PROFESSIONAL TRAINING & DEVELOPMENT

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/CREDIT VOUCHER 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.
PROJECT MANAGEMENT

FREE INFORMATIONAL SEMINAR:
A GUIDE TO PROJECT MANAGEMENT
(3 HOURS)

This seminar highlights the importance of project management knowledge/skills for optimum business results. The Project Management Institute (PMI®) provides many different professional certifications, with the Project Management Professional (PMP) credential being the most globally recognized and in demand. This free seminar focuses on the PMP baseline, which includes 10 Knowledge Areas, 5 Process Groups, and 47 Processes. It also provides an overview of the requirements needed to become PMP-certified professionals, who wish to take the PMP exam and earn PMP professional development units (PDUs) to maintain PMP certification with PMI®.

Agile Scrum is a project management methodology framework for managing complex projects in different industries (Software, Construction, Medical, and Non-Profit). It is known for minimizing the risk of project failure and maximizing customer satisfaction through collaboration and short developmental sprints. Though the Agile Scrum methodology is simple in structure, it is very difficult to implement. This course, in addition to defining the Agile Scrum methodology, will introduce the best practices associated with obtaining a successful implementation of the framework.

Course: 16PPMG5000
Day/Time: 2/20 - 3/12
Sa 9 a.m. to 1 p.m.
Sessions: 4
Early Registration Fee: $500
Registration Fee: $530

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., more than any other project management certification prep course. PMI® has given the classroom version of TheCourse™ a rating of 100%, further showing the excellence and usefulness of this course. 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: 16PPMG4004
Day/Time: 4/4 - 5/11
M, Tu, and W 6 to 9 p.m.
Sessions: 18
Early Registration Fee: $1400
Registration Fee: $1500

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 knowledge of state-of-the-art project management techniques that increase the probability of project success in an ever-changing environment.

Course: 16PPMG1000
Day/Time: 2/15
M 6 to 9 p.m.
Sessions: 1
Registration Fee: FREE
BOOT CAMP: PROJECT MANAGEMENT CERTIFICATION TEST PREP
(2.7 CEUs / 27 HOURS)

Students will use a practicum model that helps them continue practicing the processes outlined in the fifth edition of the PMBOK® Guide, A Guide to the Project Management Body of Knowledge. This model explains knowledge areas and process groups that demonstrate the flow of the 47 processes of project management which are instrumental to project success, while also addressing The Project Management Institute’s (PMI®) code of ethics. This course is designed for professionals or project managers who are preparing for either the Project Management Institute’s Project Manager Professional (PMP) or Certified Associate in Project Management exams. However, this course can also benefit professionals who want to further develop their project management skills. At the completion of this course, students will receive a UTEP PMP Boot Camp Certificate.

Course: 16PPMG4003
Day/Time: 1/25 - 2/10
M, Tu and W 6 to 9 p.m.
Sessions: 9
Early Registration Fee: $699
Registration Fee: $749

PMI CERTIFIED ASSOCIATE PROGRAM MANAGEMENT (CAPM) PREPARATION - NEW (2.4 CEUs / 24 HOURS)

The Project Management Institute (PMI®) provides many different professional certifications, with the Project Management Professional (PMP) credential being the most globally recognized and in demand. This course provides an introduction to the PMP baseline, which includes 10 Knowledge Areas, 5 Process Groups and 47 Processes. In addition, students will be given a hands-on approach to both PMI and PMP exercises.

Course: 16PPMI1002
Day/Time: 5/14 - 6/11
Sa 9 a.m. to 4 p.m.
No class on 5/28
Sessions: 4
Early Registration Fee: $600
Registration Fee: $650

LEARN SIX SIGMA SERIES

Lean Six Sigma (LSS) is a proven business management strategy that helps organizations operate more efficiently. It combines the Lean 4 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.

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.

Course Code: 16PPMG2201
Day/Time: 4/9
Sa 9 a.m. to 12 p.m.
Sessions: 1
Registration Fee: FREE

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. At the completion of this course, graduates will receive the LSS White Belt Certificate.

Course: 16PPMG3201
Day/Time: 4/23
Sa 9 a.m. to 4 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 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) emphasize an integrated continuous improvement environment. At the completion of this course, graduates will receive an LSS Yellow Belt Certificate.

Course Code: 16PPMG4201
Day/Time: 5/14 - 5/21
Sa 9 a.m. to 4 p.m.
Sessions: 2
Early Registration Fee: $399
Registration Fee: $425

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 examples enhance the curriculum of the course.

