
Fee: $115
Early Bird Registration Fee: $103.50
→ Click here to register

PERFORMING ARTS

Introduction to Guitar - Beginner
Study at your own pace and learn terms, minor theory, and how to play basic chords in this introductory course. Required materials: Acoustic guitar. Please ensure you purchase guitars appropriate to your size and consult the salesperson at the music store when doing so.
Start Date: February 3, 2024
Fee: $75
Early Bird Registration Fee: $67.50
→ Click here to register

Start Date: April 6, 2024
Fee: $75
Early Bird Registration Fee: $67.50
→ Click here to register

TECHNOLOGY

NEW Master Microsoft Word With Ease
Discover the essentials of Microsoft Word in this comprehensive course.
Start Date: February 6, 2024
Fee: $150
Early Bird Registration Fee: $135
→ Click here to register

NEW Microsoft Excel Essentials: Your Key to Data Dominance
Get equipped with the essential skills to create, format, and analyze spreadsheets efficiently.
Start Date: March 5, 2024
Fee: $150
Early Bird Registration Fee: $135
→ Click here to register

NEW Slide to Success: Mastering Microsoft PowerPoint
Create compelling slideshows that captivate audiences.
Start Date: April 2, 2024
Fee: $150
Early Bird Registration Fee: $135
→ Click here to register

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

For complete details about our Spring 2024 courses, visit ppp.utep.edu/coursesforadults
Our online courses are affordable, fun, fast, and convenient.

Note: Courses may be instructor-led or self-paced. Pricing for the following courses is available on the course website; simply follow the “→ Click here to register” link under each course description to get more information.

CRAFTS & HOBBIES

Color Theory
Study the fundamentals of color theory and learn how to apply this framework to your web design practice.
→ Click here to register

Discover Digital Photography
Learn all about digital cameras, from DSLRs to smartphone cameras; for the novice photographer.
→ 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.
→ Click here to register

Genealogy Basics
Understand the genealogy research process and learn how to interpret the information you find.
→ 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.
→ Click here to register

We want to hear from you!
Post a comment on our Facebook page.
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For complete details about our Spring 2024 courses, visit ppp.utep.edu/coursesforadults

Pricing for the following courses is available on the course website; simply follow the “Click here to register” link under each course description to get more information.

DIAGRAM AND HOBBIES (CONT.)

Growing Plants for Fun and Profit
Turn your love of plants into an enjoyable and profitable home business.

→ Click here to register

Introduction to Interior Design
Transform plain living spaces into beautiful and functional rooms.

→ Click here to register

Mastering Your Digital DSLR Camera
Learn how to use your DSLR camera to take beautiful photos.

→ 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.

→ 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.

→ Click here to register

Photography Suite
Get an overview of the basics of digital photography, including equipment, software and practical uses.

→ Click here to register

Secrets of Better Photography
Learn how to choose the right photographic equipment and compose images with style.

→ 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.

→ Click here to register

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

#utepp3
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.

Certificate in Complementary and Integrative Health
Gain a broad understanding of alternative and integrative therapies to meet the needs of diverse populations.

Certificate in Energy Medicine
Incorporate methods of energy healing with modern health care methods and earn a Certificate in Energy Medicine.

Certificate in Food, Nutrition and Health
Gain insight into how food interacts with your body and how to make healthy changes for better nutrition.

Certificate in Gerontology
Gain the knowledge and skills necessary to effectively meet the needs of the aging population in a wide range of careers.

Certificate in Global Healing Systems
Gain an understanding of various global healing practices to more effectively support your clients who use various traditional healing practices and techniques.

Certificate in Healing Environments for Body, Mind, and Spirit
Learn the various elements of optimal healing environments and how they impact the health of individuals and communities on a physical, social, psychological and spiritual level.

Certificate in Healthy Aging
Learn about the specific aspects of aging, including the impact of nutrition and physical activity on the aging process, physiologic changes in the healthy aging brain, the role of intimacy and sexuality on healthy aging, keys to longevity in the centenarian population, and important behavioral and mental health issues in the aging adult.

