WORKFORCE AND CONTINUING EDUCATION

SUMMER 2019
CLASS SCHEDULE

REGISTRATION FOR CLASSES IN THIS SCHEDULE BEGINS ON APRIL 29, 2019
The mission of El Paso Community College is to provide accessible, quality and affordable education that prepares students for academic, professional and personal growth and advance our regional workforce.

**GOALS:**

**Provide Quality Education**
Maintain a focus on improvement and assessment that is supported by creating a culture of excellence.

**Drive Student Success**
Provide academic programs and support services that are clear pathways to skill development, timely degree completion and transfer to a university or gainful employment.

**Foster Engagement**
Enhance collaboration at all levels within EPCC and the community.

**Build Community and National Awareness, and Grow Partnerships**
Share the many ways EPCC transforms students’ lives and impacts the community and region.

**Sustainability**
Be a progressive educational leader through innovation, identifying opportunities for improvement and effectively utilizing resources.

**ACCREDITATION**

El Paso County Community College District is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of El Paso County Community College District.

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El Paso County Community College District does not discriminate on the basis of race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity.
SUMMER 2019

What’s Inside...

CLASS LISTING

Business/Computers/Technical Education

- Computer Business Application
- Computer Skills
- Cisco Academy
- Business and Management/Technical Education
- Real Estate
- Professional Floral Design Certificate
- Online Classes

Health and Fitness

- CPR and First Aid
- Dental
- Emergency Medical Technician
- General Health Courses
- ed2go
- Medication Aide
- Nursing Refresher
- Nursing Assistant
- Pharmacy Technician
- Phlebotomy Technician
- Journey to Wellness
- Fitness
- Massage Therapy
- Continuing Education for Massage Therapists
- Cosmetology Instructor Certificate
- Nail Technician

Law Enforcement

- Texas Peace Officer
- Safety and Security
- Firearms Safety
- Motorcycle Rider Course
- Three-Wheel Motorcycle Rider Course

Personal Enrichment

- Home and Garden
- Creative Arts
- Dance And Music
- Culinary Arts
- Online Courses

Children’s College

- Academic Enrichment
- Sports
- Arts for Children
- Teen Enrichment
- Children’s/Teen ESL Language
- Young Rembrandts
- Summer Camps

Senior Adult

- Dance
- Drawing
- English as a Second Language
- Music
- Fitness
- Painting
- Computer Warm-Up Workshops for Seniors

Small Business Management Institute

- Introduction to Strategic Planning
- Administration & Accounting
- Human Resources
- Business Resources
- Human Resources for Small Business
- Tax Preparer Workshop Series
- Social Media Marketing
- QuickBooks for Small Business

EPCC Language Institute

- Intensive English Program
- Conversation ESL
- Spanish Classes
- La Importancia de Aprender Inglés

Center for Corporate and Workforce Training

- Institute for Customer Service
- Automotive Technology
- Welding Technology
- Building Trades Academy
- Electrical Technology
- Construction Technology
- Corporate Training and Workforce Training

Start a New Career in a Year or Less!

Center for College Access and Development

Risk Management Institute

Workforce Strategic Initiatives

Contract Opportunities Center

Skills for Small Business

High School Equivalency Testing Services

WORKFORCE AND CONTINUING EDUCATION

Staff

Registration and Payment

Refunds

Bacterial Meningitis Vaccination Requirement

Financial Assistance

Records and the Family Educational Rights

And Privacy Act (FERPA) of 1974

Frequently Asked Questions

Online Registration Guide

Worksheet Forms

CE students are encouraged to register at the ASC-B Building, 9050 Viscount, Room 220, but may register at any EPCC Campus
Established in 1969, El Paso Community College (EPCC) is celebrating 50 years of improving our community through educational attainment. From the College’s humble beginnings with an enrollment of 901 students and classroom space in the barracks of Ft Bliss’ Logan Heights, EPCC has grown to serve more than one million students and has awarded over 80,000 Degrees and Certificates. EPCC has had a lasting, positive impact that from its founding has responded to the region’s needs.

We are proud of all that we have accomplished in our first 50 years and are excited to continue our legacy of stability and longevity far into the future. We are serving the next generation of students through our Dual Credit programs, which offer college credit to high school students, and can be found in every area school district. Our 12 Early College High Schools, where students can complete an Associate Degree while they’re still in high school, are tremendously successful and boast a nearly 75% graduation rate, which is double the national average. To ensure our students are receiving the best education possible, we are expanding with new buildings or additional facilities at all five of our campuses. These are just a few of the examples of how EPCC is building the future.

In addition to the many events and programs we host for our students and the community every year, we’re commemorating our first fifty years through four 50th Anniversary signature events. Join us at these events as we celebrate our past, our success and as we look towards a bright future where El Paso Community College continues to improve the lives of our students and our entire region.

www.epcc.edu/50
STUDENT REGISTRATION FORM (Please print clearly/Por favor imprima claramente)

Keeping your information current with EPCC is important. This will help us contact you in case of cancelled classes, schedule changes, or any other reason. Student refunds will be sent to the address on file. It is important to maintain your information updated with EPCC. To process your request of registration (in person, by fax or mail), please provide an address to which we may send your registration. 

Registration by fax or mail-in must be received 1 week prior to the start of class. Allow 2 weeks mailing and processing time. If your address changes, please provide the new address to which you would like to be contacted.

SSN or EPCC ID: ______________ Date of Birth(Mo/Day/Year)/Fecha de Nacimiento(mes/día/año): __/__/__________

Legal Name/Nombre Legal: ____________________________
Last Name/Apellido First Name/Primer Nombre Middle Initial/Inicial De Segundo Nombre

Mailing Address/Domicilio: ____________________________________________
Street/Domicilio City/Ciudad State/Estado Zip Code/Código Postal

Phone/Telefono: ____________________________
Cell/Celular Work/De Trabajo Home/En Casa

Email/Correo Electrónico: ____________________________

Emergency Contact Person/Persona Para Avisar En Caso De Emergencia: ____________________________
Name/Nombre Phone/Teléfono

For disability accommodations, please contact Center for Students with Disabilities at/Para asistencia por cuestión de discapacidad, por favor llame al Centro Para Estudiantes con Discapacidades (915-831-2426).

Request EPCC to release your directory information?/Desea que EPCC comparta su información? Yes/Si____ No____

Ethnicity/Etnicidad(optional) _____White(Non Hispanic)/Blanco(No Hispano) _____Hispanic/Hispano
_____Asian/Pacific Islander/Asiático/Islas del Pacífico _____Black(Non Hispanic)/Afro-Americano (No Hispano)
_____American Indian/Alaskan Native/Indio Americano/Nativo De Alaska _____Other/Otra Nacionalidad

Are you a U.S. citizen?  (Y)___   (N)___

Es usted ciudadano americano?  (S)___   (N)___

Are you a Permanent Resident?  (Y)___   (N)___

Es usted residente permanente?  (S)___   (N)___

International Students please call 915-831-2021/Estudiantes Internacionales favor de comunicarse al teléfono 915-831-2021

Student Signature/Firma del Estudiante: ____________________________ Date/Fecha: ____________________________

CREDIT CARD PAYMENT OPTION/METODO DE PAGO

Account #: ______________ Expiration Date/Fecha de vencimiento ______________

Circle one/Circle uno: American Express Discover Master Card Visa

Signature of Account Holder: ____________________________ Date: ____________________________

Registration by fax or mail-in must be received 1 week prior to the start of class. Allow 2 weeks mailing and processing time. Inscripciones por correo o fax deben recibirse una semana antes del inicio de clases. Se necesitan dos semanas para procesar su solicitud de inscripción enviada por correo.

FAX: (915) 831-7821 ATTN: ADMISSIONS & REGISTRATION
MAIL-IN: EL PASO COMMUNITY COLLEGE; 9050 VISCOUNT ASC B220; EL PASO, TEXAS 79925; ATTN: ASC CASHIER

Processed by: ____________________________ Date: ____________________________

El Paso County Community College District does not discriminate on the basis of race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity. El distrito de El Paso Community College no discrimina a nadie por su raza, color de piel, origen nacional, religión, sexo, edad, incapacidad física, status military, orientación sexual o identidad sexual.
COMPANY BUSINESS APPLICATIONS

These 8-hour accelerated courses provide refresher training for on-the-go professionals.

These courses are $89.

Classes will be held at 9050 Viscount Blvd.

ASC B485.

Access - Basic
Course No. CAT 010/ITSW 1058*
31653  Sat  9am-1pm  6/15-6/22

Excel - Basic
Course No. CAT 012/ITSW 1058*
31654  Sat  9am-1pm  6/29-7/6

Word - Basic
Course No. CAT 014/ITSW 1058*
31655  Sat  9am-1pm  7/13-7/20

Windows 10 - Basic
Course No. CAT 017/ITSW 1058*
31657  Sat  9am-1pm  7/27-8/3

PowerPoint - Basic
Course No. CAT 018/ITSW 1058*
31658  Sat  9am-1pm  8/10-8/17

*Must be 17 years of age to register in any of the Business/Computers/Technical Education Classes.

BUSINESS/COMPUTERS/TECHNICAL EDUCATION
Melissa Sanchez, Interim Director
831-2346 or 831-2834

* Underlined course numbers are Workforce Education Course Manual Equivalents.

Pearson | VUE

Information Technology (IT) Certification Exams available at
ASC Testing Center
(9050 Viscount Blvd.)

- Adobe
- CompTIA
- Cisco
- Microsoft

www.pearsonvue.com
COMPUTER SKILLS

Introduction to Computers  48 hrs/4.8 CEUs
Covers computer development & terminology; hardware requirements, and functions; software systems versus application, and the impact of computers, their capabilities and uses.  For more information, please call (915) 831-2056.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>CAT 003/ITSC 1001*</th>
<th>7/1-8/1</th>
<th>VV A1711</th>
<th>VV A1721</th>
</tr>
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<tbody>
<tr>
<td>(c)31659</td>
<td>M-Th 5:30-7:50pm</td>
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Web Development “New”  24 hrs/2.4 CEUs
In this course you will learn the fundamentals to create a website. This is an introductory course covering the essential to intermediate level of training on web design and development. Discover the step by step process of each fundamental step involving hands-on exercises for understanding the web. HTML (Hypertext Markup Language) and CSS (Cascading Style Sheets) will be included as part of the website design process along with Adobe Dreamweaver (visual development tool for web design and development) for webpage creation.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>CAT 032/IMED 1002*</th>
<th>$173</th>
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<tbody>
<tr>
<td>(c)31660</td>
<td>Sat 9am-noon</td>
<td>6/8-7/27</td>
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Introduction to Microsoft Excel 2016  24 hrs/2.4 CEUs
Covers improved features and changes from Excel 2010-2013. It presents the full array of essentials needed to work with values, charts, and text to create and format spreadsheets. Students will communicate in real time as well as virtually. This course benefits you if you need to capture records, report data in business, or maintain records in your home office. Prerequisite: Knowledge of Windows.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>CAT 028/ITSW 1022*</th>
<th>$173</th>
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</thead>
<tbody>
<tr>
<td>(c)31661</td>
<td>TTh 6-8pm</td>
<td>6/11-7/23</td>
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Introduction to PC Operating Systems  64 hrs/6.4 CEUs
Studies the introduction to personal computer operating systems including installation, configuration, file management, memory and storage management, control of peripheral devices, and use of utilities.

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<thead>
<tr>
<th>Course No.</th>
<th>CAT 021/ITSC 1005*</th>
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<tbody>
<tr>
<td>(c)31662</td>
<td>MW 11am-1:20pm</td>
<td>5/29-7/31</td>
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<td>M-Th[lab]</td>
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Adobe Photoshop CC  24 hrs/2.4 CEUs
Provides the fundamentals to master the world’s leading photo retouching, color painting, and image editing program. Photoshop excels as a graphics production tool, whether you are an artist who needs to create color images, or a photographer who wants to retouch proofs, or a designer who wants to edit art work collages, or photo montages for print or the web. Prerequisite: Working knowledge of Windows.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>CAT 005/GRPH 1051*</th>
<th>$160</th>
</tr>
</thead>
<tbody>
<tr>
<td>31663</td>
<td>TTh 6-8pm</td>
<td>6/11-7/23</td>
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</table>

Adobe Illustrator CC  24 hrs/2.4 CEUs
This introductory course provides fundamental to intermediate level training in Adobe Illustrator CC. Learn to create scalable vector artwork for virtually any project and across multiple media: print, websites, interactive projects, and video. Covers the new tracing engine with improved shape and color recognition and the modernized user interface for efficient and intuitive work. Prerequisite: Working knowledge of Windows.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>CAT 004/GRPH 1002*</th>
<th>$160</th>
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<tbody>
<tr>
<td>31664</td>
<td>MW 6-8pm</td>
<td>6/10-7/17</td>
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CCNA 1: Introduction to Networks  64 hrs/6.4 CEUs
Introduces the basics of networking including network terminology, Local Area Network (LAN), and Wide Area Network (WAN). Topics include network protocol, such as TCP/IP, Open System Interconnection (OSI) modes, cabling, and routers.

<table>
<thead>
<tr>
<th>Course No.</th>
<th>CAT 007/ITNW 1058*</th>
<th>$431</th>
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<td>(c)31665</td>
<td>MW 5:30-8:20pm</td>
<td>5/29-7/31</td>
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<td>M-Th[lab]</td>
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</table>

CCNA 2: Routing and Switching Essentials  64 hrs/6.4 CEUs
Introduction to CISCO basic router configuration for local area networks. Topics include initial router, configuration for TCP/IP, management of the configuration, backing up configuration files, and routing protocols. Prerequisite: CAT 007

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<thead>
<tr>
<th>Course No.</th>
<th>CAT 008/ITCC 1040*</th>
<th>$431</th>
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CCNA 3: Scaling Networks  64 hrs/6.4 CEUs
Focuses on advanced topics including IP addressing techniques, intermediate routing, protocols, CU configuration of switches, Ethernet switching and VLAN Trunking Protocol. Prerequisite: CAT 008

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<tr>
<th>Course No.</th>
<th>CAT 009/ITCC 1012*</th>
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<td>(c)31678</td>
<td>TTh 5:30-8:20pm</td>
<td>5/28-8/1</td>
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CCNA 4: Connecting Networks  64 hrs/6.4 CEUs
Introduces Wide Area Network (WAN) services and management. Prerequisite: CAT 009

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<tr>
<th>Course No.</th>
<th>CAT 020/ITCC 1013*</th>
<th>$431</th>
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<td>(c)31679</td>
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<td>5/28-8/1</td>
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<td>M-F[lab]</td>
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</table>
BUSINESS MANAGEMENT/TECHNICAL EDUCATION

UAS/Drone Workshop “New”
This introductory course is designed to provide students the knowledge of Unmanned Aerial Systems (UAS) operations. The course will include an overview of the basic operation of Unmanned Aerial Vehicles (UAV’s) or drone, maintenance, individual’s flying skills, and Federal Aviation Administration (FAA) regulations. (18 hours)
Course No. CTE 100  $129
31680 Sat 9am-noon 6/8-7/13 VV B105
31682 W 6-9 pm 6/12-7/17 VV B105

Management Systems for Supervisors  24 hrs/2.4 CEUs
Provides the first-line supervisor with skills and techniques that ensure success in the workplace. Areas covered include interviewing/hiring, training, counseling, terminations, delegation, and safety.
Course No. MGT 817/BMGT 1020*  $140
31681 Th 6-9pm 6/13-8/8 VV B105

Math Fundamentals for Adults  18 hrs/1.8 CEUs
Math not your subject? Have you been out of school for a long time? Want to avoid taking Basic Math and Basic Algebra so you go directly to college level math? Classes will include: basic math (whole numbers, fractions, decimals, and percentages), and basic algebra. This course can also assist the high school equivalency exam, formerly GED.
Course No. MGT 828/DITA 1027*  $75
31683 Th 6-8pm 6/13-8/15 VV B103

Business Technical Writing  16 hrs/1.6 CEUs
Polish your business writing skills so your letters, memos, and reports come across as smoothly and effectively as you’d like. Topics include purpose, audience, organization, and the types of business correspondence.
Course No. PIE 859  $58
31684 T 6-8pm 6/11-7/30 VV B161

Certified Shorthand Reporter (CSR) and Registered Professional Reporter (RPR) Preparation (Online)  48 hrs/4.8 CEUs
Preparation for taking the Texas CSR and the RPR examinations through the use of mock examinations. This course is designed to be repeated.
Course No. PIE 450/CRTR 2031*  $368
(c)25893 5/28-8/2 Online

American Sign Language I  16 hrs/1.6 CEUs
Establishes a good foundation of the basic American Sign Language (ASL). Students will learn ASL vocabulary and grammar, so they can communicate with hearing-impaired individuals.
Course No. PIE 857/SLNG 1003*  $89
31685 Sat 9-11am 6/8-7/27 VV B187

American Sign Language II  16 hrs/1.6 CEUs
This class trains businesses, public health personnel and other organizations that come in contact with hearing-impaired individuals. Prerequisite: PIE 857
Course No. PIE 955/SLNG 1003*  $89
31686 Sat 11am-1pm 6/8-7/27 VV B187

Preparation for Texas Landscape Irrigation Exam  42 hrs/4.2 CEUs
A comprehensive study of applicable codes, laws, regulations, terminology, components, installation methods, design principles, hydraulics control systems, and related information necessary for licensure and successful practice. Learn through classroom instruction, laboratory exercises, and practical field experiences. Emphasizes the design, installation, maintenance, and repair of sprinkler and irrigation systems. Prepares the student for Texas Landscape Irrigation License Exam. Textbook fee is included.
Course No. SDG 705/HALT 1033*  $260
31687 TTh 6-9pm 6/11-7/30 VV A1518

CE students are encouraged to register at the ASC-B Building, 9050 Viscount, Room 220, but may register at any EPCC Campus.
REAL ESTATE

The requirement for a real estate salesperson’s license in the State of Texas is 180 contact hours. There are six mandatory courses. They are: Principles of Real Estate I and II, Law of Agency, Law of Contracts, Promulgated Contract Forms, and Real Estate Finance. For more information, please go to http://www.trec.texas.gov/.

