



PROFESSIONAL AND PUBLIC PROGRAMS

PT & D

**PROFESSIONAL TRAINING & DEVELOPMENT
OFFICIAL SPRING 2010 CATALOG**

MESSAGE FROM THE DEAN

Thank you for your interest in The University of Texas at El Paso's Professional & Public Programs. This catalog, one of several we publish every year, is provided to introduce you to training programs available to the El Paso community.

Our professional training and development courses are designed to equip managers and professionals with the knowledge and skills necessary to advance their careers. Our training is also ideal for individuals interested in pursuing a career in any number of technology and health care-related fields.

As a business leader, I understand the challenge of finding the right job with the right pay. Considering the difficult economic situation we are facing, now is the right time to expand your professional knowledge and gain an advantage in the marketplace. You may even be interested in changing careers; if so, we have courses designed just for you. Whether you are interested in information technology or the allied health fields, it is possible to improve your job prospects and increase your earning potential within only a few months.

I invite you to examine the course offerings in this catalog and choose those that fit your interests and career goals. We offer an expansive selection of courses in many industries, including human resources, legal studies, Web design and development, information technology, accounting and management.

We also specialize in customized training for businesses, non-profits and public organizations. If you are in need of a workshop or other custom training for your staff, we are happy to assist you with your education needs.

UTEP's Professional & Public Programs looks forward to being part of your success!

Sincerely,



Dennis L. Soden, Dean
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GENERAL INFORMATION

It is important to read all policies carefully before registering for Professional & Public Programs courses.

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.

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 at 102 Kelly Hall on the UTEP campus, Monday through Friday 8 am to 5 pm, Saturday 9 am to Noon.

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.

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.

**Preregistration is required five days prior to the first class meeting. An additional fee of \$25 will be assessed for late registration.*

Certificate Programs and Continuing Education Units

Certificates and CEU credits may be earned only after successful completion of at least 75 percent of the course hours for each program module and, for online courses, achievement of a passing grade on the final exam or course assessment. Other conditions may also apply.

Textbooks

Textbooks are available one week before the first day of class at the UTEP Bookstore (if not stated otherwise), located on the first floor of the Union Building East. The UTEP Bookstore does not issue refunds for textbooks that have tears, marks or folded pages.

Student Conduct

Behavior that is disruptive to the learning process, interferes with the well-being of other students or staff, or causes damage to University or contracted facilities is prohibited. Improper conduct by a student or his or her visitors or guests will result in the student's suspension from class.

Special Accommodations/Needs

If you have a disability and require special accommodations, please contact Bibis Briones at (915) 747-5142 or grajedabello2@utep.edu.

Transfer Policy

Transfers may be made only to another class of equal or greater value and before the second class meeting. The following are required to complete a transfer application: a written request, a transfer fee of \$15 and any difference in tuition. Limit one transfer per registration. *Please note: certain courses are governed by their own transfer policies, which will be noted in the course descriptions or brochures.*

Refund Policy

To keep tuition as low as possible, we have instituted the following refund policy. Please review the terms below carefully. Exceptions will not be made.

Professional & Public Programs reserves the right to cancel any course. Classes with insufficient enrollment will be canceled if the minimum is not met. Refunds will be processed automatically for courses canceled by Professional & Public Programs. Class locations, dates, times and instructors are subject to change.

If you choose to withdraw from a course for any reason, your written request must be received by Professional & Public Programs five business days prior to the first class meeting. A \$95 processing fee per course for a Professional Development Program, and a \$15 processing fee per course for a Technology Training Program, will be issued charged before we process the refund. Please allow two to three weeks for processing. The cost of materials and/or lab fees will be deducted from your refund. Refund requests must include your name, address, daytime telephone number, the course number and your signature, along with a statement declaring your reason for dropping the course and your awareness of the respective processing fee. Telephone requests will not be accepted. No refunds will be given the day of or after the first class meeting.

Fax your refund request to (915) 747-5538 or mail to:

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

A \$25 fee will be charged for returned or canceled checks. Please note: certain courses are governed by their own refund policies, which will be noted in the course descriptions or brochures.

CUSTOMIZED TRAINING

Professional Training and Development Programs offers a variety of established courses that focus on career assessment, career management and leadership development. Our staff also will custom design workshops to meet your specific training needs or those of your business, nonprofit or public organization.

For more information, contact Dr. Libby Dalton at (915) 747-5037 or edalton@utep.edu.

New courses will be added frequently to our current list of popular offerings. Visit our Web site at ppp.utep.edu often to see the latest additions.

PROGRAM HIGHLIGHT MOMENT

PMP CERTIFICATION



Twenty professionals from a broad spectrum of industries gathered every Saturday this past semester for seven weeks to advance their careers and improve their contributions to their employers.

These students are pursuing the prestigious Project Management Professional (PMP) designation. The PMP is one of the most sought-after designations in many fields of work.

The majority of these students are engaged in oversight functions within their organization for which they are accountable for much of the success or failure of a particular endeavor.

“You have to be motivated and a thinker with a creative mind and a strong desire to succeed,” said student Lonny Wright, Deputy Director of Operations with Pride Industries, a nationwide outsourcing solution provider for Fortune 500 companies.

Indeed, the temporary nature of projects necessitates a creative disposition and strong will. This stands in contrast to business-as-usual operations, which are repetitive, permanent or semi-permanent work.

In practice, the management of these two systems is often found to be quite different, and as such requires the development of distinct technical skills and the adoption of separate management.

While the certification is of undeniable benefit to companies, it also serves to position the employees themselves for management-level positions.

“PMP is something that the majority of many major contractors are looking for in an employee that is being considered to become a part of their management team,” said Wright.

Apart from opportunities within his present organization, Wright acknowledged the usefulness of the PMP to open doors for careers in other fields.

“It will allow me consider more opportunities to go into other fields which best allow me to exercise what I consider are my strongest points,” Wright continued.

Professional Training and Development has been providing the PMP exam preparation for several semesters. The course includes four weeks of instruction in project management principals and three weeks of Microsoft Project training.

For more information, please contact Michael McElroy at 915.747.5187 or [mrmcelroy@utep.edu](mailto:msmcelroy@utep.edu). More information, including class dates and course fees, can be obtained online at ppp.utep.edu. Information, including class dates and course fees, also can be obtained online at ppp.utep.edu.

PROFESSIONAL DEVELOPMENT PROGRAMS

*Preregistration is required five days prior to the first class meeting. Late registration will incur a \$25 fee.

HEALTH CARE

Certified Phlebotomy Technician (8 CEUs / 80 Hours)

For those interested in pursuing a job in the health industry, training to serve as a phlebotomist may prove to be your ticket to a rewarding and stable career. A certified phlebotomy technician (CPT) draws blood from patients or donors in hospitals, blood banks or similar facilities for analysis or other medical purposes. According to the U.S. Department of Labor, employment of clinical laboratory workers is expected to grow 14 percent between 2006 and 2016, faster than the average for all occupations. The volume of laboratory tests continues to increase with both population growth and the development of new types of tests.

Our Certified Phlebotomy Technician course consists of 45 hours of classroom training and 35 hours of self-study, to include live venipuncture and capillary sticks.