Certificate in Holistic and Integrative Health
Study the fundamentals of person-centered and person-empowered health care, including details on some of the more popular therapies today.

Certificate in Holistic and Integrative Health: Foundations 1
Focus on foundational concepts in holistic and integrative health, including stress management, physical activity and movement, nutrition, and healing environments.

Certificate in Holistic and Integrative Health: Foundations 2
Examine the healing systems of Ayurvedic and traditional Chinese medicine, explore the connection between health and the human spirit, and learn about ancient and diverse practices of meditation.

Certificate in Holistic and Integrative Health: Foundations 3
Explore the concepts of four holistic therapeutic modalities: Focus on the use of humor, music and sound, energy healing, and massage and bodywork in healing.

Certificate in Meditation
Discover 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.

Pricing for the following courses is available on the course website; simply follow the “→ Click here to register” link under each course description to get more information.

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

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

915-747-5142 | ppp.utep.edu | Spring 2024
You **must be 18 or older** to register for our Adult Leisure and Learning online courses.

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**HEALTH & WELLNESS (CONT.)**

**Certificate in Mindful Relationships**
Learn about mindfulness as a stress management technique and earn a certificate in mindful relationships.

[Click here to register](#)

**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.

[Click here to register](#)

**Certificate in Music Therapy and Sound Healing**
Study the benefits of music and music therapy and sound healing in the health profession.

[Click here to register](#)

**Certificate in Spirituality, Health and Healing**
Study the characteristics of spirituality, its essential elements and the connection between spirituality and healing.

[Click here to register](#)

**Certificate in Starting Your Own Business in Health and Healing**
Get everything you need to embark on creating your own health and wellness business.

[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.

[Click here to register](#)

**Healthy Living Suite**
Establish a healthy approach to weight loss and weight maintenance.

[Click here to register](#)

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**Helping Elderly Parents**
Learn how to help parents or other loved ones through their transition into their golden years and learn skills that will help you with your own old age.

[Click here to register](#)

**Homeschool With Success**
Learn how to homeschool your kids and become familiar with the terminology the homeschool community uses.

[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.

[Click here to register](#)

**Listen to Your Heart and Success Will Follow**
Enjoy the rewards that come from doing what really makes you happy and begin designing a life that really works for you.

[Click here to register](#)
**MONEY MATTERS**

### Introduction to Quickbooks Online
Manage the financial aspects of your small business quickly and efficiently using QuickBooks Online.
- Click here to register

### Intermediate QuickBooks Online
Build upon the skills learned in the Introduction to QuickBooks online course; learn how to manage inventory, projects, classes and locations to better track and report on your business operations.
- Click here to register

### Interpersonal Communication
Manage the conscious and unconscious codes of meaning people send to each other and learn how to respond with appropriate codes in turn.
- Click here to register

### Introduction to Stock Options
Learn to evaluate, buy, sell and profit from stocks.
- Click here to register

### Keys to Successful Money Management
Explore the steps you need to take in order to achieve true financial success from a certified financial planner.
- Click here to register

### Math Refresher
Use math to your advantage in daily life.
- Click here to register

### Personal Finance
Gain control over the financial impact of your choices with tools that are useful, realistic and easy to work with.
- Click here to register

### Stock Trading Suite
Learn the fundamentals of investing by learning the ins and outs of the stock market, 401K plans, retirement planning, and personal financial goals; move on to techniques for valuing stocks, including how to read financial statements and conduct economic research, and how to buy, sell, and profit with tools used by professional investors; complete this series and learn to leverage your investment dollars in any type of market.
- Click here to register

### The Analysis and Valuation of Stocks
Study conventional and advanced techniques in researching and valuing stocks.
- 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.
- Click here to register

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**HEALTH & WELLNESS (CONT.)**

### Lose Weight and Keep It Off
Establish a healthy approach to weight loss and weight management.
- Click here to register

### Luscious, Low-Fat, Lightning-Quick Meals
Learn how to reduce fat in recipes without sacrificing flavor or texture.
- Click here to register

### Mind-Body Therapies Bundle
Explore the fundamentals of energy medicine in this certificate course.
- 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.
- 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.
- Click here to register

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Pricing for the following courses is available on the course website; simply follow the “Click here to register” link under each course description to get more information.
WE ARE HIRING INSTRUCTORS

Join our team!

