Welcome to Professional and Public Programs at UTEP

Education and personal enrichment is a life long journey. We are all a work in progress, and with progress comes growth, enhancement, achievement, and advancement. We, at P3, embrace and encourage the concept of “lifelong learning” and extend a personal invitation to you to browse and discover our diverse selection of courses and programs that are designed to bring knowledge, expertise, and enjoyment to individuals, families, and organizations throughout the El Paso Del Norte region.

Whether you are looking to create new career opportunities or pursue a personal interest, our top-notch courses, programs, staff and instructors can assist. We offer hundreds of courses and certifications that attract close to 10,000 adults and youth annually. We are always working to add new and exciting courses and programs so check our website frequently.

In addition to adding new and exciting courses, we are always looking for energetic instructors to enrich the programs we offer or propose new courses. If you have a learning experience, teaching experience, passion and skills, or knowledge you would like to share, we would like to hear from you. Please see page 5 for more details.

Please do not forget to mark your calendar to take advantage of the great promotions we will offer throughout the Fall, Winter, and Spring. We kick our Fall catalog off with our Back to School Appreciation Week from August 21st thru August 31st, followed by CyberMonday on November 30th. This is a great time to enrol in the course you have been looking at for a while or purchase that special someone a gift voucher for the Holidays - whether for cooking, fitness, photography, or professional development courses, we will have something great to offer. We are thrilled to offer BOGO (Buy One, Get One) for the first time in January 2016. This is a great way to enrol in multiple courses at one time and save or to team up with your spouse, a friend, or your child and take advantage of the courses we will offer during the Winter and Spring. You can see more details on these promotions throughout our catalog.

On behalf of the P3 family, thank you for supporting our department. If you have any suggestions about course needs or desires please e-mail me at smglover@utep.edu. We care about making your experience with us a rewarding, challenging, and transformative one.

Begin a new adventure with us and Discover Continuing Education at UTEP. I look forward to seeing you on campus or hearing from you soon!

Stephanie M. Walton, M.Ed.
Director, Professional and Public Programs
A Unit of Extended University
The University of Texas at El Paso

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UTEP P3 Professional & Public Programs

Give Us a Call
(915) 747-5142

Visit Us Online
ppp.utep.edu

LETTER FROM THE DIRECTOR
GENERAL INFORMATION

Information
For information on Professional & Public Programs course offerings, policies or registration, call (915) 747-5142, fax (915) 747-5538 or drop by the Professional & Public Programs Office on the UTEP Campus, at Suite 102, Monday through Friday, 8 am to 5 p.m.

Registration Confirmation & Room Assignment
A confirmation will be e-mailed to you within 48 hours with all pertinent course information. Courses are located on campus unless noted otherwise. A participation form will be attached to be filled out for each participant. Please bring the completed form to ensure prompt check in.

Course Fees
Professional & Public Programs is committed to offering quality programs at affordable prices. Course fees are based on an estimated minimum number of students. Professional & Public Programs is self-sustaining; course fees cover all expenses. No support is received from state or local taxes.

Participation Guidelines
Participants, or 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 damage to University or contracted facilities, may be asked not to return to the class.

Special Accommodations/Needs
If you have a disability and require special accommodations, please contact us at (915) 747-5142 or ppp@utep.edu

Register Early
A class is closed when it reaches maximum enrollment, so please register early. Classes that do not meet the minimum enrollment will be canceled. Registrants will be notified of course cancellations by phone and e-mail. Please provide day and evening phone numbers, as well as an e-mail address, with your registration. Refunds will be processed automatically for courses canceled by Professional & Public Programs. Please allow two to three weeks for processing.

Professional & Public Programs reserves the right to cancel any course. Class locations, dates, times and instructors are subject to change.

Refund/Credit Voucher Policy
To keep cost as low as possible, we have instituted the following refund and credit policy. For your protection, we ask that you carefully review the terms below. Exceptions will not be made.

If you choose to withdraw from a course for any reason, your written request must be received by Professional & Public Programs business days prior to the first class meeting. A full refund of your registration, less a $15 processing fee per course and cost of materials and/or lab fees, will be given. Please allow two to three weeks for processing. Refund requests must include your name, daytime telephone number, the course number or name, and reason for dropping the course. Telephone requests will not be accepted.

Please note: Certain courses are governed by their own refund policy, which will be noted in the course descriptions or brochures.

Credit vouchers will be given when a class is dropped within one to two business days prior to the first class meeting. Vouchers must be used toward another course of equal or greater value no later than Aug 31, 2016. Each voucher will be issued in the amount of the registration, less a $15 processing fee and cost of materials and/or lab fees. Credit voucher requests must include your name, daytime telephone number, and the course number or name. Telephone requests will not be accepted.

Please note: Certain courses are governed by their own voucher policy, which will be noted in the course descriptions or brochures.

No refunds will be given on or after the first class meeting. A $25 fee will be charged for returned or canceled checks.

Send your request via:
E-mail: ppp@utep.edu
Fax: (915) 747-5538

Mail: The University of Texas at El Paso Professional & Public Programs Kelly Hall, Suite 102 500 West University Avenue El Paso, Texas 79968-0602

Online Registration Only
Enter Promo Code To Receive Discount

ONLINE
Register online at ppp.utep.edu, 24 hours a day. For assistance, call (915) 747-5142.

BY PHONE
Call (915) 747-5142 Monday – Friday, 8 a.m. to 5 p.m. with Visa, Mastercard, American Express, or Discover Card.

IN PERSON
Visit the Professional & Public Programs Office at Kelly Hall, Suite 102, Monday – Friday, 8 a.m. to 5 p.m.

BY MAIL
Send in your registration with a check, money order, credit card information, or purchase order to UTEP Professional & Public Programs Kelly Hall, Suite 102 500 West University Avenue El Paso, Texas 79968-0602. Please write course number(s) and reason for dropping the course. Telephone requests will not be accepted.

The University of Texas at El Paso does not discriminate on the basis of race, color, national origin, sex, religion, age, disability, veteran status or sexual orientation in the employment or provision of services.

Professional & Public Programs is always seeking professional, energetic, enthusiastic individuals willing to share their talents, skills and knowledge with youth, adults, and professionals. If you are interested in teaching an existing course or you have an idea for a new course we would love to hear from you. Instructional needs must be brought to us to ensure technology grant writing, financial management, leadership, music, various soft skills and much more.

To receive more information, email ppp.utep.edu.
TABLE OF CONTENTS

Introduction .......................... 2 – 3
General Information ................. 4

Community Enrichment Programs: YOUTH ........... 12 – 17

Aquatics .................................. 12 – 13
Dolphins: Beginner to Intermediate Swimming Classes (Ages 7-10)
Frogs: Beginner to Intermediate Swimming Classes (Ages 5-6)
Sea Lions: Stroke Skills Classes (Ages 7-17)
Sharks: Intermediate to Advanced Swimming Classes (Ages 5-10)
Stingrays: Beginner to Intermediate Swimming Classes (Ages 11-17)
Tadpoles: Swimming Classes for 3 & 4 Year Old (Must be accompanied by parent)

Aquatics 2016 ............................ 13
Dolphins: Beginner to Intermediate Swimming Classes (Ages 7-10)
Frogs: Beginner to Intermediate Swimming Classes (Ages 5-6)
Sea Lions: Stroke Skills Classes (Ages 7-17)
Sharks: Intermediate to Advanced Swimming Classes (Ages 5-10)
Stingrays: Intermediate to Advanced Swimming Classes (Ages 5-17)
Tadpoles: Swimming Classes for 3 & 4 Year Old (Must be accompanied by parent)

Fun Fitness .............................. 13
Beginning Tumbling (Ages 3-4 and 5 & up)
Golf for Juniors (Ages 7-16) – OFF CAMPUS
Start Smart Sports (Ages 3-5 & 5-7)

Life Skills & Hobbies ...................... 13
Babysitter Certification (Ages 11-17)

Mastering Math .......................... 13 – 14
Master Math! (Grades K-2)
Mastering High School Math (Grades 10-12)
Math Magnificent! (Grades 3-5)
Middle School Math Workshop

Music, Dance and Theater .............. 14 – 15
Children’s Acting Class (Ages 4-6)
Guitar is Fun! (Ages 12-17)
Guitar is Fun! (Ages 6-11)
Teen Acting Class (Ages 13-17)
Youth Acting Class (Ages 7-12)

Reading ................................... 15
Reading for the Future! (Grades 3-5)
Reading to Succeed with Victoria Veilleux (Grades K-2)

Test Preparation .......................... 15
SAT Preparation (Grades 9-12)

Write On .................................... 15
Read Your Way to Better Writing (Ages 13-17) – NEW

Fun Harvest Science Camps ............ 16 – 17
Animal Planet! (Ages 6-12)
Chemistry Day! (Ages 6-12)
Dinosauria (Ages 6-12)
Jr. Engineers on the Go (Ages 6-12)
Kid’s Fun Cupcakes
Space Lab (Ages 6-12)
Wizard’s Workshop (Ages 6-12)

Super Science ............................ 17
Chemistry Fun for Kids (Ages 6-12)
Frog Feet, Snake Skins, Furry and Feathered! (Ages 6-12)
Kids in the Lab (Ages 6-12)

Community Enrichment Programs: ADULTS ............ 18 – 28

Aquatics .................................. 18 – 19
Adult Swimming and Conditioning (Ages 18 & Older)
Getting Ready for Triathlon (Ages 18 & older) – NEW
Getting Wet for Health—No Sweat, Get Wet (Ages 55 & Older)
Swimming Classes: Beginner, Intermediate, and Advanced (Ages 18 & Older)
Water Aerobics (Ages 18 & Older)

Art ........................................... 19
Charcoal Portraits and Caricature Drawings
Develop Your Inner Artistic Eye – Basic Drawing – NEW

Cooking .................................... 19 – 20
A Culinary Trip to Japan – UPDATED
A Twist to Your Holiday Dinner with Chinese Cuisine – NEW
Meet Me For Sunday Brunch – NEW
Today’s My Turn to Cook a Traditional Italian Seafood Dish

Fit 4 Life .................................. 20 – 23
55 is the NEW 35! (Ages 55 & Older)
Body Sculpting & Abdominal Workout (Ages 18 & Older)
Boxing and Conditioning (Ages 18 & Older)
Circuit Training (Ages 18 & Older)
Golf for Adults (Ages 18 & Older) – OFF CAMPUS
How to Run Your First 5K (18 & Older)
Kendo, iaido, and Japanese Swordsmanship (Ages 18 & Older)
Pilates (Ages 18 & Older) – BILINGUAL
Self-Defense Awareness (Ages 18 & Older)

Photography .............................. 28
Advanced Digital Photography – NEW
Cameraless Photography – NEW

Strength and Conditioning Fitness
Zumba Class (Ages 18 & Older) – NEW

Health and Wellness ...................... 24 – 25
Cardio Tai Chi and Weight Loss
Hatha Yoga (Ages 18 & Older) – NEW
Meditation (Ages 18 & Older)
Tai Chi Chuan I
Tai Chi Chuan II and III
Yoga
Yoga & Weight Loss – NEW

Legal Matters ............................ 25
Immigration Law – BILINGUAL

Money Matters ............................ 26
10 Steps to Starting a Small Business
Basic Income Tax Course for Small Businesses
Basic Tax Preparation Course

Music, Dance and Theater .............. 26 – 27
Belly Dancing for Fun and Fitness
Guitar is Always Fun!!! (Ages 18 & Older)
Introduction to Piano Performance for Adults
Violin Class - Level I – NEW
Violin Class - Level II – NEW

Personal and Professional Enhancement .................. 27
CPR and First Aid Certification (Ages 18 & Older)
Grant Writing
Introduction to Computers for Adults 55 and Older – BILINGUAL
Time Management & Personal Organization – NEW

Test Preparation .......................... 15
SAT Preparation (Grades 9-12)

Write On .................................... 15
Read Your Way to Better Writing (Ages 13-17) – NEW

Fun Harvest Science Camps ............ 16 – 17
Animal Planet! (Ages 6-12)
Chemistry Day! (Ages 6-12)
Dinosauria (Ages 6-12)
Jr. Engineers on the Go (Ages 6-12)
Kid’s Fun Cupcakes
Space Lab (Ages 6-12)
Wizard’s Workshop (Ages 6-12)

Super Science ............................ 17
Chemistry Fun for Kids (Ages 6-12)
Frog Feet, Snake Skins, Furry and Feathered! (Ages 6-12)
Kids in the Lab (Ages 6-12)

Community Enrichment Programs: ADULTS ............ 18 – 28

Aquatics .................................. 18 – 19
Adult Swimming and Conditioning (Ages 18 & Older)
Getting Ready for Triathlon (Ages 18 & older) – NEW
Getting Wet for Health—No Sweat, Get Wet (Ages 55 & Older)
Swimming Classes: Beginner, Intermediate, and Advanced (Ages 18 & Older)
Water Aerobics (Ages 18 & Older)

Art ........................................... 19
Charcoal Portraits and Caricature Drawings
Develop Your Inner Artistic Eye – Basic Drawing – NEW

Cooking .................................... 19 – 20
A Culinary Trip to Japan – UPDATED
A Twist to Your Holiday Dinner with Chinese Cuisine – NEW
Meet Me For Sunday Brunch – NEW
Today’s My Turn to Cook a Traditional Italian Seafood Dish

