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.

Early Registration: Early registration fees end two weeks prior to start of class date.

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. Please contact our office three weeks prior to start of a class.

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.

MILITARY SPOUSE CAREER ADVANCEMENT ACCOUNT SCHOLARSHIP - MYCAA

The MyCAA Scholarship is a workforce development program that provides up to $4,000 of tuition assistance to eligible military spouses. P3 accepts MyCAA funding for approved live and online certificate courses. To ensure your eligibility for the MyCAA Scholarship, call a Spouse Education & Career Opportunities - SECO Career Counselor at 1 (800) 342-9647 or visit the MyCAA Spouse Portal online at https://aiportal.acc.af.mil/mycaa and provide the required Spouse Profile information.
VOCATIONAL REHABILITATION FUNDING FOR DISABLED VETERANS CH. 31

The Department of Veterans Affairs offers funding for disabled Veterans with a disability of 10% or more. P3 accepts Vocational Rehabilitation Funding for approved live and online certificate courses. To begin the funding process, please visit www.ebenefits.va.gov and register with vonapp or contact your local Vocational Rehabilitation Employment Office. The El Paso/Las Cruces local office number is (915) 772-2195.

NOTE: Not all payment plan options are applicable to all courses.

REFUND POLICY

Refunds will be issued, minus a 15% cancellation fee per course, cost of materials, and/or lab fees, if a written request is faxed to (915) 747-5538, emailed, or mailed and received three business days prior to the first day of a scheduled course. Refund requests must include your name, daytime telephone number, and the course number or name. This policy applies to all registrations, regardless of the payment method. Phone requests will not be accepted for a refund.

Exceptions for refunds:
• There are no refunds for online courses.
• Other refund policies may apply to Conferences, Customized Training & Services, and other special programs.

NOTE: Please allow 2 to 3 weeks for processing of refunds. 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: UTEP Professional and Public Programs
500 West University Avenue
Kelly Hall, Suite 102
El Paso, TX 79968-0602

INCLEMENT WEATHER AND EMERGENCY POLICY

If UTEP is closed due to inclement weather or emergency situations, area radio and TV stations will make an announcement. P3 adheres to the assessment of University officials to close the campus. Please tune in to your local radio stations and TV news stations to learn of campus closures. P3 cannot guarantee that they can contact course participants when the campus is closed due to inclement weather or emergencies.

When in doubt, contact UTEP Police at (915) 747-5611; call P3 for announcements; or visit the UTEP website (www.utep.edu) or Facebook page. Refunds cannot be issued under this policy, but P3 will make every effort to make up canceled courses, on a case-by-case basis.

YOU PICK THE DAY!

ONLINE

Early Bird

APRIL 12th - 14th

Discounts Available - Online Registrations ONLY!

Super

Summer Kickoff

MAY 2nd - 6th

Discounts Available - Phone and Online Registrations ONLY!

SAVE 10% OFF on Select Courses*

ENJOY 10% OFF each course you register for from our “Skilled Professional Seminar Series” courses. For more details about these courses, see pages 67-68.

Use promo code: SEB16

For complete information about the discount dates and availability, see page 5.
FREE INFORMATIONAL SEMINAR:
A GUIDE TO PROJECT MANAGEMENT AND LEAN SIX SIGMA SERIES
(0 CEUs / 3 HOURS)
This seminar highlights the need for one to develop project management knowledge/skills for optimum business results. This free seminar focuses on the Project Management Professional (PMP) baseline, UTEP’s Lean Six Sigma (LSS) program, Lean 14 Principals and the Six Sigma DMAIC Methodology.
Discount: 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.
Course: 16SPMG1000
Day/Time: 8/22
M 6 to 9 p.m.
Sessions: 1
Registration Fee: FREE

PROJECT MANAGEMENT
BOOT CAMP: PROJECT MANAGEMENT CERTIFICATION TEST PREP
(2.7 CEUs / 27 HOURS)
Students will use a practicum model to help themselves practice processes outlined in the fifth edition of the PMBOK® Guide, A Guide to the Project Management Body of Knowledge; this includes, but is not limited to the 47 processes of project management & PMI code of ethics. This course is designed for professionals who are preparing for the Project Management Institute’s Project Manager Professional exam (PMP), Certified Associate in Project Management exam, or for individuals who want to further develop their project management skills.
Course: 16SPMG4003
Day/Time: 7/9 - 8/6
Sa 9:30 a.m. to 4 p.m.
Sessions: 5
Early Registration Fee: $699
Registration Fee: $749