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

Course: 16PPMG5003
Day/Time: 1/30 - 3/13
Sa 9:30 a.m. to 4 p.m.
No class on 11/28
Sessions: 7
Early Registration Fee: $1150
Registration Fee: $1200

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 become a learning organization through relentless reflection (hansei) and continuous improvement (kaizen). This workshop focuses on the 4 principles of Lean Methodology based on the Toyota Production System, while also applying the kaizen approach to the work environment.

Course: 16PPKW1001
Day/Time: 2/22 - 3/8
M, Tu, and W 6 to 9 p.m.
Sessions: 8
Early Registration Fee: $700
Registration Fee: $750

SKILLED PROFESSIONAL SERIES
WRITING – COMPOSITION, GRAMMAR, SPELLING, PUNCTUATION AND WORD USAGE - NEW
(0.8 CEUs / 8 HOURS)

This course will enhance general writing and composition practices, while also allowing students to strengthen their abilities in revision, spelling and punctuation usage. The composing process will apply the principles of writing for an audience and will also emphasize strategies for improving word usage, sentence structure and overall grammar skills. This course will take a practical and collaborative approach to writing composition.

Course: 16PPWC9005
Day/Time: 2/6 - 2/27
Sa 9 to 11 a.m.
Sessions: 4
Registration Fee: $130

SUPERVISORY SKILLS... A WORK IN PROGRESS
(0.6 CEUs / 6 HOURS)

Very few organizations educate new supervisors on the demands of the job, forcing them to learn through trial and error. This course provides new supervisors with tools to reduce anxiety and navigate the transitions expected of them in the new position (e.g. moving from being a member of the team to leading the entire team; not knowing what the plan for a project is to defining and leading the team through a successful execution of said plan).

Course: 16PPPD2010
Day/Time: 2/19
F 9 a.m. to 4 p.m.
Sessions: 1
Registration Fee: $125
EMOTIONAL INTELLIGENCE QUOTIENT (EIQ) - NEW
(0.4 CEUs / 4 HOURS)

Research clearly shows that emotional intelligence is the *sine qua non* (indispensable element) of leadership. Without it, even a person with the best training in the world, an incisive, analytical mind, and an endless supply of smart ideas still won’t make a great leader. Through this course, students will achieve the ability to accurately perceive and manage their own emotions and that of others, and to understand the signals they send about relationships.

Course: 16PPPD2016
Day/Time: 2/26
F 9 a.m. to 1 p.m.
Sessions: 1
Registration Fee: $120

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

Regardless of how we exchange our ideas, we must maintain professional communication skills in a work environment. When organizations have competent employees who communicate efficiently, they gain the competitive edge in the market place. This course helps students develop effective communication skills in a manner that sets them apart from the rest.

Course: 16PPPD2015
Day/Time: 3/11
F 9 a.m. to 4 p.m.
Sessions: 1
Registration Fee: $125

SHARKS AND WHALES – HOW TO SUCCESSFULLY NAVIGATE CORPORATE AMERICA - NEW
(0.8 CEUs / 8 HOURS)

This course will teach students what motivates a person’s actions, how to respond accordingly, and the personality types into which customers, business partners, family and co-workers fall. Students may then use this knowledge to enhance their current or future business relationships and become well-respected in their prospective fields.

Course: 16PPPD2003
Day/Time: 4/5 - 4/26
Tu 6 to 8 p.m.
Sessions: 4
Registration Fee: $130

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

Gain the self-image and self-assessment skills needed to propel your performance 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: 16PPPD3002
Day/Time: 5/3 - 5/24
Tu 6 to 8 p.m.
Sessions: 4
Registration Fee: $130

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: 16PPPD1001
Day/Time: 5/5 - 5/12
Th 6 to 8 p.m.
Sessions: 2
Registration Fee: $125

MARKETING
CREATING AN EFFECTIVE MARKETING PLAN FROM A-Z - NEW
(1 CEUs / 10 HOURS)

Understand the basic principles of how to create a marketing plan from the ground up. Learn the process through which organizations analyze, plan, implement and control programs to develop and maintain beneficial exchanges with target buyers. Effective marketing is critical for the success of any business organization as it ensures that a company attracts, retains and grows customers by creating, delivering and communicating superior customer value. This course is valuable for any person in business, no matter their level or experience.