Professional and Public Programs is always looking for subject matter experts to teach face-to-face courses and programs needed by individuals and professionals in our community.

Certified instructors are needed in the following areas:

• Aquatics/Swimming
• Fitness
• Microsoft Software Training
• Fine Arts
• Foreign Languages
• English as a Second Language

To learn more about becoming a Professional and Public Programs instructor*, call us at 915-747-5142 or email ppp@utep.edu

*Must create own curriculum and course syllabus.
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For complete details about our Spring 2024 courses, visit ppp.utep.edu/coursesforadults

**PERSONAL AND PROFESSIONAL ENHANCEMENT**

**Achieving Success With Difficult People**
Acquire the ability to interact with anyone, regardless of how difficult you perceive them to be.
➔ 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.
➔ Click here to register

**Get Assertive!**
Learn specific techniques to become more assertive in all types of situations, with all types of people, and in all aspects of your life.
➔ Click here to register

**Individual Excellence**
Develop a fulfilling career plan and the skills to improve your interpersonal relationships.
➔ 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.
➔ Click here to register

**New Career Suite**
Learn how to design a life that makes you happy and create an effective resume to acquire a career that fulfills you.
➔ Click here to register

**Prepare for GED Test Series**
Analyze your strengths and weaknesses, so you can focus your studying on the areas you need the most in this GED prep course.
➔ Click here to register

**Real Estate Investing**
Discover how to make money in real estate regardless of how much you have to start with.
➔ Click here to register

**Real Estate Suite**
Gain the skills you need to make calculated and successful real estate investments.
➔ Click here to register

**Secrets of the Caterer**
Put your cooking and party-planning skills to work for you; acquire an understanding of the cooking skills you’ll need as a caterer and also get an introduction to the business side of catering.
➔ Click here to register

**Skills for Making Great Decisions**
Learn how to make excellent everyday decisions from an experienced counselor and life coach.
➔ Click here to register

**PERFORMING ARTS**

**Introduction to Guitar - Beginner**
Start playing guitar and become the musician you’ve always wanted to be with these fun and informative lessons.
➔ Click here to register

**Music Made Easy**
Learn to read, write and play simple pieces of music.
➔ Click here to register

Pricing for the following courses is available on the course website; simply follow the “➔ Click here to register” link under each course description to get more information.
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For complete details about our Spring 2024 courses, visit ppp.utep.edu/coursesforadults

$PERSONAL AND PROFESSIONAL ENHANCEMENT (CONT.)$

Small Business Marketing on a Shoestring
Market your small business like the big guys without making a big dent in your wallet.

⇒ Click here to register

Soft Skills Suite
Soft skills enable you to interact and engage with others to fully utilize your hard skills. Learn the secret to achieving success with this course.

⇒ Click here to register

Start a Pet-Sitting Business
Master the essentials of starting and running a cat- and dog-sitting business; learn about how the care of pets, handling home visits, financing and marketing your business, and more.

⇒ Click here to register

Start and Operate Your Own Home-Based Business
Learn how to be your own boss and eliminate the stress of having a job.

⇒ Click here to register

Start Your Own Arts and Crafts Business
Start your own arts and crafts business with tips from a professional artist.

⇒ Click here to register

Start Your Own Gift Basket Business
Learn everything you need to know about starting a gift basket business and running it successfully.

⇒ Click here to register

Start Your Own Online Business
Get the skills needed to create and build a business from the convenience of your own home.

⇒ Click here to register

Start Your Own Small Business
Transform your passion and talent into a viable small business.

⇒ Click here to register

Starting a Consulting Practice
Acquire all the skills and knowledge you need to set up your own consulting practice.