PROJECT MANAGEMENT
PROFESSIONAL CERTIFICATE – TheCourse™
(5.4 CEUs / 54 HOURS)
Project management is a highly competitive profession that requires a high level of expertise, recognized credentials, and utilization of proven best practices in the work environment. Learn the core competencies of project management, while preparing for The Project Management Institute (PMI®) certification exam. It is the number one choice for government agencies, colleges, and universities in the U.S. than any other project management certification prep course. This course teaches the five process groups and ten knowledge areas of PMBOK®, 5th edition (the PMI code of ethics and professional conduct), while also reviewing general management topics.
Course: 16FPMG4004
Day/Time: 9/19 - 10/26
M, Tu, and W 6 to 9 p.m.
Sessions: 18
Early Registration Fee: $1400
Registration Fee: $1500
LEAN SIX SIGMA SERIES

Lean Six Sigma (LSS) is a proven business management strategy that helps organizations operate more efficiently. It combines the Lean 14 principles for reducing waste and increasing performance, with Six Sigma tools and techniques for improving and sustaining quality. The sequence of leveled belt courses (White, Yellow and Green) increase in difficulty as you progress through them.

Graduates will receive a certificate at the end of each course level.

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. Students will engage in hands-on projects, discussions and examples, which enhance the curriculum provided in the course.

Course: 16SPMG5003
Day/Time: 6/18 - 8/6
   Sa 9 a.m. to 4 p.m.
No class on 7/2
Sessions: 7
Early Registration Fee: $1150
Registration Fee: $1200

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

This course provides participants with a more comprehensive understanding of the Lean 14 Principals, based on the Toyota Production System, and Six Sigma DMAIC Methodology. Students will gain exposure to problem identification and solution techniques. Lean and Six Sigma (LSS) places an emphasis on integrated continuous improvement environment.

Course Code: 16FPMG4201
Day/Time: 9/17 - 9/24
   Sa 9 a.m. to 4 p.m.
Sessions: 2
Early Registration Fee: $399
Registration Fee: $425

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

Participants will gain an overview of the Lean 4 Principles based on the Toyota Production System, and the Six Sigma Methodology based on The Six Sigma Handbook.

Course: 16SPMG3201
Day/Time: 8/20
   Sa 9 a.m. to 4 p.m.
Sessions: 1
Early Registration Fee: $199
Registration Fee: $225

KAIZEN WORKSHOP - NEW
(2.4 CEUs / 24 HOURS)

Kaizen is a process that implements continuous improvement of a project (kaizen) or a process (point kaizen). Kaizen focuses on keeping the end in mind and establishing a win-win environment, which leads to objective and positive problem solving. The kaizen approach also stresses the idea of becoming a learning organization through relentless reflection (hansei) and continuous improvement (kaizen).

Course: 16SPKW1001
Day/Time: 7/11 - 7/26
   M, Tu, and W 6 to 9 p.m.
Sessions: 8
Early Registration Fee: $700
Registration Fee: $750

SKILLED PROFESSIONAL SERIES

10 KEYS TO STAFF MOTIVATION...
THE DRIVE FOR ENTHUSIASM
(0.4 CEUs / 4 HOURS)

This course will allow for one to break away from the “one-size-fits-all” management concept through the use of zero-cost guiding principles. Learn to maintain positive relationships by embracing each individual’s creative manner of completing tasks.

Course: 16SPPD2012
Day/Time: 6/10
   F 9 a.m. to 1 p.m.
Sessions: 1
Registration Fee: $120

Students engaged while attending a Project Management Professional Certificate –TheCourse™ evening class.

CONNECT WITH US
UTEP P3 Professional & Public Programs
GOTTA MINUTE?…TIME MANAGEMENT
(0.4 CEUs / 4 HOURS)
Actions, such as completing projects on time, scheduling/prioritizing goals, as well as eliminating procrastination are key towards achieving peak daily productivity. This course will enhance one’s time management skills and strategies.

Course: 16SPPD2011
Day/Time: 8/12
F 9 a.m. to 1 p.m.
Sessions: 1
Registration Fee: $120

THE ETIQUETTE OF LANGUAGE
(0.4 CEUs / 4 HOURS)
When organizations have competent employees who communicate well, they gain a competitive edge. Enhance your work ethic towards being a productive and professional individual by enhancing your verbal and written skills.

Course: 16SPPD2013
Day/Time: 8/19
F 9 a.m. to 1 p.m.
Sessions: 1
Registration Fee: $120

FITNESS AND HEALTH

The following courses are in partnership with:

WITS
“Educational Excellence For Fitness Professionals”

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.