A CPT may perform some or all of the following duties. However, they are not limited to just these responsibilities:

- Assemble equipment and disposable containers for needles
- Test for drug levels in the blood
- Look for abnormal cells in the body and body fluids
- Perform complex chemical, biological and microscopic tests
- May conduct patient interviews and take vital signs
- Perform basic phlebotomy procedures

Upon successful completion of the program, each participant will receive a certificate of completion and be eligible to take the CPT national certification exam through the National Healthcareer Association (NHA). Cost includes all materials: medical supplies, textbooks, workbooks, uniforms and competency checklist.

Course: 10PPHC1031
Fee: \$2,895
Schedule: 2/16/2010 - 4/23/2010
No Class on 3/31/2010
Tu and F 5 to 7:30 pm
Location: 207 Cotton Memorial
Instructor: Maria Hinojosa Smith

Certified EKG Technician (6 CEUs / 60 Hours)

According to the U.S. Department of Labor, employment of cardiovascular technicians is expected to increase by 26 percent through the year 2016, much faster than the average for all occupations. Growth in this job field is primarily due to an aging population. UTEP's Certified EKG Technician (CET) course trains students to produce recordings of electromotive variations in a patient's heart muscle using an electrocardiograph machine to provide data for the diagnosis of heart ailments. A CET may perform some or all of the following duties. However, duties are not limited to just these responsibilities:

- Operate and maintain electrocardiograph machines
- Perform EKGs, administer stress tests, and apply Holter monitors
- Input data into EKG machines and mark tracings to indicate position of chest electrodes
- Compose and communicate final test results for attending physician analysis
- Schedule appointments and record doctors' interpretations

Upon successful completion of the course, each participant will receive a certificate of completion and be eligible to take the Certified EKG Technician national certification exam through the National Healthcareer Association (NHA). Cost includes all materials: medical supplies, textbooks, workbooks, uniforms and competency checklist.

Course: 10PPHC1041
Fee: \$2,895
Schedule: 2/15/2010 - 5/10/2010
No Class on 3/31/2010
M and W 5 to 7:30 pm
Location: 308 Computer Science Bldg.
Instructor: Guadalupe Dominguez



NEW P3 BUSINESS HOURS

Monday through Friday 8 am to 5 pm
Saturday 9 am to Noon

HUMAN RESOURCES

PHR/SPHR Exam Preparation Program

(5.2 CEUs / 52 Hours)

The Program

This class gives experienced, exempt-level human resource (HR) practitioners an effective review of the HR body of knowledge on which the Professional in Human Resources (PHR) and Senior Professional in Human Resources (SPHR) examinations are based. This intense review course will help participants prepare for the content areas covered on the Human Resources Certification Institute (HRCI) exam. Students should anticipate eight to 10 hours of study per week, in addition to classroom time, in order to successfully complete the program and be ready to sit for the HRCI exam. The certification program consists of six instructional modules encompassing the following areas of Human Resources:

Strategic Management, Workplace Planning and Employment, Compensation and Benefits, Human Resources Development, Employee and Labor Relations, Occupational Health, Safety and Security

Certificate of Completion

Completion of at least 75 percent of the course hours and a grade of 80 percent or better on the final exam are required to receive a certificate of completion, awarded by UTEP's Professional & Public Programs.

Note: PHR/SPHR certification provides a nationally recognized designation and demonstrates the human resource professional's commitment to current trends and developments in the field. To earn either the PHR or SPHR designation, candidates must have at least two years of exempt-level (professional) experience in the HR field. This experience need not be current or sequential; however, recent experience is more likely to coincide with the exam's content. If you have any questions regarding the PHR or SPHR exams, please visit www.hrci.org or call HRCI at (800) 283-7476, option #4, or e-mail info@hrci.org.

Course: 10PPHR0019
Fee: \$995
Schedule: 2/20/2010 - 5/15/2010
Sa 9 am to 1 pm
100 Miners Hall
Instructor: Linda Torres-Kleinhans

LEGAL STUDIES

Paralegal Certificate Course

This 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. The instruction is practice-oriented and relates to those areas of law in which paralegals are in most demand. There are no prerequisites to take the course, but students will be expected to complete a significant amount of homework for each session. Internship assistance is available to those who maintain an "A" average and are in the top 25% of each live lecture course.

Course: 10PPLS0001
Fee: \$1089
Schedule: 3/20/2010 - 5/02/2010
Su 9 am to 5 pm
303 Liberal Arts

MANAGEMENT

AMERICAN MANAGEMENT ASSOCIATION

(AMA): CERTIFICATE IN MANAGEMENT

(10.8 CEUs / 108 hours)

The Program

Companies and organizations are constantly trying to do more with less in order to keep up with and outpace change and competition. Responsibilities may increase at a moment's notice and require different or greater skills. That's why training has never been more critical for advancing careers and achieving organizational success. The American Management Association Certificate in Management course enables upcoming, new and veteran managers to enhance their professional and personal development, and increase their value to their organizations.

What You Will Learn

Being a manager can be overwhelming when dealing with employee conflicts, productivity requirements, accounting and fiscal measurements. You will learn how to break your job as a manager into components: human behavior, leadership, negotiation, communication, team building and finance. Everything you do fits into your role as a manager. Gain a firm grasp of the task at hand, delegate more effectively, motivate successfully and increase productivity substantially. Upon successful completion, you will be able to:

- Maximize your impact on others and develop better working relationships
- Build high-performance teams by enhancing trust, confidence and cooperation
- Polish your reading, writing, speaking and listening skills
- Read and interpret financial statements and managerial accounting reports, and establish financial projections

Who Should Attend

This certificate will be of value to those in supervisor or managerial roles. New and veteran managers will benefit from cutting-edge concepts and practical methods utilized by the American Management Association. Team leaders, department heads, managers and supervisors, human resource trainers and professionals should attend.

Certificate Requirements

To receive the AMA Certificate in Management, all six modules must be completed. Completion of at least 75 percent of the course hours is required for each module. Students requiring instruction in only one specific module will receive certificates of completion from UTEP's Professional & Public Programs. Modules may be taken in any order and are offered throughout the year. Each module is highly experiential and includes real-life examples, exercises and proven theory combined with practice. This AMA program relies heavily on supplemental materials in addition to the text.

Fee:	\$395 each course
Meetings:	6
Location:	100 Miners Hall
Instructor:	Edward Hyatt

A Manager's Guide to Human Behavior (1.8 CEUs / 18 Hours)

Course:	10PPMG0010
Schedule:	2/10/2010 - 3/17/2010 W 5:30 to 8:30 pm

Leadership Skills for Managers (1.8 CEUs / 18 Hours)

Course:	10PPMG0011
Schedule:	3/8/2010 - 4/12/2010 M 5:30 to 8:30 pm

Communication Skills for Managers (1.8 CEUs / 18 Hours)

Course:	10PPMG0014
Schedule:	4/7/2010 - 5/12/2010 W 5:30 to 8:30 pm
Instructor:	Patricia Wickham

PERSONAL TRAINER

Personal Fitness Trainer Certification (3.6 CEUs / 36 Hours)

Get all the information you need to become a certified personal trainer. This challenging course is taught over a five-week period. The national certification exam is held on the sixth week. Fifteen hours of "hands on" practical training prepares you to work with clients one-on-one. Lecture topics include: anatomy, exercise physiology, nutrition and health screening. Proof of CPR and automated external defibrillator (AED) certification and a 30-hour internship will prepare you to work successfully in the fitness field. Call 1-888-330-9487 to order the required textbook. (This course qualifies for three lower-division credit hours toward an undergraduate degree or 30 CEUs through the International Association for Continuing Education and Training.)