Spring Term:
• Principles of Real Estate I (30 hrs.)
• Principles of Real Estate II (30 hrs.)

Summer Term:
• Law of Agency (30 hrs.)
• Law of Contracts (30 hrs.)

Fall Term:
• Promulgated Contract Forms (30 hrs.)
• Real Estate Finance (30 hrs.)

Law of Agency 30 hrs/3.0 CEUs
Studies the creation of principle-agent relationships, the authority of an agent, agent fiduciary duties, agency disclosure requirements and agency termination. The course examines other real estate employment and regulatory requirements as related to the real estate profession and agency. Legal principles will be reinforced by case studies and student participation.

Course No. RES 815/RELE 2002* $162
31689 MW 6:30-9:30pm 6/10-7/10 VV B109

Law of Contracts 30 hrs/3.0 CEUs
Required course for application of salesperson’s license. Includes studies of the Texas Real Estate Commission rules, emphasis on elements of contracts, offer and acceptance, and remedies of breach of contracts.

Course No. RES 852/RELE 1012* $162
31690 MW 6:30-9:30pm 7/15-8/14 VV B109

Property Management 30 hrs/3.0 CEUs
Covers the role of the property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance, reports, habitability laws, and the Fair Housing Act. (This course is not a requirement by TREC - Texas Real Estate Commission.)

Course No. RES 812/RELE 1016* $162
31691 MW 6:30-9:30pm 6/10-7/10 VV B108

Real Estate Exam Prep
This class is designed to further prepare EPCC graduates in the real estate field who have completed TREC required core classes for the national and state real estate licensing exams. (7 hours)

Course No. RES 817/RELE 1016* $75
31692 Sat 9am-4pm 6/8 VVA1331
PROFESSIONAL

FLORAL DESIGN

CERTIFICATION

If you are of a creative nature and have a strong desire to own your business or work in a floral shop, this program is designed to meet your needs.

Successful completion will entitle you to:
* Recognize and create the basic floral design shape for weddings, funeral flowers, and corsages
* Apply color theory by use of the color wheel, recognize and use the various color schemes in floral presentations
* Identify specific flowers, used by weddings, funerals and contemporary designs
* Write a wedding proposal describing flowers, colors, and pricing
* Work with percentages as related to basic costs, and profit margins used in a flower shop
* Identify sources of the world flower market, foreign flowers, importers, growers, wholesale florists, and marketers, and retail florists
* Describe marketing and sales promotion, create a flow chart for management of a retail florist shop

To earn a certificate, students must complete the following Continuing Education courses:

Summer Term:
• Wedding Floral Techniques
• Flower Shop Management

Fall Term:
• Floral Design
• Floral Design II
• Sympathy Floral Techniques

Wedding Floral Techniques 9 hrs/.9 CEUs
Unique style and techniques pertinent to the application of floral wedding designs. Includes the use of color and how to combine different flowers and accessories for different effects. Also covers steps in creating bridal bouquets, corsages, hairpieces, and accessory construction. Supplies included in fee.

Course No. SDG 916/FMKT 1015* $119
31693 TTh 6-9pm 6/11-6/18 VV B151

Flower Shop Management 33 hrs/3.3 CEUs
Modern principles and practices used in the management and operations of retail florist shops. Topics include the structure of the industry, shop location, business plan organization, marketing methods and management practices. Supplies included in fee.

Course No. SDG 917/FMKT 2035* $319
31694 TTh 6-9pm 7/16-8/20 VV B151
ONLINE COURSES
Our instructor-facilitated online courses from ed2go are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. All courses run for six weeks (with a two-week grace period at the end). Courses are project-orientated and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office, at any time of the day or night.

*There are no refunds or transfers for ed2go classes
*No Registration allowed after registration deadlines: June 14 for June session, July 19 for July session.

How to get started:
1. Requirements: All courses require Internet access, e-mail, and one of the following browsers: Mozilla, Firefox, Microsoft Internet Explorer (9.0 or above), Google Chrome, or Safari. Also, Adobe PDF plug-in (a free download obtained at [Adobe.com](http://Adobe.com)).
2. Register at any EPCC campus near you at the Admissions office. Call Marisela Lerma at 831-2790 for more information.
4. Suggested prerequisite for all online courses must be familiar with computer.

Introduction to Microsoft Project 2016  24 hrs/2.4 CEUs
Use the popular project management software to plan, implement, and control projects, track costs and resources, and generate reports using Gantt Chart and Calendar views.
Course No. PIO 045  $140
31695  6/12-8/2
31696  7/17-9/6

Introduction to Microsoft PowerPoint 2016  24 hrs/2.4 CEUs
Take your PowerPoint to ordinary to extraordinary. In these sessions, you will learn to use PowerPoint 2016 to create professional quality slide presentations that grab and hold your audience’s attention from start to finish.
Course No. PIO 042  $130
31697  6/12-8/2
31698  7/17-9/6

Administrative Assistant Fundamentals  24 hrs/2.4 CEUs
Rapid growth in the health, legal services, data processing, management, public relations, and other industries have created many new job opportunities for administrative assistants. Discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning and office ergonomics.
Course No. PIE 740  $125
31699  6/12-8/2
31700  7/17-9/6

Achieving Success with Difficult People  24 hrs/2.4 CEUs
Do you know people whose behavior makes completing even the simplest tasks difficult? Would you like to learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors or family neighbors? Join the class and get helpful information for understanding yourself, solving people problems, and improving your relationships and personal and professional productivity.
Course No. PIE 792  $125
31701  6/12-8/2
31901  7/17-9/6

How to get Started in Game Development  24 hrs/2.4 CEUs
Take steps towards a new career in game development by building a foundation to design games in a wide variety of genres for different audiences and platforms.
Course No. PIO 006  $125
31703  6/12-8/2
31704  7/17-9/6

Project Management Fundamentals
If you’re organized, perceptive, detail-oriented, and an excellent communicator, you just might have what it takes to succeed in the fast-growing field of project management.
Course No. PIE 794  $125
31705  6/12-8/2
31706  7/17-9/6

Using Social Media in Business
Discover how to use the five most popular social media platforms-Facebook, Twitter, LinkedIn, Pinterest, and Google+-to grow and promote your business.
Course No. PIO 023  $125
31707  6/12-8/2
31708  7/17-9/6
**GENERAL INFORMATION FOR HEALTH CAREERS**

Many of the health career courses have admission requirements or prerequisites. These prerequisites are mandated by state and federal laws and local clinical affiliates. **Prerequisites include:**

1. **Immunizations—**Hepatitis B, Varicella, Measles, Mumps, Rubella, Seasonal Flu, Tetanus, Diphtheria, Pertussis (Tdap), and Two Step Tuberculosis skin test

2. Students with a hospital clinical rotation are required to have positive blood titers for Hepatitis B, Varicella, Measles, Mumps, and Rubella

3. **Physical Exam by a physician, physician’s assistant or nurse practitioner licensed to practice in the United States.**

4. **Background clearance using the approved EPCC vendor, American Databank, www.elpasoex.com (Complete once you have a seat reserved in class)**

5. **Drug screen using the approved EPCC vendor, American Databank, www.elpasoex.com (Complete once you have a seat reserved in class)**

6. **Basic Life Support Provider Certification from American Heart Association**

7. **Community wide orientation—www.epcc.edu/Admissions/Orientation/community-wide-orientation**

8. **HIPAA Training—www.epcc.edu/Academics/Health/hipaa**

9. **Course Specific Requirements—**some courses have reading level and high school diploma or GED requirements. Reading level can be demonstrated through prior college coursework or by taking an approved reading placement test. **First Aid certification is also required for some courses.**

For further information about these requirements, call 831-4421.

**HEALTH AND FITNESS**

**Marta de la Fuente, Director**

**831-4116**

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**CPR AND FIRST AID**

**Basic Life Support**

The American Heart Association course presents CPR for infants, children, and adults. Foreign body airway obstruction, barrier devices, and automated external (AED) training is included.

**Note:** Book **must** be picked up from Room A240 at Rio Grande, Room D128 at Mission del Paso, or from Room B220 at the Administrative Services Center and read before the start of class. Cost of textbook is included in tuition. Textbook should be brought to class. Students should not wear shorts, dresses, or skirts to class. Meets EPCC specialized admission requirements for health students.

**Course No. AHP 422**

<table>
<thead>
<tr>
<th>Code</th>
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<td>TTh</td>
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<td>5/7-5/9</td>
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<tr>
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<tr>
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**Course No. SDH 760**

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**CPR Renewal**

Review of Basic Life Support Providers course. **Prerequisite:** You **must be currently CPR certified to enroll in this class.** Current BLS Provider card should be brought to class. Note: Book **must** be picked up from Room A240 at Rio Grande, Room D128 at Mission del Paso, or from Room B220 at the Administrative Services Center and read before the start of class. Textbook should be brought to class. Cost of textbook is included in tuition. Students should not wear shorts, dresses, or skirts to class.

**Course No. SDH 760**

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<td>F</td>
<td>8am-noon</td>
<td>8/23</td>
<td>RG A232</td>
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</table>

*Must be currently CPR certified to enroll.
First Aid  8 hrs
Properly applied first aid may mean the difference between life and death. Emphasizes fundamental principles and skills of standard first aid. **Prerequisite: Current BLS provider certification.** Note: Book must be picked up from Room A240 at Rio Grande, Room D128 at Mission del Paso, or from Room B220 at Administrative Services Center and read before the start of class. The textbook should be brought to class. Cost of text is included in tuition. CPR card should be brought to class.

**Course No. SDH 971/EMSP 1026** $55  
23864  Sat  8am-5pm  5/4  RG B205  
23865  Th  5:30-9:30pm  5/14-5/16  RG A232  
23866  Th  8am-5pm  5/23  RG A245  
31444  Sat  8am-5pm  6/1  RG B205  
31446  Sat  8am-5pm  6/15  RG B205  
31449  Sat  8am-5pm  6/29  RG B205  
31451  Sat  8am-5pm  7/6  RG B205  
31453  Sat  8am-5pm  7/20  RG B205  
31454  Th  5:30-9:30pm  7/23-7/25  RG A245  
31458  Sat  8am-5pm  8/3  RG B205  
31459  Th  8am-5pm  8/8  RG B232  
31460  Sat  8am-5pm  8/17  RG B205  
31882  Th  8am-5pm  8/22  RG A245  
31883  Sat  8am-5pm  8/24  RG A245

*Must be currently CPR certified to enroll.

**EMERGENCY MEDICAL SERVICES**

Advanced Cardiac Life Support (ACLS)  12 hrs/1.2 CEUs
Skill development for professional personnel practicing in critical care units, emergency departments, and paramedic ambulances. Establishes a system of protocols for management of the patient experiencing cardiac difficulties. **Prerequisite: Must hold current BLS Healthcare Provider certification.** Students must pick up textbook before class date at the Rio Grande Campus in Room A240, Mission del Paso Campus in Room D128, or ASC in Room B220.

**Course No. SDH 929/EMSP 1019** $180  
31771  Sat  8am-5pm  6/8-6/9  ASC B323

Advanced Cardiac Life Support Refresher  8 hrs/.8 CEUs
Refresher course for professional personnel practicing in critical care units, emergency departments, and paramedic ambulances. Reviews the system of protocols for management of the patient experiencing cardiac difficulties. **Prerequisite: Must hold current BLS Provider and ACLS certification.** Students must pick up textbook before class date at the Rio Grande Campus in Room A240, Mission del Paso Campus in Room D128, or ASC in Room B220.

**Course No. SDH 886/EMSP 2036** $100  
31772  Sat  8am-5pm  8/10  ASC B323

Pediatric Advanced Life Support (PALS)  16 hrs/1.6 CEUs
A system of protocols for management of the pediatric patient experiencing difficulties in medical and/or trauma related emergencies. Allows health care professionals, whose jobs are involved in the medical care of pediatric patients to practice and improve their knowledge and skills in pediatric assessment and resuscitation. **Prerequisite: Must hold current BLS Provider certification.** Students must pick up textbook before class date at the Rio Grande Campus in Room A240, Mission Del Paso Campus in Room D128 or ASC in Room B220.

**Course No. SDH 892/EMSP 1047** $200  
31773  Sat  8am-5pm  6/22-6/23  ASC B323

CPR and First Aid for Industry  8 hrs
Are you or your employees prepared to handle injuries that occur on the job? Introduces adult CPR and the basic principles of standard first aid. It will be customized to address the types of injuries which might occur in your workplace using the National Safety Council of Standards. The course can be taught at your location or at EPCC. The National Safety Council First Aid and CPR Textbook are included in the cost of the course. Call 831-4116 to schedule the course.

**Course No. SDH 252/EMSP 1026** $70

DENTAL

Call 831-4421 for more information on Pit & Fissure Sealant Application Certification and Coronal Polishing.
Pediatric Advanced Life Support (PALS) Refresher 8 hrs/.8 CEUs
A review of Pediatric Advanced Life Support (PALS) course allows health care professionals, whose jobs are involved in the medical care of pediatric patients to review, practice, and improve the knowledge and skills in pediatric assessment and resuscitation. **Prerequisite:** Must hold current BLS Provider and PALS certification. Student must pick up textbook before class date at the Rio Grande Campus, in Room A240, Mission Del Paso Campus in Room D128, or ASC in Room B220.

**Course No. SDH 653/EMSP 1036* $100**
31774 Sat 8am-5pm 8/17 ASC B323

**EMERGENCY MEDICAL TECHNICIAN**
To register for the following concurrent EMT courses, students must present the following prerequisites to Cynthia Kabariti in Room D128 at Mission del Paso, 831-7075:
- High School Diploma or GED
- Proof of 12th grade reading level
- BLS certification card within the last six months
- See Page 12 for further requirements.

(c) This course runs concurrently with the credit course and is limited to students age 17 and older. Please see page 60 Concurrent Courses.

**EMT-Basic**
This two-part course covers the principles and skills of pre-hospital emergency medical care. The clinical includes ambulance and hospital experience. Upon successful completion, students can take the State Certification Exam for EMT-Basic. **Students must enroll for SDH 884 and SDH 872 concurrently.**

**Emergency Medical Technician – Basic 160 hrs/16.0 CEUs**
Introduces the level of Emergency Technician (EMT)- Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services. **Corequisite:** SDH 872 Clinical Emergency Medical Technology/Technician I. Students are strongly encouraged to take Anatomy and Physiology if they plan to take advanced EMT courses.

**Course No. SDH 884/EMSP 1001* $625**
31775 F(lab) 8am-2pm 5/29-8/2 MDP D134

**Clinical-Emergency Medical Technology/Technician - I 80 hrs/8.0 CEUs**
Provides a health-related work-based learning experience that enables the student to apply specialized occupational theory, skills, and concepts. Direct supervision is provided by the clinical professional. **Corequisite:** EMT-Basic. Call Cynthia Kabariti at 831-7075 for more information.

**Course No. SDH 872/EMSP1060* $161**
(c)25923 M-Sun TBA 5/28-8/2 TBA

**GENERAL HEALTH COURSES**
(c) This course runs concurrently with the credit course and is limited to students age 17 and older. Please see page 60 Concurrent Courses.

**Essentials of Medical Terminology Online 32 hrs/3.2 CEUs**
Studies common medical terminology, word origin, structure, and application.

**Course No. AHP 792/HPRS 1006* $300**
(c) 25989 TBA TBA 5/28-6/28 Online course
(c) 25990 TBA TBA 5/28-6/28 Online course
(c) 31779 TBA TBA 6/10-8/2 Online course

**Interpretation of Lab Results Online 32 hrs/3.2 CEUs**
Introduces interpretation of commonly ordered laboratory test results used to evaluate patient’s status.

**Course No. AHP 510/HPRS 1009* $300**
(c) 26011 Online TBA 5/28-8/2 Online course

**Wellness & Health Promotion 32 hrs/3.2 CEUs**
Provides an overview of wellness theory and its application throughout the life span. Focuses on attitude development, impact of cultural beliefs, and communication of wellness.

**Course No. AHP 425/HPRS 1002* $250**
(c)25924 Online TBA 5/28-8/2 Online course

CE students are encouraged to register at the ASC-B Building, 9050 Viscount, Room 220, but may register at any EPCC Campus.
The following classes are offered online through ed2go

All courses require Internet access, an email account, and one of the following web browsers: Mozilla, Firefox or Google Chrome. Also, the latest Adobe Flash and PDF plug-ins available for free download at www.adobe.com/downloads.

Register at any EPCC campus near you or mail your registration with payment to EPCC, CE Cashier, 9050 Viscount Blvd., El Paso, TX 79925. Call Sandra at 831-4421 for log-in information. Visit our Online Instructional Center at www.ed2go.com/epcc/

NOTE: There are no refunds or transfers for ed2go classes.

Spanish for Medical Professionals ed2Go

(Online) 24 hrs
Learn medical Spanish quickly and easily, honing your basic conversational skills and mastering key healthcare words and phrases.

Course No. AHP 239 $115
31780 Self-paced tutorial course 6/12-8/2 Online
31781 Self-paced tutorial course 7/17-9/6 Online

Spanish for Medical Professionals II (Online) 24 hrs
This course picks up where the first course left off. Designed for healthcare providers who already have a pretty good sense of Spanish but need more medical vocabulary to sharpen their skills.

Course No. AHP 399 $115
31782 Self-paced tutorial course 6/12-8/2 Online
31783 Self-paced tutorial course 7/17-9/6 Online

Medical Math 24 hrs
Master medical calculations in an engaging environment! In these fun and practical lessons gain the medical math skills you need to calculate dosages and use scientific formulas. Review of fractions, decimals, percentages, and cover the measurement systems and conversions used in the medical field. Before long, you will be doing real world dosage calculations for oral, parenteral, and intravenous medications. Learn basic statistics with applications to the medical field. Whether you are new to medical math or want to enhance your skills, this course will give you the confidence you need to perform calculations with ease.