PERSONAL FITNESS TRAINER CERTIFICATION
(3.0 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: 16SPFT2000
Day/Time: 6/18 - 7/30
Sa 9 a.m. to 4 p.m.
No class on 7/2
Sessions: 6
Early Registration Fee: $685
Registration Fee: $699

FREE INFORMATIONAL WEBINAR:
PERSONAL FITNESS TRAINER CERTIFICATION
(0 CEUs / 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 Code: 16PPFT1000
Day/Time: 5/4
W 4 p.m. EST / 2 p.m. MST
Sessions: 1
Registration Fee: FREE
Registration Website: http://tinyurl.com/WITSFitness0504

Course Code: 16SPFT1001
Day/Time: 6/1
W 12 p.m. EST / 10 a.m. MST
Sessions: 1
Registration Fee: FREE
Registration Website: http://tinyurl.com/WITSFitness0601

Register to our Personal Fitness Trainer Certification and change your life by helping others to make a difference on their health. Your fitness career starts here!
The following courses are in partnership with:

CCI
Quality Healthcare Education

The price of the certification exam is 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 a pharmacy technician in retail or other pharmacy-related settings, and to take the Pharmacy Technician Certification Board's (PTCB) exam. Course content includes pharmacy medical terminology, the history of pharmacy, pharmacy practice in multiple environments, pharmacy calculations and measurements, reading and interpreting prescriptions, and defining drugs (by generic and brand names). Textbooks are included in the fee for this course.

Course Code: 16SPHC4000
Day/Time: 6/6 - 8/24
M and W 6 to 9:30 p.m.
No class on 7/4
Sessions: 23
Early Registration Fee: $1599
Registration Fee: $1799

EKG TECHNICIAN PROGRAM
(5 CEUs / 50 HOURS)

Learn to function as EKG Technicians and how to successfully pass the ASPT - Electrocardiograph (EKG) Technician exam, as well as other National Certification Exams. This course will include important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography and stress testing. Additionally, students will practice with EKG equipment and perform hands-on labs, including an introduction to the function and proper use of the EKG machine, the anatomy of the chest wall for proper lead placement and 12-lead placement, among other clinical practices. Textbooks are included in the fee for this course.

Course Code: 16SPHC1000
Day/Time: 6/20 - 8/10
M and W 6 to 9:30 p.m.
No class on 7/4
Sessions: 32
Registration Fee: $999

ICD-10 MEDICAL CODING COURSE
(5 CEUs / 50 HOURS)

This program includes a detailed review of both ICD-10 (diagnostic coding) and ICD-10-PCS (inpatient procedural coding system). Additional program elements include: how and when to use the ICD-10-PCS; issues surrounding the implementation of ICD-10; documentation challenges; coding from chart notes and operative reports; and analyzing electronic coding tools.

Note: This course is ideal for students interested in a career in medical coding and for current coding professionals looking for an update of the current issues/challenges they will face with ICD-10.

Course: 16SPHC2010
Day/Time: 6/21 - 8/9
Tu and Th 6 to 9:30 p.m.
Sessions: 32
Registration Fee: $1299
LEGAL

The following courses are in partnership with:

PARALEGAL CERTIFICATE COURSE
(8.4 CEUs / 84 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.

Course: 16SPCLS3000
Day/Time: 6/4 - 7/17
Sa and Su 9 a.m. to 5 p.m.
No class on 7/2 and 7/3
Sessions: 12
Early Registration Fee: $1289
Registration Fee: $1320

OSHA/ETI

The following courses are in partnership with:

OSHA - 502
UPDATE FOR CONSTRUCTION INDUSTRY OUTREACH TRAINERS
(1.9 CEUs / 19 HOURS)

Update required every four years for all OSHA Authorized Outreach Trainers in the Construction Industry. It provides timely information on OSHA Construction Industry standards, policies and regulations.

Course: 16SPOS0502
Day/Time: 7/11 - 7/13
M and Tu 8 a.m. to 5 p.m.
W 8 a.m. to 12 p.m.
Sessions: 3
Registration Fee: $495

OSHA - 503
UPDATE FOR GENERAL INDUSTRY OUTREACH TRAINERS
(1.9 CEUs / 19 HOURS)

Update required every four years for all OSHA Authorized Outreach Trainers in General Industry settings. It provides timely information on OSHA General Industry standards, policies and regulations.

Course: 16SPOS0503
Day/Time: 7/13 - 7/15
W 1 to 5 p.m.
Th and F 8 a.m. to 5 p.m.
Sessions: 3
Registration Fee: $495

NOW HIRING!
Professional and Public Programs is always looking for qualified and enthusiastic educators who can teach our professional training and development courses. For more information, contact our PT&D Program Manager at 915-747-6059.
OSHA - 2045
MACHINERY AND MACHINE GUARDING STANDARDS
(2.6 CEUs / 26 HOURS)

This course is designed to familiarize individuals with a wide variety of common machinery, along with the associated hazards and safety standards present within a work site.