Course:	10PPHF1000
Fee: \$575	Meetings: 6
Schedule:	2/6/2010 - 3/13/2010 Sa 9 am to 4 pm
Location:	300 Hudspeth Hall
Instructor:	World Instructor Training Schools

PROJECT MANAGEMENT

Project Management Professional Certificate (5.4 CEUs / 54 Hours)

The Program

Project management incorporates forward thinking methodologies to successfully plan and oversee a project toward the achievement of specific goals and objectives. This course leads you through every phase, activity and task needed to complete a project from start to finish. Through PowerPoint presentations, discussions and hands-on practical exercises, students are introduced to the five phases of project management: Initiation, Planning, Execution, Monitoring and Controlling, and Closure. This course suits all industries and any size project. The course covers Microsoft Project 2007 basic and advanced functions and features coverage within a modern computer lab. Students will learn and apply the Project Management Institute's best practices in preparation for the certification examination. The course fulfills the 35 contact hours necessary to take the Project Management Professional (PMP) certification exam.

Benefits of attaining PMP certification include:

- Increased job/consulting opportunities
- Expanded knowledge base and opportunities to network with other successful project management professionals
- Improved project management capabilities

Course:	10PPMG3012
Fee: \$960	Meetings: 7
Schedule:	2/27/2010 - 4/10/2010 Sa 8 am to 4 pm
Location:	401 Kelly Hall
Instructors:	Larry Fegans and Karla Legaspy



NEW P3 BUSINESS HOURS

Monday through Friday 8 am to 5 pm

Saturday 9 am to Noon

TEST PREPARATION

Preparing for the GRE (1.6 CEUs / 16 Hours)

This Preparing for the GRE course is an important and valuable investment! The course discusses the types of questions likely to be encountered on the verbal and analytical sections of the test. The instructor will discuss how to do your best on reading comprehension, analogies, sentence completion, antonyms, and logical and analytical reasoning questions. The course also features a math review and techniques for tackling the quantitative comparison, discrete quantitative and data interpretation questions that comprise the math section of the GRE. Though preparation is essential to score high on the GRE, time-saving techniques also will be covered. Required Book Extra: *GRE: Practicing to Take the General Test, 10th Edition*.

Course:	10PPTS1055
Fee: \$250	Meetings: 2
Schedule:	4/10/2010 - 4/11/2010
	Sa and Su 9 am to 5 pm
Location:	207 Miners Hall
Instructor:	Edward Hyatt

SureScore SAT Exam Prep



SureScore's classroom-based, college entrance exam preparation programs provide students with the skills and confidence needed to perform well on the SAT test. These programs are successful because they utilize a coach-team model. Through the programs, students take several practice tests that closely simulate actual SAT exams. Each student's performance on the practice tests will be assessed, enabling instructors to establish a baseline for student performance. By identifying each student's strengths and weaknesses, the instructors can provide individualized student instruction.

SureScore SAT Exam Prep (3 CEUs / 30 Hours)

During this full-length course, students will learn proven test-taking strategies, take practice exams, and receive individual student assessment reports. In addition to the instruction, students will receive a comprehensive SAT workbook.

Fee:	\$199 each course
Meetings:	12
	M, Tu, W and Th 5:30 to 8 pm
Instructor:	Staff

Course:	10PPTS3006
Schedule:	2/22/2010 - 3/11/2010
Location:	207 Miners Hall

Course:	10PPTS3007
Schedule:	4/12/2010 - 4/29/2010
Location:	211 Liberal Arts Bldg.

SureScore SAT Exam Prep: Boot Camp (0.6 CEUs / 6 Hours)

When time is of the essence, SureScore's single-day SAT Boot Camp enables students to focus their energies on those strategies proven to yield the best test results. Students will review the structure of the overall test, learn general test-taking strategies, and practice under timed conditions.

Course:	10PPTS3016
Fee: \$99	Meetings: 1
Schedule:	2/27/2010
	Sa 9 am to 4 pm
Location:	207 Miners Hall
Instructor:	Staff

UTEP'S BACHELOR OF MULTIDISCIPLINARY STUDIES

Gives you the flexibility to build a degree that best fits your educational goals.

You design an individualized program that includes three concentrations of study from programs offered at UTEP. An academic advisor will help tailor your program to your interests.

If you are a transfer student with a significant number of semester credit hours (SCH) or a student who has earned a substantial number of credits in different areas of interest, an academic advisor can help you make effective use of those credits by applying them to the Multidisciplinary Studies degree.

This degree may be right for you, if you...

- Have varied interests and want to combine study in several different disciplines
- Want flexibility in your course of study and want to customize your own degree
- Desire professional advancement that only a bachelor's degree can provide.

**For further information please contact:
Julio D. Rogers, Program Advisor**

Rosa Meguerian-Faria, Associate Director
rmeguerianfaria@utep.edu
(915) 747-5142

Advanced Placement (AP) training equips high school teachers with the ability to teach college-level, subject-specific courses developed by the College Board and assessed by nationally standardized examinations for college credit or placement. Emphasis is placed on course structure, pedagogy to cover the breadth of content, and assessment techniques, including grading and analyzing responses to AP exams.

Pre-AP training equips middle and high school teachers with strategies and tools they need to engage their students in learning that encourages critical thinking so that students develop habits of the mind necessary for success in AP and college courses.

Advanced Placement Summer Institute (APSI) will be held **July 5 through 9, 2010; July 12 through 16, 2010; and July 19 through 23, 2010**. The Institute will run Monday from 11:00 am to 5:00pm, Tuesday through Thursday from 8:30 am to 5:00 pm and Friday from 8:30 am to 12:45 pm. Courses are scheduled to be held on campus at The University of Texas at El Paso. All APSI courses will cost \$495. Please note the advantage of early registration. Enrollment is limited and on a first-come, first-served basis. University College, Professional & Public Programs will not accept purchase orders after May 30, 2010.

The following courses are offered July 5 through 9, 2010:

Pre-AP Social Studies Middle School
taught by Christine Deitz

Pre-AP U.S. History Middle School
taught by Joseph Eberhard

AP English Language and Composition
taught by Phyllis Wright

AP English Literature and Composition
taught by Mary McDonald

AP Spanish Language and Composition
taught by Alma Gonzalez

AP Spanish Literature and Composition
taught by Yolanda Soliz

AP Statistics
taught by Michael Legacy

The following courses are offered July 12 through 16, 2010:

Pre-AP English Middle School
taught by Rosa Diaz Fonseca

Pre-AP Math Middle School
taught by Michelle Buraczyk

Pre-AP Science Middle School
taught by Dr. Coretta Tam

AP Physics
taught by Dr. Vesna Karaman-Castro

AP Biology
taught by David Castro

The following courses are offered July 19 through 23, 2010:

Pre-AP English High School
taught by Ann Jackson

Pre-AP Math High School
taught by Michelle Buraczyk

Pre-AP World History High School
taught by Paul William Philp

AP Art Studio
taught by Kathleen Blake

AP Calculus BC
taught by Alan Bernard

AP Chemistry
taught by Brad Cast

AP Human Geography
taught by Connie Hudgeons

AP Psychology
taught by Katherine Minter

AP U.S. Government and Politics
taught by Douglas Henderson



NEW P3 BUSINESS HOURS

Monday through Friday 8 am to 5 pm

Saturday 9 am to Noon

INSTRUCTOR HIGHLIGHT MOMENT

EDWARD HYATT



Some argue that leaders are born and others that they are made. But all can agree that leaders work hard to stay effective and competitive. Few are as effectively living this principle, and teaching it to others, as Ed Hyatt.