Course No. AHP 282 $115
31784 Self-paced tutorial course 6/12-8/2 Online
31785 Self-paced tutorial course 7/17-9/6 Online

Certificate in End of Life Care 18 hrs
The U.S. population is aging at a rapid rate, and the number of individuals who are living with debilitating, chronic, or terminal illnesses is also increasing. Demand for knowledgeable providers to meet the needs of this population is dramatically increasing. New jobs are being developed, and new services created. If you are a health professional who works with this population, this program will provide you with continuing professional education to help you gain a broad understanding of this special area of care and stay current with emerging trends.

Course No. AHP 316 $114
31786 Self-paced tutorial course 6/12-8/2 Online
31787 Self-paced tutorial course 7/17-9/6 Online

Certificate in Gerontology 25 hrs
Designed to enhance the knowledge and skills of individuals who work with older adults by providing an educational experience that is multidisciplinary in nature. With the population aging at a rapid rate, the number of individuals over 65 will more than double by 2020. The demand for knowledgeable providers to meet the needs of this population is dramatically increasing, new jobs are being developed, and new services created. Health professionals who work with the older population will need continuing professional education to gain a broad understanding of the field of gerontology and to stay current with emerging trends.

Course No. AHP 795 $150
31788 Self-paced tutorial course 6/12-8/2 Online
31789 Self-paced tutorial course 7/17-9/6 Online

Certificate in Integrative Mental Health 20 hrs
Emphasizes treating the mind, body, and spirit. Discover how this new model of medical care combines scientifically proven alternative and complementary methods with medication and psychotherapy to address the physical, psychological, and spiritual needs of individuals with anxiety disorders, sleep disorders, and mental conditions associated with aging, depression, chronic pain, and Alzheimer’s disease. The treatment of bipolar disorders in children and adolescents will be explored.

Course No. AHP 316 $120
31896 Self-paced tutorial course 6/12-8/2 Online
31897 Self-paced tutorial course 7/17-9/6 Online

Certificate in Pain Assessment and Management 12 hrs
Pain assessment and management is a crucial part of compassionate and effective patient care. Many providers, patients, families, and regulatory agencies are requiring health care providers to be more accurate with their pain assessment skills and more effective in their pain management strategies. Scientific advancements in the understanding of mechanisms of pain, multidisciplinary methods of assessment and management, and the improvement of medications to treat pain have contributed to the wealth of knowledge in this area.

Course No. AHP 137 $72
31792 Self-paced tutorial course 6/12-8/2 Online
31793 Self-paced tutorial course 7/17-9/6 Online

CE students are encouraged to register at the ASC-B Building, 9050 Viscount, Room 220, but may register at any EPCC Campus.
Certificate in Infectious Diseases & Infection Control 13 hrs
This online course offers insights into infectious diseases that are essential for medical professionals. Basic techniques and procedures for preventing the transmission of infectious disease will be presented. Also the most common and dangerous infectious diseases: influenza, pneumonia, tuberculosis, hepatitis, HIV/AIDS, zoonoses (diseases that are spread from pets to people), and tickborne diseases. Emerging global infectious diseases (EIDs), which threaten individuals, families, and communities throughout the developing world will be examined. Course is approved for continuing education credit for nurses, diabetic educators, and massage therapists.
Course No. AHP 441 $80
31794 Self-paced tutorial course 6/12-8/2 Online
31795 Self-paced tutorial course 7/17-9/6 Online

Certificate in Healthy Aging 10 hrs
An overview of specific aspects of aging to provide a long-term foundation for treatment of the senior community and overall health during the later years of life. Learn the relationship between nutrition and aging. Explore the characteristics of the healthy aging brain and examine how cognitive function can be maintained into old age. Discover the ways physical activity can enhance well-being for seniors and uncover the keys to longevity. Explore the role that intimacy and sexuality play in the health of seniors.
Course No. AHP 472 $75
31796 Self-paced tutorial course 6/12-8/2 Online
31900 Self-paced tutorial course 7/17-9/6 Online

HIPAA Compliance 24 hrs
Health care professionals must take careful steps to protect protected health information (PHI). This course will demystify compliance of HIPAA, ARRA/HITECH, ACA, ASCA, PSQA, and OMNIBUS rules. Learn the lingo and identify the important players. Avoid civil and criminal penalties for non-compliance.
Course No. AHP 471 $115
31798 Self-paced tutorial course 6/12-8/2 Online
31799 Self-paced tutorial course 7/17-9/6 Online

MEDICATION AIDEN
Continuing Education Rules for Medication Aides
The Texas Health and Human Services Commission (THHSC) requires that medication aides attend a seven-hour Medication Aide Update course to maintain certification. THHSC recommends that medication aides take the update course at least 90 days prior to the expiration date of their permit. Students must bring their Medication Aide permit number to class so the hours can be reported to THHSC.

Medication Aide Update 7 hrs/.7 CEUs
Fulfills the annual renewal requirements for Certified Medication Aides according to specifications of the Texas Health and Human Services Commission. NOTE: Students should bring a drug handbook to class. Students must register 2 weeks before the start of the class.
Course No. SDH 921/NURA 1041* $50
31800 Sat 8:30am-4:30pm 6/1 RG A236
31801 Sat 8:30am-4:30pm 8/10 RG A236

Medication Aide 140 hrs/14.0 CEUs
Approved by the Texas Health and Human Services Commission, this course prepares Certified Nurse Aides to administer routine medications to persons in a Skilled Nursing Facility, MHMR facility, correctional institution, or personal care facility. The course is designed for individuals who work directly with patients in a health care setting under the supervision of a nurse. Preparation and administration of designated medications and responsibilities associated with such administration is presented.
Course Prerequisites:
*Minimum age 18
*High School Diploma or GED
*Tested 10th grade reading level/College level courses
*Clearance letter from current employer stating student is free of communicable diseases and in suitable physical, and emotional health to safely administer medications.
*Must be employed in a long term care facility that will allow student to complete a 10-hour clinical at this location.
*Perform a criminal history check with the Texas Department of Public Safety to verify student does not have a conviction of a criminal offense listed in Texas Health and Safety Code within five years before the start of the course.
http://records.txdps.state.tx.us/DpsWebsite/CriminalHistory/
Textbook and drug handbook are required the first day of class. These are available at the Rio Grande Campus bookstore (Room A110).
A $25 non-refundable application fee (cashier’s check or money order) made payable to the Texas Health and Human Services Commission should be brought to the first week of class along with the required state forms.
Students are admitted on a first come basis, upon presentation of prerequisites to the division office. Class limited to 12 students.
NOTE: Deadline to register is July 30, 2019.
Course No. SDH 819/NURA 1013* $342
31802 TTh 3:30-7:30pm 8/6-12/5 RG A236
NURSING REFRESHER:
Includes online instruction through the Virtual College of Texas (VCT), a laboratory course, and a clinical preceptorship. Appropriate for both RNs and LVNs. Nurses review basic medical surgical nursing knowledge and skills in preparation for returning to the clinical setting.

This course is designed for:
1. Currently licensed nurses (RN/LVN) who have been away from the clinical setting for a period of time and who want a good medical/surgical refresher before going back to the clinical setting.
2. Nurses who are applying for reinstatement of their Texas nursing license and who need and/or are required to complete a nursing refresher course.
3. Nurses from another state/country (nurse must be eligible for Texas licensure) who are applying for Texas nursing licensure and are required to complete a nursing refresher course.

Prerequisites for the course are as follows:
• Current RN or LVN license or temporary permit
• BLS provider certification (American Heart Association)
• Physical exam from a licensed U.S. physician, nurse practitioner or Physician’s Assistant
• Background Clearance
• Drug Screen
• Community Wide Orientation - www.epcc.edu/
• HIPAA Training- www.epcc.edu/
• Immunizations/Titers
  • Tetanus, Diphtheria and Pertussis (Tdap)-Expires after 10 years
  • Two Step Tuberculosis Skin Test
  • Influenza (seasonal)
• POSITIVE TITER required for Hepatitis B; must have had vaccination series of 3 (can take 4-6 months to complete) or Twinrix (Hepatitis A & B) series of 4 shots, Days: #0, #7, #21, & 365 (booster) - or disease prior to TITER
• POSITIVE TITER required for each: Measles, Mumps and Rubella (MMR) must have had vaccinations or disease prior to TITER
• POSITIVE TITER required for Varicella; must have had vaccinations or disease prior to TITER

Online Re-Entry Nursing Update 128 hrs/12.8 CEUs
Course No. SDH 156/RNSG 1006* Tuition: $700
26012 M-Sun 5/28-8/12 Online

LVN Refresher Online 128 hrs/12.8 CEUs
Course No. SDH 978/VNSG 2033* Tuition: $700
26013 M-Sun 5/28-8/12 Online

Professional Nursing Review 18 hrs/1.8 CEUs
Course No. AHP 354/RNSG 2030* Tuition: $100
TBA

Clinical-Licensed Practical/Vocational Nursing Training 80 hrs/8.0 CEUs
Course No. SDH 979/VNSG 1060 Tuition: $250
TBA

Clinical-Nursing Registered Nurse Training 80 hrs/8.0 CEUs
Course No. SDH 157/RNSG 1060* Tuition: $250
TBA

Call 831-4029 for further information.

NURSING ASSISTANT
Interested in a health career? The nursing assistant course is an excellent starting place. Nursing assistants are the caregivers who help patients of all ages perform the most basic day-to-day tasks. Nursing assistant is one of the fastest growing occupations in the nation. Prerequisites for this course are listed on pg 12. Textbook is required. Students MUST bring book to first class. Student must be 17 years old by the first day of class. *Please contact division office for clarification of prerequisites. Proof of prerequisites must be presented to the division office prior to registration. Enrollment is limited.

Call 831-4116 for more information.
Nursing Assistant  120 hrs/12.0 CEUs
Presents the concepts and skills required to provide basic patient care in a health care facility or in a person’s home. Topics include: patient’s rights, communication, safety, observation, reporting, and assisting patients in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team.

Course No. AHP 117/NURA 1091* $215
31803  M-F  8:30am-3:30pm  6/17-7/12  RG A236

Nursing Assistant Clinical  80 hrs/8.0 CEUs
A work-based learning direct patient care experience that allows students to apply knowledge learned in the Nursing Assistant class. (Note: Students must pay Professional Practice Insurance fee within the semester of the clinical.)

Course No. AHP 118/NURA 1060* $215
31804  M-F  5:45am-2pm  7/15-7/26  Private Facility

PHARMACY TECHNICIAN
(c) This course runs concurrently with the credit course and is limited to students age 17 and older. Please see page 60. Concurrent courses.

Pharmacy Terminology  32 hrs/3.2 CEUs
Provides a study of word origins and structure through the introduction of prefixes, suffixes, and root words as it relates to a pharmaceutical setting. Focuses on translation and recognition of commonly used pharmacy abbreviations.

Course No. AHP 393/PHRA 1015* $300
(c)25927  TBA  5/28-8/2  Online

Pharmaceutical Mathematics I  80 hrs/8.0 CEUs
Offers pharmaceutical mathematics including reading, interpreting, and solving calculation problems encountered in the preparation and distribution of drugs. Includes conversion of measurements within the apothecary, avoirdupois, and metric systems with emphasis on the metric system of weight and volume. Includes topics on ratio and proportion, percentage, dilution and concentration, mill equivalents, units, intravenous flow rates, and solving dosage problems.

Course No. AHP 776/PHRA 1009* $375
(c)31806  MW  8:30-10:20am  5/29-7/31  RG B309
TBA(lab)  RG B309

Pharmacy Drug Therapy and Treatment  96 hrs/9.6 CEUs
Studies therapeutic agents, their classifications, properties, actions, and effects on the human body and their role in the management of disease. Provides detailed information regarding drug dosage, side effects, interactions, toxicities, and incompatibilities.

Course No. AHP 777/PHRA 1041* $675
(c)31807  MW  10:30am-12:30pm  5/29-7/31  RG B309
TBA(lab)  RG B309

PHLEBOTOMY TECHNICIAN

Phlebotomy Technician Theory  90 hrs/9.0 CEUs
Presents principles and procedures, both theoretical and practical, associated with the collection of clinical blood specimens. Includes professionalism, ethics, legal issues, safety practices, medical terminology, QA, QC, related anatomy and physiology, proficient use of blood drawing skills, which can be applied to all patients. Prerequisites see page 12 for general requirements. High School diploma or GED and tested 10th grade reading level are required. Corequisite: Students must also enroll in Phlebotomy Technician Clinical SDH 785. Enrollment is limited to 12 students. Students must purchase the required class textbook, scrub, and an EPCC patch. Please call the division office at 831-4421 for further information.

Course No. SDH 779/PLAB 1023* $300
31809  MWF  8-11am  5/29-8/5  RG H233
31810  MWF  noon-3pm  5/29-8/5  RG H233

Phlebotomy Technician Clinical  120 hrs/12.0 CEUs
This course must be taken concurrently with Phlebotomy Technician Theory. Students will demonstrate venous and capillary blood drawing techniques and procedures relevant to the professional development of the students. Students will be required to travel to various clinical sites. Co-requisite: Students must also enroll in Phlebotomy Technician Theory, SDH 779. NOTE: Students must pay the Professional Practice insurance fee in the semester of the clinical.

Course No. SDH 785/PLAB 1060* $200
31811  M-Sat  TBA  7/1-9/6  Private Facility
JOURNEY TO WELLNESS

Improve Your Diabetes Management
This course is interactive, educational and fun. It is designed for those that have just been diagnosed with diabetes or those that want a “refresher” on how to manage their diabetes. Everything from the “why” of diabetes to healthy eating, medications, physical activity, and special topics such as kidney health. Colorful handouts will be provided in every class and a certificate will be awarded at the end of the course. (12 hours)
Course No. AHP 511  $50
31812  W  6-8pm  5/29-7/3  ASC B128

Chakra Healing
Regain your personal power and well-being, balance your mind, body and spirit through Chakra Healing. Learn techniques to cleanse, re-energize, balance and unblock your chakras. Create a cleansed and balanced chakra system that will result in more energy, faster healing, focused mind, balanced moods, inner strength, and personal power. (6 hours)
Course No. AHP 504  $45
31818  M  6-7:30pm  6/3-6/24  ASC B141

Psychic Development
Awaken your spiritual senses through Psychic Development. Strengthen your intuition and receive messages through your senses to bring through divine wisdom and guidance for others and for personal enlightenment and growth. (6 hours)
Course No. AHP 503  $45
31814  Th  6-8pm  5/30-6/13  ASC B141

Psychic Development Level 2
A continuation of Psychic Development. Fine tune and develop psychic senses using tools and practices that assist in connection and channeling. Students will learn how to differentiate between their own thoughts and psychic information. (6 hours)
Course No. AHP 514  $45
31815  T  6-8pm  6/25-7/9  ASC B141

Introduction to Meditation
Learn to bring balance to your mind, body, and spirit through meditation. Reduce your stress levels, learn relaxation techniques, and control your mind and emotions. Relax, re-energize, and balance your psyche to improve your well-being through meditation. (6 hours)
Course No. AHP 487  $45
31816  W  6-7:30pm  5/29-6/19  ASC B141

Meditation Level 2
A continuation to Introduction to Meditation, where students learn to refine the energetic tools and to balance the mind, body and spirit through meditation and energetic techniques. Students will practice working with the pendulum to better assist in achieving a balanced electromagnetic field. (6 hours)
Course No. AHP 515  $45
31817  MW  6-7:30pm  7/1-7/22  ASC B141

Energetic Healing Level I
Energetic Healing uses hands on healing techniques to facilitate healing in the body, mind, and spirit. Energetic Healing focuses on the use of energy through color, crystals, intention, intuition, and the assistance of a spiritual guide to channel healing energy to the body for energetic and emotional balancing. (8 hours)
Course No. AHP 488  $60
31813  T  6-8pm  5/28-6/18  ASC B141

Regain Your Energy by Taking the Right Supplements
Supplements have become essential to live a healthy lifestyle, but not all supplements are good. The supplement industry is weakly regulated and, as consumers, we need to be informed and learn how to avoid potential toxicities. In this workshop participants will learn why supplements are relevant more than ever, how specific nutrients boost our health (and what amounts are needed), and how to choose a high quality supplement for your lifestyle and health priorities. (2 hours)
Course No. AHP 502  $20
31820  T  6-8pm  6/25  ASC B321

Improve Your Health and Life with Positive Psychology
If we want to be happy and healthy, we need to cultivate it. This won’t happen by accident. In this workshop, participants will learn Positive Psychology strategies and how to integrate them to reduce stress, improve their health, live longer, and be the best version of themselves. (2 hours)
Course No. AHP 500  $20
31822  T  6-8pm  7/16  ASC B321

Improve Your Diabetes Management
This course is interactive, educational and fun. It is designed for those that have just been diagnosed with diabetes or those that want a “refresher” on how to manage their diabetes. Everything from the “why” of diabetes to healthy eating, medications, physical activity, and special topics such as kidney health. Colorful handouts will be provided in every class and a certificate will be awarded at the end of the course. (12 hours)
Course No. AHP 511  $50
31812  W  6-8pm  5/29-7/3  ASC B128

Chakra Healing
Regain your personal power and well-being, balance your mind, body and spirit through Chakra Healing. Learn techniques to cleanse, re-energize, balance and unblock your chakras. Create a cleansed and balanced chakra system that will result in more energy, faster healing, focused mind, balanced moods, inner strength, and personal power. (6 hours)
Course No. AHP 504  $45
31818  M  6-7:30pm  6/3-6/24  ASC B141

Psychic Development
Awaken your spiritual senses through Psychic Development. Strengthen your intuition and receive messages through your senses to bring through divine wisdom and guidance for others and for personal enlightenment and growth. (6 hours)
Course No. AHP 503  $45
31814  Th  6-8pm  5/30-6/13  ASC B141

Psychic Development Level 2
A continuation of Psychic Development. Fine tune and develop psychic senses using tools and practices that assist in connection and channeling. Students will learn how to differentiate between their own thoughts and psychic information. (6 hours)
Course No. AHP 514  $45
31815  T  6-8pm  6/25-7/9  ASC B141

Introduction to Meditation
Learn to bring balance to your mind, body, and spirit through meditation. Reduce your stress levels, learn relaxation techniques, and control your mind and emotions. Relax, re-energize, and balance your psyche to improve your well-being through meditation. (6 hours)
Course No. AHP 487  $45
31816  W  6-7:30pm  5/29-6/19  ASC B141