Course: 16PPPD1003
Day/Time: 2/4 - 2/25
Th 6 to 8:30 p.m.
Sessions: 4
Registration Fee: $130
FENCING COACHING CERTIFICATION
–MONITEUR - NEW  🏊‍♀️  🏓️
(4 CEUs / 40 HOURS)

This challenging course is designed to certify individuals in the Olympic sport of fencing by providing the fundamental knowledge of two of the three fencing specialties (foil and épée). Participants will learn a variety of footwork drills, actions with the weapon and get familiar with basic fencing theory and tactics. The Moniteur is a professional level fencing certification that is designed primarily for those wishing to teach or coach in club, community center, or school based programs without direct supervision. (No previous fencing experience necessary to take this certification course).

Certification Requirements:
• Participants must provide fencing gear (jacket, mask, weapon, glove, underarm and chest protector).
• Participants need to be a member of United States Fencing Coaches Association (USFCA).
• A written (online) exam is administered by USFCA. Participants must pass with a 75% or higher prior to taking the practical exam (the written exam is recommended one week prior to the practical).
• Participants must pass the practical exam with a 75% or higher to receive Moniteur certification. The practical exam is administered on the last day of class.

Note: USFCA membership, written and practical exams and fees are not included in the listed course fee.

USFCA website: http://www.usfca.org

Course: 16PFPC1001
Day/Time: 2/6 - 5/7
Sa 12 to 4 p.m.
No class on 2/37, 3/26, 4/2 and 4/30

Sessions: 10
Early Registration Fee: $250
Registration Fee: $300

PERSONAL FITNESS TRAINER CERTIFICATION
(3 CEUs / 30 HOURS)

If you are looking for a career move or for your own personal knowledge, get all the information you need to become a certified personal trainer. 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: 16PPFT1001
Day/Time: 3/12 - 4/23
Sa 9 a.m. to 4 p.m.
No class on 3/26

Sessions: 6
Early Registration Fee: $685
Registration Fee: $699

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.
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: 16PPHC4000
Day/Time: 3/7 - 5/23
   M and W 6 to 9:30 p.m.
Sessions: 23
Early Registration Fee: $1599
Registration Fee: $1799

**EKG TECHNICIAN PROGRAM**
**(5 CEUs / 50 HOURS)**

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, 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: 16PPHC1000
Day/Time: 3/21 - 5/09
   M and W 6 to 9:30 p.m.
Sessions: 32
Registration Fee: $999

**CLINICAL MEDICAL ASSISTANT PROGRAM**
**(14 CEUs / 140 HOURS)**
Includes Clinical Externship 20 hours

This program is intended for students who want to prepare for an exciting, challenging and rewarding career in healthcare. This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes, among other things, preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. Students will review important topics including phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology (including proper lead placements), a professional workplace behavior, ethics and the legal aspects of healthcare.

This program includes 140 hours of classroom lecture, interaction in hands-on labs, and a clinical externship opportunity at a local healthcare provider. To be eligible for the clinical rotation, students must successfully complete the 140-hour program, submit to a thorough background check and drug screening, and meet other various requirements. *Textbooks are included in the fee for this course."

Note: Upon successful completion of this program, students will be eligible to sit for the National Healthcare Association (NHA) Certified Clinical Medical Assistant (CCMA) national exam.

Course: 16PPHC3000
Day/Time: 3/1 - 6/4
   Tu and Th 6 to 9:30 p.m.
   Saturdays 9 a.m. to 4:30 p.m.
   3/12; 4/2; 4/16; 4/30; 5/14 & 6/4
Sessions: 34
Registration Fee: $2599

For more information about our online courses, go to page 57.
**HUMAN RESOURCES**

The following courses are in partnership with:

**SHRM-CP/SHRM-SCP EXAM PREPARATION PROGRAM**  
*(5.2 CEUs / 52 HOURS)*

This class gives human resource (HR) practitioners an effective review of the HR body of knowledge on which the SHRM-CP (Certified Professional) and SHRM-SCP (Senior Certified Professional) examinations are based.

This intensive review course will help participants prepare for the content areas covered on the Society for Human Resource Management (SHRM) exam.

Certificate of Completion: If you have any questions regarding the SHRM-CP and SHRM-SCP exams, please visit www.shrm.org or call SHRM at 1(800) 283-7476.

**Course:** 16PPHR3007  
**Day/Time:** 2/6 - 5/14  
**Sa 9 a.m. to 1 p.m.**  
**No class on 3/12 and 3/25**  
**Sessions:** 13  
**Early Registration Fee:** $1200  
**Registration Fee:** $1300  
**Group Discount:** $1000

UTEP-P3 is recognized by SHRM to offer Professional Development Credits (PDCs) for the SHRM-CP or SHRM-SCP. For more information about certification or recertification, please visit www.shrmcertification.org

**ESSENTIALS OF HUMAN RESOURCES**  
*(1.2 CEUs / 12 HOURS)*

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 fee.