Hyatt currently serves as an administrative analyst for the city of El Paso's Purchasing Division, where he is responsible for much of the city's property and service acquisitions.

In his career, Hyatt has served in a leadership capacity within several organizations across four continents — North America, Africa, Europe and Antarctica.

While Hyatt's public and business administration experience is commendable, what really makes him stand out is his desire to instill leadership skills in others.

"I prefer to invest my time and energy in endeavors that make a difference for others, especially on a personal level," said Hyatt. "Teaching is the perfect outlet for that commitment."

One need only look at the quantity and diversity of Hyatt's teaching history to appreciate his commitment to professional community development.

In addition to his role as an instructor for our own American Management Association (AMA) certificate programs, Hyatt also teaches in UTEP's College of Business Administration and the Hispanic Health Disparities Research Center.

Teaching management courses is as much a top-down operation as it is a lateral sharing of experiences among class participants. Hyatt counts this as one of the AMA certificate program's strengths.

"One of the core benefits of the courses are the in-class conversations that reveal multiple points of view and often provide new insights not available otherwise," said Hyatt

The collaborative structure of Hyatt's courses is well-suited to his concept of leadership. His students' feedback has revealed that their shared-learning environment has enhanced their experience beyond what a strictly textbook-based course might have offered.

Yet, in spite of Hyatt's emphasis on peer collaboration, at the heart of any good manager is an individual desire to succeed. "That is 90 percent of the battle," maintains Hyatt. While leadership studies are essential for well-developed managers, some lessons can only be learned on the job.

To that end, Hyatt advises individuals seeking management-level opportunities to tap into their strong personal motivations in order to overcome professional obstacles. The rest, he contends, is doing what one imagines a great manager would do: network, continue to learn and treat others with respect.

INSTRUCTOR BIOS

GREGORY BROWN

Gregory Brown was born and raised in Wilmington, Ohio. After graduating from high school in 1975, he joined the U.S. Army. He served 21 years on active duty, with tours in Europe, Korea, Saudi Arabia and the United States, and as a member of the Military Police, the U.S. Army Recruiting Command and the U.S. Army Air Defense Command. After his retirement, Mr. Brown worked for a contract security company in El Paso, Texas. He began working for Phelps Dodge – El Paso Operations in 1998, and is currently the senior health and safety specialist at Freeport-McMoRan – El Paso Operations. He has a B.S. in business management from the University of Phoenix, and is completing his M.S. in environmental safety and health sciences from the University of Findlay.

ROSENDO CORRAL

Rosendo Corral is a graphic artist and teacher. He has a bachelor's in Computer Information Systems from UTEP. With nearly a decade of Web site design experience, he is well aware of the opportunities and challenges computer-mediated technologies pose. Since learning basic HTML coding many years ago, he has since transitioned into custom graphics design and Web development. In addition to working with Web sites, Mr. Corral has been a volunteer computer science instructor since 1992. Volunteerism has played an integral role in his life. From 1990-2004, he served as the lead camera man for Iglesia del Dios Vivo. He currently spends his spare time as a video producer for several live-broadcast Web sites.

GUADALUPE DOMINGUEZ

Lupe Dominguez currently serves as a nurse practitioner at Providence Memorial Hospital and as an instructor in UTEP's nursing clinical faculty. With nearly 30 years of experience in nursing, her specialties are EKG and cardiovascular telemetry. She is a member of the American Academy of Nurse Practitioners and the American Society of Pain Management Nurses, and served five years as president of the Hispanic Nurses Association. Ms. Dominguez has both a bachelor's and master's of science in nursing from UTEP.

LARRY FEGANS

Sergeant Major Larry Fegans currently serves as a project manager with the U.S. Army. He has managed Army projects for more than 20 years, including reconstruction efforts in Iraq. He has an M.A. in leadership studies from UTEP.

FRED FRASER

Fred Fraser has a bachelor's in business administration from UTEP, and is a member of Delta Sigma Pi, a professional business fraternity. Since 1971, he has worked as either a trainer or teacher, training administrative and sales personnel in various business skills, including customer relations; teaching career school students computer skills such as word processing, spreadsheets, presentation graphics and desktop publishing; and developing training manuals, seminar materials and training programs for private companies and career schools and colleges. Since 1992, Mr. Fraser has been an instructor with International Business College. He has taught in the UTEP continuing education program since 2006.

SAUL GUTIERREZ

Saul Gutierrez is a multimedia specialist based in El Paso, Texas. His background includes Web development, software design and computer-based virtual simulations. He has more than four years of experience teaching Web design and has led more than 12 teams to the Trio ThinkQuest Web development competition, winning several awards. He currently designs virtual environments and simulations for UTEP.

RON HARRIS

Ron Harris received his B.B.A. in business management from UTEP in 1979. In 2003, he earned his M.S. in Computer Information Systems, with honors, from Lacrosse University of Mississippi. His first computer work experience was for the family business. He worked on a Radio Shack TRS-80 Model II doing database management using a CP/M-based program. Mr. Harris holds several certifications, including A+, Network+ and MCSE, and has more than 20 years of experience in IT.

KARLA LEGASPY

Karla Legaspy has more than 12 years of experience in accounting and finance. She is board certified and has managed a finance team that oversaw the financial, tax, risk assessment and process improvement aspects of a multi-million dollar company. She has participated in Hackett benchmarking, implementation of business intelligence software and the consolidation of multinational corporations. She is a Dale Carnegie seminar graduate and has participated in project management seminars throughout the United States. Ms. Legaspy is also knowledgeable in international business practices, particularly between the U.S. and Mexico.

DANIEL MARGRAVE

Born and raised in El Paso, Daniel Margrave attended Coronado High School and UTEP, where he earned his B.B.A. in management, with a focus on human resources and production operations. He earned his M.B.A. in human resource management from the University of Phoenix in 2003, his PHR certification in 2001 and his SPHR certification in 2005. Daniel has taught classes in human resource management, human capital, organizational behavior, and management. He facilitates several modules in the UTEP P³ human resources certification program. He is currently the human resources manager at Hartec, Inc., where he has worked for four years. He served as 2005 president of the El Paso Society for Human Resource Management (www.epshrm.org) and currently serves as its Web site director.

LINDA TORRES-KLEINHANS

Linda is a native El Pasoan, a graduate of El Paso High and The University of Texas at Austin, where she received her Bachelor of Science in Secondary Education and Teaching Certification. In 2002, Linda received her PHR certification credentials in Human Resources and Master of Arts in Organizational Management from the University of Phoenix at Santa Teresa, NM. With 20 years of experience in the private and public sector, Linda's strength is realized in the disciplines of Operations and P & L management in a Union and Non-Union environment. As the Certification Director for the El Paso Society for Human Resource Management (EPSHRM), Linda is the liaison between the chapter and UTEP. Linda has held various positions on the Board of Directors for EPSHRM that included a President in 2006.

EDDY GARCIA

Eddy Garcia is the Compensation and Benefits Manager at Helen of Troy. His 20 years of Human Resources experience include working for global organizations with dual country HR responsibilities. He earned his undergraduate degree in Management in Human Resources and a Master's in Business Administration. His special interests continue to be in the area of Human Resources with concentration in ERISA and other federal regulations governing benefit plans. He is honored in making this his sixth year instructing the Compensation and Benefits Module of the PHR.