Meditation Level 2
A continuation to Introduction to Meditation, where students learn to refine the energetic tools and to balance the mind, body and spirit through meditation and energetic techniques. Students will practice working with the pendulum to better assist in achieving a balanced electromagnetic field. (6 hours)
Course No. AHP 515  $45
31817  MW  6-7:30pm  7/1-7/22  ASC B141

Energetic Healing Level I
Energetic Healing uses hands on healing techniques to facilitate healing in the body, mind, and spirit. Energetic Healing focuses on the use of energy through color, crystals, intention, intuition, and the assistance of a spiritual guide to channel healing energy to the body for energetic and emotional balancing. (8 hours)
Course No. AHP 488  $60
31813  T  6-8pm  5/28-6/18  ASC B141

Regain Your Energy by Taking the Right Supplements
Supplements have become essential to live a healthy lifestyle, but not all supplements are good. The supplement industry is weakly regulated and, as consumers, we need to be informed and learn how to avoid potential toxicities. In this workshop participants will learn why supplements are relevant more than ever, how specific nutrients boost our health (and what amounts are needed), and how to choose a high quality supplement for your lifestyle and health priorities. (2 hours)
Course No. AHP 502  $20
31820  T  6-8pm  6/25  ASC B321

Improve Your Health and Life with Positive Psychology
If we want to be happy and healthy, we need to cultivate it. This won’t happen by accident. In this workshop, participants will learn Positive Psychology strategies and how to integrate them to reduce stress, improve their health, live longer, and be the best version of themselves. (2 hours)
Course No. AHP 500  $20
31822  T  6-8pm  7/16  ASC B321
Mindfulness for Beginners
Mindfulness is highly correlated with happiness and better health. In this workshop participants will learn what is mindfulness, the physical, mental, and emotional benefits of mindfulness, and five easy mindfulness strategies that give immediate benefits. (2 hours)
Course No. AHP 516 $60
31819 M 6-8pm 6/3 ASC B321

Past Lives and Third Eye Chakra Healing
Discover your past lives through intuitive readings for the purpose of healing. This course will facilitate a safe environment where students can learn energetic tools to cleanse and open their Third Eye along with tuning into past lives for the purpose of healing and self-growth. By healing and clearing the Third Eye Chakra, we have clear knowledge and direction of our path as well as a heightened sense of intuition through visions or dreaming. Having a clear Third Eye Chakra allows us to move through life making clear decisions with sharpened awareness. A balanced Third Eye Chakra will help us see and connect to past lives and allow us to heal fears, traumas, relationships, and the self. The first part of the course will be focused on healing and opening the Third Eye, and the second part will be learning to tune into your past lives. (6 hours)
Course No. AHP 513 $45
31821 Th 6-7:30pm 6/27-7/25 ASC B141

The following classes are offered online through ed2go
All courses require Internet access, an email account, and one of the following web browsers: Mozilla, Safari, Firefox or Google Chrome. Also, the latest Adobe Flash and PDF plug-ins available for free download at www.adobe.com/downloads.

Register at any EPCC campus near you or mail your registration with payment to EPCC, Attn: ASC Cashier, 9050 Viscount Blvd., El Paso, TX 79925. Call Sandra at 831-4421 for log-in information. Visit our Online Instructional Center at www.ed2go.com/epcc/

NOTE: There are no refunds or transfers for ed2go classes.

Lose Weight and Keep It Off
Do you want to lose weight and keep it off? Now you can! This course is taught by a registered dietitian and nutrition educator. Discover how to establish a healthy approach to successful weight loss and weight maintenance for a lifetime; master how to set and achieve weight loss and weight maintenance goals that make; and receive practical tips to develop healthier eating and exercise habits. (24 hours)
Course No. AHP 299 $115
31823 Self-paced tutorial course 6/12-8/2 Online
31824 Self-paced tutorial course 7/17-9/6 Online

Introduction to Natural Healing
Designed for anyone interested in promoting wellness, balance, and health in their daily lives. Evaluate your current lifestyle and learn how your behaviors can affect your health. Explore naturopathy, learn proper breathing techniques, and discover the value of hydrotherapy, diet, biorhythms, and fasting. By the end of this course, you will be able to take charge of your own health and healing! (24 hours)
Course No. AHP 771 $115
31825 Self-paced tutorial course 6/12-8/2 Online
31826 Self-paced tutorial course 7/17-9/6 Online

Certificate in Energy Medicine
Explore the use of healing energy medicine techniques in health care, including meditation, acupuncture, qigong, sound and music therapy, and gentle hand techniques such as Reiki and reflexology. (10 hours)
Course No. AHP 414 $60
31899 Self-paced tutorial course 6/12-8/2 Online
31828 Self-paced tutorial course 7/17-9/6 Online

Certificate in Complementary and Alternative Medicine
Today’s health care system is evolving in its approach to the health and care of a culturally and ethnically diverse client population. In the United States, the aging population, an increasing public awareness of major risk factors contributing to chronic illness, and the public’s growing desire for alternative health care options are just a few of the factors behind the expanding interest in complementary and alternative medicine (CAM). Rapidly gaining in popularity, CAM is used by more than 40% of the U.S. population. Explore the exciting growing field of holistic and integrative health in this comprehensive certificate program designed for medical providers and consumers. (24 hrs)
Course No. AHP 250 $144
31829 Self-paced tutorial course 6/12-8/2 Online
31830 Self-paced tutorial course 7/17-9/6 Online

FITNESS
Yoga from Inside Out
This class holistically combines instruction on yogic breathing, meditation, and physical postures. Suggestions for modifications allow students to enjoy the benefits of the classical poses even though the original pose may be beyond their reach. Accessible to adults of all ages and yoga backgrounds, each class respects every student’s age and physical abilities, including his or her energy level on a given day. Learn how to reduce stress, increase balance, mobility, strength, flexibility, and enhance physical and mental well-being. Experience hatha yoga as optimum health for the rest of your life. Students should wear clothing that allows for complete freedom of movement in all directions and bring a yoga or exercise mat. A firmly woven blanket, like a Mexican blanket, is strongly recommended. (12 hours) Note: No class will be held on Thursday, July 4 and Saturday, July 13.
Course No. AHP 466 $68
31831 TTh 5:30-6:30pm 5/28-7/9 VV A1332
31832 Sat 9-10:30am 6/1-7/27 VV A1332

* Underlined course numbers are Workforce Education Course Manual Equivalents.
Yoga from Inside Out-Mini
This six-hour class holistically combines instruction on yogic breathing, meditation, and physical postures. Suggestions for modifications allow students to enjoy the benefits of the classical poses even though the original pose may be beyond their reach. Accessible to adults of all ages and yoga backgrounds, each class respects every student's age and physical abilities, including his or her energy level on a given day. Students should wear clothing that allows for complete freedom of movement in all directions and bring a yoga or exercise mat. (12 hours)
Note: No class will be held on Tuesday, July 16.
Course No. SDH 127 $68
25929 MW 5:30:6:30pm 5/13-6/24 TM 1404
31834 TTh 5:30-6:30pm 5/28-7/9 ASC B323
31835 TTh 5:30-6:30pm 5/28-7/9 RG A117
31836 Sat 9:10:30am 6/17-7/20 MDP D138
31837 MW 5:30-6:30pm 6/26-8/5 TM 1404
31838 TTh 5:30-6:30pm 7/11-8/20 ASC B323
31839 TTh 5:30-6:30pm 7/11-8/20 VV G102
31840 TTh 5:30-6:30pm 7/11-8/20 RG A1332

Hatha Yoga
Hatha Yoga releases tension and creates energy. Through yoga, cultivate the natural beauty of your body by attaining a high level of health. Covers the fundamental postures and breathing techniques utilized in yoga philosophy. Positive side effects include increased vitality, mental stimulation and rejuvenation, elasticity of the body tissue, and relief from stress or trauma. Develops a treatment awareness of the individual as a whole. Students find the potential for a lifetime of stress relief, the emergence of hidden beauty, and a more positive attitude. Students should wear clothing that allows for complete freedom of movement in all directions and bring a yoga or exercise mat. (12 hours)
Note: No class will be held on May 27 and July 4.
Course No. AHP 120 $68
25931 MW 5:30-6:30pm 5/13-6/24 TM 1405
31841 TTh 5:30-6:30pm 5/28-7/9 ASC A437
31842 MW 5:30-6:30pm 5/28-7/9 VV G102
31843 TTh 5:30-6:30pm 6/26-8/5 TM 1405
31844 MW 5:30-6:30pm 6/26-8/5 TM 1405

Zumba for Lunch
Take advantage of this 50-minute cardio dance workout. Inspired by cumbia, salsa, and merengue music, people are falling in love with the music, easy to follow steps, and body benefiting results. (12 hours)
Note: No class will be held on May 27 and July 4.
Course No. AHP 301 $68
25930 MW 12:05-12:50pm 5/13-6/24 VV G102
25931 TTh 12:05-12:50pm 5/14-6/20 TM 1405
25932 MW 12:05-12:50pm 5/13-6/24 TM 1405
31842 MW 12:05-12:50pm 6/26-8/5 VV G102
31843 TTh 12:05-12:50pm 6/25-8/6 TM 1405
31844 MW 12:05-12:50pm 6/26-8/6 TM 1405

Zumba
Cardio dance workout with a Latin flair–Ditch the workout and join the party! The hottest and most exciting workout sizzling its way across America! Inspired by cumbia, salsa, and merengue music, people are falling in love with the music, easy to follow steps, and body benefiting results. (12 hours)
Note: No class will be held on May 27 and July 4.
Course No. AHP 411 $68
25930 MW 5:30-6:30pm 5/13-6/24 TM 1405
31841 TTh 5:30-6:30pm 5/28-7/9 ASC A437
31842 MW 5:30-6:30pm 5/28-7/9 MDP D138
31843 TTh 5:30-6:30pm 7/11-8/20 ASC A437
31844 MW 5:30-6:30pm 7/11-8/20 MDP D138

S.W.E.A.T.*fx
A total body workout that incorporates all genres of music. Each class adds “xtreme” fitness such as plyometric workout, high intensity interval training, and dumbbell resistance training, while keeping the dance aspect for some cardio fun. S.W.E.A.T. is perfect for all fitness levels, as moves are modified to make sure everyone enjoys the class safely and gets the most out of the workouts. Whether you are looking to lose weight, build muscle, increase flexibility or tone up, this class is for you! (12 hours)
Note: No class will be held on May 27 and July 4.
Course No. AHP 411 $68
25931 TTh 12:05-12:50pm 5/14-6/20 TM 1405
31840 TTh 12:05-12:50pm 6/26-8/5 TM 1405
31845 TTh 12:05-12:50pm 6/26-8/5 VV G102

T'ai Chi (Wushu)
Research shows that T'ai Chi assists in eliminating the physical manifestations of stress and anxiety through controlled breathing and purposeful movement. Use of T'ai Chi is found to help to control blood glucose levels, to lower cholesterol levels and improve blood pressure. Combats the symptoms of fibromyalgia, lupus, and other autoimmune diseases by enhancing the immune system. Tai Chi promotes mindfulness which helps to alleviate symptoms of PTSD. Further, it can improve sleep quality, thereby helping to overcome all types of chronic pain. Students increase overall strength, flexibility and balance. T’ai Chi lowers joint pain, improves symptoms of congestive heart failure and overall well-being in older adults. It also reduces fall risk, especially for individuals with MS and with Parkinson’s disease. It is safe for everyone, including individuals with rheumatoid or osteo-arthritis, knee or hip replacements or chronic neurological disease such as MS.
Note: No class will be held on May 27.
Course No. PIS 439 $68
25931 Sat 6/26-8/5 10-11am TM 1405
31850 TTh 5:30-6:30pm 7/11-8/20 ASC A437
31851 Sat 10-11am 6/17-7/20 VV G102
31852 MW 5:30-6:30pm 6/26-8/5 VV G102

Pilates
Pilates emphasizes the balanced development of the body through core strength, flexibility, and awareness in order to support efficient, graceful movement. Become stronger and leaner with grace and ease. Student should bring a pilates mat, resistance bands, and light weights to class. (12 hours)
Note: No class will be held on July 4.
Course No. SDH 110 $68
31840 TTh 6:30-7:30pm 5/28-7/9 ASC B323
31841 TTh 6:30-7:30pm 7/11-8/20 ASC B323
Strength and Balance for Everyone
Work smarter, not harder! Learn highly efficient movement and exercise routines that are safe for all ages and ability levels. Class content is particularly suitable for individuals with MS and Parkinson’s Disease. Requires little-to-no equipment and no dancing ability. No expensive CDs, DVDs, or crowded classes. Concepts will include balance training and breath control based on Tai Chi Ch’uan. Training also includes proper evidence-based techniques for basic resistance, core strength and power training. Learn stress-reduction concepts from Qi Gong and acupressure. All routines are very easily adapted for individualization, and can be used at home. (12 hours) Note: No classes will be held on May 27.
Course No. AHP 338 $68
25937 MW 6:30-7:30pm 5/13-6/24 VV G102
31853 MW 6:30-7:30pm 6/26-8/5 VV G102

Angels Tai Chi
Traditional Tai Chi Ch’uan, also called Angels Tai Chi, only at EPCC. This form of Tai Chi does not follow any traditional form (such a Chen or Yang). Angels Tai Chi was founded by a virtuous wise man about 5,000 years ago. He dreamed an angel appeared to him, dancing on the clouds. He practiced the movements that he remembered after he awoke and found this form. This Tai Chi form will improve your energy and your well-being with self-healing techniques. Master Stephen Yang is the last in his generation to present this form of Tai Chi.
Course No. AHP 348 $68
31854 Sat 9:30-10:30am 6/1-8/17 TM 1404

Tai Yo Pilates
Get into shape, improve flexibility, and perfect balance in this class that combines Tai Chi, Yoga, and Pilates. Tai Yo Pilates brings the power of healing to the weak parts of the body.
Course No. SDH 128 $68
31855 Sat 10:30-11:30am 6/1-8/17 TM 1404

Weight Training
Presents the skills and techniques of weight lifting, such as proper sitting, exercise, breathing, spotting, and safety procedures. Includes a review of the history, terminology, and principles of weight training. (48 hours)
Course No. PIS 438 $125
(c) 25938 M-F 9-10:50am 5/28-6/28 VV G103
(c) 31856 M-F 9-10:50am 7/1-8/2 VV G103
(c) 31857 M-F 11am-12:50pm 7/1-8/2 TM 1403

Golf
Learn the fundamentals of golf and swing like a pro. Designed for all skill levels to improve the swing and lower the score. Classes held at Ascarate Park, 6900 Delta. Students are responsible for all park fees and will need to purchase range balls. Classes are taught by PGA Golf Professional Mike Smith. (6 hrs)
Course No. SDH 104 $89
31860 Th 7-8:30pm 6/6-6/27 Ascarate Golf Course

Conditioning
Helps develop physical fitness such as flexibility, strength, and endurance through participation in calisthenics, aerobics, and jogging. (48 hours)
Course No. PIS 436 $125
(c) 25939 M-F 9-10:50am 5/28-6/28 VV G104
(c) 25940 M-F 11-12:50pm 5/28-6/28 TM 1404
(c) 31858 M-F 9-10:50am 7/1-8/2 TM 1404

Jogging
Covers the basic skills of running, stretching form pace, and breathing. Includes student participation. (48 hours)
Course No. SDH 140 $125
(c) 25941 M-F 7-8:50am 5/28-6/28 VV G104
(c) 31859 M-F 7-8:50am 7/1-8/2 VV G104

Soccer
Deals with the basic skills and techniques of soccer: kicking, dribbling, trapping, passing, and heading. Includes a study of the history, rules, and terminology of soccer. (48 hours)
Course No. AHP 498 $125
(c) 25986 M-Th 5:30-7:50pm 5/28-6/28 VV G104
MASSAGE THERAPY

The 525-hour continuing education Massage Therapy Certificate Program prepares individuals for state licensure through the Texas Department of Licensing and Regulation. The Program is held at the Administrative Services Center, located at 9050 Viscount. The massage suite is a state-of-the-art facility, with classrooms, internship room, and spa facilities. Students are introduced to advanced techniques such as sports, prenatal, and spa massage. Professionalism and safe practice are emphasized throughout the course.

Program Admission Requirements:
- High School diploma or GED
- Reading level of 10th grade or above
- Current American Heart Association BLS Certification
- Current First Aid Certification
- Students under 22 years of age need a meningitis vaccine
- Orientation

*Financial assistance may be available for individuals who qualify. Complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov at least 8 weeks before registration.

For more information, call 831-6547 or 831-4421.

CONTINUING EDUCATION FOR MASSAGE THERAPISTS

These courses are designed for massage therapists only. Therapists should bring two clean sheets, one large towel, and a journal to take notes to each class.

Therapeutic Qi Gong Whole Body Massages 12 hrs/1.2 CEUs
Learn Traditional Qi Gong Massage—the practice in which the therapist’s own healing qi (vital energy) is nurtured and then transferred to the client’s body. This transfer treatment quickly and effectively improves the health and well-being of the clients by removing energy blockage from the neck, shoulders, and upper extremities. It also relieves lower back pain, sciatica, tension and stress. It further improves sleep quality and quality. Therapists will learn to make this modality valuable tool for self-care. You will learn qi control used to remove the toxic energy that has been introduced into the therapist from client treatments. It also ameliorates recovery form daily energy loss and stress, thereby improving the therapist’s overall stamina and health.

Course No. AHP 386 $99
31864 MW 9am-4pm 7/29-7/31 ASC B141

Corrective Shoulder Techniques 7 hrs/.7 CEUs
Enhance your ability to relieve stiffness, popping and upper back pain using simple techniques. These techniques will help you identify the basic neural pathway of the shoulder, common pathologies, and trigger points associated with each.

Course No. AHP 258/MSSG 2000* $65
31863 Sun 9am-5pm 7/7 ASC B141

Assessing and Correcting Knee Pathologies 7 hrs/.7 CEUs
The knee is the most common place of injury in sport activities. Learn great techniques to assess the injury, address ROM, and trigger points.