⇒ Click here to register
PERSONAL AND PROFESSIONAL ENHANCEMENT (CONT.)

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

Stocks, Bonds and Investing: Oh, My!
Prepare for retirement, manage your finances, and pay for college without hiring a broker or financial advisor.
➔ Click here to register

Twelve Steps to a Successful Job Search
Identify and get the job you want regardless of your level of expertise or state of the economy.
➔ Click here to register

Understanding Adolescents
Acquire valuable information on how adolescents feel, how their identities develop and how you can best meet their needs.
➔ Click here to register

READING

Merrill Ream Speed Reading
Save time by reading faster and with better comprehension.
➔ Click here to register

Ready, Set, Read!
Learn how a child becomes literate from the moment of birth and how children really learn to read and write.
➔ Click here to register

TECHNOLOGY

Adobe Animate CC Training
Learn the basics of Animate (formerly Adobe Flash) and start designing rich, interactive animations.
➔ Click here to register

Creating Web Pages
Study the basics of HTML as you design, create and publish your very own website.
➔ 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.
➔ 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.
➔ 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.
➔ 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.
➔ Click here to register
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For complete details about our Spring 2024 courses, visit ppp.utep.edu/coursesforadults

**TECHNOLOGY (CONT.)**

**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.

[Click here to register]

**Introduction to Photoshop CC**
Use easy-to-follow, detailed step-by-step instructions that teach you how to edit and manipulate images, and create basic compositions using Photoshop in the Creative Cloud.

[Click here to register]

**Introduction to Windows 10**
Gain the foundation you need to get started right away using Windows 10.

[Click here to register]

**Keyboarding**
Become faster and more confident at the keyboard.

[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.

[Click here to register]

**Photoshop Elements for the Digital Photographer**
Study 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.

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**Photoshop Elements for the Digital Photographer II**
Build on skills you have acquired in the first Photoshop Elements for the Digital Photographer course.

[Click here to register]

**Typography**
Understand typography and how to apply this technique to your UI/UX projects.

[Click here to register]

**Web Design Value Suite**
Create and publish your very own website using HTML.

[Click here to register]

**WRITING & PUBLISHING**

**A to Z Grant Writing**
Equip yourself with the skills and tools you need to successfully begin the planning process for projects in need of grant funding.

[Click here to register]

**A to Z Grant Writing Series**
Acquire the skills and tools you need to enter the fulfilling field of grant writing with this online course bundle.

[Click here to register]

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

[Click here to register]

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Pricing for the courses on this page is available on the course website; simply follow the “[Click here to register]” link under each course description to get more information.
Grammar Refresher II
Gain the advanced grammar skills you need and understand how to use them in practical ways.
→ Click here to register

How to Make Money From Your Writing
Get all the practical information you need to make money with your writing.
→ Click here to register

Introduction to Screenwriting
Explore everything you need to write a great script, market and sell your screenplay.
→ Click here to register

Resume-Writing Workshop
Create an effective resume or improve the one you already have.
→ Click here to register

Romance Writing
Broaden your skills and understand exactly what makes a romance reader finish a book with satisfaction.
→ Click here to register

The Craft of Magazine Writing
Turn your dreams into bylines and help yourself to a bright future as a magazine writer.
→ Click here to register
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Talk to us!

Professional and Public Programs is always looking to improve itself. We would like to hear from you and see how our Adult Leisure and Learning spring online courses are working for you.

Post a comment on our Facebook or Instagram page.

WRITING & PUBLISHING (CONT.)

The Keys to Effective Editing
Learn the essential skills and resources you will need to become a successful and confident copyeditor.

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Write and Publish Your Nonfiction Book
Plan, research, write, edit and publish your masterpiece.

> Click here to register

Write Fiction Like a Pro
Write like a professional with the help of a published author.

> Click here to register

Writeriffic: Creativity Training for Writers
Learn a number of invaluable tricks from the published writer’s toolbox.

> Click here to register

Writing Essentials
Acquire all the writing skills you need for success.