*Preregistration is required five days prior to the first class meeting. Late registration will incur a \$25 fee.

ACCOUNTING

Introduction to QuickBooks Pro 2008

This course will provide an introduction to small-business bookkeeping using QuickBooks Pro 2008. The course is designed to show users how to set up a company, including creating vendor, payroll and customer lists. Topics include receivables, payables, payroll, budgeting, reporting, reconciling, customizing forms and safeguarding information. In addition, this course will demonstrate how to customize and run reports. Knowledge of general bookkeeping is recommended. Required Text Extra: *QuickBooks 2008: The Official Guide (ISBN 978-0-07-149579-0)*.

Course: 10PMAC1612
Fee: \$180
Schedule: 2/8/2010 - 2/12/2010
M, W and F 6 to 9 pm
Location: 101 Miners Hall
Instructor: Karla Legaspy

CompTIA CERTIFICATE

Network+

This course is an introduction to basic, intermediate and advanced networking and communication concepts, including CAT5 cabling, wireless communications, protocols and IEE standards. Through a variety of lab exercises, students will develop a conceptually functional set of skills, including making cables, connecting and installing network devices, configuring, and troubleshooting. This course prepares students for the CompTIA Network+ exam. Preparation includes classroom-based training, lab activities and practical exercises. Required Text Extra: *Network+ Study Guide, Fourth Edition, (ISBN 0-7821-4406-3)*. Alternative Text: *Network+ Study Guide, Fourth Edition, Deluxe (ISBN 0-7821-4416-0)*.

Course: 10PMCP4110
Fee: \$499
Schedule: 2/23/2010 - 3/25/2010
Tu and Th 6 to 10 pm
Location: 101 Miners Hall
Instructor: Ronald J. Harris

MICROSOFT OFFICE

Microsoft Access 2007: Introduction

Access is the most popular PC-based database management program in use today. If you have a project that requires tracking large amounts of data, Access is the program you need to learn. Database management is more difficult than word processing and using spreadsheets. You will learn how to plan and create a database, work with tables, create simple queries and forms, filter records, and generate reports. **Prerequisite:** Experience with at least one other software program.

Course: 10PMDB1210
Fee: \$199
Schedule: 2/15/2010 - 2/19/2010
M, W and F 6 to 10 pm
Location: 101 Miners Hall
Instructor: Karla Legaspy

Microsoft Access 2007: Intermediate

This intermediate-level course introduces students to the advanced features of Access, including forms and queries. Students will learn how to set table relationships, work with Lookup fields and subdatasheets, create join queries, create PivotTables and PivotCharts, and use hyperlink fields and data access pages. **Prerequisite:** *Microsoft Access: Introduction* or equivalent experience.

Course: 10PMDB1120
Fee: \$199
Schedule: 3/15/2010 - 3/19/2010
M, W and F 6 to 10 pm
Location: 101 Miners Hall
Instructor: Karla Legaspy

Microsoft Access 2007: Advanced

In this advanced course, students will learn how to create and manage databases and database objects. Course topics include querying with SQL; using crosstab, parameter and action queries; creating and running macros; importing, exporting and linking database objects; optimizing, replicating and synchronizing databases; and maintaining database security. **Prerequisite:** *Microsoft Access: Intermediate* or equivalent experience.

Course: 10PMDB1230
Fee: \$199
Schedule: 5/17/2010 - 5/21/2010
M, W and F 6 to 10 pm
Location: 101 Miners Hall
Instructor: Karla Legaspy

Microsoft Excel 2007: Introduction

Many projects require special organization and number-crunching duties. Excel is the right program for documents and tasks such as budgets, ledgers, attendance sheets, inventory control, accounting, special lists and more. This course presents the concepts and skills needed for spreadsheet development, and includes the following topics: basic spreadsheet terminology and concepts; navigating the Excel screen; data entry and editing techniques; basic workbook management skills; print setup; and using the clipboard to cut, copy and paste cells of data. Learn to work with multiple sheets, insert formulas and functions, adjust column/row size, assign Excel data types, and use the powerful formatting tools of Microsoft Excel.

Prerequisite: Moderate familiarity with Windows.

Course: 10PMSP1210
Fee: \$199 Meetings: 3
Schedule: 2/22/2010 - 2/26/2010
M, W and F 6 to 9 pm
Location: 101 Miners Hall
Instructor: Fred J. Fraser

Microsoft Excel 2007: Intermediate

Moving past spreadsheet basics, this course will present many of the advanced features and tools of Excel to assist users with the development of more efficient and complex spreadsheet projects. Students will learn how to work with large worksheets, use 3-D formulas, customize Excel's toolbars and menus, apply special cell formatting, sort and filter lists, create combination charts and trendlines, use Excel's auditing features, and work with templates.

Prerequisite: *Microsoft Excel: Introduction* or equivalent knowledge and experience.

Course: 10PMSP1220
Fee: \$199 Meetings: 3
Schedule: 4/5/2010 - 4/9/2010
M, W and F 6 to 9 pm
Location: 101 Miners Hall
Instructor: Fred J. Fraser

Microsoft Excel 2007: Advanced

In this advanced Excel course, students will learn how to create nested functions, export/import data, perform what-if analyses, use the Goal Seek and Solver utilities, record and run macros, and use SharePoint services.

Prerequisite: *Microsoft Excel: Intermediate* or equivalent knowledge and experience.

Course: 10PMSP1230
Fee: \$199 Meetings: 3
Schedule: 5/10/2010 - 5/14/2010
M, W and F 6 to 9 pm
Location: 101 Miners Hall
Instructor: Fred J. Fraser

WEB DESIGN

Introduction to ADOBE Dreamweaver CS4

This course will give students the necessary tools to be able to create and manage Web sites using the site management tools in Dreamweaver CS4. The course will cover all the basics of this software, including the ability to insert pictures, flash text and flash buttons into Web pages. Using cascading style sheets to format text and Web pages also will be covered. Students will need a copy of Dreamweaver. A 30-day evaluation version is available online.

Course: 10PMGR1912
Fee: \$120 Meetings: 3
Schedule: 4/19/2010 - 4/23/2010
M, W and F 6 to 9:20 pm
Location: 101 Miners Hall
Instructor: Rosendo Corral

Web Design with Expression Web: Level I

Microsoft's Expression Web is a leading editor for creating sophisticated Web pages quickly and easily. Students will learn how to create and format Web pages, work with lists and tables, create hyperlinks, and develop a Web-site navigation structure. Course activities also cover adding active elements, working with images, applying a theme to a Web site, editing HTML code, and working with frames pages. Finally, students will learn how to create a Web site and set site permissions. **Prerequisite:** Moderate familiarity with Microsoft Windows.

Course: 10PMNT1351
Fee: \$199 Meetings: 3
Schedule: 3/6/2010 - 3/20/2010
Sa 9 am to Noon
Location: 101 Miners Hall
Instructor: Saul Gutierrez

Web Design with Expression Web: Level II

In this advanced course, students will learn how to apply DHTML effects, insert animations, create banner ads and use style sheets on their Web sites. Course activities also cover working with forms, frames, layers and behaviors. Students will learn how to use layout tables, layout tools and reports; manage browser compatibility; use Dynamic Web Templates; and promote a Web site. **Prerequisite:** *Web Design with Expression Web: Level I* or equivalent Web design experience.