Course No. AHP 259/MSSG 2000* $65
31865 Sun 9am-5pm 8/4 ASC B128

Stretches for Pre/Post Sports Events 7 hrs/.7 CEUs
Stretching prior to a sport activity is one of the best ways to prevent injury. Learn stretches that will work with any sport and that will increase an individual’s flexibility. These stretches are great for pre-, inter-, and post-events.

Course No. AHP 260/MSSG 2000* $65
31861 Sun 9am-5pm 6/2 ASC B128

Reiki Level I 12 hrs/1.2 CEUs
Reiki is a gentle, noninvasive, hands-on technique of energy transfer from Reiki practitioner to the client. The history of Reiki will be presented. Learn how to prepare yourself before beginning a Reiki session, how to cleanse your energy field after each session, and the basics on how to prepare the location of where you are preforming Reiki for a successful session. Discover the basics of the energy field (Chakras).

Course No. AHP 509 $99
31862 F 1-5pm 6/21-6/23 ASC B128

Sports Massage 7 hrs/.7 CEUs
Learn to apply techniques that will allow for faster recovery of the athlete. Treatment of muscle spasms and pre-and post-race massage will be presented.

Course No. SDH 278/MSSG 2000* $65
31895 Sun 9am-5pm 8/11 ASC B128
NAIL TECHNICIAN

Are you artistic? Do you enjoy working with people? Would you like to be your own boss? Become a nail technician and earn a good salary! Jobs for nail technicians are projected to grow by 16 percent, faster than the estimated 11 percent average for all occupations. Our 624-hour course prepares students to sit for the Texas Department of Licensing and Regulation Manicurist written and practical exams. The program emphasizes training in safety, sanitation, state laws, rules and regulations, nail diseases and disorders, skin and nail care, and work ethics.

Program Requirements: High school diploma or GED and course orientation. Students under 22 years of age must obtain a meningitis vaccine.

Call 831-7715 for more information.

Financial assistance may be available for those who qualify. Complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov at least 8 weeks before registration.

COSMETOLOGY INSTRUCTOR CERTIFICATE

Do you have at least three years of recent cosmetology experience? Are you interested in training students about the treatment of hair, skin and nails, and health and safety? The 500-hour cosmetology instructor program prepares you for state licensure in the field. You will learn TDLR regulations related to testing and licensing, lesson plan development, learning styles and motivation, and classroom management, evaluation, and assessment.

Admission requirements for the program are:
• Must be at least 18 years of age
• High School diploma or GED
• Tested 10th grade reading level
• Current operator license
• Three years of verifiable experience as a licensed cosmetology operator
• Ability to meet the physical demands required of a cosmetology instructor

Call 831-7715 for more information.

TECNOLOGIA DE UÑAS

Este curso con duración de 624 horas prepara a los estudiantes como técnicos en el cuidado de las uñas, una de las áreas de mayor crecimiento en la industria de la cosmética. Este crecimiento ha creado una demanda de técnicos de uñas profesionales y cacreditados por el departamento de TDLR. El programa de Tecnología de Uñas incluye clases de seguridad, higiene, leyes estatales, reglamentos, enfermedades de las uñas, cuidado de la piel y uñas, y ética profesional. El currículo ha sido diseñado de acuerdo con los reglamentos y licencias de cosmetología que exige Texas. **Prerrequisitos:** Diploma de Preparatoria ó GED. Asistir a la orientación del curso. Estudiantes menores de 22 años de edad deben presentar una vacuna contra meningitis.

Para mayor información favor de llamar al 831-7715.

Asistencia financiera disponible para aquellos que califiquen. Llene una solicitud gratuita para el programa Federal Student Aid (FAFSA) en www.fafsa.ed.gov por lo menos ocho semanas antes de la fecha de inscripción.
The Law Enforcement Training Academy is an approved training provider for the Texas Commission on Law Enforcement, and The Texas Private Security Bureau.

*DAY ACADEMY IS HELD IN JANUARY AND JUNE FROM 8:00am - 5:00pm
*EVENING ACADEMY IS HELD IN SEPTEMBER FROM 6:00pm - 10:00pm

*REGISTRATION MUST BE IN PERSON AT THE MISSION DEL PASO TRAINING ACADEMY

Texas Peace Officer I  176 hrs/17.6 CEUs
The basic preparation for a new peace officer. Must be taken in conjunction with Texas Peace Officer II, III, IV, and V to satisfy the Texas Commission on Law Enforcement (TCOLE) approved Texas Peace Officer Training Academy. Course includes fitness and wellness, history of policing, professionalism and ethics, constitutional law, the criminal justice system, Texas Criminal Laws, civil process, and stress management. *THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY (TCOLE). Prerequisites: Must be at least 20 years of age upon entering the Academy and pass a state background check. Other restrictions will apply. Students must call the Training Academy for application & pre-testing at 831-7118.
Course No. CJLE 1006 $800
31378 M-F 8am-5pm 6/24-7/26 MDP Academy
6-10pm MDP Academy
*Call Academy office for more information at 831-7118.

Texas Peace Officer II  176 hrs/17.6 CEUs
The basic preparation for new peace officers. Must be taken in conjunction with Texas Peace Officer I, III, IV, and V to satisfy the Texas Commission on Law Enforcement (TCOLE) approved Texas Peace Officer Training Academy. Course includes oral and written communications, “use of force” law and concepts, problem-solving, multiculturalism, professionalism policing approaches, patrol procedures, victims of crime, family violence, MHMR, crowd management HAZMAT, racial profiling, asset forfeiture, and T.A.B.C. controlled substances & dangerous drugs. *THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY (TCOLE). Prerequisites: Successful completion of Texas Peace Officer I.
Course No. CJLE 1012 $800
31379 M-F 8am-5pm 8/5-9/6 MDP Academy
6-10pm MDP Academy
*Call Academy office for more information at 831-7118.

Texas Peace Officer III  176 hrs/17.6 CEUs
The basic preparation for new peace officers must be taken in conjunction with Texas Peace Officer I, II, IV, and V to satisfy the Texas Commission on Law Enforcement (TCOLE) approved Texas Peace Officer Training Academy. Course includes laws pertaining to, traffic laws and collision investigations, criminal investigation, ID theft, and S.F.S.T. *THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY (TCOLE). *Prerequisites: Successful completion of Texas Peace Officer II.
Course No. CJLE 1018 $800
M-F 8am-5pm MDP Academy
6-10pm MDP Academy
*Call academy office for more information at 831-7118.

Texas Peace Officer IV  176 hrs/17.6 CEUs
The basic preparation class for new peace officers must be taken in conjunction with Texas Peace Officer I, II, III, and V to satisfy the Texas Commission on Law Enforcement (TCOLE) approved Texas Peace Officer Training Academy. Course includes the application of laws directly related to police field work. Requires the development of skills needed of a police officer to include patrolling, police driving, traffic stops, use of force, mechanics of arrest, firearms training, and emergency medical care. Apply the techniques and procedures used by officers to field situations. *THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY (TCOLE). Prerequisites: successful completion of Texas Peace Officer III.
Course No. CJLE 1024 $1,200
M-F 8am-5pm MDP Academy
6-10pm MDP Academy
*Call academy office for more information at 831-7118.

Texas Peace Officer V  80 hrs/8.0 CEUs
This introductory course provides basic preparation for a new peace officer. This course should be taken in conjunction with Texas Peace Officer I, II, III and IV to satisfy the Texas Commission on Law Enforcement (TCOLE) approved Basic Peace Officer Training Academy requirements and to satisfy local needs as determined by the local law enforcement community. The training course includes Police M-4 Patrol Rifle, Police Radar Certification, OC Certification, and Taser Certification. **THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY TEXAS COMMISSION ON LAW ENFORCEMENT(TCOLE). Prerequisites: successful completion of Texas Peace Officer IV.
Course No. CJLE 1029 $800
31380 M-F 8am-5pm 6/24-7/5 MDP Academy
31381 M-F 6-10pm 6/24-7/19 MDP Academy
Security Officers

Basic Training  56 hrs/5.6 CEUs
Designed for persons seeking employment as a Commissioned (armed) Security Officer in Texas. The curriculum is established by the Texas Department of Public Safety, Private Security Bureau, and covers both Level II and Level III training requirements, Defensive Tactics, and firearms training and qualifications are included. **Prerequisite: Must be at least 18 years of age.**

Course No. SDE 811/SLPS 1013*  $190

**Monday Thru Sunday**

**DAY CLASSES**

31383  M-Sun 8am-5pm  7/8-7/14  MDP Academy
31385  M-Sun 8am-5pm  7/22-7/28  MDP Academy
31387  M-Sun 8am-5pm  8/5-8/11  MDP Academy
31388  M-Sun 8am-5pm  8/19-8/25  MDP Academy

Security Officer Basic Training II  16 hrs/1.6 CEUs
This Course is designed for persons seeking employment as a Non-Commissioned (Unarmed) Security Officer in Texas. The curriculum is established by the Texas Department of Public Safety, Private Security Bureau and covers Level II training requirements. **Prerequisite: Must be at least 18 years of age.**

Course No. SDE 803  $50

31390  MT 8am-5pm  7/8-7/9  MDP Academy
31391  MT 8am-5pm  7/22-7/23  MDP Academy
31393  MT 8am-5pm  8/5-8/6  MDP Academy
31395  MT 8am-5pm  8/19-8/20  MDP Academy

Security Officer Basic Training III  40 hrs/4.0 CEUs
This Course is designed for persons seeking employment as a Commissioned (Armed) Security Officer in Texas. The curriculum is established by the Texas Department of Public Safety, Private Security Bureau and covers Level III training requirements. Defensive Tactics, firearms training and qualifications are included. **Prerequisite: Must be at least 18 years of age.**

**Wednesday - Sunday**

Course No. SDE 805  $140

31398  W/Sun 8am-5pm  7/10-7/14  MDP Academy
31399  W/Sun 8am-5pm  7/24-7/28  MDP Academy
31400  W/Sun 8am-5pm  8/7-8/11  MDP Academy
31401  W/Sun 8am-5pm  8/21-8/25  MDP Academy

In-service Firearms Training for Security and Special Officers  8 hrs/.8 CEUs
Satisfies the biennial re-qualifications requirements, plus required updates established by the Texas Department of Public Safety-Private Security Bureau for Level III Certification.

**Course No. SDE 204  $40**

31403  W  8am-5pm  7/31  MDP Academy
31405  W  8am-5pm  8/28  MDP Academy

**EVENING CLASSES**

31406  TW  6-10pm  6/25-6/26  MDP Academy
31409  TW  6-10pm  7/30-7/31  MDP Academy
31411  TW  6-10pm  8/27-8/28  MDP Academy

Texas Personal Protection Officer  20 hrs/2.0 CEUs
Offers the Level IV training curriculum established by the Texas Department of Public Safety-Private Security Bureau. This entitles the person to apply for a Level IV Commission which, in turn, allows the Security Officer to work in plain clothes with a concealed firearm for the purpose of private personal protection (bodyguard) assignments in Texas. **Personal Protection Tactics.** **Prerequisite: Must be at least 21 years of age. Must possess a current Level III Commission with the TX. DPS/PSB. The class is taught at the MDP law Enforcement training academy on Monday, Wednesday, or Friday BY APPOINTMENT. Call 831-7118 for appointment.**

Course No. SDE 196  $150

Texas Personal Protection Officer “RENEWAL”  6 hrs/.6 CEUs
Satisfies the biennial requirements in OC Chemical spray & personal protection tactics, firearms qual. **Prerequisite: Must be at least 21 years of age. Must possess a current level IV Commission with the TX DPS/PSB. The class is taught at the MDP law Enforcement training academy on Monday, Wednesday, or Friday BY APPOINTMENT. Call 831-7118 for appointment.**

Course No. SDE 240  $40

Law Enforcement/ Baton (Impact Weapon) Recertification  4 hrs/.4 CEUs
Satisfies the annual recertification requirements of most Police Impact Weapons to include: the Straight Baton, and the Collapsible Baton (ASP). Recertification is effective for one calendar year. Initial certification or last recertification cannot be more than 12 months expired. Recertification duration-1 year. **Available at MDP Law Enforcement training academy Monday, Wednesday, or Friday BY APPOINTMENT. Call 831-7118 for appointment.**

Course No. SDE 193  $30

Law Enforcement/Security Officer Taser Recertification  8 hrs/.8 CEUs
Satisfies the annual recertification requirements of the Taser Less-Than-Lethal Force Weapon. Recertification is effective for one calendar year. Initial certification or last recertification cannot be more than 12 months expired. Recertification duration-1 year. Available at MDP Law Enforcement training academy Monday, Wednesday, or Friday BY APPOINTMENT. Call 831-7118 for appointment.

Course No. SDE 195  $85
Law Enforcement/Oleoresin Capsicum (O.C.) Recertification 4 hrs/.4 CEUs
Satisfies the annual recertification requirements of O.C. Less-Than-Lethal aerosol weapon. Recertification is effective for one calendar year. Initial certification or last recertification cannot be more than 12 months expired. Recertification duration - 1 year. Available at MDP Law Enforcement training academy Monday, Wednesday, or Friday BY APPOINTMENT. Call 831-7118 for appointment.
Course No. SDE 194 $30

Introduction to Firearms Safety 7 hrs/.7 CEUs
Designed to provide the basic knowledge and skills necessary for a gun owner to safely handle firearms. Exposes students to safety at home and on the firing range, teaching them the laws pertaining to the Use of Force, and develop proficiency with their handguns on the firing range. Prerequisites: Must be at least 18 years of age. Students must call the training academy prior to the day of class for additional instructions. The class will be taught at MDP Law Enforcement Academy. Fourteen years of age with parent/guardian enrolled in class.
Course No. SDE 902 $15
31867 Sat 9am-4pm 6/1 MDP Academy
31868 Sat 9am-4pm 7/6 MDP Academy
31869 Sat 9am-4pm 8/3 MDP Academy

In Service Firearms (Open Entry) 8 hrs/.8 CEUs
Firearms fundamentals enhancement for the general public. Prerequisite: Weapon and ammunition must be furnished by the student. Class taught at MDP Law Enforcement training academy. Additional information at 831-7117.
Course No. SDE 206/CJLE 1023* $30

In-Service Firearms for LE agencies (Open Entry) 40 hrs/4.0 CEUs
Firearms training enforcement for the law enforcement professional. Prerequisite: Weapon and ammunition must be furnished by the student. The class is taught at MDP Law Enforcement training academy. Additional information: 831-7117.
Course No. SDE 211 $50

License to Carry a Handgun (LTC) 8 hrs/.8 CEUs
Designed to meet or exceed all of the instructions and training requirements necessary for students to apply for a License to Carry in the State of Texas.
Prerequisites:
*Must have been a resident of any state for the six-month period preceding the date of application
*Must be at least 21 years of age
*Must not have a criminal history
*Must have a current Texas Driver’s license or state Identification Card
*Must have a Social Security Card
*Course requires a handgun, whether semi-automatic, or revolver
*Student must provide a minimum of 50 rounds of ammunition and only standard sporting arms ammunition
*Ammunition (saami may be used). Firearms may be available for student use through instructor.
*The LTC course is not a handgun training & development course. Students are expected to be sufficiently proficient with their handgun in order to pass the required qualification course of fire.
*Students needing handgun training should refer to EPCC course SDE 902 “Introduction to Firearms Safety,” held monthly.
*9mm Firearms are available for use at the academy. a minimal cleaning/maintenance fee may be required. students must provide a governmental issued ID (i.e., Driver’s license) to check out a firearm for use on the academy range. If you have any questions, please call 831-7118.
Course No. SDE 200 $80
31417 TW 6-10pm 6/18-6/19 MDP Academy
31418 TW 6-10pm 7/16-7/17 MDP Academy
31419 TW 6-10pm 8/20-8/21 MDP Academy
31420 Sat 8am-5pm 6/8 MDP Academy
31421 Sat 8am-5pm 7/13 MDP Academy
31422 Sat 8am-5pm 8/17 MDP Academy

CE students are encouraged to register at the ASC-B Building, 9050 Viscount, Room 220, but may register at any EPCC Campus.
Three Wheel Motorcycle Rider Course

Learn the basic motorcycle skills necessary to safely enjoy the 3-Wheel motorcycle. The Texas Department of Public Safety (TDPS) approved this 16-hour course, which includes classroom instruction and driving training. Three Wheel Motorcycles, and helmets are furnished without additional charge. Successful completion qualifies the student to take the completion certificate to TDPS and obtain a class M license and may also entitle you to insurance discounts. Students age 15 to 17 must show proof of 32 hours previous Driver Education before admission. Parental and instructor written permission is required to take the course. Additional classes as needed. Call for dates and times 831-7005.

Prerequisites:
1. The rider must wear a long sleeve shirt or jacket, long pants (no holes), over the ankle boots (NO ATHLETIC SHOES), eye protection and full-fingered leather gloves. Bring a sack lunch and 2 bottles of water.
2. As per TDPS rules, a student arriving late cannot be admitted to class.
3. No refunds if student is late to class.