Fit 4 Life .................................. 20 – 23
55 is the NEW 35! (Ages 55 & Older)
Body Sculpting & Abdominal Workout (Ages 18 & Older)
Boxing and Conditioning (Ages 18 & Older)
Circuit Training (Ages 18 & Older)
Golf for Adults (Ages 18 & Older) – OFF CAMPUS
How to Run Your First 5K (18 & Older)
Kendo, iaido, and Japanese Swordsmanship (Ages 18 & Older)
Pilates (Ages 18 & Older) – BILINGUAL
Self-Defense Awareness (Ages 18 & Older)
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Category</th>
<th>Pages</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Leadership</strong></td>
<td>44</td>
<td>Lead Like Alexander the Great... Conquer the World! (0.8 CEUs/8 HOURS) – NEW</td>
</tr>
<tr>
<td><strong>Marketing</strong></td>
<td>45</td>
<td>The Fundamentals of Branding Your Business (0.5 CEUs/5 HOURS) – NEW</td>
</tr>
<tr>
<td><strong>Fitness and Health</strong></td>
<td>45 – 46</td>
<td>FREE Informational Webinar: Personal Fitness Trainer Certification (1 HOUR)</td>
</tr>
<tr>
<td><strong>FREE Informational Webinar</strong></td>
<td></td>
<td>Personal Fitness Trainer Certification (3 CEUs/30 HOURS)</td>
</tr>
<tr>
<td><strong>Technology</strong></td>
<td>47</td>
<td>Microsoft Excel 2013: Intermediate (1 CEUs/10 HOURS)</td>
</tr>
<tr>
<td><strong>Languages</strong></td>
<td>34 – 37</td>
<td>Conversational Spanish I (0.6 CEUs/6 HOURS)</td>
</tr>
<tr>
<td><strong>ELI Core Program</strong></td>
<td>30 – 31</td>
<td>ELI: Intensive English Program Fall I 2015</td>
</tr>
<tr>
<td><strong>Evening</strong></td>
<td>31 – 32</td>
<td>TOEFL Preparation Internet-based Test (ibt) Fall I 2015</td>
</tr>
<tr>
<td><strong>Weekend</strong></td>
<td>33</td>
<td>ELI Listening, Speaking and Pronunciation Workshop: Focus Business English</td>
</tr>
<tr>
<td><strong>Safety and Self-Defense</strong></td>
<td>28</td>
<td>Firearms Courses</td>
</tr>
<tr>
<td><strong>English Language Institute</strong></td>
<td>30 – 33</td>
<td>Conversational Arabic I – NEW</td>
</tr>
<tr>
<td><strong>Customized Training</strong></td>
<td>38 – 39</td>
<td>Project Management / Agile FREE Informational Seminar: A Guide to Project Management (3 HOURS)</td>
</tr>
<tr>
<td><strong>Corporate Wellness Program</strong></td>
<td>39</td>
<td>Lean Six Sigma White Belt (0.6 CEUs/6 HOURS)</td>
</tr>
<tr>
<td><strong>Professional Training and Development</strong></td>
<td>42 – 48</td>
<td>Writing – Business Plans, Emails, Letters, and Memos (1.2 CEUs/12 HOURS) – NEW</td>
</tr>
<tr>
<td><strong>Human Resources</strong></td>
<td>46</td>
<td>SHRM-CP/SHRM-SCP Exam Preparation Program (4.8 CEUs/48 HOURS)</td>
</tr>
<tr>
<td><strong>Manufacturing</strong></td>
<td>46 – 47</td>
<td>3D Printing Introduction (1.5 CEUs/15 HOURS)</td>
</tr>
<tr>
<td><strong>Legal</strong></td>
<td>47</td>
<td>Paralegal Certificate Course (9 CEUs/90 HOURS)</td>
</tr>
<tr>
<td><strong>Technology</strong></td>
<td>47</td>
<td>Microsoft Excel 2013: Intermediate (1 CEUs/10 HOURS)</td>
</tr>
<tr>
<td><strong>OSHA/ETI</strong></td>
<td>47 – 48</td>
<td>OSHA-500 Trainer Course in OSHA Standards for the Construction Industry (3.0 CEUs/30 HOURS)</td>
</tr>
<tr>
<td><strong>Languages</strong></td>
<td>34 – 37</td>
<td>Conversational Arabic II</td>
</tr>
<tr>
<td><strong>Safety and Self-Defense</strong></td>
<td>28</td>
<td>Firearms Courses</td>
</tr>
<tr>
<td><strong>English Language Institute</strong></td>
<td>30 – 33</td>
<td>Chinese Entry Level</td>
</tr>
<tr>
<td><strong>Conversation</strong></td>
<td>31</td>
<td>German I: Advanced Beginners</td>
</tr>
<tr>
<td><strong>Evening</strong></td>
<td>31 – 32</td>
<td>German II: Advanced Beginners – NEW</td>
</tr>
<tr>
<td><strong>Weekend</strong></td>
<td>33</td>
<td>German III: Intermediate</td>
</tr>
<tr>
<td><strong>Youth</strong></td>
<td>37</td>
<td>Basic French I</td>
</tr>
<tr>
<td><strong>Customized Training</strong></td>
<td>38 – 39</td>
<td>Basic French II</td>
</tr>
<tr>
<td><strong>Corporate Wellness Program</strong></td>
<td>39</td>
<td>German I: Advanced Beginners</td>
</tr>
<tr>
<td><strong>Professional Training and Development</strong></td>
<td>42 – 48</td>
<td>German II: Advanced Beginners – NEW</td>
</tr>
<tr>
<td><strong>Human Resources</strong></td>
<td>46</td>
<td>German III: Intermediate</td>
</tr>
<tr>
<td><strong>Manufacturing</strong></td>
<td>46 – 47</td>
<td>Basic Conversational Polish</td>
</tr>
<tr>
<td><strong>Legal</strong></td>
<td>47</td>
<td>Io Parlo Italiano I</td>
</tr>
<tr>
<td><strong>Technology</strong></td>
<td>47</td>
<td>Io Parlo Italiano II</td>
</tr>
<tr>
<td><strong>OSHA/ETI</strong></td>
<td>47 – 48</td>
<td>Io Parlo Italiano III</td>
</tr>
<tr>
<td><strong>Languages</strong></td>
<td>34 – 37</td>
<td>Conversational Italian I</td>
</tr>
<tr>
<td><strong>Youth</strong></td>
<td>37</td>
<td>Korean I</td>
</tr>
<tr>
<td><strong>Customized Training</strong></td>
<td>38 – 39</td>
<td>Russian I</td>
</tr>
<tr>
<td><strong>Corporate Wellness Program</strong></td>
<td>39</td>
<td>Russian II</td>
</tr>
<tr>
<td><strong>Professional Training and Development</strong></td>
<td>42 – 48</td>
<td>Russian III</td>
</tr>
<tr>
<td><strong>Human Resources</strong></td>
<td>46</td>
<td>Conversational Spanish I</td>
</tr>
<tr>
<td><strong>Manufacturing</strong></td>
<td>46 – 47</td>
<td>Conversational Spanish II</td>
</tr>
<tr>
<td><strong>Legal</strong></td>
<td>47</td>
<td>Conversational Spanish III</td>
</tr>
<tr>
<td><strong>Technology</strong></td>
<td>47</td>
<td>Spanish I</td>
</tr>
<tr>
<td><strong>OSHA/ETI</strong></td>
<td>47 – 48</td>
<td>Spanish I</td>
</tr>
<tr>
<td><strong>Languages</strong></td>
<td>34 – 37</td>
<td>Spanish III</td>
</tr>
<tr>
<td><strong>Youth</strong></td>
<td>37</td>
<td>Spanish II</td>
</tr>
<tr>
<td><strong>Customized Training</strong></td>
<td>38 – 39</td>
<td>Spanish III</td>
</tr>
<tr>
<td><strong>Corporate Wellness Program</strong></td>
<td>39</td>
<td>Lead Like Alexander the Great... Conquer the World! (0.8 CEUs/8 HOURS) – NEW</td>
</tr>
<tr>
<td><strong>Professional Training and Development</strong></td>
<td>42 – 48</td>
<td>Leadership Development: How to Cultivate A Winning Team (0.5 CEUs/5 HOURS) – NEW</td>
</tr>
<tr>
<td><strong>Languages</strong></td>
<td>34 – 37</td>
<td>French for Children (Ages 6-12)</td>
</tr>
<tr>
<td><strong>Youth</strong></td>
<td>37</td>
<td>FREE Informational Webinar: Personal Fitness Trainer Certification (1 HOUR)</td>
</tr>
<tr>
<td><strong>Customized Training</strong></td>
<td>38 – 39</td>
<td>Personal Fitness Trainer Certification (3 CEUs/30 HOURS)</td>
</tr>
<tr>
<td><strong>Corporate Wellness Program</strong></td>
<td>39</td>
<td>Pharmacy Technician Training (8 CEUs/80 HOURS)</td>
</tr>
<tr>
<td><strong>Professional Training and Development</strong></td>
<td>42 – 48</td>
<td>EKG Technician Program (5 CEUs/50 HOURS)</td>
</tr>
<tr>
<td><strong>Languages</strong></td>
<td>34 – 37</td>
<td>Dialysis Technician Program (5 CEUs/50 HOURS)</td>
</tr>
<tr>
<td><strong>Youth</strong></td>
<td>37</td>
<td>Foundations of Photography</td>
</tr>
<tr>
<td><strong>Customized Training</strong></td>
<td>38 – 39</td>
<td>Introduction to Digital Photography and Photoshop</td>
</tr>
<tr>
<td><strong>Corporate Wellness Program</strong></td>
<td>39</td>
<td>Introduction to Photoshop</td>
</tr>
<tr>
<td><strong>Professional Training and Development</strong></td>
<td>42 – 48</td>
<td>Leadership Development: How to Cultivate A Winning Team (0.5 CEUs/5 HOURS) – NEW</td>
</tr>
<tr>
<td><strong>Languages</strong></td>
<td>34 – 37</td>
<td>Marketing (NEW)</td>
</tr>
<tr>
<td><strong>Youth</strong></td>
<td>37</td>
<td>The Fundamentals of Branding Your Business (0.5 CEUs/5 HOURS) – NEW</td>
</tr>
<tr>
<td><strong>Customized Training</strong></td>
<td>38 – 39</td>
<td>Fitness and Health (NEW)</td>
</tr>
<tr>
<td><strong>Corporate Wellness Program</strong></td>
<td>39</td>
<td>FREE Informational Webinar: Personal Fitness Trainer Certification (1 HOUR)</td>
</tr>
<tr>
<td><strong>Professional Training and Development</strong></td>
<td>42 – 48</td>
<td>Personal Fitness Trainer Certification (3 CEUs/30 HOURS)</td>
</tr>
<tr>
<td><strong>Languages</strong></td>
<td>34 – 37</td>
<td>Pharmacy Technician Training (8 CEUs/80 HOURS)</td>
</tr>
<tr>
<td><strong>Youth</strong></td>
<td>37</td>
<td>EKG Technician Program (5 CEUs/50 HOURS)</td>
</tr>
<tr>
<td><strong>Customized Training</strong></td>
<td>38 – 39</td>
<td>Dialysis Technician Program (5 CEUs/50 HOURS)</td>
</tr>
<tr>
<td><strong>Corporate Wellness Program</strong></td>
<td>39</td>
<td>Human Resources (NEW)</td>
</tr>
<tr>
<td><strong>Professional Training and Development</strong></td>
<td>42 – 48</td>
<td>SHRM-CP/SHRM-SCP Exam Preparation Program (4.8 CEUs/48 HOURS)</td>
</tr>
<tr>
<td><strong>Languages</strong></td>
<td>34 – 37</td>
<td>Essentials of Human Resources (1.2 CEUs/12 HOURS)</td>
</tr>
<tr>
<td><strong>Youth</strong></td>
<td>37</td>
<td>Manufacturing (NEW)</td>
</tr>
<tr>
<td><strong>Customized Training</strong></td>
<td>38 – 39</td>
<td>3D Printing Introduction (1.5 CEUs/15 HOURS)</td>
</tr>
<tr>
<td><strong>Corporate Wellness Program</strong></td>
<td>39</td>
<td>Legal (NEW)</td>
</tr>
<tr>
<td><strong>Professional Training and Development</strong></td>
<td>42 – 48</td>
<td>Paralegal Certificate Course (9 CEUs/90 HOURS)</td>
</tr>
<tr>
<td><strong>Languages</strong></td>
<td>34 – 37</td>
<td>Technology (NEW)</td>
</tr>
<tr>
<td><strong>Youth</strong></td>
<td>37</td>
<td>Microsoft Excel 2013: Intermediate (1 CEUs/10 HOURS)</td>
</tr>
<tr>
<td><strong>Customized Training</strong></td>
<td>38 – 39</td>
<td>OSHA/ETI (NEW)</td>
</tr>
<tr>
<td><strong>Corporate Wellness Program</strong></td>
<td>39</td>
<td>OSHA-500 Trainer Course in OSHA Standards for the Construction Industry (3.0 CEUs/30 HOURS)</td>
</tr>
<tr>
<td><strong>Professional Training and Development</strong></td>
<td>42 – 48</td>
<td>OSHA-2264-Permit Required Confined Space (2.2 CEUs/22 HOURS)</td>
</tr>
<tr>
<td><strong>Languages</strong></td>
<td>34 – 37</td>
<td>OSHA-511 Occupational Safety and Health Standards for the Construction Industry (3.0 CEUs/30 HOURS)</td>
</tr>
<tr>
<td><strong>Youth</strong></td>
<td>37</td>
<td>ETI-Fundamentals of the Clean Air Act (2.4 CEUs/24 HOURS)</td>
</tr>
<tr>
<td><strong>Customized Training</strong></td>
<td>38 – 39</td>
<td>ETI-Air Monitoring Techniques (1.6 CEUs/16 HOURS)</td>
</tr>
</tbody>
</table>
TABLE OF CONTENTS
Online Courses ............ 49 – 50
Career Step Online Education and Training Solutions
Ed2Go
Ed2Go Certificate Courses
TheCourse™
Edu2.com
The Center for Legal Studies
Virtual Education Software Continuing Education for Teachers
JER Online Workforce Certificates & Courses

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NOVEMBER 30, 2015
CYBER MONDAY MADNESS
SAVE 10% OFF*
Each course you register for enters you into a drawing to win a P3 $50 voucher!
ENTER THIS CODE: 15CMM*
P3 welcomes all customers to join us at www.ppp.utep.edu on November 30, 2015 to explore our Spring 2016 courses. P3 has made registering online even easier. Just go to our website at www.ppp.utep.edu and click on the “Browse Courses” button and get started.

*Selected Professional Training & Development, English Language Institute, online, and aquatics courses are excluded. Cannot be combined with any other discounts.

*Discount only applies toward online registrations done on Monday, November 30 between 9 a.m. and 12 midnight M.T.

SNEAK PEEK INTO SPRING

With Our
BOGO
APPRECIATION DAYS
JANUARY 11-15, 2016
BUY ONE • GET ONE
15% OFF
2nd course
Restrictions apply. Register for 1 course, get 2nd course of equal or lesser value for 15% off total price.

REGISTER & SAVE*
ONLY 2 WAYS TO REGISTER

915.747.5142  Kelly Hall Suite 102 at UTEP

Enjoy this discount!

Spring BOGO Appreciation Days are a great opportunity to save 15% off on the second class you register of your Community Enrichment (Adult & Youth), Languages and selected Professional Training & Development courses. Cannot be combined with other discounts.

*Discount only applies towards in-person and phone registrations made between January 11 and January 15, 2016, during regular office hours from 8 a.m. to 5 p.m. M.T. Aquatics courses are excluded.
Aquatics – Limited Space
Take the plunge and learn to swim with P3's Aquatic Youth Program! The program teaches students swimming techniques in logical and progressive stages, focusing on safety skills in and around the water. It is designed to give students a positive learning experience and self-confidence in the water from a very young age. Students must bring goggles to class.

Registration will be closed two business days prior to the beginning of the class.

For pool access information or to register, please call (915) 747-5142 or visit our offices in Kelly Hall, Suite 102, Monday to Friday, 8 a.m. to 5 p.m.

P3 Pool ID Card
All swimming pool participants must purchase a P3 Pool ID Card to enter the Student Recreation Center. The P3 Pool ID Card is offered for a one-time fee of $15 and can be used for future paid swimming courses as long as it is for the same person.

P3 Website (ppp.utep.edu).
Special days off (no class) and holidays are listed on your confirmation receipt and the P3 website (ppp.utep.edu).

Frogs: Beginner to Intermediate Swimming Classes (Ages 5-6)
Course: 15FYAQ1020
Fee: $75
Day/Time: 9/12 - 10/31
Sa 11 to 11:45 a.m.
Course: 15FYAQ1021
Fee: $30
Day/Time: 11/7 - 11/21
Sa 11 to 11:45 a.m.

Sea Lions: Stroke Skills Classes (Ages 7-17)
Is your child a good swimmer who wants to perfect multiple strokes? The freestyle, backstroke, breaststroke, butterfly, and much more will be taught in this class. Swimmers’ skills will skyrocket as they learn correct forms coupled with endurance and breathing techniques. Please bring your goggles to class.

Course: 15FYAQ1050
Fee: $75
Day/Time: 9/12 - 10/31
Sa 2 to 2:45 p.m.
Course: 15FYAQ1051
Fee: $30
Day/Time: 11/7 - 11/21
Sa 2 to 2:45 p.m.

Sharks: Intermediate to Advanced Swimming Classes (Ages 5-10)
Course: 15FYAQ1040
Fee: $75
Day/Time: 9/12 - 10/31
Sa 1 to 1:45 p.m.
Course: 15FYAQ1041
Fee: $30
Day/Time: 11/7 - 11/21
Sa 1 to 1:45 p.m.

Stingrays: Intermediate to Advanced Swimming Classes (Ages 5-17)
Is your child a good swimmer who wants to perfect multiple strokes? The freestyle, backstroke, breaststroke, butterfly, and much more will be taught in this class. Swimmers’ skills will skyrocket as they learn correct forms coupled with endurance and breathing techniques. Please bring your goggles to class.

Course: 15FYAQ1000
Fee: $75
Day/Time: 9/12 - 10/31
Sa 9 to 9:45 a.m.
Course: 15FYAQ1001
Fee: $30
Day/Time: 11/7 - 11/21
Sa 9 to 9:45 a.m.

Tadpoles: Swimming Classes for 3 & 4 Year Old (Must be accompanied by parent)
NOTE: For ages 3 and 4, a parent must accompany each child in the water!