Course: 10PMNT1361
Fee: \$199 Meetings: 3
Schedule: 4/17/2010 - 5/1/2010
Sa 9 am to Noon
Location: 101 Miners Hall
Instructor: Saul Gutierrez

GATLIN EDUCATION SERVICES

www.gatlineducation.com/uteppace

Professional & Public Programs of The University of Texas at El Paso, in partnership with Gatlin Education Services (GES), offers online open enrollment programs designed to provide students the skills necessary to acquire professional-level positions in many in-demand occupations. Our programs are designed by a team of professionals from a broad range of disciplines whose work has succeeded in creating the most effective Web-based learning experience available today. Instructors/mentors are actively involved in your online learning experience. They respond to any questions or concerns, and encourage and motivate you to succeed. Each program includes a set of lessons. Grades are based on the instructor's/mentor's evaluation of students' work and computer-graded tests. We know you'll appreciate the quality of the education you receive, as well as the convenience of anytime, anywhere learning!

Please note: Once the course is accessed either by requesting materials or viewing lessons, there are no refunds.

Note: This is a self-paced class. There are no set start dates.

GES MILITARY EDUCATION SERVICES

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Online training courses and tuition information for U.S. military personnel, spouses and dependents

<http://gatlineducation.com/militaryhome.html>

Gatlin Education Services maintains a full-time Military Tuition Assistance and Veterans Benefits Office. Any active duty military member or veteran interested in learning more about eligibility for Gatlin's military certificate programs may call (817) 870-2870 or e-mail gatlin.military@cengage.com for more information.

All our programs lead toward certificates of completion and are nationally or regionally accredited. Many commands will approve tuition assistance for promotion points, career advancement and morale purposes. For tuition assistance information and instructions on how to apply, go to <http://gatlineducation.com/tuition.html>.

The eLEARNING CENTER

utep.theelearningcenter.com

The University of Texas at El Paso Professional & Public Programs is proud to offer one of the world's largest collections of online skill-building and training courses. To browse our catalog of more than 5,000 courses in hundreds of subjects or to enroll now, go to www.utep.theelearningcenter.com. All courses are open enrollment and self-paced. This allows you to study whenever it is convenient!

There is no need to register with Professional & Public Programs. Just go online, browse our catalog and ENROLL TODAY at www.utep.theelearningcenter.com!

Please note: Once the course is accessed either by requesting materials or viewing lessons, there are no refunds.

Note: This is a self-paced class. There are no set start dates.

EDUCATION TO GO | LEARN MORE

www.ed2go.com/pace/

Education To Go: \$90 each course

Online Instructor-Facilitated Courses

Online classes are designed to fit your schedule! Because online classes are never canceled and never full, there always will be a spot available for you in class. Online classes can be accessed any time of the day or night. If required, help is available by e-mailing your instructor at any time during the course.

Each course consists of 12 lessons, each of which is supplemented with interactive tests, assignments, tutorial, live instructor support and online discussion. You do not need to be present when each lesson is released and can take up to 10 days to complete each lesson. Once you complete the course, you can print out a certificate of completion or call University College, Professional & Public Programs, at (915) 747-6168 to request that a certificate of completion be mailed to you.

How to Register for ed2go Online Courses:

1. Go to www.ed2go.com/pace/, locate course you are interested in and call (915) 747-5142 to complete the registration process.
2. Attend the required Online Orientation for the course of your choice by clicking the link "orientation."
3. On the day your course begins, click the "classroom" link and log in with the information you provided in the Online Orientation.

Clara Barrio, Program Coordinator
cbarrio@utep.edu
(915) 747-5142

Maxie Flores, Program Coordinator
mflores4@utep.edu
(915) 747-5142

ENGLISH LANGUAGE INSTITUTE

Refund Policy: Refunds for canceled registrations will be issued, less a \$75 processing fee, provided that notice of the cancellation is received at the English Language Institute (ELI) at least 10 days prior to the course start date. After the withdrawal date, no refunds will be issued; however, transfers may be acceptable.

In order to attend class, prospective ELI students must complete all necessary application documents as listed on our Web site at <http://admin.utep.edu/paceeli>. If you require a Form I-20, you must first provide the ELI the required application items.

Intensive English Program Spring I 2010

Designed to help learners gain functional command of English in listening, speaking, reading and writing, the program is divided into seven levels from beginning to advanced. Classes are small, and students are placed in classes according to their performance on placement tests. Classes meet Monday through Thursday. In addition to 18 hours of core courses, students may register for elective courses for an additional fee. Electives take place from 2 to 3:30 pm, Monday through Thursday, and 9 am to noon on Saturday. The Intensive English Program offers: Individualized attention, Highly skilled instructors, Test of English as a Foreign Language (TOEFL) preparation.

Our teachers and staff are ready to make your experience a remarkable one.

Fee: \$945 each course
 Day/Time: M thru Th 8 am to 1 pm
 Location: 100 Miners Hall
 Instructor: Staff

Intensive English Program Spring I 2010

Course: 10PELI1000
Meetings: 31
Schedule: 1/19/2010 - 3/11/2010

Intensive English Program Spring II 2010

Course: 10PELI1002
Meetings: 31
Schedule: 3/22/2010 - 5/13/2010
 No class on 3/31/2010
 Cesar Chavez Day

Intensive English Conversation: Intermediate

Would you like to speak English with confidence? 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. **Requirements:** Beginning English Conversation or placement test.

Fee: \$365 each course
Location: 206 Worrell Hall
Instructor: Marta Salcido
Course: 10PELI2000
Meetings: 31
Schedule: 1/19/2010 - 3/11/2010
 M thru Th 2 to 3:30 pm

Course: 10PELI4000
Meetings: 16
Schedule: 1/23/2010 - 5/15/2010
 No class on 3/20/2010
 Spring Break
 Sa 9 am to Noon

Course: 10PELI2002
Meetings: 31
Schedule: 3/22/2010 - 5/13/2010
 M thru Th 2 to 3:30 pm
 No class on 3/31/2010 Cesar Chavez Day

Intensive English Conversation: Advanced

Continue to build confidence in your ability to express yourself in English. The emphasis of this course is to improve students' fluency and confidence in speaking English. Speaking a second language is not easy, but it can be achieved through enthusiasm, consistency and a lot of practice. The course format emphasizes student presentations and debate. **Requirements:** Advanced students or placement test.

Fee: \$365 each course
Instructor: Staff

Course: 10PELI5000
Meetings: 31
Schedule: 1/19/2010 - 3/11/2010
 M thru Th 2 to 3:30 pm
 Location: 100 Miners Hall

Course: 10PELI5010
Meetings: 16
Schedule: 1/23/2010 - 5/15/2010
 No class on 3/20/2010
 Spring Break
 Sa 9 am to Noon
 Location: 308 Miners Hall

Course: 10PELI5002
Meetings: 31
Schedule: 3/22/2010 - 5/13/2010
 M thru Th 2 to 3:30 pm
 Location: 100 Miners Hall

TOEFL IBT Preparation Course

This course is designed to prepare students for the new TOEFL Internet-based test (iBT), which evaluates the English proficiency of persons whose native language is not English. Students from foreign countries must take the TOEFL in order to be admitted to most American universities for either undergraduate or graduate studies. This course will cover all knowledge and skills evaluated by the TOEFL iBT: listening comprehension, 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. **Requirements:** High advanced ELI students or placement test.