Course No. PLE 720 $235
31455 Sun 7am-5pm 6/29-6/30 MDP Riding Range
31456 Sun 7am-5pm 7/27-7/28 MDP Riding Range
31457 Sun 7am-5pm 8/24-8/25 MDP Riding Range
**PERSONAL ENRICHMENT**
Melissa Sanchez, Interim Director
831-2771 or 831-2851

*Must be 17 years of age to register in any of the Personal Enrichment Classes.*

## HOME AND GARDEN

### Flower Arranging
Flowers can lift your spirits, add a splash of color and a breath of freshness to any decor. Create lovely bows and floral arrangements for your home. (12 hours) **Students purchase supplies.**

**Course No. PIA 632**  
$55

31709 Sat 9-11am 6/8-7/13 VV B151

### Basic Knitting I
This course is designed to introduce the student to the skills and techniques involved in the art of basic knitting. **Students purchase supplies.** (12 hours)

**Course No. PIA 901**  
$58

31714 Sat 9am-noon 6/8-6/29 VV B103

### Crochet
This course is designed to introduce the student to the skills and techniques involved in the art of crochet. **Students purchase supplies.** (12 hours)

**Course No. PIA 902**  
$58

31715 Sat. 9am-noon 7/6-7/27 VV B170

### Mexican Arts and Crafts
This course is designed to expose the student to the history, skills, and techniques involved in the creation of various Mexican arts and crafts. **Students purchase supplies.** (16 hours)

**Course No. PIA 483**  
$75

31716 W 6-9pm 6/12-7/17 VV B170

### Home Gardening in El Paso
The students will acquire information and learn techniques that will enable them to become successful gardeners under the challenging conditions posed by the El Paso climate. The course is taught by master gardeners. (16 hours)

**Course No. PIA 477**  
$71

31717 Sat 10:30am-12:30pm 6/8-7/27 VV B102

### Interior Design 101
Beauty and efficiency need not be at cross purposes. Learn how to redesign your living room, bedroom, or study to better reflect your personal tastes and needs. Learn how to measure accurately, do a simple floor plan, select colors, material, furniture, and accessories for a room in your house. (12 hours)

**Course No. PIA 628**  
$65

31710 M 6-8pm 6/10-7/15 VV B152

### Beginning Sewing
Introduces the basic techniques of clothing construction and fitting. Learning this skill is for people who want to beat the high cost of quality clothing. Students make at least one garment in class, learn basic and commercial pattern fitting and adjustment. No previous knowledge of sewing is necessary. First class meets for one hour. **Students purchase supplies.** (16 hours)

**Course No. PIA 545**  
$68

31711 Sat 9am-noon 6/8-7/13 VV B152
31712 Sat 12:30-3:30pm 6/8-7/13 VV B152
31713 Sat 9am-noon 7/20-8/24 VV B152

### Dog Behavior Class
Build a better working relationship with your dog through the use of acceptance of verbal commands and signals. Large dogs should be between 4 months and 2 years of age, and small to medium dogs should be between 6 months and 2 years of age. **Requirement: Do not bring dog to the first class.** (16 hours)

**Course No. PIA 514**  
$63

31718 Sat 8-10am 6/8-7/27 VV Patio

CE students are encouraged to register at the ASC-B Building, 9050 Viscount, Room 220, but may register at any EPCC Campus.
CREATIVE ARTS

Painting with Acrylics II
A continuation of Painting with Acrylics, and will further develop the student’s personal style, improve color, composition and design skills, and will present more advanced painting principles and techniques. Prerequisite: PIA 724 Students purchase supplies. (24 hours)
Course No. PIA 928 $75
31721 W 6-9pm 6/26-8/14 VV A1318

Introduction Professional Photography 16 hrs/1.6 CEUs
This class will cover the basics of picture taking such as types of lenses, recording media and filters, flash photography, printing, exposure, production printing finishing, and retouching. Students must bring their own cameras.
Course No. PIA 484/PHTC 1004* $80
31724 TTh 6-8pm 6/11-7/9 VV A2324

Watercolors
Familiarizes the student with the basics of the watercolor medium. Experiments with flowing color in graded, blended, and flat washes, and learn some “special effects.” Focus will be on understanding both the material and basic painting techniques. Students purchase supplies. (24 hours)
Course No. PIA 791 $75
31719 T 6-9pm 6/11-7/30 TM 1510

Quick Sketches (Drawing)
Discover the joy of drawing. Teaches you drawing basics through studies and still life, quick sketches, and exercise. Students purchase supplies. (24 hours)
Course No. PIA 779 $75
31722 T 6-9pm 6/11-7/30 VV A1318

Portrait Painting in Oil
Students will learn the basics of drawing the human face, mixing the colors needed to create a portrait, and how to choose a photo that will assist them in creating mood and portray personality in the portrait. Students purchase supplies. (24 hours)
Course No. PIA 506 $75
31723 M 6-9pm 6/10-7/29 VV B151

Painting with Acrylics
Follow the instruction into the world of color. Learn the techniques of mixing different hues, applying paint onto the canvas and achieving aerial perspective. Students purchase supplies. (24 hours)
Course No. PIA 724 $75
31720 M 6-9pm 7/1-8/19 VV A1318

DANCE AND MUSIC

Latin Dance Made Easier
Learn how to dance any Latin Dance easier and faster by learning and practicing the five most important principles that all good dancers have. In this dance class you will learn Timing, Connection, Redirection, Leading and Following and Turn Preparation using easy to learn dance patterns from Salsa, Bachata, Cha-Cha-Cha, and Merengue. No partner or previous dance experience required. Please wear tennis shoes. (10 hours)
Course No. PID 428 $45
31726 Sat 2-4pm 6/8-7/6 VV A1215

Social Dancing for Everyone
Learn to dance Kizomba and Bachata, two very popular social dances with beautiful dance patterns and addictive music. Kizomba and Bachata are dances that emphasize a very smooth way of dancing to help you relax and enjoy the many health benefits of dancing. In this class, you will learn easy-to-learn Kizomba and Bachata dance steps and patterns that you can use to dance a complete song. No partner is required. Please wear tennis shoes. (10 hours)
Course No. PID 429 $45
31727 T 7-9pm 6/11-7/9 VV A1215
Salsa/Bachata
This high energy Latin dance will provide you with the best overall health benefits. In this class you will learn Salsa Bachata, Cha-Cha-Cha, and Merengue dance patterns, dance etiquette, leading and following techniques and timing with the most popular Latin music in a fun-filled environment. No partner is required. Please wear tennis shoes. (10 hours)
Course No. PID 403 $45
31728  W  7-9pm  6/12-7/10  TM 1405

Ballroom Dance
The popularity of Ballroom Dancing is on the rise. Don’t stand on the sidelines, you too can join in the fun of learning to partner dance. Cha Cha Cha, Cumbia, Tango, Mambo, Fox Trot, and Polka are just a few dance steps that will be introduced. No partner is required. Please wear tennis shoes. (20 hours)
Course No. PID 414 $73
31729  M  7-9pm  6/10-8/12  VV A1215

Two Step and More
Two step dance is a relatively simple dance form to learn. You will be introduced to the Two Step, East Coast Swing, El Paso, Four Corners, Boot Scootin Boogie, Charleston Bump and related dance steps. Get your dancing shoes on! No partner is required. Please wear tennis shoes. (10 hours)
Course No. PID 410 $45
31730  Th  6:30-8:30pm  6/13-7/18  VV A1215

Line Dancing
The beauty in the simplicity of line dancing steps is that they are so adaptable that they can be reworked and reused in a variety of different dances and dance styles. The steps are very basic and are often repeated numerous times in the line dance. Alpine, Cowboy, Arizona Shuffle, Bare Foot, Candida and Country Cha Cha are just a few dance steps that will be introduced. Please wear tennis shoes. (10 hours)
Course No. PID 426 $45
31731  Th  6:30-8:30pm  7/25-8/22  VV A1215

Voice Class
Beginning voice study provides initial experience in using the singing voice. Emphasis is placed on established good vocal tone/production, breathing exercises, as well as fundamentals of music theory. Repertoire of varied styles will be performed by students. (16 hours)
Course No. PIM 563 $68
31732  Sat  9-11am  6/8-7/27  VV A1201

Guitar I
Have you ever dreamed of sitting by the fire and picking on the old guitar? Take this opportunity to learn the basic chord forms, simple melody lines, and musical notation. Soon you will play songs in folk and rock style. A guitar is required. (15 hours)
Course No. PIM 401 $71
31734  Sat  9-10:30am  6/8-8/10  VV A2117

Guitar II
A continuation of Guitar I with emphasis placed on technique, theory, chords, scales & repertory. Provides an initial experience in playing the guitar. Emphasis is given to establish good music reading ability & rhythmic orientation. It will introduce the fundamentals of music theory and key technique. (15 hours)
Course No. PIM 417 $71
31735  Sat  10:30am-noon  6/8-8/10  VV A2117

Piano for Adults I
Beginning piano provides an initial experience in playing the piano. Emphasis is placed on establishing good music reading ability and rhythmic orientation. Introduces the fundamentals of music, theory, and keyboards. (18 hours)
Course No. PIM 400 $85
31733  T  5:30-7:30pm  6/11-8/6  VV A1333

CE students are encouraged to register at the ASC-B Building, 9050 Viscount, Room 220, but may register at any EPCC Campus.
**CULINARY ARTS**

**Mexican Cuisine  “New”**
Authentic Mexican food meals that are easily prepared, attractive and tasty. Discover the strategy for saving time, shopping efficiently and balancing nutrition. [24 hours] Students purchase supplies.

**Course No. PIE 215** $74  
31736 Sat 1-4pm 6/8-7/27 VV B153

**Cooking Basics  24 hrs/2.4 CEUs**
Learn a few basic meals that are easily prepared, attractive, and tasty. The basics of cooking will be introduced. Discover the strategies for saving time, shopping efficiently, and balancing nutrition. Students purchase supplies.

**Course No. PIE 964/DITA 1026** $74  
31737 W 6-9pm 6/12-7/31 VV B153

**Healthy Cooking  24 hrs/2.4 CEUs**
This course is easy to follow and offers information on adequate portion size, how to read labels, the differences from whole foods and processed foods and much more. Discover the strategies for saving time, shopping efficiently, and balancing nutrition. Students purchase supplies.

**Course No. PIE 989/DITA 1037** $74  
31738 F 6-9pm 6/14-8/2 VV B153

**Vegetarian & Vegan Delights  24 hrs/2.4 CEUs**
This course is designed for individuals interested in learning vegetarian/vegan cooking techniques, plate presentations, and simply anyone who wants to add more vegetables to their daily diet. Students purchase supplies.

**Course No. PIE 210/DITA 1020** $74  
31739 Th 6-9pm 6/13-8/8 VV B153

**Beginner’s Cake Decorating  21 hrs/2.1 CEUs**
You’ll soon be proud of the cakes you decorate! Learn tip designs and how to make ROYAL ICING flowers. Students purchase supplies.

**Course No. PIE 967/FCTR 1015** $74  
31740 Sat 9am-noon 6/8-7/20 VV B153

**Advanced Cake Decorating**
A student in this class will elevate their basic decorating skills to create fancy fondant and sugar sheet cakes. Students will also design and create 2 tiered cakes. [18 hours] Students purchase supplies.

**Course No. PIE 937** $74  
31741 Sat 9am-noon 7/27-8/31 VV B153

**Super Salads  24 hrs/2.4 CEUs**
There’s nothing like fresh, colorful and healthy salads. Learn how to create unique tossed salads, vegetable and fruit. Students purchase supplies.

**Course No. PIE 963/DITA 1020** $74  
31742 T 6-9pm 6/11-7/30 VV B153

**Fresh Pasta  12 hrs/1.2 CEUs**
This class will study and make several types of fresh pasta using classic and modern techniques. These will include hand-made as well as a machine mixed doughs. In addition, the student will be exposed to several types of noodles, including flat (spaghetti and fetuccini) and filled (raviolis). Finally, the class will make sauces and plate presentations with their pastas.

**Course No. PIE 826** $64  
31743 T 6-9pm 6/11-7/2 ASC B238

**Beginning French Classical Cuisine**
Provides practical cooking from the different regions of France. Emphasizes technique, design and layout of plate presentation. Includes topics on similarities and differences between French food production and the United States. (12 hours)

**Course No. PIE 866** $64  
31744 M 6-9pm 6/10-7/1 ASC B238

**Advanced French Classical Cuisine**
This class will provide advanced practical cooking from the different regions of France. Emphasizes technique, design and layout of plate presentation. Includes topics on similarities and differences between French food production and the United States. (12 hours)

**Course No. PIE 211** $64  
31745 M 6-9pm 7/8-7/29 ASC B238

**Mixology/Basic Bartending  16 hrs/1.6 CEUs**
The basics of bartending will be introduced. Students will gain basic knowledge of the operations of a bar, introduction to principal distilled beverages, and the major cordials. The proper methodology of mixing and serving cocktails and beverages will be emphasized. Flavor and colored water will be substituted for alcohol. **Must be 21 years of age.**

**Course No. PIE 971/RSTO 1010** $69  
31746 M 6-9pm 6/10-7/29 VV B153

**Wine Appreciation**
Experience wine culture in its natural habitat, restaurants. Expand your wine knowledge in this exciting informative course. Learn to pair food with wine, try new wines, and learn about the culture of wine while exploring some of the finer restaurants in El Paso. First class meets at Wine Attitude. Class meets at different locations. **Must be 21 years of age.** (12 hours)

**Course No. PIE 402** $75  
31747 W 6-8pm 6/12-7/17 Wine Attitude 6404 N. Mesa, Ste. B1

**Grilling and Barbecuing**
This course provides practical techniques for grilling to include topics such as the following: hot smoking, cold smoking, marinades and rubs and presentation. (12 hours)

**Course No. PIE 864** $64  
31748 W 6-9pm 6/12-7/3 ASC B238

* Underlined course numbers are Workforce Education Course Manual Equivalents.

**Must be 17 years of age to register.**
Our instructor-facilitated online courses from ed2go are informative, fun, convenient, and highly interactive. All courses run for six weeks (with a two-week grace period at the end). Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any course entirely from your home or office, at any time of the day or night.

*There are no refunds or transfers for ED2Go classes

*No registration allowed after registration deadlines: June 14th for June session and July 19th for July session.

How to Get Started:
1. Requirements: All courses require Internet access, e-mail, and one of the following browsers: Mozilla, Firefox, Microsoft Internet Explorer (9.0 or above), Google Chrome, or Safari. Also, Adobe PDF plug-in (a free download obtained at Adobe.com).
2. Register at any EPCC campus near you at the Admissions Office. Call Marisela Lerma at 831-2790 for more information
3. Visit our online instructional center: www.ed2go.com/epcc/to check course/software requirements.
4. Suggested prerequisite for all online courses must be familiar with computer.

Exam Preparation

GMAT Preparation
Applying graduate business and management schools usually requires taking the GMAT. Taking this course will provide you with test-taking techniques and methods for improving your score and saving time on all GMAT question types.

Course No. PIE 670 $125
31749 6/12-8/2
31750 7/17-9/6

GRE Preparation-Part I
Discover strategies for success in the verbal and analytical sections of the GRE.

Course No. PIE 702 $125
31751 6/12-8/2
31752 7/17-9/6

GRE Preparation-Part II
This second course is a two course series. Features a math review and techniques for tracking the quantitative comparison, discreet quantitative, and interpretation questions that make up the math section of the GRE. We will also cover time saving techniques for both the paper based and computer administrations on the test.

Course No. PIE 750 $125
31753 6/12-8/2
31755 7/17-9/6

SAT/ACT Preparation-Part I
Get your best possible score on the verbal and reasoning sections of the new SAT exam.

Course No. PIE 701 $125
31756 6/12-8/2
31754 7/17-9/6

SAT/ACT Preparation-Part II
This course will prepare you to move more quickly through the math questions on both the ACT and the SAT.

Course No. PIE 738 $125
31757 6/12-8/2
31758 7/17-9/6

Personal Development

Grammar Refresher
Revive your lost or forgotten knowledge of English grammar and gain confidence in your ability to produce grammatically correct writing. Whether you’re a student or professional, a published or beginning writer, this course will help you navigate and master the linguistic twists and turns inherent in English grammar.

Course No. PIE 748 $125
31759 6/12-8/2
31760 7/17-9/6

Keys to Effective Communication
Lost for words? Don’t bel! Build rapport, trust, warmth, and respect through conversation.

Course No. PIE 800 $125
31761 6/12-8/2
31762 7/17-9/6

Speed Spanish
Learn six easy recipes to glue Spanish words together into sentences, and you’ll be speaking Spanish in no time.

Course No. PIE 710 $125
31763 6/12-8/2
31764 7/17-9/6

Professional Development

Learn to Buy and Sell on eBay
If you’ve ever dreamed of working from home or just earning extra income by buying and selling goods online, then this is the course for you. Experienced instruction will guide you every step of the way on how online auctions match buyers with sellers in a global marketplace for almost any item.

Course No. PIE 782 $125
31765 6/12-8/2
31766 7/17-9/6

Real Estate Investing
Want to invest in real estate but have no money and no idea where to start? We will demystify the technical aspect of acquiring and profiting from property.

Course No. PIE 691 $125
31767 6/12-8/2
31768 7/17-9/6

Write Effective Grant Proposals
Learn to prepare grant proposals that get solid results for your favorite organization or charity. Over $200 billion annually is available for worthy causes and most people don’t know how to prepare the application that will deliver needed funding. Avoid the mistakes that get applications for wonderful projects tossed into the wastebasket. Learn how to write professional proposals that actually succeed.

Course No. PIE 977 $125
31769 6/12-8/2
31770 7/17-9/6

*For more courses visit the ED2GO catalog at: www.ed2go.com/epcc/
**HONORING THE PAST, BUILDING THE FUTURE**

**INSTRUCTOR BIOGRAPHIES**

Young Lee

Personal Enrichment Photography Instructor

Young Lee is currently the El Paso Community College Continuing Education Photography Instructor. He is a well-known wedding photographer and a great portrait photographer. Through the Nikon School (USA), he has learned and encouraged the technique of taking pictures at a completely different level. Mr. Lee has completed lessons in the PPA (Professional Photographer of America), a Photo workshop program where he understood how to use cameras and DSLR (digital single-lens reflex camera) to enhance creativity and create a variety of images. He is also a member of a non-profit photography association, Professional Photographers of America (PPA). He recognizes the importance of preparation, effort, and respect for photography. Through his photography lectures, he has developed a teaching program that maximizes efficiency through camera sessions and strategic activities that maximizes confidence in the camera from the student’s perspective. For the past 20 years, he has resided in El Paso with his wife and child.

You may reach Mr. Lee at youngleeeinc@gmail.com

Personal Enrichment Photography courses:

- Introduction Professional Photography
- Intermediate Professional Photography
- Portraiture
- Photo Digital Imaging I

(Call for class schedule information at 915-831-2346)

Eun-Mee Garza

Children’s College Piano Instructor

Eun-Mee Garza earned her Bachelor’s degree of Music Education, Vocal Concentration and Piano Performance degree at the University of Texas at El Paso. At UTEP, Mrs. Garza was fortunate to have studied with the distinguished Dr. Stannard and Dr. Paul. Mrs. Garza continues to teach at El Paso Community College for the children’s piano program where she has served for the past twenty years. Additionally, Mrs. Garza is in her thirty-eighth year of service as the pianist for the United States Army Sergeant Major Memorial Chapel on Fort Bliss Army Base in El Paso, Texas.