Course: 16SPOS2045
Day/Time: 6/21 - 6/24
Tu, W, Th and F
8 a.m. to 5 p.m.
Sessions: 4
Registration: $595

The following courses are in partnership with:

ETI - INTRODUCTION TO ENVIRONMENTAL COMPLIANCE
(3.2 CEUs / 32 HOURS)

This course is designed to give environmental, safety and health professionals the tools they need to reduce environmental risks. The course will present a full overview of the EPA environmental regulations and demonstrate how to identify pertinent regulations to your operations.

Course: 16SPETI123
Day/Time: 5/3 - 5/6
Tu, W, Th and F
8 a.m. to 5 p.m.
Sessions: 4
Registration: $895

Note: This course with the completion of a final exam will serve as a training prerequisite to the ETI 501 – EPA Outreach Trainer Course.

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. In an effort to better achieve compliance, an overview of the most pertinent CAA requirements, various programs to manage hazardous air pollutants and criterion pollutants, as well as an understanding of site requirements will be discussed.

Course: 16SPETI456
Day/Time: 6/8 - 6/10
W, Th and F
8 a.m. to 5 p.m.
Sessions: 3
Registration: $750

To register for the following courses please call the OSHA Education Center at 1 (866) 906-9190 or visit their website at https://web-ded.uta.edu/wconnectCourseStatusawp?&course=eticor.

BACK TO SCHOOL APPRECIATION DAYS
AUGUST 22ND THRU AUGUST 31ST
10% OFF*
ON SELECTED COURSES
 ONLINE REGISTRATION ONLY
 FOR MORE INFO SEE PAGE 9
PPP.UTEP.EDU
P3 HAS CREATED VARIOUS PARTNERSHIPS WITH THIRD-PARTY VENDORS TO OFFER ONLINE COURSES.

CAREER STEP ONLINE EDUCATION AND TRAINING SOLUTIONS

Professional and Public Programs at UTEP has partnered with Career Step to offer online training for in-demand careers. Tens of thousands of new jobs are expected in these career fields. Start training for a better future.

- Medical Coding and Billing
- Medical Coding and Billing with Applied PCS
- Medical Office Professional
- Medical Transcription Editor
- Medical Administrative Assistant with EHR
- Pharmacy Technician with Healthcare Administration and Billing
- Computer Technician
- Executive Assistant
- ICD-10 Fast Track
- Health Information Technology
- Veterinary Assistant

Programs offer open enrollment so you can get started now with an online curriculum that’s available 24/7 with unlimited instructor support, affordable tuition and payment plans. Call (915) 747-5142 or visit CareerStep.com/ppputep to get started. MyCAA applicants call 1 (800) 246-7837 ext. 8414.

PROJECT MANAGEMENT PROFESSIONAL CERTIFICATE

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.

FOR MORE INFORMATION:
1-855-830-6360
WWW.MILITARYEDUCATIONFUNDING.COM
studentadvisor@militaryeducationfunding.com
ED2GO ENRICHMENT COURSES AND 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 $89.

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
- Speed 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

eLEARNING WITH EXTERNSHIP PLACEMENT

EDU2 self-paced, instructor monitored, best-in-class eLearning programs consist of 62 Career Tracks with Externship, and an additional 200 e-learning courses across a number of disciplines including: Healthcare, Business & Management, IT, Project Management, and Criminal Law & Justice.

Course Topics Include (10 of over 200 programs):

- Business Management Professional
- Project Management Professional
- Human Resources Professional
- Clinical Medical Assistant
- Pharmacy Technician
- Phlebotomy Technician
- Dental Assistant
- Corrections Specialist
- Comp TIA A+, N+ or S+
- Java Specialist

VISIT OUR WEBSITE FOR MORE COURSE OFFERINGS

JER Online Workforce 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
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

W.I.T.S. EDUCATIONAL EXCELLENCE FOR FITNESS PROFESSIONALS

These online/blended courses are designed to help all individuals, regardless of fitness skill level/knowledge, to further enhance their ability to help others live healthier lifestyles. Additionally, these courses help one maintain their certification status, while also giving advice on the business side of the fitness industry.

Most popular courses:

- Building Blocks of Sport and Exercise Nutrition
- Older Adult Foundations
- Sports and Exercise Nutrition - Special Considerations
- Running Well
- Nutritional Concepts
- Exercise Program Design
- Fundamentals of Sports and Exercise Nutrition
- Developing your Business Strategy
- Pregnancy Fitness
- Lifestyle Fitness Coaching

VISIT OUR WEBSITE FOR MORE COURSE OFFERINGS