Course: 15FYAQ1030
Fee: $75
Day/Time: 9/12 - 10/31
Sa 12 N to 12:45 p.m.
Course: 15FYAQ1031
Fee: $30
Day/Time: 11/7 - 11/21
Sa 12 N to 12:45 p.m.

AQUATICS 2016
Dolphins: Beginner to Intermediate Swimming Classes (Ages 7-10)
Course: 16PYAQ1010
Fee: $67
Day/Time: 1/23 - 3/5
Sa 1 to 1:45 p.m.
Course: 16PYAQ1040
Fee: $75
Day/Time: 1/23 - 3/5
Sa 10 to 10:45 a.m.

Sharks: Intermediate to Advanced Swimming Classes (Ages 7-10)
Course: 16PYAQ1040
Fee: $67
Day/Time: 1/23 - 3/5
Sa 10 to 10:45 a.m.

Frogs: Beginner to Intermediate Swimming Classes (Ages 5-6)
Course: 16FYAQ1020
Fee: $67
Day/Time: 1/23 - 3/5
Sa 11 to 11:45 a.m.

Sea Lions: Stroke Skills Classes (Ages 7-17)
Is your child a good swimmer who wants to perfect multiple strokes? The freestyle, backstroke, breaststroke, butterfly, and much more will be taught in this class. Swimmers’ skills will skyrocket as they learn correct forms coupled with endurance and breathing techniques. Please bring your goggles to class.

Course: 16PYAQ1040
Fee: $67
Day/Time: 1/23 - 3/5
Sa 1 to 1:45 p.m.
Course: 16PYAQ1050
Fee: $67
Day/Time: 1/23 - 3/5
Sa 9 to 9:45 a.m.

Tadpoles: Swimming Classes for 3 & 4 Year Old (Must be accompanied by parent)
NOTE: For ages 3 and 4, a parent must accompany each child in the water!

Course: 16PYAQ1030
Fee: $67
Day/Time: 1/23 - 3/5
Sa 2 to 2:45 p.m.
Course: 16PYAQ1031
Fee: $30
Day/Time: 1/23 - 3/5
Sa 9 to 9:45 a.m.

Tadpoles: Swimming Classes for 3 & 4 Year Old (Must be accompanied by parent)
NOTE: For ages 3 and 4, a parent must accompany each child in the water!

Course: 16PYAQ1030
Fee: $67
Day/Time: 1/23 - 3/5
Sa 10 to 10:45 a.m.

Frogs: Beginner to Intermediate Swimming Classes (Ages 5-6)
Course: 16FYAQ1020
Fee: $67
Day/Time: 1/23 - 3/5
Sa 1 to 1:45 p.m.

Stingrays: Intermediate to Advanced Swimming Classes (Ages 5-17)
Is your child a good swimmer who wants to perfect multiple strokes? The freestyle, backstroke, breaststroke, butterfly, and much more will be taught in this class. Swimmers’ skills will skyrocket as they learn correct forms coupled with endurance and breathing techniques. Please bring your goggles to class.

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Day/Time: 1/23 - 3/5
Sa 10 to 10:45 a.m.

Sea Lions: Stroke Skills Classes (Ages 7-17)
Is your child a good swimmer who wants to perfect multiple strokes? The freestyle, backstroke, breaststroke, butterfly, and much more will be taught in this class. Swimmers’ skills will skyrocket as they learn correct forms coupled with endurance and breathing techniques. Please bring your goggles to class.

Course: 16PYAQ1040
Fee: $67
Day/Time: 1/23 - 3/5
Sa 1 to 1:45 p.m.
Course: 16PYAQ1050
Fee: $67
Day/Time: 1/23 - 3/5
Sa 9 to 9:45 a.m.

Sharks: Intermediate to Advanced Swimming Classes (Ages 5-10)
Course: 16PYAQ1040
Fee: $67
Day/Time: 1/23 - 3/5
Sa 10 to 10:45 a.m.

Frogs: Beginner to Intermediate Swimming Classes (Ages 5-10)
Course: 15FYAQ1040
Fee: $75
Day/Time: 9/12 - 10/31
Sa 10 to 10:45 a.m.

Stingrays: Intermediate to Advanced Swimming Classes (Ages 5-17)
Course: 15FYAQ1000
Fee: $75
Day/Time: 9/12 - 10/31
Sa 9 to 9:45 a.m.
Course: 15FYAQ1001
Fee: $30
Day/Time: 11/7 - 11/21
Sa 9 to 9:45 a.m.

Tadpoles: Swimming Classes for 3 & 4 Year Old (Must be accompanied by parent)
NOTE: For ages 3 and 4, a parent must accompany each child in the water!

Course: 15FYAQ1030
Fee: $75
Day/Time: 9/12 - 10/31
Sa 12 N to 12:45 p.m.
Course: 15FYAQ1031
Fee: $30
Day/Time: 11/7 - 11/21
Sa 12 N to 12:45 p.m.

Aquatics 2016
Dolphins: Beginner to Intermediate Swimming Classes (Ages 7-10)
Course: 16PYAQ1010
Fee: $67
Day/Time: 1/23 - 3/5
Sa 1 to 1:45 p.m.
Course: 16PYAQ1040
Fee: $75
Day/Time: 1/23 - 3/5
Sa 10 to 10:45 a.m.

Frogs: Beginner to Intermediate Swimming Classes (Ages 5-6)
Course: 16FYAQ1020
Fee: $67
Day/Time: 1/23 - 3/5
Sa 11 to 11:45 a.m.

Stingrays: Intermediate to Advanced Swimming Classes (Ages 5-17)
Course: 15FYAQ1000
Fee: $75
Day/Time: 9/12 - 10/31
Sa 9 to 9:45 a.m.
Course: 15FYAQ1001
Fee: $30
Day/Time: 11/7 - 11/21
Sa 9 to 9:45 a.m.

Tadpoles: Swimming Classes for 3 & 4 Year Old (Must be accompanied by parent)
NOTE: For ages 3 and 4, a parent must accompany each child in the water!

Course: 15FYAQ1030
Fee: $75
Day/Time: 9/12 - 10/31
Sa 12 N to 12:45 p.m.
Course: 15FYAQ1031
Fee: $30
Day/Time: 11/7 - 11/21
Sa 12 N to 12:45 p.m.

Fitness Fun
Beginning Tumbling (Ages 3-4)
This class will teach your child basic gymnastic skills. They will have lots of fun learning balancing, skipping, jumping, stretching, and flexibility.

Visit ppp.utep.edu or call (915) 747-5142 for upcoming dates.
Beginning Tumbling (Ages 5 & up)
This class will teach your child basic gymnastic skills. They will have lots of fun learning balancing, skipping, jumping, stretching, and flexibility.
Visit ppp.utep.edu or call (915) 747-5142 for upcoming dates.

Golf for Juniors (Ages 7-16) - OFF CAMPUS
Do you have a budding golf pro at home? Give your son or daughter the opportunity to explore the fundamentals of the golf swing from a modern standpoint. Video analysis of your child’s golf swing will be provided during the course. Golfers at all skill levels will improve their technique and their scores. Golf clubs will be available if needed. Range balls for lessons can be purchased at the driving range.
Visit ppp.utep.edu or call (915) 747-5142 for upcoming dates.

Start Smart Sports (Ages 3-5)
Kids will learn the basic sport skills….hitting, kicking, catching and throwing, while playing soccer, baseball, basketball and football. This class is a non-competitive class with discussions of good sportsmanship. Stretching and endurance are applied while having fun!
Visit ppp.utep.edu or call (915) 747-5142 for upcoming dates.

Start Smart Sports (Ages 5-7)
Kids will learn the basic sport skills….hitting, kicking, catching and throwing, while playing soccer, baseball, basketball and football. This class is a non-competitive class with discussions of good sportsmanship. Stretching and endurance are applied while having fun!
Visit ppp.utep.edu or call (915) 747-5142 for upcoming dates.

LIFE SKILLS & HOBBIES
Babysitter Certification (Ages 11-17)
Learn what it takes to be a safe and responsible babysitter. Learn skills necessary to safely and responsibly give care for children and infants. This training helps participants develop leadership skills and learn how to develop a babysitting business. Topics will include safety, discipline, basic child care and first aid. Babysitter and CPR & First aid certification is included. Wear comfortable clothing. (no tank tops please).
Visit ppp.utep.edu or call (915) 747-5142 for upcoming dates.

MASTERING MATH
Master Math! (Grades K-2)
In this class, students will learn the basic concepts of math including number operations, quantitative reasoning, patterns, relationships and algebraic thinking. Students will also learn fun and easy strategies that will make math easy and understandable.
Course: 15FYMT0002
Fee: $53
Day/Time: 9/12 - 10/17
Sa 9 to 10:30 a.m.
Course: 15FYMT0003
Fee: $47
Day/Time: 10/24 - 11/21
Sa 11 a.m. to 12:30 p.m.

Middle School Math Workshop
This math workshop will help your child learn to recognize mathematical patterns, and to understand proportions and probability. The course will also cover fractions, decimals, geometry, ratios, statistics, measurements, algebra, radicals and word problems.
Course: 15FYMT0500
Fee: $57
Day/Time: 9/2 - 10/21
W 9:30 to 11 a.m.

Math Magnificent! (Grades 3-5)
This class will help your child develop the math skills required for success in the third, fourth and fifth grades. The curriculum will cover whole numbers, decimals, number theory, fractions, probability, statistics, measurements, geometry, ratios and proportion.
Course: 15FYMT0210
Fee: $70
Day/Time: 9/12 - 10/31
Sa 11 a.m. to 12:30 p.m.

Mastering High School Math
(Grades 10-12)
This course focuses on improving students’ skills and conceptual understanding of advanced mathematics. It takes students from algebra to functions, and includes fundamental trigonometry and an introduction to limits.
Course: 15FYMT0091
Fee: $67
Day/Time: 9/5 - 11/7
Sa 11:30 a.m. to 1 p.m.
MUSIC, DANCE AND THEATER
Children's Acting Class (Ages 4-6) - NEW
This acting class will help your child develop artistic expression and creative focus through a variety of activities involving music, costumes, puppets, and dancing.
Course: 1SFYPA000
Fee: $47
Meetings: 10
Day/Time: 9/9- 11/11
W 4:30 to 5:30 p.m.

Guitar is Fun! (Ages 12-17)
This is a class for adolescents who are interested in learning to play the guitar and are willing to expand on it. It will give students the fundamentals they need to continuously improve their playing. We will cover topics such as hand positioning, tuning, strumming, picking, and much more. Required materials: Guitar. Note that students should purchase guitars appropriate to their size.
Course: 1SFYPA180
Fee: $43
Meetings: 8
Day/Time: 9/12- 10/31
Sa 11:45 a.m. to 12:45 p.m.

TEST PREPARATION
The following two courses are in partnership with:

SAT MATH Preparation (Entering Grades 9-12)
This class is designed to prepare students for the Math section of the SAT. In addition to reviewing topics from Pre-Algebra, Algebra and Geometry, students will become familiar with the format of the test and learn strategies and time-saving techniques that will significantly help improve test scores. Much time will be devoted to practice problems similar to those on the SAT. Students build their skills each week and increase their confidence level over the span of the course. All material included. Students will be able to:
• Identify and solve different types of problems related to numbers and operations.
• Apply approaches to solving multiple-choice problems.
• Apply diverse vocabulary
• Determine the necessary skills needed to answer questions
Course: 1SFYTS1100
Fee: $135
Meetings: 5
Day/Time: 10/24- 11/21
Sa 9 a.m. to 12 N

SAT READING/WRITING Preparation (Entering Grades 9-12)
This class is designed to prepare students for the SAT, this class will teach students the format of the test and provide both strategies and practice for questions on critical reading, sentence completion, grammar, usage, and writing. Topics will also include memorization, study techniques and knowledge building strategies to help improve their score. Much time will be devoted to practice problems similar to those on the SAT. Students build their skills each week and increase their confidence level over the span of the course. All material included. Students will be able to:
• Organize thoughts for a timed essay
• Interpret selected reading passages
• Use diverse vocabulary
• Determine the necessary skills needed to answer questions
Course: 1SFYTS1100
Fee: $135
Meetings: 5
Day/Time: 10/24- 11/21
Sa 9 a.m. to 12 N

WRITE ON
Read Your Way to Better Writing (Ages 13-17) - NEW
This course will use various young adult stories and book excerpts to motivate students to read. This is an interactive course in which students will practice reading, writing and sharing written work based on writing prompts from the readings.
Course: 1SFYWR0120
Fee: $63
Meetings: 6
Day/Time: 9/5- 10/10
Sa 10 a.m. to 12 N

Youth Acting Class (Ages 7-12) - NEW
This youth acting class will help children develop artistic, expressive and cognitive skills. They will learn acting techniques and activities using the voice, body and emotion, storytelling and roleplaying. Students will work with short scenes and plays which will be presented at the end of the course.
Course: 1SFYPA1010
Fee: $47
Meetings: 10
Day/Time: 9/10- 11/12
Th 4:30 to 5:30 p.m.

READING
Reading for the Future! (Grades 3-5)
This class will help students enhance their reading strategies so they are able to better understand a variety of tests. Students will learn to understand and identify the details or facts that support the main idea of a reading passage.
Course: 1SFYRD0011
Fee: $63
Meetings: 8
Day/Time: 9/12-10/31
Sa 9 to 10:30 a.m.

Reading to Succeed with Victoria Veilleux (Grades K-2)
This course will provide students with the tools to master reading and writing skills. Key skills covered include: Making predictions, identifying main ideas, using context clues and analyzing cause and effect. Research-based strategies will help struggling readers move forward.
Course: 1SFYPA020
Fee: $47
Meetings: 10
Day/Time: 9/8- 11/10
Tu 4:30 to 5:30 p.m.

Summer Enrichment Program 2015
P3, Kelly Hall, Suite 102, 500 West University Ave, El Paso, TX, 79968-0602
EnrichmentYouth
15 FYRD9005
Fee: $53
Meetings: 6
Day/Time: 9/10-10/17
Sa 11 a.m. to 12:30 p.m.

Community Enrichment Outlets
15 FYRD9006
Fee: $47
Meetings: 5
Day/Time: 10/24-11/21
Sa 11 a.m. to 12:30 p.m.

Day/Time: 9/10-10/17
Sa 11 a.m. to 12:30 p.m.

Day/Time: 9/9-11/11
W 4:30 to 5:30 p.m.

Day/Time: 9/9-11/11
W 4:30 to 5:30 p.m.

Day/Time: 9/10-11/12
Sa 9 a.m. to noon

Day/Time: 9/10-11/12
Sa 10 a.m. to 11:30 a.m.

Day/Time: 9/5-10/10
Sa 10 a.m. to 12 N
Space Lab (Ages 6-12)

Students will have fun as they investigate what astronauts have to know and what equipment they take into space. They'll learn how rockets shoot into space, how space programs use parachutes and what might happen if astronauts don't wear their space suits! They'll also touch real space food, launch their egg-a-nauts, make their own model space crafts and participate in some cool rocket races. Students must bring a sack lunch and clear beverage.

Course: 15FKS00002
Fee: $53  Meetings: 1
Day/Time: 10/17  Sa 9 a.m. to 4 p.m.

Wizard's Workshop (Ages 6-12)

This is a class for kids who want to be science magicians. They'll turn water into grape juice and then into milk, discover how science can make magic, create bubbling potions, glow in the dark objects, cool optical illusions, make their own wands and create a book of special science recipes. Students must bring a sack lunch and clear beverage.

Course: 15FKS00003
Fee: $53  Meetings: 1
Day/Time: 10/24  Sa 9 a.m. to 4 p.m.

Jr. Engineers on the Go (Ages 6-12)

Junior engineers will design, build, test and use cool machines that really work (not models) to learn how much fun engineering can be. Students will test the towers and bridges they make, the zooming loops of roller coasters, a model moon lander, hovercrafts, balloon rockets, super kites and helicopters too. Students must bring a sack lunch and clear beverage.

Course: 15FKS00005
Fee: $53  Meetings: 1
Day/Time: 11/7  Sa 9 a.m. to 4 p.m.