> Click here to register

Writing for Children
Get familiar with all the tools and resources you need to navigate the world of children’s publishing and to continue growing as a writer for children.

> Click here to register

Have a young writer at home? We have a variety of fun Spring Break camps that will let your child explore their creativity through different genres and writing styles.

For more details, visit ppp.utep.edu/youthcourses
FACE-TO-FACE COURSES

AQUATICS

Swimming Classes: Beginner and Intermediate
Start Date: February 6, 2024
Start Date: March 5, 2024
Start Date: April 2, 2024

Swimming and Conditioning
Start Date: February 1, 2024
Start Date: March 5, 2024
Start Date: April 2, 2024

FITNESS TO LIVE

Body Sculpting and Conditioning
Start Date: January 8, 2024
Start Date: February 5, 2024
Start Date: March 4, 2024
Start Date: April 1, 2024
Start Date: April 29, 2024

Circuit Training
Start Date: January 9, 2024
Start Date: March 5, 2024
Start Date: April 29, 2024

NEW Core Fusion Sculpt: Build Strength and Define Your Body
Start Date: January 9, 2024
Start Date: February 6, 2024
Start Date: March 5, 2024
Start Date: April 2, 2024
Start Date: May 7, 2024

NEW Open Spinning: Unwind and Revitalize Your Mind and Body
Start Date: January 8, 2024
Start Date: March 18, 2024

NEW Spinning: Pedal Your Way to Fitness Excellence
Start Date: January 9, 2024
Start Date: February 6, 2024
Start Date: March 5, 2024
Start Date: April 2, 2024
Start Date: May 7, 2024

Golf Summer Class OFF CAMPUS
Start Date: March 7, 2024

Kickboxing: One Hour Workout
Start Date: January 8, 2024
Start Date: February 5, 2024
Start Date: March 4, 2024
Start Date: April 1, 2024
Start Date: May 1, 2024

Triathlon Class
Start Date: February 6, 2024
Start Date: March 5, 2024
Start Date: April 2, 2024

NEW Ultra Strength and Conditioning Fitness
Start Date: January 9, 2024
Start Date: March 5, 2024
Start Date: April 30, 2024

CRAFTS & HOBBIES

Introduction to Professional Photography
Start Date: January 22, 2024

Mastering Photoshop for Photography
Start Date: March 2, 2024

Smartphone Photo Editing and Vlogging
Start Date: January 27, 2024

Ultimate Portrait and Studio Photography
Start Date: February 19, 2024

Fencing Fundamentals: Your First Step to Swordplay Mastery
Start Date: February 8, 2024

Ultimate Portrait and Studio Photography
Start Date: February 19, 2024
COURSE INDEX

FACE-TO-FACE COURSES

HEALTH & WELLNESS
Flow Yoga
Start Date: January 8, 2024
Start Date: March 18, 2024

PERFORMING ARTS
Introduction to Guitar - Beginner
Start Date: February 3, 2024

Introduction to Guitar - Intermediate
Start Date: April 6, 2024

TECHNOLOGY
Master Microsoft Word With Ease
Start Date: February 6, 2024

Microsoft Excel Essentials: Your Key to Data Dominance
Start Date: March 5, 2024

Slide to Success: Mastering Microsoft PowerPoint
Start Date: April 2, 2024

ONLINE COURSES

CRAFTS & HOBBIES
Color Theory
Discover Digital Photography
Drawing for the Absolute Beginner
Genealogy Basics
Get Funny!
Growing Plants for Fun and Profit
Introduction to Interior Design
Mastering Your Digital SLR Camera
Photographing Nature With Your Digital Camera
Photographing People With Your Digital Camera
Photography Suite
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 Food, Nutrition and Health
Certificate in Gerontology
Certificate in Global Healing Systems
Certificate in Healing Environments for Body, Mind, and Spirit
Certificate in Healthy Aging
Certificate in Holistic and Integrative Health
Certificate in Holistic and Integrative Health: Foundations 1
Certificate in Holistic and Integrative Health: Foundations 2
Certificate in Holistic and Integrative Health: Foundations 3
Certificate in Meditation
Certificate in Mindful Relationships
Certificate in Mindfulness
Certificate in Music Therapy and Sound Healing
Certificate in Spirituality, Health and Healing