Eun-Mee Garza is currently in her twenty first year directing both the Choir and Piano programs at Parkland High School in El Paso, Texas. Mrs. Garza’s choir has consistently earned both sweepstakes and first division ratings in UIL Competitions. The Parkland Matador Choir prides itself in the ability to achieve an exceptionally high standard of excellence while still maintaining the total essence and enjoyment of the arts.

Prior to her current position at Parkland High School, Eun-Mee Garza taught at Ysleta High School, as a private piano instructor and a piano accompanist. Mrs. Garza’s choir has won first division in both gold and silver ratings and also received Sweepstakes trophies, the Outstanding Choral Group Trophy, and Adjudicators Award Trophy at the National WorldStrides Heritage Festival for fourteen consecutive years. Eun-Mee Garza is active in UIL, TMEA events, and has served the Region 22 Vocal Division as both treasurer and secretary from 2001-2010. She serves as an adjudicator for the Region Solo and Ensemble and Clinician at the All Region Choir. Mrs. Garza also received the 2013 Sponsor Excellence Award from The University Interscholastic League.

Although music has influenced Eun-Mee Garza’s entire life in a positive way, it wasn’t until recently that both she and her husband, Daniel Garza, were inspired by a “muse of a different venue.” That inspiration came in the form of three lovely grandchildren, D.C. (Daniel Cruz), Darla, and Jamie Garza.

You may reach Mrs. Garza at eungarza@sbcglobal.net

Children’s College Piano courses:

- Piano I for Children
- Piano II for Children
- Piano III for Children

(Call for class schedule information at 915-831-2851)
**ACADEMIC ENRICHMENT**

**Reader’s Theater**
This activity based class is designed to enhance student comprehension by introducing them to expressive children’s stories which they act out with their peers. Fun and exciting children’s stories are building blocks of this class. (12 hours)

*Entering Grades 3rd-5th*

Course No. PLD 617  $62
31504  Sat  8:30-10am  6/8-7/27  VV B188

**Math Master**
Designed to assist students with math skills in counting money, fractions and identify place values. (12 hours)

*Entering Grades 1st-2nd*

Course No. PLD 943  $67
31505  Sat  10:30-12:30pm  6/8-7/27  VV B188

**Spanish for Kids**
Learn to communicate with your Spanish speaking neighbors! Kids learn basic Spanish phrases and words used in daily conversation. An excellent foundation for future language study. (12 hours)

Course No. PLD 823  $63
31520  Sat  10:30am-noon  6/8-7/27  VV B100

**CSI for Children (Crime Scene Investigation)**
Children will solve an imaginary crime from clues left at the scene. They will play the role of a Crime Scene Technician to interpret evidence. Some techniques they will perform include: fingerprinting, casting, footprints, photographs and securing the scene. A field trip to a police station will be included. (16 hours)

Course No. PLD 849  $63
31521  Sat  10:30am-12:30pm  6/8-7/27  VV B108

**Kids Can Code**
Technology has a language. It’s called code and we believe coding is an essential skill. Explore fundamental coding concepts and practice thinking like coders using visual-based apps. Discovering how to code will help you solve problems and work together in creative ways. Students will work on IPads and build apps that bring their ideas to life. (16 hours)

Course No. PLD 625  $91

*Entering Grades 3rd-5th*

31522  Sat  1:30pm  6/8-7/27  VV B163

**LEGO Mindstorms: EV3 Robotics**
LEGO® Education for the EV3 platform is open-ended, problem-solving activities that include science, technology, engineering, and mathematics through real-life robotics and fun for students. Students are challenged to design, build, and program robots that move using motors with rotation sensors. Students are challenged to add sensors to their robots to control behavior and to measure, graph, and analyze sensor data. (16 hours)

Course No. PLD 986  $91

*Ages 8-12*

31524  Sat  10:30am-12:30pm  6/8-7/27  VV B163

**Battle Royale: Make Your First Fortnite Style Video Game “NEW”**
Fans of Fortnite we need you! Instead of playing the game, design your own. Using a professional 3D game development software, build levels and assets inspired by popular battle royale games like Fortnite. This course includes cartoonish action and battle sequences. Students will work in pairs or teams for most of the program. (16 hours)

Course No. PLD 634  $125

*Ages 11-14*

31528  Sat  8:30-10:30am  6/8-7/27  VV B163
Junior Dog Obedience
This course will help children build better working relationships with their dogs through the use and acceptance of verbal commands and signals. Do not bring dog to the first class.

Course No. PLD 785  $58  
Ages 8-12  
31529 Sat 10-11am 6/8-7/27  VV Patio

Young Artist Workshop
Basic drawing will be introduced using a variety of materials. Participants will learn about contrasting light and shadow, positive space, as well as line and design. (12 hours)

Course No. PLD 776  $67  
Ages 6-9  
31530 Sat 8:30-10am 6/29-8/17  VV A1318

SPORTS

Kinder Gym
Whoops! This pre-gymnastics class for beginners helps develop coordination, flexibility and balance during the developmental stages of childhood. (8 hours)

Course No. PLD 728  $63  
Ages 5-6  
31531 Sat 8:30-9:30am 6/8-7/27  VV G104

Gymnastics
No more jumping on the beds! Early gymnastics training for children can be healthy and help build confidence, as well as self-discipline. Designed to acquaint the student with the fundamental skills of gymnastics. Class instruction will include skill development. (16 hours)

Course No. PLD 736  $84  
Ages 7-9  
31532 Sat 9:30-11:30am 6/8-7/27  VV G104

Martial Arts for Young People
Shaolin Kung Fu, an original ancient Chinese martial art form is designed to build positive self-esteem and provide students with an opportunity to develop the skills necessary to improve fitness and self-defense awareness. (8 hours)

Course No. PLD 880  $61  
Ages 7-14  
31533 Sat 9-10am 6/8-7/27  VV G104

Golf for Children
Introduces the beginning golfer to the fundamentals of the golf swing and the various aspects of the game. The rules and courtesies of the game are also included. Golf clubs are not required. Students are responsible for purchasing their own range balls. (6 hours)

Course No. PLD 758  $59  
Ages 8-13  
31535 Sat 9:30-11am 6/8-6/29  6900 Delta Ascarate Golf Course

Advanced Martial Arts for Young People
Advanced Martial Arts will continue to teach the student basic Shaolin Kung Fu. Designed to build positive self-esteem and provide students with an opportunity to develop the skills necessary to improve fitness and self-defense awareness. (16 hours) Prerequisite: PLD 880

Course No. PLD 921  $79  
Ages 7-14  
31534 Sat 10am-noon 6/8-7/27  VV G104

THE ARTS FOR CHILDREN

Hip Hop Dance for Children
If you wanna glide like Usher, perform like Britney, this is the class for you! Always energetic and FUN! The class will focus on getting the groove, stretching and isolations. Learn about the origins of the hip-hop culture and music. No previous dance training is required. (12 hours)

Course No. PLD 862  $63  
Ages 8-12  
31536 Sat noon-1:30pm 6/8-7/27  VV A1215

Pre-Ballet
“Look mommy, see me dance!” Children who want to dance and are not yet ready for Ballet I will glow with glee as they are introduced to balance and dance skills. (8 hours)

Course No. PLD 746  $60  
Ages 5-6  
31537 Sat 9:30-10:30am 6/8-7/27  VV A1215

Courses Have an Age Requirement
Ballet I for Children
Introduces beginning ballet and barre. The emphasis is on developing proper body alignment and flexibility. (8 hours)
Course No. PLD 734 $66
Ages 7-10
31569 Sat 10:30-11:30am 6/8-7/27 VV A1215

Piano II for Children
Continue your piano studies with some individual attention and some group instruction. Emphasizes the formation and maintenance of good habits, reinforcement of basic musical theory and rhythmic orientation. (9 hours) Prerequisite: Piano I, PLD 724. Students must have placement form to register.
Course No. PLD 759 $82
Ages 8-12
31580 Sat 11am-noon 6/8-8/3 VV A1333

Piano III for Children
Advanced Piano III will continue to teach the student basic keyboard fundamentals with individual attention. Emphasizes sight reading and playing of songs and chords. Continues reinforcement of music theory and rhythmic orientation. Students must have placement form to register. Prerequisite: Piano II, PLD 759.
(18 hours)
Course No. PLD 780 $86
Ages 8-12
31582 Sat 1-3pm 6/8-8/3 VV A1333

Guitar II for Children
A combination of Guitar for Children I, the course extends study of harmonic and sight reading skills on chord building. Technical goals include independence of the fingers, and chord building. A classical guitar with nylon strings is required. Students must have own guitar.
Course No. PLD 900 $62
Ages 8-12
31574 Sat 10:30-11:30am 6/8-7/27 VV A2116

*All Piano classes must purchase headphones and textbook at the Valle Verde bookstore.

TEEN ENRICHMENT

Guitar for Teens
Take this opportunity to learn the basic chord forms, simple melody lines and musical notation. Soon you will play songs in folk and rock style. A classical guitar with nylon strings is required. (12 hours)
Course No. PLD 891 $66
Ages 13-16
31585 Sat 11:30am-1pm 6/8-7/27 VV A2116
CHILDREN’S/TEEN ESL PROGRAM

This English as a Second Language course is for nonnative speakers. Instruction will include vocabulary and reading skills necessary for success in introductory English as a Second Language. **Students must purchase book at the Valle Verde bookstore.** Los cursos de Ingles como segundo idioma son para los estudiantes que no dominan el Ingles. La instruccion incluirá vocabulario y habilidades de lectura necesarias para el exito en la introduccion a continuacion en los cursos. Los estudiantes deberan comprar el libro en la libreria de Valle Verde.

**ESL for Children I/ Ingles como segundo idioma para niños** (20 hours)
- **Course No. /Numero de Curso PLD 977** $93
- **Ages/Edades 7-12**
- 31587 Sat/Sab 8:30-10:30am 6/8-8/10 VV B104

**ESL for Children II/ Ingles como segundo idioma para niños II** (20 hours)
- **Prerequisite/Prerequisito:** PLD 977
- **Course No. /Numero de Curso PLD 983** $93
- **Ages/Edades 7-12**
- 31589 Sat/Sab 10:30am-12:30pm 6/8-8/10 VV B104

**ESL for Teens I/ Ingles como Segundo Idioma para Adolescentes I** (20 hours)
- **Course No./Numero de Curso PLD 984** $99
- **Ages/Edades 12-16**
- 31591 Sat/Sab 8:30-10:30am 6/8-8/10 VV B110

**ESL for Teens II/ Ingles como Segundo Idioma para Adolescentes II** (20 hours)
- **Prerequisite/Prerequisito:** PLD 984.
- **Course No./Numero de Curso PLD 985** $99
- **Ages/Edades 12-16**
- 31592 Sat/Sab 10:30am-12:30pm 6/8-8/10 VV B110

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YOUNG REMBRANDTS

* Raising generations that value the power, the passion and the significance of art.

*There are no refunds for Young Rembrandts*

**Fantasy Forest “NEW”**
- This is an ALL-NEW Elementary Drawing workshop for kids ages 6 to 12. This workshop is being developed for Summer 2019 and ties in themes from the Secret Garden, Bridge to Terabithia and other kid-friendly fantasy worlds. (12 hours)
- **Course No. PLD 635** $116
- **Ages 6-12**
- 31595 M-Th 9am-noon 6/17-6/20 VV B151

**Pastels- Magnificent Artists “NEW”**
- We will study different artists and create beautiful masterpieces, inspired by their work. Each day we will create one large drawing in pastel chalks. We will be inspire by artists like Van Gogh and Monet. (12 hours)
- **Course No. PLD 636** $116
- **Ages 6-12**
- 31596 M-Th 9am-noon 6/24-6/27 VV B151

**Pastels: Culinary Mischief “NEW”**
- We will use pastels to create master pieces. We will draw poster size drawings of different kind of food making it fun and attractive. (12 hours)
- **Course No. PLD 637** $116
- **Ages 6-12**
- 31598 M-Th 9am-noon 7/8-7/11 VV B151

**Superhero Cartoon Workshop “NEW”**
- Now you can learn to draw your own comic book. Each day we will complete different drawings while we explore different characters. (12 hours)
- **Course No. PLD 638** $116
- **Ages 6-12**
- 31624 M-Th 9am-noon 7/15-7/18 VV B151

Courses Have an Age Requirement
SUMMER CAMPS

Tennis Camp for Children
As a challenging, individual sport, tennis develops strong bodies, and good hand-eye coordination. This camp is for kids with little or no tennis experience. Building a love for the game of tennis starts with learning proper grips, footwork, understanding of tennis rules and etiquette, and teach tennis skills through skill appropriate games and exercises. (10 hours)
Course No. PLD 800 $56
Ages 7-12
31600 M-Th 9-11:30am 7/8-7/11 VV Tennis Courts

Fun and Fitness Camp (Boys and Girls)
Kids ages 7-12 can participate and learn the basics of exercise, camouflage fitness and nutrition through daily indoor and out-door sports and games. Such activities include soccer movements, to music, basketball, speed stacks, tag games, obstacle courses, and much more. Participants can join us for exciting sports, lead up games, and fitness activities. This course is designed to provide fun and friendship, and to help develop athletic skills in the children who participate. (12 hours)
Course No. PLD 905 $58
Ages 7-12
31601 M-Th 2-5pm 7/8-7/11 VV G104

Volleyball Camp
Introduces the students to the rules, skills, and strategy in the game of volleyball. It will develop team oriented skills while improving one’s own individual level of play. (12 hours)
Course No. PLD 834 $58
Ages 7-12
31894 M-Th 9am-noon 7/15-7/18 VV G104

Basketball Camp (Boys and Girls)
Does your child constantly bounce a ball around the house? Does your child love to shoot hoops? This camp provides an incredible opportunity to improve their game and help them develop the basic skills to help them make the team. (12 hours)
Course No. PLD 973 $58
Ages 7-12
31603 M-Th 2-5pm 7/15-7/18 VV G104

Minecraft Modders
Use your favorite game to learn the basics of modding and foundations of programming. Learn scripting and logic statements as you create your first mods! Introductory coding will also be taught through a simulated environment inspired by Minecraft. Students will work in pairs or teams for most of the program. (16 hours)
Course No. PLD 611 $125
Ages 8-11
31604 M-Th 1-5pm 6/17-6/20 VV B163

Math and Cooking
Designed to assist students with math skills in counting money, fractions and identify place values. (12 hours)
Course No. PLD 618 $62
Entering Grades 3rd-5th
31519 M-Th 1-4pm 6/24-6/27 VV B153

Battle Royale: Make Your First Fortnite Style Video Game “NEW”
Fans of Fortnite we need you! Instead of playing the game, design your own. Using a professional 3D game development software, build levels and assets inspired by popular battle royale games like Fortnite. This course includes cartoonish action and battle sequences. Students will work in pairs or teams for most of the program. (16 hours)
Course No. PLD 639 $125
Ages 8-11
31605 M-Th 1-5pm 6/10-6/13 VV B161
ROBLOX Makers “NEW”
Unlock the power of ROBLOX® Studio, the world creation tool used by real-world ROBLOX® developers! Learn how to build 3D models and create an adventure in your ROBLOX® world. Bring characters to life with unique animations you design. Students will work in pairs or teams for most of the program. (16 hours)
Course No. PLD 640 $125
Ages 8-11
31606 M-Th 9am-1pm 6/10-6/13 VV B161
31607 M-Th 9am-1pm 6/24-6/27 VV B161

Kids Can Code
Technology has a language. It’s called code and we believe coding is an essential skill. Explore fundamental coding concepts and practice thinking like coders using visual-based apps. Discovering how to code will help you solve problems and work together in creative ways. Students will work on iPads and build apps that bring their ideas to life. (16 hours)
Course No. PLD 625 $91
Entering Grades 3rd-5th
31608 M-Th 9am-1pm 6/17-6/20 VV B161

Junior Engineers
Young students build fun and simple models using DUPLO® bricks. By playing with and manipulating the models they experience pulleys, levers, gears, wheels and axles while exploring energy, forces, and balance. (6 hours)
Course No. PLD 626 $75
Entering Grades 1st-2nd
31609 M-Th 8:30-9:30am 6/17-6/20 VV B184
31610 M-Th 8:30-9:30am 7/22-7/25 VV B184

Kinder Bots
Children will begin to explore the world of robotics as they build simple models that teach the fundamentals of robotic design. Whether learning about sensors while building drills and magic wands, or discovering ways that gears and pulleys create movement while building helicopters and robotic dogs, every child is sure to have a great time. (8 hours)
Course No. PLD 643 $90
Entering Grades K-2nd
31611 M-Th 9:30-11:30am 6/17-6/20 VV B184
31612 M-Th 9:30-11:30am 7/22-7/25 VV B184

Drone Commander “NEW”
In Snapology’s Drone Commander Camp, your student will be introduced to the world of Unmanned Aerial Vehicles (UAVs) and develop a deep understanding of how to control and manage this exciting technology. This class will give your student the opportunity to safely test out some of the newest advances in aerial flight and really take their knowledge of engineering to new heights! (6 hours)
Course No. PLD 641 $90
Entering Grades 4th-6th
31613 M-Th 1-2:30pm 6/17-6/20 VV B184
31614 M-Th 1-2:30pm 7/22-7/25 VV B184

Minecraft Movie-Making “NEW”
In Snapology’s Minecraft Movie-Making, students create an amazing Minecraft movie with stop motion animation using LEGO® bricks. Students will build a Minecraft world and go through the entire movie making process with their filming partner, from plot development and set design to detailed visual and audio editing. (6 hours)
Course No. PLD 642 $90
Entering Grades 2nd-5th
31615 M-Th 2:30-4pm 6/17-6/20 VV B184
31616 M-Th 2:30-4pm 7/22-7/25 VV B184

Cooking for Kids
Hey, kids! We can show you how fun and easy cooking can be: Learn to make delicious recipes, from main courses to desserts and snacks, with plenty of tasting along the way. (12 hours)
Course No. PLD 997 $63
Ages 12-15
31617 M-Th 9am-noon 7/22-7/25 VV B153

* Underlined course numbers are Workforce Education Course Manual Equivalents.
Check the Senior Adult Program section for dates and locations of free classes. El Paso Community College provides a wide variety of free classes for persons 55 years of age and over providing proof of age at time of registration. Driver’s license, birth certificate, or other documents. Classes are held at community-based locations, city/county senior, nutrition, adult day care, recreation centers, elderly housing complexes, retirement apartments, and at five EPCC campuses. Seniors must register to attend classes. Seniors attending classes at a campus must pay for a parking permit. Standard registration procedures apply for courses outside the Senior Adult Program.