Chemistry Day! (Ages 6-12)

A chemistry experience that's not available at any school, this class has plenty of hands-on chemical fun for kids. Chemistry day delights include a dry ice smoking volcano, color changing paper and putties, glucose, bromothymol blue, crystal growth, UV bubbles, separation of mica, making cool blue light appear in the dark and much more. Students must bring a sack lunch and clear beverage.

Course: 15FKS00006
Fee: $53  Meetings: 1
Day/Time: 11/14  Sa 9 a.m. to 4 p.m.

Dinosauria (Ages 6-12)

Your kid will step into the world of paleontology as they discover why dinosaurs that roamed the Earth for millions of years mysteriously vanished. Jr. Paleontologists will embark on different activities like exploring rocks formations, mini volcanos, dino digs, fossil excavation, identification of fossils and more as they learn about the techniques and tools used in the field. Students must bring a sack lunch and clear beverage.

Course: 15FKS00007
Fee: $53  Meetings: 1
Day/Time: 11/21  Sa 9 a.m. to 4 p.m.

Animal Planet! (Ages 6-12)

Students will examine exciting aspects of the animal kingdom like animal adaptations, predators, prey, camouflage, and how animals survive in harsh environments like our desert. They'll study furry, feathered, scaly and slimy animal friends and meet some live animals too. There will also be special, animal-oriented, hands-on activities. Students must bring a sack lunch and clear beverage.

Course: 15FKS00008
Fee: $53  Meetings: 1
Day/Time: 12/5  Sa 9 a.m. to 4 p.m.

Jr. Super Science Spring Campers engaged in a hands-on dissection, working together during class to explore a cow's eye.

Frog Feet, Snake Skins, Furry and Feathered! (Ages 6-12)

This is a great class for kids who love animals or want to become vets, zookeepers or safari guides someday. Students will learn how all animals have adaptations to help them survive and the differences in amphibians, reptiles, mammals and birds. They'll collect specimens, dissect organs, build mini zoo exhibits and engage in other hand-on activities with domestic and exotic creatures.

Course: 15FKS00046
Fee: $57  Meetings: 5
Day/Time: 9/12 - 10/10  Sa 11:30 a.m. to 1:30 p.m.

Kids in the Lab (Ages 6-12)

This class is a great, fun way for kids to learn science principles while exploring everyday objects and creating scientific messes. Participants will learn how to make casts for broken bones, why blood is red and how to test water quality like a marine biologist; they'll sift through leaf litter for salamanders, create unique slime recipes, shrill eggs, make bath bombs, and fill the room with lots of creepy smoke.

Course: 15FKS00044
Fee: $57  Meetings: 5
Day/Time: 9/12 - 10/10  Sa 9 a.m. to 11 a.m.
COMMUNITY ENRICHMENT - ADULTS

SPECIAL DAYS OFF (no class) AND HOLIDAYS ARE LISTED ON YOUR CONFIRMATION RECEIPT AND THE P3 WEBSITE (ppp.utep.edu).

AQUATICS – LIMITED SPACE
REGISTRATION WILL BE CLOSED TWO BUSINESS DAYS PRIOR TO THE BEGINNING OF THE CLASS.

FOR POOL ACCESS INFORMATION OR TO REGISTER, PLEASE CALL (951) 747-5142 OR VISIT OUR OFFICES IN KELLY HALL, SUITE 102, MONDAY TO FRIDAY, 8 a.m. TO 5 p.m.

P3 Pool ID Card
All swimming pool participants must purchase a P3 Pool ID Card to enter the Student Recreation Center. The P3 Pool ID Card is offered for a one-time fee of $15 and can be used for future paid swimming courses as long as it is for the same person.

Adult Swimming and Conditioning (Ages 18 and Older)
Join other fitness-conscious folks at the pool for a great workout. This class is for intermediate to advanced swimmers who want to improve their technique (strokes, turns and starts) and endurance.

Course: 15FCAQ1000
Fee: $47
Meetings: 8
Day/Time: 9/2 - 9/30
W and M 7:30 to 8:30 p.m.

Course: 15FCAQ1001
Fee: $47
Meetings: 8
Day/Time: 10/5 - 10/28
M and W 7:30 to 8:30 p.m.

Course: 15FCAQ1002
Fee: $47
Meetings: 8
Day/Time: 11/2 - 11/25
M and W 7:30 to 8:30 p.m.

Swimming Classes: Beginner, Intermediate, and Advanced (Ages 18 and Older)
This course helps swimmers at all levels improve their skills. Beginners will learn how to be comfortable in the water, how to breathe, float and basic strokes. Intermediate swimmers learn basic strokes plus techniques that build endurance, while advanced swimmers will focus on the basics of competitive swimming and how to optimize performance. All sessions will be adjusted to each swimmer’s comfort level. Required materials: Swim goggles.

Course: 15FCAQ1051
Fee: $47
Meetings: 8
Day/Time: 10/1 - 10/27
Th and Tu 7:30 to 8:30 p.m.

Course: 15FCAQ1052
Fee: $45
Meetings: 7
Day/Time: 11/3 - 11/24
Tu and Th 7:30 to 8:30 p.m.

Getting Ready for a Triathlon (Ages 18 and Older)
This course is for those training for their first triathlon and those who have already participated in one and want to improve their performance in the swimming section of the competition. Participants who want a challenge or are simply intrigued by this event will also benefit. In addition to giving you techniques to improve your time, the course will also build your confidence.

Course: 15FCAQ1017
Fee: $75
Meetings: 8
Day/Time: 9/2 - 10/21
W 7:30 to 8:30 p.m.

Course: 15FCAQ1031
Fee: $39
Meetings: 4
Day/Time: 11/4 - 11/25
W 7:30 to 8:30 p.m.

Getting Wet for Health: No Sweat, Get Wet (Ages 55 and Older)
This water aerobics course will enhance flexibility, cardiovascular, and muscular endurance with minimal strain on joints and ligaments and reduced risk of injury. For those with bone, muscle, or joint problems, the warm, buoyancy and resistance of the water challenges the body while easing strain on problematic areas. Benefits include less pain and improved daily function and overall, a better quality of life.

Course: 15FCAQ1400
Fee: $47
Meetings: 8
Day/Time: 9/1 - 9/24
Tu and Th 9:30 to 10:30 a.m.

Course: 15FCAQ1401
Fee: $47
Meetings: 8
Day/Time: 10/1 - 10/27
Tu and Th 9:30 to 10:30 a.m.

Course: 15FCAQ1402
Fee: $45
Meetings: 7
Day/Time: 11/3 - 11/24
Tu and Th 9:30 to 10:30 a.m.

Water Aerobics (Ages 18 and Older)
This water aerobics class will employ a variety of training concepts while emphasizing safety and proper technique. You’ll learn how working against the resistance of the water will help you tone and shape your figure, and how its soothing power can help you reduce stress and improve your mental outlook. You will need a swimsuit, but do not need to know how to swim.

Course: 15SYAQ1011
Fee: $47
Meetings: 8
Day/Time: 9/1 - 9/24
Tu and Th 7:30 to 8:30 p.m.

Course: 15FCCH0237
Fee: $37
Meetings: 1
Day/Time: 10/6
Tu 6 to 8 p.m.

Course: 15FCCH0238
Fee: $37
Meetings: 1
Day/Time: 11/3
Tu 6 to 8:30 p.m.

ART
Charcoal Portraits and Caricature Drawings
Students will learn to draw lifelike charcoal portraits and action-packed humorous caricatures of family and friends with former El Paso Times editorial cartoonist, Nacho Garcia. Required materials: A newsprint 11” x 14” pad and a charcoal and pastel set.

Course: 15FCART120
Fee: $59
Meetings: 5
Day/Time: 9/3 - 10/1
Th 6 to 8 p.m.

Develop Your Inner Artistic Eye: Basic Drawing
This basic drawing class will teach students simple observation techniques and how to train the motor reflex between the eye and hand to achieve and capture images on paper. Students will also learn techniques like learning composition, perspective and proportion. Required materials: Sketching pencils and charcoal pencils 2B and 4B, a ruler, kneaded erasers, and a pad of 12”x18” drawing paper.

Course: 15FCART121
Fee: $59
Meetings: 5
Day/Time: 11/4 - 12/2
W 6 to 8 p.m.

COOKING
A Culinary Trip to Japan - UPDATED
Aspiring chefs can add Japanese to their culinary repertoire! Chawanmushi is a steamed egg custard which is pudding-like but not sweet—perfect for an appetizer. Beef Donburi is a simple, tasty beef bowl with brown dressing. Participants will also learn how to use a saucepan to make steamed rice. All supplies are provided.

Course: 15FCCH0237
Fee: $37
Meetings: 1
Day/Time: 10/6
Tu 6 to 8:30 p.m.

A Twist to Your Holiday Dinner with Chinese Cuisine - NEW
Class participants will learn how to prepare the famous Chinese Kung Pao Chicken and the popular Deep-fried Shrimp Ball with Pineapple. All supplies are provided.

Course: 15FCCH0238
Fee: $37
Meetings: 1
Day/Time: 11/3
Tu 6 to 8:30 p.m.
Meet Me For Sunday Brunch - NEW

The goal of this class is to provide participants with knowledge of basic cooking methods, organization, time management, safety, equipment usage and menus. Students will learn how to prepare Spanish Chicken Monterey with avocados, bacon, cheese, green plantain (tostones), lettuce and tomato. We’ll also prepare hand-dipped chocolate-covered strawberries. All supplies are included.

Course: 15FCCHO236
Fee: $43
Day/Time: 9/28
M 5:30 to 8 p.m.

Today’s My Turn to Cook a Traditional Italian Seafood Dish

This class is for seafood lovers. Participants will learn how to make an appetizer-waiting fresh Scampi Salad from the instructor’s personal repertoire, a light cherry tomato/scampi sauce and a traditional Roasted Salmon in Wine Sauce with a side of potatoes. Wines to accompany the meal will be suggested during the preparation. All supplies are included.

Course: 15FCCHO235
Fee: $35
Day/Time: 10/17
Sa 9 a.m. to 12 N
Body Sculpting & Abdominal Workout (Ages 18 and Older)

Body sculpting focuses on major muscle groups using precision techniques to "sculpt" a stronger and more defined muscular physique. Participants will increase energy levels, lose excess pounds and inches, and tone arms, legs, hips and thighs. They will also focus on toning and strengthening the abs with multiple exercises. Participants must wear comfortable workout clothes.

Course: 15FCHF4205
Fee: $69
Meetings: 16
Day/Time: 9/22 - 11/12
Tu and Th 7:15 to 8:15 p.m.

Course: 15FCHF4206
Fee: $40
Meetings: 9
Day/Time: 11/17 - 12/17
Tu and Th 7:15 to 8:15 p.m.
No class on 11/26

Course: 16FCHF0103
Fee: $69
Meetings: 24
Day/Time: Tu and W 7:30 to 8:30 p.m.

Course: 16FCHF0104
Fee: $63
Meetings: 14
Day/Time: 11/2 - 12/16
M and W 5 to 6 p.m.

Course: 16FCHF0105
Fee: $69
Meetings: 16
Day/Time: 1/6 - 1/22
W and M 5 to 6 p.m.

Circuit Training (Ages 18 and Older)

Circuit training is an excellent way to improve aerobic fitness, health and muscular strength. This class incorporates anaerobic and aerobic exercises for the entire body and will help develop muscle definition using medicine balls, elastic bands, dumbbells and more. Students must wear comfortable workout clothes and bring slipper shoes.

Course: 15FCHF1023
Fee: $69
Meetings: 16
Day/Time: 8/25 - 10/15
Tu and Th 6 to 7 p.m.

Course: 15FCHF1024
Fee: $69
Meetings: 16
Day/Time: 10/20 - 12/17
Tu and Th 6 to 7 p.m.
No class on 11/24 and 11/26

Course: 16FCHF1024
Fee: $69
Meetings: 16
Day/Time: 1/5 - 2/25
Tu and Th 6 to 7 p.m.

Golf for Adults (Ages 18 and Older) – OFF-CAMPUS

In this course, golfers of all skill levels will learn the fundamentals of the golf swing and improve their technique and scores with the help of video analysis. Participants will also get an overview of the rules of the game with practical tips on playing to win. Golf clubs will be available if needed and range balls for lessons can be purchased at the driving range.

Course: 15FCHF3312
Fee: $75
Meetings: 3
Day/Time: 11/5 - 11/19
Th to 6:30 p.m.

How to Run Your First 5K (Ages 18 and Older)

This course will teach participants running fundamentals and prepare them to run their first 5K race. Fundamentals include proper running technique, warm-up and cool-down, technique drills, basic strengthening exercises, proper stretching and basic training principles.

Course: 15FCHFO051
Fee: $75
Meetings: 13
Day/Time: 9/2 - 10/19
W and M 6 to 7:30 p.m.
No class on 9/7

Course: 15FCHF0052
Fee: $75
Meetings: 13
Day/Time: 1/4 - 2/17
M and W 6 to 7:30 p.m.

Kendo, Iaido, and Japanese Swordsmanship (Ages 18 and Older)

Students will acquire a basic understanding of the Japanese Katana and develop fundamental skills through solo and paired practice of footwork, sword-grip, striking, distancing, timing and speed. Students will also improve strength, endurance, stamina and overall fitness, and learn how to stay mentally calm in stressful situations. All skill levels are welcome. Participants must be 18 years old or older and wear comfortable clothing to exercise in. Required materials: A shinai (bamboo sword) and a bokken (wooden sword). Please see instructor for approved purchase sources and to ensure a correct size.

Course: 15FCHF1060
Fee: $73
Meetings: 24
Day/Time: 9/9 - 10/31
W & F 7:30 to 9 p.m.
Sa 10:30 a.m. to 12:30 p.m.

Course: 15FCHF1061
Fee: $63
Meetings: 15
Day/Time: 11/11 - 12/19
W & F 7:30 to 9 p.m.
Sa 10:30 a.m. to 12:30 p.m.

Course: 16FCHF1060
Fee: $73
Meetings: 24
Day/Time: 1/6 - 2/27
W & F 7:30 to 9 p.m.
Sa 10:30 a.m. to 12:30 p.m.

Pilates (Ages 18 and Older) - BILINGUAL

Pilates emphasizes balanced development of the body through core strength, flexibility and awareness. Its major benefits include improved strength, coordination and balance. This course focuses specifically on resistance exercises.

Required materials: Pilates ball, two 3lbs. weights, and a pilates mat.

El Pilates es un sistema de entrenamiento físico, creado por Joseph Pilates, que se basa en la armonía entre cuerpo y mente mediante el fortalecimiento del tronco inferior, la flexibilidad y el conocimiento. Sus principales ventajas incluyen mayor fuerza, coordinación y equilibrio, permitiéndole moverse con mayor facilidad. El curso se concentra en los ejercicios de resistencia.

Materiales requeridos: una pelota para pilates, dos pesas de tres libras cada una y un tapete para pilates.

Course: 15FCHF3012
Fee: $43
Meetings: 9
Day/Time: 9/1 - 9/29
Tu and Th 6 to 6:30 p.m.

Course: 15FCHF3013
Fee: $43
Meetings: 9
Day/Time: 10/1 - 10/29
Tu and Th 6 to 6:30 p.m.

Course: 15FCHF3014
Fee: $33
Meetings: 7
Day/Time: 11/3 - 11/24
Tu and Th 6 to 6:30 p.m.

Course: 15FCHF3015
Fee: $29
Meetings: 6
Day/Time: 12/1 - 12/17
Tu and Th 6 to 6:30 p.m.

Course: 16FCHF3012
Fee: $37
Meetings: 8
Day/Time: 1/5 - 1/28
Tu and Th 6 to 6:30 p.m.

Self-Defense Awareness (Ages 18 and Older)

In this class, students will learn the practice and theory of the ancient martial arts discipline of Kung Fu. They will learn self-defense techniques at the same time as they condition their bodies.