For complete details about our Spring 2024 courses for adults, visit ppp.utep.edu/coursesforadults
MONEY MATTERS

Certificate in Starting Your Own Business in Health and Healing
Certificate in Stress Management
Healthy Living Suite
Helping Elderly Parents
Homeschool With Success
Introduction to Natural Health and Healing
Listen to Your Heart, and Success Will Follow
Lose Weight and Keep It Off

PERFORMING ARTS

Luscious, Low-Fat, Lightning-Quick Meals
Mind-Body Therapies Bundle
Nutrition and Health Bundle
Pain Management and End-of-Life Bundle

PERSONAL AND PROFESSIONAL ENHANCEMENT

Achieving Success With Difficult People
Effective Selling
Get Assertive!
Individual Excellence

Professional and Public Programs
– Adult Leisure and Learning

COURSE INDEX

MONEY MATTERS

Accounting With QuickBooks Online Suite
Introduction to Quickbooks Online
Intermediate QuickBooks Online
Interpersonal Communication
Introduction to Stock Options
Keys to Successful Money Management
Learn to Buy and Sell on eBay
Math Refresher
Personal Finance
Stock Trading Suite
The Analysis and Valuation of Stocks
Where Does All My Money Go?

PERFORMING ARTS

Introduction to Guitar
Music Made Easy

PERSONAL AND PROFESSIONAL ENHANCEMENT

Introduction to Lightroom Classic CC
New Career Suite
Prepare for GED Test Series
Real Estate Investing
Real Estate Suite
Secrets of the Caterer
Skills for Making Great Decisions
Small Business Marketing on a Shoestring
Soft Skills Suite
Start a Pet-Sitting Business
Start and Operate Your Own Home-Based Business
Start Your Own Arts and Crafts Business
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Adult Leisure and Learning

Daniel Montes
Program Manager

Daniel joined Professional and Public in 2015 as a Program Coordinator with more than five years of managerial experience in the retail industry. He was promoted to Program Manager in 2018.

Daniel has been a proud UTEP alum since 2008, and has a Bachelor in Business Administration with a concentration in Management. In 2019, he was certified as a Mental Health First Aid provider by the National Council for Behavioral Health for Youth and awarded the designation "Certified Professional Programmer" (C2P) by the Learning Resources Network (LERN), the leading association in continuing education.

Daniel’s primary goal is to provide meaningful education experiences and opportunities for self-discovery to the El Paso community while fostering a UTEP Miners’ mindset.

Favorite inspirational quote: “When educating the minds of our youth, we must not forget to educate their hearts.” — Dalai Lama

Jorge Thompson
Program Coordinator

Jorge Thompson was born and raised in El Paso, Texas and graduated in the summer of 2017 with a Bachelor’s degree in Psychology from The University of Texas at El Paso. Prior to joining Professional and Public Programs as a Youth Coordinator, Jorge worked as a program coordinator for GEAR UP and Communities in Schools serving students at Montana Vista Elementary and Riverside High School. He also served with AmeriCorps for a nonprofit called College Forward in Austin, Texas and earned the Segal Americorps Award. In May 2021, after his experience with AmeriCorps, he graduated with a master’s degree in education from Angelo State University with a focus in Student Development and Leadership.

Jorge has had wonderful opportunities to work with first-generation students from K-12 and college and believes he would never have developed his passion for education without these experiences. He enjoys encouraging and motivating students to chase their dreams while challenging and supporting them during their journey. His goal is to pursue a doctoral degree and either become a director in the student affairs division of a higher education institution or start his own nonprofit where he can continue to inspire students.

Favorite inspirational quote: “One of the most important things in life is to try and inspire other people so that they can be great in whatever they want to do.” — Kobe Bean Bryant

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