Course: 10PELI3600
Fee: \$1,890
Date: 1/19/2010 - 5/13/2010
 No class 3/15 - 3/18/2010 Spring Break
Day/Time: M thru Th 8 am to 1 pm
Location: 308 Miners Hall
Instructor: Staff

Reading and Writing Intermediate/Advanced

This course is designed to help intermediate and advanced ESL students read and write more effectively in English. The class focuses on the style and level of reading and writing required in higher education settings in the English-speaking world. Emphasis is placed on the development of paragraphs and essays. **Requirements:** Intermediate/advanced students or placement test.

Course:	10PELI9001
Fee: \$365	Meetings: 16
Schedule:	1/20/2010 - 5/12/2010
	No class on 3/17- 3/31/2010
	Spring Break & Cesar Chavez Day
	W 6 to 9 pm
Location:	308 Miners Hall
Instructor:	Staff

Listening and Speaking Intermediate/Advanced

Do you have trouble understanding and speaking English? This class can help! Improve your understanding of spoken English while improving your speaking skills. Class activities emphasize listening and interaction. This class is open for intermediate and advanced English-as-a-second-language (ESL) learners and can be taken alone or in conjunction with the Reading and Writing course. **Requirements:** Intermediate/advanced students or placement test.

Course:	10PELI9003
Fee: \$365	Meetings: 16
Schedule:	1/21/2010 - 5/13/2010
	No class on 3/18/2010 Spring Break
	Th 6 to 9 pm
Location:	308 Miners Hall
Instructor:	Staff

Listening, Speaking and Pronunciation Workshop for High Advanced Students

This course is designed for high advanced learners who need to polish their English listening and speaking skills. This course focuses on grammatical accuracy, vocabulary, pronunciation and intonation to help students develop skills that approximate the speech patterns of a native English speaker. Each student's specific listening and speaking needs are addressed. **Requirements:** Placement test.

Course:	10PELI9004
Fee: \$365	Meetings: 15
Schedule:	1/22/2010 - 5/14/2010
	No class on 3/19& 4/2/2010
	Spring Break & Good Friday
	F 5:30 to 8:30 pm
Location:	308 Miners Hall
Instructor:	Staff

TOEFL Preparation (Paper-Based Test)

This course is designed to prepare students for the Test of English as a Foreign Language (TOEFL) paper-based test, which students from foreign countries must take in order to be admitted to most American universities for either undergraduate or graduate studies. The course will cover all three parts of the TOEFL: listening comprehension, structure and written expression, and reading comprehension and vocabulary. Test-taking strategies also will be presented. Required text extra: *Longman Preparation Course for the TOEFL Test: The Paper Test (available through ELI)*. **Requirements:** Advanced students or placement test.

Course:	10PELI6000
Fee: \$395	Meetings: 16
Schedule:	1/23/2010 - 5/15/2010
	No class on 3/20/2010 Spring Break
	Sa 9 am to Noon
Location:	103 Kelly Hall
Instructor:	Miguel A. Contreras

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 when conversing in English. This course is for those who have a few basic English skills. You will learn how to make small talk, end a conversation, order food in a restaurant, speak to your boss and your employees and more. Students will further improve their basic English-speaking skills in *English Conversation: Level II*. A text is not required for either course.

Course:	10PELI2801
Fee: \$115	Meetings: 10
Schedule:	2/16/2010 - 3/25/2010
	No class on 3/16 & 3/18/2010
	Spring Break
	Tu and Th 6 to 8 pm
Location:	300 Hudspeth Hall
Instructor:	Eduardo H. Bouche

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. No text is required.

Course:	10PELI2802
Fee: \$115	Meetings: 10
Schedule:	4/6/2010 - 5/6/2010
	Tu and Th 6 to 8 pm
Location:	300 Hudspeth Hall
Instructor:	Eduardo H. Bouche

Pronunciation of American English

The focus of this class is on standard American English and accent reduction for intermediate to advanced English speakers. In this course, students will strengthen their listening, pronunciation and speaking skills. The course emphasizes phonological rules (much like grammar rules); in particular, phonetic environments, stress, rhythm and inflection. Students will learn how to self-monitor in order to constantly improve their English pronunciation. This is a highly interactive class.

Course:	10PELI2810
Fee: \$115	Meetings: 10
Schedule:	2/12/2010 - 4/30/2010
	No class on 3/19 & 4/2/2010
	Spring Break
	F 6 to 8 pm
Location:	100 Miners Hall
Instructor:	Eduardo H. Bouche

EXPANDED LANGUAGE OFFERINGS: ADULTS

Arabic Language: Level I & II

Over 200 million people speak this poetic language, and you can too. During this introductory course, students learn a new alphabet and vocabulary along with reading and writing, all while learning about Arab culture. Students also learn to make small talk with short dialogues in the present tense.

Fee:	\$99 each course
Meetings:	10
Instructor:	Laila G. Schmidt

Arabic Language: Level I

Course: 10PLAA4100
 Schedule: 2/15/2010 - 3/24/2010
 No class on 3/15 & 3/17/2010
 Spring Break
 M and W 5:30 to 7:30 pm
 Location: 201 Miners Hall

Course: 10PLAA4101
 Schedule: 4/6/2010 - 5/6/2010
 Tu and Th 5:30 to 7:30 pm
 Location: 100 Hudspeth Hall

Arabic Language: Level II

Course: 10PLAA4110
 Schedule: 4/5/2010 - 5/5/2010
 M and W 5:30 to 7:30 pm
 Location: 201 Miners Hall

Chinese Language

Learn to speak Chinese (Mandarin) and to write the traditional Chinese characters while gaining exposure to Chinese traditions and culture. Students also will participate in cultural and academic activities. This course starts with Chinese pronunciation symbols, i.e. Zhu-In Fu-Hau. *Note: Chinese New Year celebration will be 2/14/2010.*

Fee: \$98 each course
Meetings: 15
Schedule: 1/17/2010 - 5/23/2010
 (No class on 3/14, 3/21, 4/4 and 5/9)
Day/Time: Su 9:30 am to Noon
Instructor: El Paso (Ai-Hwa) Chinese Language School

Entry Level, Chinese Language

Requirements: None
Course: 10PLAC2900
 Location: 318 Business Administration Bldg.

Level I, Chinese Language

Requirements: *Entry Level, Chinese Language* or equivalent as approved by the instructor.
Course: 10PLAC2901
 Location: 319 Business Administration Bldg.

Level II, Chinese Language

Requirements: *Level I, Chinese Language* or equivalent as approved by the instructor.
Course: 10PLAC2902
 Location: 323 Business Administration Bldg.

Level III, Chinese Language, Non-native Speakers

Requirements: *Level II, Chinese Language* or equivalent as approved by the instructor.
Course: 10PLAC2903
 Location: 326 Business Administration Bldg.

Level III, Chinese Language, Native Speakers

Requirements: *Level II, Chinese Language* or equivalent as approved by the instructor.
Course: 10PLAC2913
 Location: 321 Business Administration Bldg.

Level IV, Chinese Language

Requirements: *Level III, Chinese Language* or equivalent as approved by the instructor.
Course: 10PLAC2904
 Location: 332 Business Administration Bldg.

Level VII, Chinese Language

Requirements: *Level VI, Chinese Language* or equivalent as approved by the instructor.
Course: 10PLAC2907
 Location: 331 Business Administration Bldg.