Course: 15FCHF0024
Fee: $63
Meetings: 18
Day/Time: 10/6 - 12/10
Tu and Th 7 to 9 p.m.
No class on 11/24 and 11/26
Ultra Strength and Conditioning

Fitness Program

This is a personal weight training program, designed for anyone who wants to maintain fitness level, reduce body fat, reduce the risk and rate of injury, reduce the impact of school or job stress, and adopt exercise as a stressor. Students will learn how to develop and/or maintain a healthy body working with weights, machines, elastic bands and one’s own body weight.

**Cardio T’ai Chi and Weight Loss**

Cardio T’ai Chi is a holistic exercise to improve overall mental and physical health along with cardiovascular and pulmonary functions, weight reduction, self-defense, and self-healing. Participants will enjoy increased flexibility, balance, fine-motor control and suppleness, along with improved circulation.

**Course:** 15FCHW1020

**Fee:** $53

**Meetings:** 10

**Day/Time:** 9/12 - 11/14

Sa 9 to 10 a.m.

**Hatha Yoga (Ages 18 and Older) - NEW**

Hatha yoga is an ancient yoga practice done at a slow, meditative pace. It is perfect for beginners and includes instruction in physical postures (asanas), simple breathing exercises (pranayama) and cleansing exercises (kriyas). Participants will learn how to balance different energies and forces within themselves and in their lives while exercising the body, relieving stress and increasing mindfulness and awareness.

**Course:** 15FCHW0045

**Fee:** $43

**Meetings:** 8

**Day/Time:** 11/2 - 11/25

M and W 6 to 7 p.m.

**Meditation (Ages 18 and Older)**

Meditation is the practice of self-awareness, harmonizing the mind and the body, and purifying the spirit. The ultimate goal is for students in this course to recognize their true spirituality and renew their well-being.

**Course:** 15FCHW0041

**Fee:** $43

**Meetings:** 8

**Day/Time:** 9/2 - 9/30

W and M 6 to 7 p.m.

No class on 9/7

**T’ai Chi Chuan I and II**

Intermediate and advanced students will learn more about T’ai Chi in this course. Level II intermediate students will learn more about its discipline and weapons, including the fan and sword. Level III advanced students will learn the international competition forms, including the 42-step bare hand form and the 42-step sword form. The 52 fan movements of T’ai Chi Kung Fu will also be taught. Students must wear comfortable clothing and T’ai Chi or athletic shoes.

**Course:** 15FCHW7010

**Fee:** $43

**Meetings:** 8

**Day/Time:** 9/1 - 9/24

Tu and Th: 6 to 7 p.m.

**Course:** 15FCHW7011

**Fee:** $43

**Meetings:** 8

**Day/Time:** 10/6 - 10/29

Tu and Th: 6 to 7 p.m.

**Course:** 15FCHW7012

**Fee:** $43

**Meetings:** 8

**Day/Time:** 11/7 - 11/25

Tu and Th 6 to 7 p.m.

**Yoga & Weight Loss - NEW**

In this class, participants will work on yoga poses for muscle strength, flexibility, calorie-burning and improved metabolism. They will also learn breathing exercises for relaxation and mindful awareness to help them make better diet choices, manage stress and sleep more soundly.

**Course:** 15FCHW1021

**Fee:** $54

**Meetings:** 10

**Day/Time:** 9/12 - 11/14

Sa 10 to 11 a.m.

**LEGAL MATTERS**

**Immigration Law - BILINGUAL**

This course focuses on three main areas: The asylum application process, analysis and discussion of immigration case law and discussion of visas available in the U.S., including student, tourist and investor visas. It also addresses exclusion and deportation proceedings. Lectures use the Socratic Method, video, and PowerPoint presentations. Master copies of instructor-created handouts will be used in class.

Este curso presenta una visión general de las leyes migratorias y el asilo en Estados Unidos, haciendo hincapié en sus políticas inmigratorias y jurisprudencia. Resalta la aplicación de la jurisdicción inmigratoria y aduanera de Estados Unidos. Abordará tres temas generales: el proceso de asilo, análisis y discusión de la jurisprudencia migratoria y una discusión sobre los diferentes tipos de visas que se otorgan en Estados Unidos, incluyendo las de estudiante, turista y empresario. Este curso también abordará los procedimientos de exclusión y deportación. Las conferencias se realizarán con el método socrático, video y presentaciones de “PowerPoint”. En clase se utilizarán copias del material impreso desarrollado por el instructor.
MONEY MATTERS
10 Steps to Starting a Small Business
Participants will learn some basic steps that can help plan, prepare and manage one’s own business, including planning, making financial decisions and completing a series of legal activities. Discussion topics will include how to select a business name, its legal structure, necessary insurances, financial statements, franchising, writing a business plan, understanding your FICO® score and much more.

Course: 15FCMM1110
Fee: $49  Meetings: 3
Day/Time: 10/24 - 10/31
Sa 9 a.m. to 12 N

Basic Income Tax Course for Small Businesses
Students in this course will learn how to prepare a tax return for a small business. They will acquire the knowledge needed to complete tax returns for various types of business entities, with a focus on the more complex Schedule C, sole proprietorships, as well as basic partnerships and corporations.

Course: 15FCMM1150: “Basic Tax Preparation Course” is a prerequisite for this course.
Course: 15FCMM1160
Fee: $39  Meetings: 2
Day/Time: 10/24 - 10/31
Sa 9 a.m. to 12 N

Basic Tax Preparation Course
Participants will learn about the tax preparation process and understand the terms and concepts needed to prepare and file an individual tax return. Students will review different sections of Form 1040, including filing status, exemptions, income and adjusted gross income, tax and credits, payments, refunds and the amount owed.

Course: 15FCMM1150
Fee: $95  Meetings: 6
Day/Time: 9/12 - 10/17
Sa 9 a.m. to 12 N

MUSIC, DANCE AND THEATER
Belly Dancing for Fun and Fitness
Belly dancing helps improve coordination, body control and body awareness, giving participants increased confidence. It works core muscles to attain better confidence. It works core muscles to attain better

Course: 15FCPA3184
Fee: $33  Meetings: 8
Day/Time: 9/9 - 10/5
W and M 7:30 to 8:30 p.m.

Course: 15FCPA3185
Fee: $40  Meetings: 10
Day/Time: 11/9 - 12/9
M and W 7:30 to 8:30 p.m.

Guitar is Always Fun! (Ages 18 and Older)
This is a class for students over 18 who want to start playing the guitar as well as for those who play, but want to advance. Class topics include hand positioning, tuning, strumming, picking and much more. Handouts on the course material covered will be provided by the instructor.

Course: 15FCPA0161
Fee: $39  Meetings: 7
Day/Time: 9/14 - 10/26
M 6 to 7 p.m.

Introduction to Piano Performance for Adults - LIMITED SPACE
This course focuses on the fundamentals of music theory and professional keyboard techniques with demonstrations by the instructor. Note reading, hand positioning, technique exercises for the hands, chords, scales and articulation, as well as the skill to play popular songs will be addressed. Maximum capacity is 12. Required textbook:

Course: 15FCPA4000
Fee: $83  Meetings: 8
Day/Time: 9/5 - 10/24
Sa 10 to 11:30 a.m.

Violin Class: Level I - NEW
Students will learn the fundamentals of violin technique, practice and performance with a focus on basic music notation, theory and engaged active listening. Classes will also involve musical collaboration with the instructor. On completion of this course, the student should be able to successfully perform simple to intermediate violin pieces and small works. Outside classroom practice is expected and required.

Required materials and textbook:

Course: 15FCPS5000
Fee: $69  Meetings: 8
Day/Time: 9/2 - 10/21
W 9:30 to 7 p.m.

Violin Class: Level II - NEW
Students will learn intermediate to advanced violin techniques, practice and performance with specific focus on music notation, theory and engaged active listening. Classes will also involve musical collaboration with the instructor. On completion of this course, the student should be able to successfully perform intermediate to advanced professional violin pieces. Outside classroom practice is expected and required.

Required materials and textbook:

Course: 15FCPS5001
Fee: $69  Meetings: 8
Day/Time: 9/3 - 10/22
Th 5:30 to 7 p.m.

PERSONAL AND PROFESSIONAL ENHANCEMENT
CRP and First Aid Certification (Ages 18 and Older)
This course provides hands-on training that shows participants how to respond to common first-aid emergencies, including cardiac and breathing emergencies. CPR/First Aid certification is included. Participants must wear comfortable clothing (no tank tops, please).

Course: 15FCSSD101
Fee: $63  Meetings: 2
Day/Time: 10/3 - 10/10
Sa 12 N to 4 p.m.

Grant Writing
This class introduces participants to grant writing, helps them gain an understanding of the main components of a good grant proposal and also the requirements needed to apply for a grant. Students will be encouraged to write a grant proposal (actual or imaginary) and review and critique each other’s proposals.

Course: 15FCPD0009
Fee: $73  Meetings: 7
Day/Time: 9/2 - 10/14
W 6 to 7:30 p.m.

Introduction to Computers for Adults 55+ (BILINGUAL)
This slow-paced, hands-on course is specifically designed for older adults. Students will learn basic computer terms, do exercises to become comfortable using a mouse, study basic Windows functions like how to customize the Desktop, manage multiple windows and organize files and folders. The course will provide a brief introduction to Microsoft Office and the Internet (web browsers, Google search engine, and E-mail). Students will also learn how to create and manage a Facebook and Skype account.

This course est diseñado específicamente para los adultos de mayor edad para enseñarles a sacar provecho de esta tecnología tan versátil. Las clases son prácticas e irán a su ritmo, proporcionando al usuario principiante una visión global y unos fundamentos sólidos de la computadora. Para el alumno que ya posee conocimientos de la computadora, servirá como una buena revisión. Los alumnos analizarán muchos de los usos más comunes de las computadoras, incluyendo su terminología básica, ejercicios para sentirse cómodos usando el ratón, funciones básicas como cómo personalizar el fondo de la pantalla, manejar múltiples ventanas u organizar ficheros y carpetas. El curso también presentará una breve introducción a Microsoft Office e Internet (navegadores, el buscador Google y correo electrónico). Los alumnos aprenderán a crear y manejar una cuenta de Facebook para conectarse con familia y amigos y compartir fotos al tiempo que protegen su privacidad. También aprenderán a configurar una cuenta de Skype para mantenerse en contacto con sus seres queridos - dondeeran que estén. Aprenderán a crear su perfil, compartir la configuración del audio y video, añadir contactos, enviar mensajes instantáneos y hacer llamadas de voz y video gratis.

Course: 15FCDDP1050
Fee: $55  Meetings: 6
Day/Time: 9/1 - 9/28
Sa 9 to 11 a.m.

Course: 15FCDDP1051
Fee: $55  Meetings: 6
Day/Time: 11/7 - 12/12
Sa 9 to 11 a.m.

Time Management and Personal Organization - NEW
Time management is at the root of money management and is key to financial success. This class will teach participants how to manage both their time and money effectively.

Course: 15FCPCP0000
Fee: $49  Meetings: 2
Day/Time: 9/3 - 9/10
Th 6 to 8 p.m.

Course: 15FCPCP0001
Fee: $49  Meetings: 2
Day/Time: 11/5 - 11/12
Th 6 to 8 p.m.
PHOTOGRAPHY

Advanced Digital Photography - NEW

This class is for students who already have a fairly solid understanding of digital photography and the working, controls and functions of a digital camera. Course materials will place an emphasis on portrait, sports and landscape photography and how lenses, aperture and shutter speed settings can affect a photograph’s appearance. Required materials: Digital camera.

Course: 15FCPH1010
Fee: $63
Meetings: 5
Day/Time: 9/2 - 9/30
W 6 to 8 p.m.

Introduction to Digital Photography and Photoshop

This beginners’ class will teach students the basic techniques and artistry required for good photography. Students will learn about composition, lighting, cameras and lenses, as well as how to use Adobe Photoshop software to make simple improvements to photographs. The course also will cover a few advanced Photoshop techniques, with an emphasis on using the science of photography to express artistry. Required materials: Digital camera.

Course: 15FCPH1000
Fee: $79
Meetings: 6
Day/Time: 9/1 - 10/6
Tu 6 to 8 p.m.

Cameraless Photography - NEW

This course focuses on rare photography processes. Students will learn how to create Cyanotype and Van Dyke prints using digital negatives and sunlight and also explore how to make a room-size Camera Obscura.

Course: 15FCPH1005
Fee: $93
Meetings: 6
Day/Time: 9/19 - 10/24
Sa 12 N to 2 p.m.

Foundations of Photography

This course is suitable for users of either analog or digital cameras and is a foundation for any of the other photography courses offered by UTEP’s Professional and Public Programs. Five major areas of study are covered: Camera controls, composition, lighting, lenses and electronic flash. This class is designed to put aspiring photographers in control of your equipment to maximize the WOW factor and increase creativity in photos. Required materials: Digital camera.

Course: 15FCPH1001
Fee: $79
Meetings: 6
Day/Time: 9/3 - 10/8
Th 6 to 8 p.m.

Introduction to Photoshop

This class will begin with an explanation of the tools and features available in Adobe’s Photoshop software package and gradually move into some basic photo manipulation techniques such as correcting color and exposure, retouching, merging multiple images, stitching panoramas and working with layers. Computer knowledge is helpful but not necessary; all topics will be relevant to both Macs and PCs.

Course: 15FCPH1003
Fee: $43
Meetings: 1
Day/Time: 10/13 - 10/13
Tu 6 to 8 p.m.

SAFETY AND SELF-DEFENSE

Firearms Courses

These courses are held continually and taught by George Brenzovich, a state-certified instructor and member of USA Shooting, the national governing body for Olympic shooting sports. Contact the instructor by phone at (915) 204-7977 or email him at gunchamp@aol.com for more information and call Professional and Public Programs at (915) 747-5142 to register (you must be at least 21 years old). Firearm courses include:

• Basic Firearms: An introduction to and overview of the rifle, pistol and shotgun. The course focuses on safety, selection criteria, ammunition characteristics and firearm use.
• Texas Concealed Handgun License: A one-day course for first-time license applicants.
• Firearms Forum: This four-hour course will cover hot button community firearms issues.
• Coaches Corner: The course invites regional shooting coaches to discuss various firearms-related topics such as care, cleaning, maintenance, selection, ammunition testing use, etc.

Community Enrichment Adults
ENGLISH LANGUAGE INSTITUTE

HOW TO ENROLL IN THE ENGLISH LANGUAGE INSTITUTE (ELI):

1. Visit us at ppp.utep.edu
2. Scroll down and click on ENGLISH LANGUAGE INSTITUTE
3. Scroll down to the steps for NEW/TRANSFER STUDENTS
4. Click on the HOW TO APPLY: THE ELI APPLICATION PROCESS CHECKLIST - ENGLISH (Step no. 1) where you will find the application process explained and all required documents listed.
5. To enroll, prospective ELI students must submit all the required documents. International students who require an I-20 should check the “Calendars and Fees” document. This will ensure all required documents are submitted prior to the I-20 request deadline.
6. Registration must be completed before the placement test can be taken. Placement exams will be given on the dates listed below at 9 a.m. in Miners Hall (unless otherwise stated). Orientation will take place the following day at 9 a.m. in Miners Hall (unless otherwise stated).

The Intensive English Program
Individualized Attention • Highly Skilled Instructors
Preparation for the Test of English as a Foreign Language (TOEFL)

TOEFL Preparation Course
Internet-based Test (ibt)
This course is designed to prepare students for the Internet-based Test of English as a Foreign Language (TOEFL), which evaluates students’ English proficiency and is required for most undergraduate and graduate admission. This course will cover the knowledge and skills evaluated by the TOEFL: listening comprehension, reading comprehension, vocabulary, English language structure, and essay writing skills. Test-taking strategies will be discussed to help students make the most of their time during the actual test.

Registration is required in order to take placement tests.

Course: 15FELI3600
Fee: $1,007
Meetings: 32
Day/Time: 8/24 - 10/15
M, Tu, W and Th 8 a.m. to 1 p.m.
No class on 9/1

TOEFL Preparation Course
Internet-based Test (ibt) Fall II 2015
This course is designed to prepare students for the Internet-based Test of English as a Foreign Language (TOEFL). Students from foreign countries must pass the TOEFL to be admitted to most American universities for either undergraduate or graduate studies. The course will cover all parts of the TOEFL: listening, comprehension, speaking, structure and written expression, and reading comprehension and vocabulary. Test-taking strategies will also be presented.