**Course:** 16PPHR1000  
**Day/Time:** 2/13 - 3/5  
**Sa 9 a.m. to 12 p.m.**  
**Sessions:** 4  
**Registration Fee:** $525

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**LEGAL**

The following courses are in partnership with:

**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.

**Course:** 16PPCLS3000  
**Day/Time:** 2/27 - 4/10  
**Sa and Su 9 a.m. to 5 p.m.**  
**No class on 3/26 - 3/27**  
**Sessions:** 12  
**Early Registration Fee:** $1400  
**Registration Fee:** $1500

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**TECHNOLOGY**

**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 help users create more practical and complex spreadsheets with formats, such as 3-D formulas and pivot tables, among others.

**Course:** 16PPSP1221  
**Day/Time:** 5/10 – 5/19  
**Tu and Th 6 to 8:30 p.m.**  
**Sessions:** 4  
**Early Registration Fee:** $200  
**Registration Fee:** $250

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Extending relationships and building professional networks:

CONNECT WITH US  
UTEP P3 Professional & Public Programs
OSHA/ETI

The following courses are in partnership with:

OSHA

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.

OSHA - 2255
PRINCIPLES OF ERGONOMICS
(1.9 CEUs / 19 HOURS)

OSHA uses ergonomic principles to recognize, evaluate and control workplace conditions that cause or contribute to musculoskeletal and nerve disorders. Course topics include work physiology, anthropometry, musculoskeletal disorders, material handling, repetition, lifting, patient transfers, etc. Course emphasis is on industrial case studies covering analysis and design of work situations and equipment workshops in manual lifting, as well as a coverage of current OSHA compliance policies and guidelines.

Course: 16PPOS2255
Day/Time: 1/5 - 1/7
Tu, W, Th and F
8 a.m. to 1 p.m.
Sessions: 3
Registration Fee: $595

OSHA - 3095
ELECTRICAL STANDARDS
(2.6 CEUs / 26 HOURS)

This course covers OSHA Electrical Standards and the hazards associated with electrical installations and equipment. Course topics include single-and three-phase systems, cord-and plug-connected and fixed equipment, grounding, ground fault circuit interrupters, and safety-related work practices. Emphasis is placed on electrical hazard recognition and OSHA Standards, policies, and procedures and applicable portions of the National Electrical Code (NEC). Students will participate in workshops on the safe and correct use of electrical testing equipment.

Course: 16PPOS2015
Day/Time: 2/9 - 2/12
Tu, W, Th and F
8 a.m. to 5 p.m.
Sessions: 3
Registration Fee: $595

OSHA - 3115
FALL PROTECTION
(2.2 CEUs / 22 HOURS)

This course covers the OSHA Fall Protection Standards for construction and general industry through current fall protection methods. Course topics include principles of fall protection, components and limitations of fall arrest systems and OSHA Standards and policies regarding fall protection. Students will participate in workshops demonstrating the inspection and use of fall protection equipment, residential construction fall protection, training requirements and developing a fall protection program.

Course: 16PPOS3115
Day/Time: 3/22 - 3/24
Tu, W, and Thu
8 a.m. to 5 p.m.
Sessions: 3
Registration: $595

OSHA - RM 101
SAFETY, HEALTH AND ENVIRONMENTAL RISK MANAGEMENT (SHERM) PRINCIPLES
(3.2 CEUs / 32 HOURS)

This course provides an overview of risk management from the safety, health and environmental program perspective. Specific topics covered include introduction to risk management utilizing ISO STD 31000, key terminology, describing and applying the risk management process and suggested strategies for improving environmental, safety and health programs using risk management principles.

Course: 16PPOS0101
Day/Time: 2/23 - 2/26
Tu, W, Thu and F
8 a.m. to 5 p.m.
Sessions: 4
Registration: $695

In Fall 2015, students attended our OSHA-2264 Permit Required Confined Space class; a course that strategically covers the safety and health hazards associated with permit-required confined space entry.
OSHA - 510 OCCUPATIONAL SAFETY AND HEALTH STANDARDS FOR THE CONSTRUCTION INDUSTRY
(3.0 CEUs / 30 HOURS)

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

Course: 16PPPOS0510
Day/Time: 4/26 - 4/29
Tu, W, Thu and F 8 a.m. to 5 p.m.
Sessions: 4
Registration: $595

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, Tu 8 a.m. to 5 p.m.
W 8 a.m. to noon
Sessions: 3
Registration: $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, Th and F W 1 to 5 p.m.
Th and F 8 a.m. to 5 p.m.
Sessions: 3
Registration: $495

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