Conversational Italian: Basic

This basic course explores the Italian language and the culture and customs of Italy. It is, however, a rigorous foreign language course that will offer a strong introduction to the contemporary Italian language. Emphasis is placed on simplicity and making the course fun for all. Recommended Text Extra: *Italian - The Easy Way (new 3rd edition) by Marcel Danesi, Ph.D., 2006, ISBN 0764134132.*

Course: 10PLAI3900
Fee: \$129
Schedule: Meetings: 10
 2/15/2010 - 4/26/2010
 No class on 3/15/2010
 Spring Break
 M 6:30 to 8:30 pm
 Location: 207 Liberal Arts Bldg.
 Instructor: Albert Balesh

Conversational Italian: Intermediate

The fun and learning continue with the intermediate course, which increases Italian conversational skills and introduces the remaining verb forms and idiomatic expressions. This will supply all the tools needed to experience la dolce vita on that first journey, quest or second honeymoon in Rome, Florence, Naples, Venice or Milan. Recommended Text Extra: *Italian - The Easy Way (3rd edition) by Marcel Danesi, Ph.D., 2006, ISBN 0764134132.*

Course: 10PLAI3905
Fee: \$129
Schedule: Meetings: 10
 2/16/2010 - 4/27/2010
 No class on 3/16/2010
 Spring Break
 Tu 6:30 to 8:30 pm
 Location: 107 Liberal Arts Bldg.
 Instructor: Albert Balesh

Conversational Italian: Advanced

The advanced Italian course will review salient grammar points, readings and conversational exchanges. This series of classes, emphasizing reading comprehension, sentence structure and new vocabulary, will be conducted exclusively in Italian with stress placed on an understanding of quotidian themes and complex verb forms. The language experience will be intensive, but most enjoyable. Required Texts Extra: *Italian Grammar Drills, ISBN 9780071472326; and Easy Italian Reader, ISBN 9780071603348*

Course: 10PLAI3910
Fee: \$129
Schedule: Meetings: 10
 2/17/2010 - 5/5/2010
 No class on 3/17 Spring Break & 3/31/2010 Cesar Chavez Day
 W 6:30 to 8:30 pm
 Location: 107 Liberal Arts Bldg.
 Instructor: Albert Balesh

Sign Language (Ages 18 and older)

You will learn the basic elements of sign language, like the alphabet, common greetings, the members of a family, numbers, etc. You will practice essential vocabulary and phrases to communicate properly with basic signs.

Fee: \$99 each course
Meetings: 10
Day/Time: Tu and Th 6 to 8 pm
 200 Miners Hall
Instructor: Maria S. Wright

Course: 10PLAN1210
Schedule: 2/16/2010 - 3/25/2010
 No class on 3/16 & 3/18/2010 Spring Break

Course: 10PLAN1215
Schedule: 4/6/2010 - 5/6/2010

Conversational Spanish I

This basic course will help you learn to converse in everyday Spanish. Conversational Spanish I encompasses the alphabet, pronunciation, vocabulary-building, essential grammar, oral exercises, dialogues, idioms and expressions of the language. Required Text Extra: *Spanish Now!*

Course: 10PLAS2813
Fee: \$99
Meetings: 10
Schedule: 2/15/2010 - 3/24/2010
No class on 3/15 & 3/17/2010 Spring Break
M and W 6 to 8 pm
Location: 205 Liberal Arts Bldg.
Instructor: Eduardo H. Bouche

Conversational Spanish II

Conversational Spanish II is a continuation of Conversational Spanish I. You will be asked to actively participate in every session to develop your conversation skills. Idiomatic expressions will be discussed and practiced in class. Latin culture and customs also will be explored. Requirements: 20 hours of Spanish instruction or equivalent. Required Text Extra: *Spanish Now!*

Course: 10PLAS2816
Fee: \$99
Meetings: 10
Schedule: 4/5/2010 - 5/5/2010
M and W 6 to 8 pm
Location: 205 Liberal Arts Bldg.
Instructor: Eduardo H. Bouche

Intensive Spanish Level I

This course is designed for those students who have no previous knowledge of the language. During this introduction to Spanish, students will build their vocabulary and their listening, reading, writing and grammar skills. By the end of the course, students will have the necessary skills to conduct a basic conversation in the present and preterit tenses. The curriculum also offers students the opportunity to become better acquainted with the people and culture of Spanish-speaking countries. Required Text Extra: *Mosaicos (4th edition)*.

Course: 10PLAS3000
Fee: \$149
Meetings: 10
Schedule: 2/12/2010 - 4/30/2010
No class on 3/19 Spring Break & 4/2/2010 Good Friday
F 5:30 to 8:30 pm
Location: 201 Miners Hall
Instructor: Veronica Lara Lozano

Intensive Spanish Level II

This class is a continuation of Intensive Spanish: Level I. Vocabulary, listening, reading, writing and grammar skills will continue to be emphasized. By the end of the course, students will have the necessary skills to conduct a basic conversation in the present and preterit tenses. The course curriculum also will present you with the opportunity to become better acquainted with the culture and people of Spanish-speaking countries. Required Text Extra: *Mosaicos (4th edition)*.

Course: 10PLAS3001
Fee: \$149
Meetings: 10
Schedule: 2/13/2010 - 5/1/2010
No class on 3/20 Spring Break & 4/3/2010 Easter Weekend
Sa 9 am to Noon
Location: 201 Miners Hall
Instructor: Veronica Lara Lozano

EXPANDED LANGUAGE OFFERINGS: YOUTH

Chinese for Toddlers (Ages 2 to 5)

This program provides toddlers a Chinese (Mandarin)-speaking interactive environment. Parents are encouraged to participate throughout the program. Students also participate in cultural and academic activities. Consistent participation and attendance of children and their parents is expected. Note: a Chinese New Year celebration will be held on 2/14/2010.

Course: 10PLYC2907
Fee: \$98
Meetings: 15
Schedule: 1/17/2010 - 5/23/2010
No class on 3/14, 3/21, 4/4 & 5/9/2010
Su 9:30 am to Noon
Location: 330 Business Administration Bldg.
Instructor: El Paso (Ai-Hwa) Chinese Language School

Sign Language (Ages 5 to 11)

Your child will learn the basic elements of sign language, including the alphabet, common greetings, the members of a family, numbers, etc. Your child will practice essential vocabulary and phrases to communicate properly with basic signs.

Course: 10PLYN1200
Fee: \$99
Meetings: 10
Schedule: 2/13/2010 - 5/1/2010
No class on 3/20 Spring Break & 4/3 Easter Weekend
Sa 10 am to Noon
Location: 301 Miners Hall
Instructor: Maria S. Wright

REGISTER NOW!

PHONE

Call (915) 747-5142 between 8 am and 5 pm Monday through Friday or Saturday 9 am to Noon to register using your Visa, MasterCard or Discover Card.

MAIL

Mail your completed registration with a check, money order, credit card information or a copy of your purchase order to Professional & Public Programs, The University of Texas at El Paso, Miners Hall, Ste. 108, 500 W. University Ave., UTEP, El Paso, TX 79968-0602. Make checks payable to UTEP. **Please note: Invoices are due upon receipt.**

IN PERSON

Visit the Professional & Public Programs Office located in Miners Hall, Ste. 108. UTEP. office hours are 8 am to 5 pm, Monday through Friday or Saturday 9 am to Noon.

ONLINE

Register online at www.ppp.utep.edu 24 hours a day. Select the button that says "Add to Enrollment Card," located below the description for each course, and follow the instructions on the screen. If you need assistance, call (915) 747-5142 during our business hours Monday through Saturday.

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