TOEFL Preparation Course
Internet-based Test (ibt)
This course is designed to prepare students for the Internet-based Test of English as a Foreign Language (TOEFL). Students from foreign countries must pass the TOEFL to be admitted to most American universities for either undergraduate or graduate studies. The course will cover all parts of the TOEFL: listening, comprehension, speaking, structure and written expression, and reading comprehension and vocabulary. Test-taking strategies will also be presented.

Refund Policy: Applicants who cancel a registration will be issued a refund, minus a $75 processing charge, provided the cancellation notice is received at the English Language Institute prior to the course start date.

CONVERSATION

ELI - Intensive English Conversation
Would you like to speak English with confidence? This course will improve your conversational English skills, including pronunciation and listening. Emphasis is placed on developing confidence in speaking English. The course focuses on vocabulary, student presentations, and discussions of current affairs.

Course: 15FELI2000
Fee: $365
Meetings: 32
Day/Time: 8/24 - 10/15
M, Tu, W and Th 1:15 to 2:45 p.m.
No class on 9/1

Evening

TOEFL Preparation
Internet-based Test (ibt) Fall II 2015
This course is designed to prepare students for the Internet-based Test of English as a Foreign Language (TOEFL). Students from foreign countries must pass the TOEFL to be admitted to most American universities for either undergraduate or graduate studies. The course will cover all parts of the TOEFL: listening, comprehension, speaking, structure and written expression, and reading comprehension and vocabulary. Test-taking strategies will also be presented.

Course: 15FELI3603
Fee: $530
Meetings: 20
Day/Time: 8/25 - 10/8
Tu, W and Th 6 to 8 p.m.

TOEFL Preparation
Internet-based Test (ibt) Fall II 2015
This course is designed to prepare students for the Internet-based Test of English as a Foreign Language (TOEFL). Students from foreign countries must pass the TOEFL to be admitted to most American universities for either undergraduate or graduate studies. The course will cover all parts of the TOEFL: listening, comprehension, speaking, structure and written expression, and reading comprehension and vocabulary. Test-taking strategies will also be presented.

Course: 15FELI3603
Fee: $530
Meetings: 20
Day/Time: 10/20 - 12/3
Tu, W and Th 6 to 8 p.m.
ELI: Intensive English Program

**Fall I 2015 - Basic**

This intensive 20 session program is designed to help beginning English speakers gain a basic command of English in listening, speaking, reading, and writing. In this highly interactive course, students will focus on basic English pronunciation needed for daily conversations. The course also integrates grammar rules as part of the reading and writing package.

**Course:** 15FELI1003

**Fee:** $350

** Meetings:** 20

**Day/Time:** 8/24 - 9/18

**M to F 6 to 9 p.m.**

**ELI: Intensive English Program

**Fall II 2015 - Intermediate**

This intensive 20 session program is designed to build up on the basic Intermediate program. In this highly interactive course, students will focus on intermediate English pronunciation needed for daily conversations. The course also integrates grammar rules as part of the reading and writing package.

**Course:** 15FELI1004

**Fee:** $350

** Meetings:** 20

**Day/Time:** 10/19 - 12/10

**M to F 6 to 9 p.m.**

**English Conversation: Level I**

Linguists have found that people learn a second language more easily in a relaxed atmosphere. We will put you at ease as you learn to converse in English. This course is for those with some basic English skills. You will learn how to make small talk, end a conversation, order food in a restaurant, speak to coworkers in a business setting and more. This course is a precursor to English Conversation: Level II.

**The refund/credit policy for this course can be found in the general information section of the catalog on page 4.**

**Course:** 15FELI2801

**Fee:** $119

** Meetings:** 10

**Day/Time:** 11/3 - 12/8

**Tu and Th 6 to 8 p.m.**

**No class on 11/26**

**English Conversation: Level II**

For those who want to continue sharpening their conversational skills, this intermediate-to-advanced level course in English as a Second Language expands on the activities begun in English Conversation: Level I. The Level II session offers continued development of speaking and listening skills for effective communication in English by emphasizing the use of common idioms, role-play and short debate to encourage conversation. The refund/credit policy for this course can be found in the general information section of the catalog on page 4.

**Course:** 15FELI2802

**Fee:** $119

** Meetings:** 10

**Schedule:** 9/29 - 10/29

**Day/Time:** Tu and Th 6 to 8 p.m.

**English Conversation: Level III**

For those who want to continue sharpening their conversational skills, this course in English as a Second Language expands on the activities begun in English Conversation: Level II. The Level III course offers continued development of speaking and listening skills for effective communication in English by emphasizing the use of common idioms, role-play and short debate to encourage conversation. The refund/credit policy for this course can be found in the general information section of the catalog on page 4.

**Course:** 15FELI2803

**Fee:** $119

** Meetings:** 10

**Day/Time:** 11/3 - 12/8

**Tu and Th 6 to 8 p.m.**

**No class on 11/26**

**Pronunciation of American English**

In this course, students will strengthen their listening, speaking and pronunciation skills. The course emphasizes phonetic rules (much like grammar rules), in particular, phonetic environments, stress, rhythm and inflection. Students will learn how to self-monitor and improve their English pronunciation. This is a highly interactive class.

The refund/credit policy for this course can be found in the general information section of the catalog on page 4.

**Course:** 15FELI2810

**Fee:** $119

** Meetings:** 10

**Day/Time:** 8/28 - 10/30

**F 6 to 8 p.m.**

**WEEKEND**

**ELI - Intensive English Conversation**

Would you like to speak English with confidence? This course will improve your conversational English skills, including pronunciation and listening. Emphasis is placed on developing confidence in your ability to speak English. The course focuses on vocabulary, student presentations and discussions of current affairs.

**Course:** 15FELI2004

**Fee:** $365

** Meetings:** 15

**Day/Time:** 8/29 - 12/12

**Sa 9 a.m. to 12 N**

**No class on 11/28**

**TOEFL Preparation Internet-based Test (ibt)**

This course is designed to prepare students for the internet-based Test of English as a Foreign Language (TOEFL), which evaluates students' English proficiency and is required for most undergraduate and graduate admission. This course will cover the knowledge and skills evaluated by the TOEFL: listening comprehension, speaking, reading comprehension, vocabulary, English language structure, and essay writing skills. Test-taking strategies also will be discussed to help students make the most of their time during the actual test.

**Course:** 15FELI3004

**Fee:** $365

** Meetings:** 15

**Day/Time:** 8/29 - 12/12

**Sa 9 a.m. to 12 N**

**No class on 11/28**

**ELI - Listening, Speaking & Pronunciation Workshop: Focus Business English**

This course is designed for high-advanced learners who need to polish their English listening and speaking skills for use in a business environment. The course emphasizes grammatical accuracy as well as vernacular idioms, genre-specific vocabulary commonly known as “business speak” (associated with corporate discussions), pronunciation drills for focused improvements, and interaction practices to help students produce the speech patterns of a native “business English” speaker. Class sessions will involve detailed pronunciation work, as well as out-of-classroom tasks to provide practical opportunities to rehearse the language in context.

**NOTE:** Active practice outside of the classroom is required.

**Course:** 15FELI9004

**Fee:** $365

** Meetings:** 15

**Day/Time:** 8/29 - 12/12

**Sa 9 a.m. to 12 N**

**No class on 11/28**
<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Name</th>
<th>Prerequisite</th>
<th>Fee</th>
<th>Meetings</th>
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<tr>
<td>15FLAC0000</td>
<td>Conversational Arabic I</td>
<td>Entry-level or equivalent knowledge of Chinese approved by the instructor</td>
<td>$155</td>
<td>13</td>
<td>8/23 - 11/22, Su 9 a.m. to 12 N</td>
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<tr>
<td>15FLAC0000</td>
<td>Conversational Arabic II</td>
<td>Level I or equivalent knowledge of Chinese approved by the instructor</td>
<td>$155</td>
<td>13</td>
<td>8/23 - 11/22, Su 9 a.m. to 12 N</td>
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<tr>
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<td>Chinese Entry-Level (Age 5 through adults)</td>
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<td>$155</td>
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<td>15FLAC0002</td>
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<tr>
<td>15FLAC0003</td>
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<tr>
<td>15FLAC0004</td>
<td>Chinese IV</td>
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<td>$155</td>
<td>13</td>
<td>8/23 - 11/22, Su 9 a.m. to 12 N</td>
</tr>
</tbody>
</table>

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**ARTHIC**

Conversational Arabic I

In this course, students will learn how to exchange greetings and personal information, use simple courtesy and command/control phrases and perform real-world tasks. At the end of this course, students will obtain rudimentary functional knowledge of the language.

**Course:** 15FLAC0000  
**Fee:** $155  
**Meetings:** 13  
**Day/Time:** 8/23 - 11/22, Su 9 a.m. to 12 N

**ADULT COURSES**

**ARABIC**

Conversational Arabic I

In this course, students will learn how to exchange greetings and personal information, use simple courtesy and command/control phrases and perform real-world tasks. At the end of this course, students will obtain rudimentary functional knowledge of the language. Students will begin working with reading materials and speaking about different topics related to daily life. At the end of this course, students will be able to communicate effectively, conveying simple messages and telling simple stories.

**Course:** 15FLAA0001  
**Fee:** $115  
**Meetings:** 10  
**Day/Time:** 9/12 - 11/14, Su 10 a.m. to 12 N

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**CHINESE**

Learn to speak Chinese (Mandarin), write the traditional Chinese characters, and be exposed to Chinese traditions and culture through participation in various activities. Students age 18 and above will be separated from children, except guardians who register with the children for the same class. Consistent effort and attendance is expected from all participants. Returning students may call (915) 747-5142 to get your 5% discount.

**Course:** 15FLAC0001  
**Fee:** $155  
**Meetings:** 13  
**Day/Time:** 8/23 - 11/22, Su 9 a.m. to 12 N

**Course:** 15FLAC0000 | Chinese Entry-Level (Age 5 through adults) | | $155 | 13 | 8/23 - 11/22, Su 9 a.m. to 12 N |

**Course:** 15FLAC0000 | Conversational Arabic I | Entry-level or equivalent knowledge of Chinese approved by the instructor | $155 | 13 | 8/23 - 11/22, Su 9 a.m. to 12 N |

**Course:** 15FLAC0001 | Chinese I | | $155 | 13 | 8/23 - 11/22, Su 9 a.m. to 12 N |

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**FRENCH**

Conversational French

This course focuses on developing basic French conversational skills. Students will learn the most common words and phrases through interactive lessons presented in an everyday context. Whether you want to book a hotel room, ask what time the train leaves, or order food, this course will help you communicate with the locals.

**Course:** 15FLAF1000 | Conversational French | | $89 | 10 | 9/1 - 10/1, Tu and Th 6 to 8 p.m.

**Course:** 15FLAF1000 | Basic French I | During this course, students will learn how to greet people, introduce themselves, express simple courtesies, speak to people formally and informally, order food in a restaurant and ask for directions. Students will learn the days, months, and seasons, know how to ask for and tell time, describe themselves, talk about daily routine and express simple needs. We’ll also discuss French social and cultural topics. **Required textbook:** "Taxi! méthode de français 1," Guy Capelle and Robert Menand (2003). ISBN: 2-01-155219-2. | $89 | 10 | 9/1 - 10/1, Tu and Th 6 to 8 p.m.

**Course:** 15FLAF5000 | Basic French II | Students will continue to expand their knowledge of the French language by learning how to ask for and give permission to do something, express their preferences, explain recent and past events and discuss leisure activities. Students will be able to hold more advanced conversations and read more complex material. **Required textbook:** "Taxi! méthode de français 1," Guy Capelle and Robert Menand (2003). ISBN: 2-01-155219-2. | $115 | 10 | 9/2 - 10/7, W and M 6 to 8 p.m.

**Course:** 15FLAC0001 | Chinese I | | $155 | 13 | 8/23 - 11/22, Su 9 a.m. to 12 N |

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**GERMAN**

This advanced beginners course will provide participants with foundational vocabulary and grammar for written and spoken German. Participants will also learn to read and write German in everyday situations and get insights into the cultures of German-speaking countries. Classroom activities and tools include simulated real-life situations, videos, online games and flashcards.

**Course:** 15FLAG1001 | German I: Advanced Beginners | | $115 | 10 | 9/2 - 11/4, W 6 to 8 p.m.

**Course:** 15FLAG1002 | German II: Advanced Beginners - NEW | | $115 | 10 | 9/14 - 11/16, M 6 to 8 p.m.

**Course:** 15FLAG1003 | German III: Intermediate - NEW | | $116 | 10 | 9/12 - 11/14, Su 1 to 3 p.m.

**POLISH**

Basic Conversational Polish

This course is designed for students with no prior knowledge of the Polish language. Participants will acquire basic grammatical and oral skills and expand their vocabulary in everyday Polish. Handouts prepared by the instructor will be used.

**Course:** 15FLAGH0002 | Basic Polish | | $73 | 8 | 9/1 - 9/24, Tu and Th 6 to 7:30 p.m.

**Course:** 15FLAGH0003 | Basic Polish | | $73 | 8 | 11/3 - 12/1, Tu and Th 6 to 7:30 p.m.

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**ITALIAN**

Conversational Italian I

In this course, students will learn the basics of Italian including basic grammar and the present tense. They will learn to structure simple sentences, ask questions...
Io Parlo Italiano I

In this beginners’ class, students will gain a basic knowledge of spoken Korean so how to introduce people, express opinions and have simple conversations such as asking for and receiving directions, describing people and things and making purchases. Basic reading and writing skills will be taught along with insights into Korean history and culture including, food, movies and music.

Course: 15FLAR2002
Fee: $105 Meetings: 10
Day/Time: 9/3 - 11/5
Th 6 to 8 p.m.

SPANISH

Conversational Spanish I


Course: 15FLAS2815
Fee: $105 Meetings: 10
Day/Time: 9/2 - 10/7
W and M 6 to 8 p.m.

Io Parlo Italiano II

Russian II

Russian II continues to develop listening, speaking, reading and writing skills with the introduction of more advanced grammar, conversational topics and vocabulary expansion. In addition to adapted texts, students will also read newspaper articles and short stories in Russian, consolidating their knowledge and skills with specifically developed exercises. Discussions about Russian everyday life will give students insight into Russian customs, traditions, history and culture.

Course: 15FLAR2000
Fee: $105 Meetings: 10
Day/Time: 9/4 - 11/16
M 6 to 8 p.m.

Russian III

The objective of Russian III is to develop advanced language and communication skills. It will provide students with the ability to carry out fluent conversations about Russia’s everyday life, history, culture and controversial issues by focusing on developing their literary ability to use appropriate terminology in linguistic, cultural or literary analysis. Reading comprehension will include short stories from classic Russian literature and written expression will be developed through compositions and synopses.

Course: 15FLAR2001
Fee: $105 Meetings: 10
Day/Time: 9/2 - 11/4
W 6 to 8 p.m.

Spanish I

This course is designed for students with no previous knowledge of Spanish. Students will learn basic grammar and vocabulary for everyday situations, together with some cultural aspects of the language. Listening, reading, writing and grammar building activities help enhance grammatical and speaking skills. By the end of this course, students should be able to conduct brief conversations in Spanish. Required textbook: “Complete Spanish for Americans: Basic and Intermediate Level,” Español Santillana, American Edition. ISBN 978-1-60396215-5.

Course: 15FLAS3000
Fee: $115 Meetings: 10
Day/Time: 9/1 - 10/1
Tu and Th 6 to 8 p.m.

Spanish II

This class is a continuation of Spanish I. Students will continue to work on reading, writing, listening and speaking, with a focus on idiomatic expressions, vocabulary building and verb tenses. Student participation in Spanish conversations in the present and past tense will be required. Textbook information will be provided on the first day of class.

Course: 15FLAS3002
Fee: $115 Meetings: 10
Day/Time: 9/14 - 11/16
M 6 to 8 p.m.

Spanish III

This intermediate course covers more difficult grammatical structures of the Spanish language, such as verbal expressions with "guiar" and "tener", prepositional use of "por" and "para", and the passive and impersonal "se". The class will also focus on building vocabulary using topics related to culture, hobbies and romantic relationships.

Course: 15FLAS3003
Fee: $115 Meetings: 10
Day/Time: 9/11 - 11/13
F 6 to 8 p.m.

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How Can We Help You?
Customized Training at Professional and Public Programs is here to help you, your employees and your organization meet every training need. We are willing to take any course idea, customize it for your organization’s particular needs and present it exclusively to your employees. We are extremely flexible as our primary goal is to properly train your employees at your convenience.

Why Our Services?
We understand that today’s aggressive global business environment combined with rapid technological advances and a sluggish economy are real challenges to organizations and their employees. To help you remain competitive, Customized Training at P3 provides the following:

• We design and implement employee training programs specific to your current needs.
• We provide training at your convenience – day or night, weekdays or weekends.
• We offer free, on-site needs assessments to your organization.
• We guarantee immediate results as our training is customized for your employees’ needs.
• We pledge to provide the highest quality instructors – each experienced and fully qualified to provide the training in a practical, real world manner.

What Types of Programs Do We Offer?
We offer a broad range of programs based on your training requirements. We can tailor any of the programs in this catalog to fit your exact needs. Plus, we offer many other programs in areas such as:

• Management and Leadership
• Computer Software

Project Management
• Health and Fitness
• Languages
• Customer Service
• Coaching and Team-building

Expect focused, measurable results!

Contact:
Patricia Gabbard, Assistant Director
pdgabbard3@utep.edu | (915) 747-6059

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Or call 915-747-8848

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CUSTOMIZED TRAINING
FOR BUSINESS AND INDUSTRIES

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The aim of the UTEP Professional & Public Programs (P3) Corporate Wellness Program is to help foster a healthier, happier, more productive and reliable workforce. We offer a flexible variety of classes and seminars, all of which can be held on-site at your workplace. Our pricing model is per participant and subscription-based; our customers find this model flexible, cost-effective and easy to implement. We believe in streamlining our prices and processes as much as possible and in all instances, we will work closely with you to determine what best fits your needs and budget. Our fees may include management, technical support, customer service, supplies, marketing, fully personalized expert instructor costs.

Our current offerings include:

1. Tai Chi offers corporate employees an effective, affordable, enjoyable way to manage stress. Tai Chi is moving meditation and its slow fluid movements are designed to increase the flow of energy leading to a relaxed mind and body capable of focusing on meeting goals with efficiency.
2. Yoga is another simple and effective way to promote physical activity and improve mental health. Research shows that when yoga is practiced at work, the physical, emotional and mental tension reducing techniques are immediately transferred to the workplace.
3. Workplace Wellness Seminars are becoming more and more popular. Adding a wellness seminar to your work day can help your employees improve their health and overall performance. Some topics include:
   • Workplace Nutrition
   • Eating Healthy
   • Workplace Stress Management

Contact:
Socorro Herrera, Program Manager
sherrera1@utep.edu | (915) 747-5106

The Technical Report Writing Workshop has enhanced the transition from police recruit to police officer full circle in regards to report writing. The 3 part approach to law enforcement report writing has been a huge success in giving our new officers a better look and to really understand (sic) the impact and high importance of documenting police incidents. Dr. Hendricks from UTEP took the time to put together a well-rounded program and teach it to our new officers with a fun and enjoyable approach."
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Robert Zavala
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REGISTRATION INFORMATION

By Phone: Call (915) 747-5142 Monday - Friday from 8 a.m. to 5 p.m.; Visa, MasterCard, American Express and Discover are accepted forms of payment.

Mail: Mail your registration form with a check, money order, credit card information, or purchase order to UTEP Professional and Public Programs; Kelly Hall, Suite 102; 500 West University Avenue; El Paso, TX 79968-0602. Please make checks payable to UTEP. Online: Find the class you want and register securely online at www.ppp.utep.edu, 24 hours a day. For assistance, please call (915) 747-5142.

In Person: Visit our offices located at Kelly Hall, Suite 102, Monday - Friday from 8 a.m. to 5 p.m.

COURSE OFFERINGS & FEES

Professional and Public Programs is committed to offering quality programs at affordable prices. Course fees are based on an estimated minimum number of students. Professional and Public Programs is self-sustaining and course fees cover all expenses. No support is received from state or local taxes.

CONFIRMING YOUR ENROLLMENT & COURSE LOCATION

When you enroll in a P3 course by phone, mail, or online, you will receive a confirmation email; however, you may also request your confirmation be sent by mail. If you do not receive your enrollment confirmation within 48 hours of the course start date, please call (915) 747-5142 during office hours. If there are any changes to the class, you will be promptly notified.

SPECIAL ACCOMMODATIONS/NEEDS

If you have a disability and require special accommodations, please call (915) 747-5142.

COURSE CANCELLATION POLICY

In order to ensure courses reach their minimum number of participants, we highly recommend you register early. P3 reserves the right to cancel any class that does not meet the minimum enrollment required or in case of any unforeseen circumstances. Registrants will be notified of course cancellations by phone and e-mail. Refunds will be processed automatically for courses canceled by Professional and Public Programs. 

NOTE: P3 reserves the right to change the location, day, time and instructor.

PAYMENT OPTIONS

Professional and Public Programs (P3) has a new Pre-Payment Plan designed to make registration payments even easier for your educational needs. In order to utilize this payment service, you must first enroll in a P3 course, either in person at 102 Kelly Hall (located on the UTEP Campus) or by phone at (915) 747-5142. This free payment plan will allow you to make payments up to 5 days before the course is scheduled to begin, allowing the course to be paid in full before the start date. Please note that any class not paid in full prior to the 5-day start date will incur a $25 processing fee and result in the participant being dropped from the class.

FINANCING OPTIONS

The Sallie Mae Smart Option Student Loan and other private loans are available for selected courses with registration fees greater than $1,000. These interest-free payment plans allow you to spread out the registration fees cost over the course duration. Plans are administered directly by Sallie Mae. Visit www.salliemae.com/00366198 for more information.

PRIVATE LOAN OPTIONS

Private student loans are not part of the federal student loan program and require a credit check. You may borrow from any lender you choose; however, some private loans are only eligible for credit courses and do not cover continuing education classes. Borrowing fees and coverage vary between lenders, so compare costs and choose the program that’s right for you.

THIRD PARTY BILLING

Professional and Public Programs will accept third party billing on behalf of a participant as a form of payment. The participant must submit a letter of credit from his/her employer, in which the employer agrees to make payment for the participant’s registration fees. The letter must state that the employer will make payment upon receipt of an invoice from P3. It must also state that payment is not contingent upon the participant’s course grades. Please contact (915) 747-5142 or ppp@utep.edu for more information.

FINANCIAL AID

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REGISTRATION INFORMATION

LOCATION, DAY, TIME AND INSTRUCTOR.

NOTE: Refunds will be processed automatically for courses not notified of course cancellations by phone and e-mail. Refunds will be processed automatically for courses not meeting the minimum enrollment required or in case of any unforeseen circumstances. Registrants will be notified of course cancellations by phone and e-mail. Refunds will be processed automatically for courses canceled by Professional and Public Programs.

NOTE: P3 reserves the right to change the location, day, time and instructor.

PAYMENT OPTIONS

Professional and Public Programs (P3) has a new Pre-Payment Plan designed to make registration payments even easier for your educational needs. In order to utilize this payment service, you must first enroll in a P3 course, either in person at 102 Kelly Hall (located on the UTEP Campus) or by phone at (915) 747-5142. This free payment plan will allow you to make payments up to 5 days before the course is scheduled to begin, allowing the course to be paid in full before the start date. Please note that any class not paid in full prior to the 5-day start date will incur a $25 processing fee and result in the participant being dropped from the class.

FINANCING OPTIONS

The Sallie Mae Smart Option Student Loan and other private loans are available for selected courses with registration fees greater than $1,000. These interest-free payment plans allow you to spread out the registration fees cost over the course duration. Plans are administered directly by Sallie Mae. Visit www.salliemae.com/00366198 for more information.

PRIVATE LOAN OPTIONS

Private student loans are not part of the federal student loan program and require a credit check. You may borrow from any lender you choose; however, some private loans are only eligible for credit courses and do not cover continuing education classes. Borrowing fees and coverage vary between lenders, so compare costs and choose the program that’s right for you.

THIRD PARTY BILLING

Professional and Public Programs will accept third party billing on behalf of a participant as a form of payment. The participant must submit a letter of credit from his/her employer, in which the employer agrees to make payment for the participant’s registration fees. The letter must state that the employer will make payment upon receipt of an invoice from P3. It must also state that payment is not contingent upon the participant’s course grades. Please contact (915) 747-5142 or ppp@utep.edu for more information.

FINANCIAL AID

Private student loans are not part of the federal student loan program and require a credit check. You may borrow from any lender you choose; however, some private loans are only eligible for credit courses and do not cover continuing education classes. Borrowing fees and coverage vary between lenders, so compare costs and choose the program that’s right for you.

PRIVATE LOAN OPTIONS

Private student loans are not part of the federal student loan program and require a credit check. You may borrow from any lender you choose; however, some private loans are only eligible for credit courses and do not cover continuing education classes. Borrowing fees and coverage vary between lenders, so compare costs and choose the program that’s right for you.

THIRD PARTY BILLING

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AN INTRODUCTION TO AGILE SCRUM
(1.6 CEUs / 16 HOURS)

Agile Scrum is a project management methodology framework for managing complex projects in different industries (Software, Construction, Medical, Non-Profit). It is known for minimizing the risk of project failure and maximizing customer satisfaction through collaboration and interactive short developmental sprints. Participants will leave with the knowledge of state-of-the-art project management techniques that increase the probability of project success in a changing environment.

Course: 15FPMGS0000
Day/Time: 9/26 - 10/17
Sa 9 a.m. to 1 p.m.
Sessions: 4
Early Registration Fee: $500
Registration Fee: $530

PROJECT MANAGEMENT PROFESSIONAL CERTIFICATE – TheCourse™
(5.6 CEUs / 56 HOURS)

Project management is a highly competitive profession that requires proven best practices, a high level of expertise, and recognized credentials. Learn the core competencies of project management while preparing for the PMI® certification exam. It is the number one choice for more government agencies, colleges, and universities in the U.S. than any other project management certification prep course. PMI® has given the classroom version a rating of 100%. TheCourse™ teaches the five process groups and ten knowledge areas of PMBOK® 5th edition, the PMI code of ethics and professional conduct, and reviews general management topics.

Course: 15FPMG4004
Day/Time: 10/5 - 11/16
M, Tu and W 6 to 9 p.m.
Sessions: 19
Early Registration Fee: $1,300
Registration Fee: $1,400

BOOT CAMP: PROJECT MANAGEMENT CERTIFICATION TEST PREP
(2.7 CEUs / 27 HOURS)

Students will use a practical model that will help them continue practicing the processes outlined in the fifth edition of the PMBOK® Guide “Project Management Body of Knowledge.” The model explains the Knowledge Areas and Process Groups, demonstrating the flow of the 47 processes of project management that are instrumental to project success. The PMI’s code of ethics will also be reviewed. The Boot Camp course includes interactive lessons, PMBOK® GUIDE exercises, and much more. This course is designed for professionals or project managers who are preparing for the Project Management Institute’s Project Manager Professional or Certified Associate in Project Management exams. This course can also benefit professionals who want to further develop their PM skills. At the completion of this course, students will receive a UTEP PMP Boot Camp Certificate.

Course: 16SPMG4003
Day/Time: 1/25 - 2/10
M, Tu and W 6 to 9 p.m.
Sessions: 9
Early Registration Fee: $699
Registration Fee: $749

LEAN SIX SIGMA WHITE BELT
(0.6 CEUs / 6 HOURS)

This course provides participants with a more comprehensive understanding of the Lean 4 Principles and Six Sigma DMAIC Methodology. You will gain exposure to problem identification and solution techniques. Lean and Six Sigma (LSS) emphasizes an integrated continuous improvement environment. At the completion of this course, graduates will receive an LSS White Belt Certificate.

Course Code: 15FPMG3201
Day/Time: 1/25 - 2/10
Sa 9 a.m. to 3:30 p.m.
Sessions: 1
Early Registration Fee: $199
Registration Fee: $225

LEAN SIX SIGMA YELLOW BELT
(1.2 CEUs / 12 HOURS)

This course provides participants with a more comprehensive understanding of the Lean 4 Principles and Six Sigma DMAIC Methodology. You will gain exposure to problem identification and solution techniques. Lean and Six Sigma (LSS) emphasizes an integrated continuous improvement environment. At the completion of this course, graduates will receive an LSS Yellow Belt Certificate.

Course Code: 15FPMG4201
Day/Time: 10/10 - 10/17
Sa 9 a.m. to 3:30 p.m.
Sessions: 2
Early Registration Fee: $399
Registration Fee: $425

FREE INFORMATIONAL SEMINAR: LEAN SIX SIGMA-DYNAMICS IN IMPROVING SOLUTIONS
(3 HOURS)

Increase your basic understanding of Lean and Six Sigma business management tools and how they can work together. Be introduced to UTEP’s Lean Six Sigma (LSS) program from White to Green Belt levels and gain a working understanding of Lean 4 Principals (Philosophy, Process, People & Partners, and Problem Solving) and Six Sigma DMAIC Methodology (Define, Measure, Analyze, Improve, and Control). Students who attend will receive $25 off the White and Yellow Belt courses, and $50 off the Green Belt course.

To have discount applied to appropriate course, please register by calling (915) 747-5142.
LEADERSHIP

LEAD LIKE ALEXANDER THE GREAT, CONQUER THE WORLD! - NEW
(0.8 CEUs / 8 HOURS)

Gain the self-image and self-assessment skills needed to project your personality into the stratosphere of the elite in your field. Understand how to identify and evade office politics to reduce a negative impact on your career success.

Course: 15FPPD0200
Day/Time: 12/5 - 12/9
Sa 9 a.m. to 1 p.m.
Sessions: 2
Registration Fee: $199

LEADERSHIP DEVELOPMENT: HOW TO CULTIVATE A WINNING TEAM - NEW
(0.5 CEUs / 5 HOURS)

To be an effective leader, it is essential to explore both the skill and behavior necessary to cultivate and spearhead a winning team. Advanced influence, motivation, decision-making, conflict/negotiation strategies, and meeting management will be examined. Course materials and activities will challenge students to reach their fullest leadership potential.

Course: 15FPPD1001
Day/Time: 10/22 - 10/29
Th 6 to 8:30 p.m.
Sessions: 2
Registration Fee: $120

LEAN SIX SIGMA GREEN BELT
(4.2 CEUs / 42 HOURS)

This intensive course provides participants with an in-depth knowledge of the Lean 4 Principles based on the Toyota Production System and the Six Sigma Methodology based on The Six Sigma Handbook. Hands-on projects, discussions and exercises enhance the curriculum of the course.

At the completion of this course, graduates will receive the Lean Six Sigma Green Belt Certificate.

Course: 15FPMMG5003
Day/Time: 10/31 - 12/19
Sa 9:30 a.m. to 4 p.m.
No class on 11/28
Sessions: 7
Early Registration Fee: $1150
Registration Fee: $1200

Course: 165PMG5003
Day/Time: 1/30 – 3/12
Sa 9:30 a.m. to 4 p.m.
Sessions: 7
Early Registration Fee: $1150
Registration Fee: $1200

SKILLED PROFESSIONAL SERIES

WRITING – BUSINESS PLANS, EMAILS, LETTERS, AND MEMOS - NEW
(1.2 CEUs / 12 HOURS)

Gain a practical and collaborative approach to writing in the workplace. Acquire professional communication practices relating to business plans, letters, memos, and emails in order to support writing skills in the workplace.

Course: 15FPPD1200
Day/Time: 10/17 - 11/17
Sa 9 to 11 a.m.
Sessions: 4
Registration Fee: $199

ALL-INCLUSIVE MANAGEMENT (A.I.M.)
(0.6 CEUs / 6 HOURS)

Empowering employees to make their own decisions based on sound educational judgment is imperative for survival. This workshop will give attendees the skills they need to succeed in a team-based management environment.

Course: 15FPPD2000
Day/Time: 12/5 - 12/12
Sa 9 a.m. to 1 p.m.
Sessions: 2
Registration Fee: $199

FITNESS AND HEALTH

THE FUNDAMENTALS OF BRANDING YOUR BUSINESS - NEW
(0.5 CEUs / 5 HOURS)

Gain a fundamental understanding of how to build, measure, position and manage a brand. Work on a brand project through group exercises, small group dialogue and group discussions.

Course: 15FPPD1002
Day/Time: 9/24 - 10/1
Th 6 to 8:30 p.m.
Sessions: 2
Registration Fee: $120

PERSONAL FITNESS TRAINER CERTIFICATION
(3 CEUs / 30 HOURS)

This challenging course is taught over a 5-week period for optimum knowledge, retention, and skill competency. The national certification exam is held on the 6th week. A textbook is required and not included in the course fee. Please call (888) 330-9487 or visit www.witseducation.com to order and start reading. CPR-Automated External Defibrillator certification is required to receive the certificate.

Course: 15FPPF1001
Day/Time: 10/17 - 11/21
Sa 9 a.m. to 4 p.m.
Sessions: 6
Early Registration Fee: $670
Registration Fee: $685

The following courses are in partnership with:

World Instructor Training Schools (WITS) is the only major certifying body in the country providing comprehensive practical training and internship components. WITS is an approved CEU provider for the Board of Certification for Athletic Trainers, the American Occupational Therapy Association, the National Certification Board for Therapeutic Massage and Bodywork and the International Association of Continuing Education and Training. The American Council on Education has recommended the curriculum of the course.

FREE INFORMATIONAL WEBINAR: PERSONAL FITNESS TRAINER CERTIFICATION (1 HOUR)

Want to learn more about the Personal Fitness Trainer Certification Course? Join our live webinar and talk with a veteran instructor about the course and industry. Can’t make the date and time? Register anyway and we will send you a recording once it is complete.

Course: 15FPPFT1100
Day/Time: 10/1
12 p.m. EDT / 10 a.m. MST
Sessions: 1
Registration Fee: FREE
Registration Website: https://attendee.gotowebinar.com/register/2083115300621107714

LEADERSHIP

DIPLOMACY & TACT… CONQUERING YOUR NEGOTIATION SKILLS - NEW
(0.6 CEUs / 6 HOURS)

Learn to identify the five keys to negotiating skills, dealing with tough negotiators, protecting yourself from hidden pressures, and developing tactics towards a successful negotiation.

Course: 15FPPD0215
Day/Time: 12/11
F 9 a.m. to 4 p.m.
Sessions: 1
Registration Fee: $120

MARKETING

FREE INFORMATIONAL WEBINAR: PERSONAL FITNESS TRAINER CERTIFICATION (1 HOUR)

July 23, 2020
10 a.m. PST / 12 p.m. MST

World Instructor Training Schools (WITS) is the only major certifying body in the country providing comprehensive practical training and internship components. WITS is an approved CEU provider for the Board of Certification for Athletic Trainers, the American Occupational Therapy Association, the National Certification Board for Therapeutic Massage and Bodywork and the International Association of Continuing Education and Training. The American Council on Education has recommended three undergraduate academic credits for this course.

IN-PERSON TRAINING:

PHARMACY TECHNICIAN TRAINING
(8 CEUs / 80 HOURS)

This comprehensive program will prepare students to work as pharmacy technicians in retail or other pharmacy settings and to order and start reading. The Pharmacy Technician Certification Board’s PTCE exam. Course content includes: Pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions and defining drugs by generic and brand names. Textbooks are included.

Course code: 15FPHC4000
Day/Time: 9/28 - 12/16
M and W 6 to 9:30 p.m.
No class on 11/24 and 11/26
Sessions: 23
Early Registration Fee: $1499
Registration Fee: $1699

The national certification exam is held on the 6th week. A textbook is required and not included in the tuition for the following courses. Exam registration assistance is available through CCI.

PHARMACY TECHNICIAN TRAINING
(8 CEUs / 80 HOURS)

This comprehensive program will prepare students to work as pharmacy technicians in retail or other pharmacy settings and to order and start reading. The Pharmacy Technician Certification Board’s PTCE exam. Course content includes: Pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions and defining drugs by generic and brand names. Textbooks are included.

Course code: 15FPHC4000
Day/Time: 9/28 - 12/16
M and W 6 to 9:30 p.m.
No class on 11/24 and 11/26
Sessions: 23
Early Registration Fee: $1499
Registration Fee: $1699
Professional Training

Prepare for a career as an EKG Technician, and to take the American Society of Phlebotomy Technician (ASPT)-Electrocardiograph (EKG) Technician exam and other national certification exams. Learn important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, and legal aspects of patient contact, electrocardiography and stress testing. In addition, students will practice with EKG equipment and perform hands-on labs, including introduction to the function and proper use of the EKG machine. Textbooks are included.

Course Code: 15FPHC001
Day/Time: 10/20 - 12/10
Tu and Th 6 to 9:30 p.m.
No class on 11/24 and 11/26
Sessions: 8
Registration Fee: $999

ESSENTIALS OF HUMAN RESOURCES

The SHRM Essentials of Human Resources Management Certificate Program offers a broad overview of the human resources functions, covering six key topic areas: Human Resource Management, Employment Law, Recruitment and Selection, Compensation and Benefits, Employee Development, and Performance Management. It is ideal for those who are just starting out in the HR profession, performing HR duties, or are looking for an effective way to boost their employee-management skills. All materials are included in the course.

Course: 15FPHR1000
Day/Time: 10/3 - 10/24
Sa 9 a.m. to 12 p.m.
Sessions: 4
Registration Fee: $500

OSHAA/ETI

The following courses are in partnership with:

OSHAA-500 TRAINER COURSE IN OSHA STANDARDS FOR THE CONSTRUCTION INDUSTRY

This course is designed for individuals interested in teaching the OSHA 10-hour and 30-hour construction safety and health Outreach Training Program to their employees and other interested groups. Using OSHA Construction Standards as a guide, special emphasis is placed on those topics required in the 10-hour and 30-hour programs as well as those which are most hazardous. Students are briefed on effective instructional approaches and use of visual aids and handouts.

Course: 15Fpcl301
Day/Time: 9/19 - 11/15
Sa and Su 9 a.m. to 5 p.m.
No class on 9/26 and 10/4
Sessions: 12
Early Registration Fee: $1289
Registration Fee: $1320

For more information regarding the following OSHA courses, please call the OSHA Education Center at 1 (866) 906-9190 or visit their website at www.osha-slc.org.

Legal

The following courses are in partnership with:

MICROSOFT EXCEL 2013: INTERMEDIATE

(1 CEUs / 10 HOURS)

Want to move past spreadsheet basics? This course will cover many of the advanced features and tools found in Excel that will help you create more practical and complex spreadsheets with 3-D formulas, pivot tables, and more.

Course: 15fpsp1221
Day/Time: 10/6 - 10/15
Tu and Th 6 to 8:30 p.m.
Sessions: 4
Early Registration Fee: $200
Registration Fee: $250

Paralegal Certificate Course

(9 CEUs / 90 HOURS)

This intensive, nationally acclaimed program is designed for beginning as well as advanced legal workers. Students will be trained to interview witnesses, investigate complex fact patterns, research the law, prepare legal documents, and assist in preparing cases for courtroom litigation. There are no prerequisites to take the course. This program will help students improve office efficiency, productivity, and billable hours, as well as learn new marketable job skills. All textbooks and resources, including WESTLAW access, are available for purchase from The Center for Legal Studies by calling 1 (800) 522-7737 or by using the secure online order form at www.legalstudies.com.

North Park University

www.northpark.edu/continuingeducation

As a North Park University student, you’ll be part of a learning community distinguished by innovation and entrepreneurial spirit. More than 90% of our students graduate with no or minimal debt. Find out more at northpark.edu/support.

North Park University

500 West Wheeling Street
Chicago, IL 60610

Phone: 1-800-532-3330
www.northpark.edu

Building 310, Room 210

www.northpark.edu/continuingeducation

As a North Park University student, you’ll be part of a learning community distinguished by innovation and entrepreneurial spirit. More than 90% of our students graduate with no or minimal debt. Find out more at northpark.edu/support.
This course allows the student to become a trainer in the OSHA Outreach Training Program, to conduct both 10-hour and 30-hour Construction Outreach classes, and to issue cards to participants after verifying course completion.

### Course

**Course:** 15SSPOD0500  
**Day/Time:** 8/18 - 8/21  
**Tu, W, Th and Fri**  
**8 a.m. to 5 p.m.**  
**Sessions:** 4  
**Registration Fee:** $695

**OSHA-2264-PERMIT REQUIRED CONFINED SPACE**

(2.2 CEUs / 22 HOURS)

This course covers the safety and health hazards associated with permit-required confined space entry. Course topics include recognition of confined space hazards, identification of permit and non-permit required confined spaces, use of instrumentation to evaluate atmospheric hazards, ventilation techniques, developing, and implementation of a confined space program, proper signage, and training requirements. This course features workshops on permit entry classification, instrumentation, and program development.

**Course:** 15FPOS2264  
**Day/Time:** 10/27 - 10/29  
**Tu, W, Th a.m. to 5 p.m.**  
**Sessions:** 3  
**Registration Fee:** $595

**OSHA-511-OCCUPATIONAL SAFETY AND HEALTH STANDARDS FOR THE GENERAL INDUSTRY**

(3 CEUs / 30 HOURS)

This course covers the OSHA standards for general industry found in the Code of Federal Regulations (CFR) 1910 along with other relevant policies, procedures, and safety and health principles for general industry. Special emphasis is placed on those areas that are the most hazardous and most frequently cited by OSHA.

**Course:** 15FPOS0511  
**Day/Time:** 12/1 - 12/4  
**Tu, W, Thu and Fri**  
**8 a.m. to 5 p.m.**  
**Sessions:** 4  
**Registration:** $595

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### Courses Details

#### ETI-FUNDAMENTALS OF THE CLEAN AIR ACT

(2.4 CEUs / 24 HOURS)

The Clean Air Act (CAA) requires facilities to implement robust air emission control practices that are regulated and enforced through a complex permitting process. During this class, the instructor will give an overview of the most pertinent CAA requirements including the New Source Review process and Title V permitting as well as programs to manage hazardous and non-hazardous air pollutants. Using classroom activities and presentations with a discussion of compliance and enforcement activities, students will gain an understanding of what requirements apply to their facilities and the path to compliance.

**Course:** 15PETE456  
**Day/Time:** 9/21 - 9/23  
**M, Tu, W a.m. to 5 p.m.**  
**Sessions:** 3  
**Registration Fee:** $750

#### ETI-AIR MONITORING TECHNIQUES

(1.6 CEUs / 16 HOURS)

To verify the effectiveness of controls, air monitoring is a common analytical technique used at clean-up sites, hazardous waste sites, and emergency response operations. Designed to meet requirements of OSHA 29 CFR 1910.120 (q), this course will cover the following:

- Overview of air monitoring and sampling
- Techniques to develop an air sampling strategy
- Purpose of air monitoring instruments (to include DRI, PID, FID and different types of dosimetry)
- Common sampling media
- Calibration requirements
- Laboratory analysis
- Documentation requirements

Through scenario-based activities, students will be given an opportunity to apply the techniques and principles presented.

**Note:** Students are encouraged to bring a scientific calculator for class exercises.

**Course:** 15PETE3221  
**Day/Time:** 9/24 - 9/25  
**Th and Fri a.m. to 4 p.m.**  
**Sessions:** 2  
**Registration Fee:** $650

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### Online Courses

P3 has created various partnerships with third-party vendors to offer online courses.

#### ED2GO AND EDG2O CERTIFICATE COURSES

In partnership with P3, Ed2go offers over 300 hundred online courses in sought after skills. Professional development and personal enrichment courses will be led by instructors in an interactive learning environment. Enhance your skills with courses that start monthly and span a convenient 6-12 week format. Prices start as low as $69. Register for courses today in the areas of:

- Introduction to Google Analytics
- Performing Payroll in QuickBooks 2013
- Accounting Fundamentals
- Beginning Writers’ Workshop
- Computer Skills for the Workplace
- A to Z Grant Writing
- Effective Business Writing
- Introduction to SQL
- Real Estate Law
- Money Management
- Spaced Spanish
- Photoshop CC for the Digital Photographer
- VISIT OUR WEBSITE FOR MORE COURSE OFFERINGS

Ed2go Certificate Courses start at your convenience and take 6-12 months to complete. Expert instructors develop, lead and interact with students for a positive interactive learning environment. Students gain more knowledge and move forward in their academic career.

Ed2go certification courses are offered in the following fields:

- Healthcare
- Fitness
- Information Technology
- Software Development
- Media and Design
- Business
- Hospitality
- Skilled Trades
- Sustainable Energy
- Lean Six Sigma Green/Black Belt
- VISIT OUR WEBSITE FOR MORE COURSE OFFERINGS

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### Project Management Professional Certification

Learn the core competencies of project management with the leading PMI prep course used by the U.S. Government and institutions of higher education. Register and become a member of TheCourse™ for project management with valuable information accessible when you need it.

**Course:**

- **Introduction to Google Analytics**
- **Performing Payroll in QuickBooks 2013**
- **Accounting Fundamentals**
- **Beginning Writers’ Workshop**
- **Computer Skills for the Workplace**
- **A to Z Grant Writing**
- **Effective Business Writing**
- **Introduction to SQL**
- **Real Estate Law**
- **Money Management**
- **Spaced Spanish**
- **Photoshop CC for the Digital Photographer**
- **VISIT OUR WEBSITE FOR MORE COURSE OFFERINGS**
VIRTUAL EDUCATION SOFTWARE CONTINUING EDUCATION FOR TEACHERS

VESI partners with accredited colleges and universities to provide interactive continuing education courses for teachers and higher education students. Rely on the expert instruction of e-learning to complete a degree, advance your career, or complete state re-licensure requirements.

Course topics include:
- Advanced Classroom Management
- Behavior is Language
- Child Abuse
- Early Childhood
- Typical & Atypical Development
- Educational Assessment
- Learning Disabilities
- Reading & Writing in Content Area
- Talented & Gifted
- Teaching Elementary Math

VISIT OUR WEBSITE FOR MORE COURSE OFFERINGS

THE CENTER FOR LEGAL STUDIES (CLS)

The Center for Legal Studies is a legal education company focused on providing students with the most affordable and effective legal education possible. In partnership with Professional and Public Programs, we offer education courses online to provide our students with the flexibility necessary to achieve their academic goals while continuing with their everyday lives.

- Paralegal Certificate
- Victim Advocacy
- Advanced Paralegal Certificate
- SAT-Standardized Test Preparation
- Legal Nurse Consultant Training
- LSAT Standardized Test Preparation
- Legal Secretary Certificate
- GRE-Standardized Test Preparation
- Alternative Dispute Resolution Certificate
- Software Essentials for the Law Office
- Personal Injury for Paralegals
- Legal Investigation Certificate
- GMAT Test Prep

JER ONLINE CERTIFICATES & COURSES

With more demand for online workforce education training, now is a great time to take JER Online courses. These courses are positioned to serve individual students and groups of workforce employees who are seriously seeking Continuing Workforce Training.

Course topics include:
- Advanced Certificate Course in Structured Writing for Technical Documentation
- Advanced Certificate in Technical Writing
- Certificate in Professional Technical Communication
- Certificate in Technical Writing
- Certificate in Technical Writing for Current Technical Writers
- Workplace Experience Certificate in Technical Writing
- Technical Communication Industry Certificate - Mastery Level