ONLINE REGISTRATION IS AVAILABLE FOR RETURNING STUDENTS
Go to www.epcc.edu for a Step-by-Step Online Registration Guide Or in the Back of the Catalog

**Folklorico at 55**
Introduces seniors to a low-impact dance program. Familiarizes students with unique dances from various regions of Mexico. Students learn about the customs, history of the dances (Fandangos), costumes, steps, techniques, and choreography, which are traditional to each region or state of Mexico. (24 hours)

*Course No. SAP 430*
31548 M 1-3pm 6/10-8/26 Grandview

**Creative Writing**
Learn to use your writing talents by writing humorous pieces, reminiscences, metaphors, essays, fiction, poems, and storytelling. (24 hours)

*Course No. SAP 400*
31540 F 9:30-11:30am 6/7-8/23 Marty Robbins
31541 W 10am-12pm 6/5-8/21 Wellington Chew

**Drawing**
Designed to increase understanding of basic drawing techniques. Covers beginning and intermediate drawing art elements, portraits, and uses of several drawing media including pencil, charcoal, pastel and colored pencil. Students purchase supplies. (24 hours)

*Course No. SAP 456*
31542 F 9am-12pm 6/7-7/26 ASC B321

**English as a Second Language (ESL)**
This English course is designed for older adults with minimal command of English language. The basic course has a motivational tone and develops your self-confidence in speaking the English language. (24 hours)

*Course No. SAP 425*
31543 MW 1-3pm 6/5-7/15 Pavo Real Sr. Ctr.
31907 TTh 10am-12pm 6/25-8/6 Father Pinto Apts.

**Exercise to Music**
Maintain a regular low-impact program of exercise to music to help you stay healthy and increase mobility. Positive group interaction and awareness of body movements improve your fitness level. (24 hours)

*Course No. SAP 403*
31544 MW 10:30-11:30am 6/5-8/26 Pavo Real Rec.
31545 TTh 10-11am 6/4-8/27 Royal Estates
31546 MW 9-10am 6/5-8/26 Hilos de Plata

**Expressions of Life**
Expressions of Life is a course that engages adults 55 years and older in a process of documenting their lives using storytelling, visual arts, music, and creative writing. Covers themes such as country of origin, language, work ethic, food, traditions, and community celebration to focus group discussions and artistic projects. (24 hours)

*Course No. SAP 399*
31547 T 9:30-11:30am 6/4-8/20 Valle Hermoso Apts
Landscape Acrylics Painting
This is a basic introduction to acrylic painting class for adults inspired by EPMAs art on view, students with no or little prior painting experience are welcome. We work with a limited palette of 8 colors (white, yellow, 2 blues, 2 reds, 2 browns). We will mix a wide variety of colors, shades and tints from these 8 colors. We will learn how and when to use different types of brushes and tools for different effects. (24 hours)
Course No. SAP 112
31557 Sat 9:30-12:30pm 6/8-6/29 EP Museum of Art

Gentle Way Yoga
This course is designed to improve heart health through Yoga techniques of mind, body and spirit. Yoga improves flexibility, strength and concentration. Chairs and assistive props are used. Students learn deep breathing, meditation, and relaxation techniques. (24 hours)
Course No. SAP 109
31549 Sat 10am-12pm 6/8-8/24 San Juan Rec. Ctr.

Handmade Jewelry Workshop
This course is for senior citizens focused on using creative talents to design handmade pieces of ready to wear jewelry. Students will work with wire, classic fantasy beads, pearls, shells, and wood materials used in making jewelry. Students purchase their supplies. (24 hours)
Course No. SAP 107
31551 Th 10am-12pm 6/6-8/29 Officer David Ortiz

Healthy Nutrition for Seniors
This course introduces older adults to the process of healthy meal menus and food preparation that reduces health risks and encourages healthy nutrition. Students will work with instructor as a team to prep, cook and taste the menu assignments in class. The class covers lectures on traditional food preparation and optional tasty substitutes. (24 hours)
Course No. SAP 251
31552 MW 10:45am-12:45pm 6/5-7/15 VV B153

Intro to Complementary and Alternative Medicine
Introduces different modalities of Complementary and Alternative Medicine available in the U.S. today. Participants discover the importance of nutrition in disease prevention. (24 hours)
Course No. SAP 310
31554 MW 5:30-7:30pm 6/5-7/15 TM 1123

Intro to Healing Herbs
Introduces the various modalities related to herbs used in traditional and modern medicine to treat various ailments. The students learn the risks or benefits for each type of herb. The instruction is not intended to prescribe or recommend the use of herbs to substitute prescription medications. (24 hours)
Course No. SAP 311
31555 TTh 5:30-7:30pm 6/4-7/16 TM 1123

Intro to Mind - Body Medicine
This course introduces participants to know the different modalities with the broad range of Mind-Body medicine. Participants learn different mind-body modalities for stress reduction, their benefit for improving overall health, and healing from and/or preventing diseases. (24 hours)
Course No. SAP 426
31556 W 6-8pm 6/5-8/28 ASC B445

Intermediate Guitar Rondalla
The intermediate guitar class introduces students to play guitar as a Rondalla style playing and singing group. Students play as a unified group, and perform popular Mexican and American songs in the community applying rhythms, guitar chords, and chorus techniques. Students must already know how to play the guitar. (24 hours)
Course No. SAP 483
31553 F 11:30-12:30pm 6/7-8/23 San Juan Sr. Ctr.

Guitar for Beginners
Introduces the basic fundamentals of playing the guitar. Instruction contains new techniques of hand coordination in learning to play some popular Mexican and American songs. Students will learn basic rhythms, melodies, and chords. (24 hrs)
Course No. SAP 420
31550 F 5:30-7:30pm 6/7-8/23 Father Pinto APTS

Latin Dance
Seniors learn Latin dance techniques on the dance floor by using popular Latin rhythms and adding smooth body movements, steps, and displaying choreographed performances. Partners are recommended but not required. (24 hours)
Course No. SAP 303
31558 F 10am-12pm 6/7-8/23 Happiness

Line Dance For Beginners
This course is exclusive to students with no prior experience in Line Dance. This class will teach the fundamentals of Line Dance.. (24 hours)
Course No. SAP 455
Beginners
31560 MW 6:30-7:30pm 6/5-8/26 Multipurpose

* Underlined course numbers are Workforce Education Course Manual Equivalents.
Line Dance
Introduces seniors to popular and traditional individual line dancing. Dances include country, Latin, and other rhythms to encourage older adults to exercise and have fun at the same time. (24 hours)
Course No. SAP 455
Intermediate
31559  T  1-3pm  6/4-8/20  Marty Robbins
31561  TTh  10am-12pm  6/4-7/16  San Juan Sr Ctr
Advanced
31562  WF  1-2pm  6/5-8/23  Officer David Ortiz

Oil Painting and Acrylics
Course exposes students to necessary tools and materials to set up a layout for painting, applying techniques to different parts of a painting, mix colors, apply paint, and visualize perspectives. Students purchase supplies. (24 hours)
Course No. SAP 446
Beginners
31564  WF  9:30-11:30am  6/26-8/2  Sun Ridge
Intermediate
31565  TTh  1-3pm  6/25-8/6  Polly Harris

Portrait Painting
Introduces students to basic oil painting, explains theory, and the art of observation, using eye and hand coordination. Use Premier Coup painting procedure (alla prima) that strives to achieve a broad and bold effect. Includes preparation of a pallet with the basic colors and the mix for multiple colors. Students purchase supplies. (24 hours)
Course No. SAP 493
31567  M  9am-12pm  6/10-7/29  Grandview

Seniors Artistic Welding
Seniors discover artistic welding techniques and produce a design through guided instruction. Students use layout tools, demonstration, guided practices, learn the processes of plasma cutting, and MIG welding for a desired artistic product. Students purchase project material. (24 hours)
Course No. SAP 305
31575  Sat  8-10am  6/8-8/24  VV ATC
Welding Lab 121

Tai Chi for Seniors
Tai Chi practices slow controlled movement and breathing techniques improves health, fitness level, ability to focus, balance, flexibility, coordination, stamina, strength, body posture, power, and endurance. Exercises emphasize a calm and peaceful mind. (24 hours)
Course No. SAP 750
31911  Sat  12:30-1:30pm  6/8-8/24  ASC Foyer

Tai Chi for Seniors (12 hours)
Tai Chi practices slow controlled movement and breathing techniques improves health, fitness level, ability to focus, balance, flexibility, coordination, stamina, strength, body posture, power, and endurance. Exercises emphasize a calm and peaceful mind. (12 hours)
Course No. SAP 750
31911  Sat  12:30-1:30pm  6/8-8/24  ASC Foyer

Tai Chi for Seniors
Tai Chi practices slow controlled movement and breathing techniques improves health, fitness level, ability to focus, balance, flexibility, coordination, stamina, strength, body posture, power, and endurance. Exercises emphasize a calm and peaceful mind. (24 hours)
Course No. SAP 300
31908  TTh  9-10am  6/4-8/27  Memorial

Zumba Gold
Zumba Gold is perfect for active older adults who are looking for a modified Zumba class that recreates the original moves at a lower-intensity. The routine is made up of simple, easy-to-follow movements, led by an instructor who creates a party like fun atmosphere. Come join the party and have a blast to oldies, salsa, cha-cha and more. (24 hours)
Course No. SAP 301
31579  TTh  9:30-10:30am  6/4-8/27  TM 1405

Digital Devices for Smart Seniors
In this introductory course seniors explore the various digital devices on the market today. Students bring their smart phones, iPads, electronic notebook device to class to learn the various uses and functions. (24 hours)
Course No. SAP 615
31570  Sat  12:2pm  6/8-8/24  ASC B320
31572  F  2:30-4:30pm  6/7-8/23  RG B400

Class schedule subject to change
**Introduction to Computers & Windows**  
Introduces students the basic instruction to operate a personal computer. Students learn how to use Windows, the mouse, screens, menus, and graphics. Students are introduced to the terminology associated with Windows usage. (24 hours)  
**Course No. SAP 600**  
31581 TTh 12-2pm 6/4-7/16 VV B124  
31583 Sat 9-11am 6/8-8/24 ASC B324

**Intro to MS Word**  
This course introduces students to Microsoft Word processing program that allows users to create professional looking documents such as announcements, letters, resumes, and reports. Students need to have basic knowledge in using the computer, know how to type. Introduction to Computers is a prerequisite. (24 hours)  
**Course No. SAP 670**  
31586 TTh 2:30-4:30pm 6/4-7/16 VV B124

**Keyboarding on the Computer**  
Prepares students to use the computer keyboard, emphasizing the techniques and training. Students apply what they learn to compliment their ability as they master the mouse and personal computer. (24 hours)  
**Course No. SAP 903**  
31588 F 9-11am 6/7-8/24 Montana Vista

**MS Excel**  
The course introduces students to MS Excel which is an MS Office program that creates and manipulates spreadsheets. Students will learn to organize and balance data in an understandable format. It is recommended that students complete Introduction to Computers and Windows before enrolling in this class. (24 hours)  
**Course No. SAP 630**  
31590 Sat 11:05am-1:05pm 6/8-8/24 ASC B324

**MS PowerPoint**  
Introduces students to a program that enables the creation of professional presentations. PowerPoint is part of Microsoft Office and uses the same conventional MS Office interface. Learn to use its various tools and be able to create your own slide show. It is recommended that students take Introduction to Computers and Windows before this course. (24 hours)  
**Course No. SAP 307**  
31593 MW 1-3pm 6/5-7/15 TM 1238

**Seniors Exploring the Internet**  
Learn to access the World Wide Web (www) network and become familiar with its many uses and applications. The instructor assists students to communicate with people around the world. Students must have some computer experience before enrolling in this course. (24 hours)  
**Course No. SAP 904**  
31594 MW 10:55am-12:55pm 6/5-7/15 TM 1238

**Social Media**  
The course teaches students the basics of downloading, registering, and using social media duplicate, such as Facebook, Instagram, Twitter, and Snapchat. (24 hours)  
**Course No. SAP 476**  
31597 Sat 10am-12pm 6/8-8/24 ASC B324

**Senior Center List**

<table>
<thead>
<tr>
<th>Senior Center</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Eastside Sr. Citz. Cen</td>
<td>3200 Fierro Dr. (35)</td>
<td>591-4292</td>
</tr>
<tr>
<td>El Paso Museum of Art</td>
<td>1 Arts Festival Plaza (01)</td>
<td>212-3066</td>
</tr>
<tr>
<td>Father Pinto Apts.</td>
<td>1001 S. Ochoa St. (01)</td>
<td>544-7195</td>
</tr>
<tr>
<td>Gary del Palacio</td>
<td>3001 Parkwood (25)</td>
<td>629-7312</td>
</tr>
<tr>
<td>Grandview</td>
<td>3134 Jefferson Ave. (30)</td>
<td>566-1217</td>
</tr>
<tr>
<td>Happiness</td>
<td>563 N. Carolina Dr. 79915</td>
<td>592-8710</td>
</tr>
<tr>
<td>Hilos De Plata Center</td>
<td>4451 Delta Dr. 79905</td>
<td>533-3207</td>
</tr>
<tr>
<td>Marty Robbins</td>
<td>11620 Vista Del Sol 79936</td>
<td>855-4147</td>
</tr>
<tr>
<td>Memorial Senior Center</td>
<td>1800 Byron St. 79930</td>
<td>562-4260</td>
</tr>
<tr>
<td>Monte Vista Ctr.</td>
<td>1575 Belvidere St. 79912</td>
<td>833-2229</td>
</tr>
<tr>
<td>Multipurpose Center</td>
<td>9031 Viscount Blvd. 79925</td>
<td>598-1155</td>
</tr>
<tr>
<td>Officer David Ortiz Rec. Ctr.</td>
<td>563 N. Carolina Dr. 79915</td>
<td>594-8934</td>
</tr>
<tr>
<td>Pavo Real Rec. Center</td>
<td>9301 Alameda Ave 79907</td>
<td>858-1929</td>
</tr>
<tr>
<td>Pavo Real Senior Center</td>
<td>9311 Alameda Ave 79907</td>
<td>860-9131</td>
</tr>
<tr>
<td>Polly Harris</td>
<td>850 Wallenberg Dr. 79912</td>
<td>581-9525</td>
</tr>
<tr>
<td>Royal Estates</td>
<td>423 S. Mesa Hills Dr. 79912</td>
<td>833-3332</td>
</tr>
<tr>
<td>San Juan Rec. Center</td>
<td>701 N. Glenwood St. 79905</td>
<td>779-2799</td>
</tr>
<tr>
<td>San Juan Senior Center</td>
<td>5701 Tamburo Ct. 79905</td>
<td>772-8365</td>
</tr>
<tr>
<td>Sunridge</td>
<td>7949 Sunmount 79925</td>
<td>496-5788</td>
</tr>
<tr>
<td>Valle Hermoso Apartments</td>
<td>250 Ysleta Ln. 79907</td>
<td>858-7688</td>
</tr>
<tr>
<td>Wellington Chew</td>
<td>4430 Maxwell Ave. 79904</td>
<td>757-2523</td>
</tr>
<tr>
<td>Montana Vista</td>
<td>14618 Greg Dr. 79938</td>
<td>857-1567</td>
</tr>
</tbody>
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**SMALL BUSINESS MANAGEMENT INSTITUTE**

Tuesdays & Thursdays  
**May 14 – August 8**  
6:30pm – 8:30pm

The Small Business Management Institute is designed to provide valuable insight and information needed to own and operate a SUCCESSFUL BUSINESS. Students will learn how to organize and grow their business profitably in strategic planning, operation, management, and compete in the marketplace. A Small Business Management Certificate will be awarded to each student who completes the ENTIRE series. Lenders and bank partners favor small business owners who successfully complete the program. Entrance requirement is 17 years of age.

**SUMMER 2019 SCHEDULE**

<table>
<thead>
<tr>
<th>Sessions</th>
<th>Dates (Tues. &amp; Thur.)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction to Strategic Planning</td>
<td>May 14 &amp; 16</td>
</tr>
<tr>
<td>Building a Strategic Plan</td>
<td>May 21 &amp; 23</td>
</tr>
<tr>
<td>Introduction to Marketing</td>
<td>May 28 &amp; 30</td>
</tr>
<tr>
<td>Developing a Marketing Action Plan</td>
<td>June 4 &amp; 6</td>
</tr>
<tr>
<td>Administration and Accounting</td>
<td>June 11 &amp; 13</td>
</tr>
<tr>
<td>Human Resources</td>
<td>June 18 &amp; 20</td>
</tr>
<tr>
<td>Understanding Financial Statements</td>
<td>June 25 &amp; 27</td>
</tr>
<tr>
<td>Analyzing Financial Statements</td>
<td>July 9 &amp; 11</td>
</tr>
<tr>
<td>Forecasting and Break-Even Analysis</td>
<td>July 16 &amp; 18</td>
</tr>
<tr>
<td>Financing the Business</td>
<td>July 23 &amp; 25</td>
</tr>
<tr>
<td>Business and Contract Law</td>
<td>July 30 &amp; August 1</td>
</tr>
<tr>
<td>Business Resources</td>
<td>August 6 &amp; 8</td>
</tr>
</tbody>
</table>

Register EARLY and SAVE $25

- Registration Information: $350 **before** May 10, 2019; $375 **after** May 10, 2019
- **Single Session Registration Fee:** $50. Pre-registration is required. Payment by American Express, Visa, Master Card, and Discover is accepted. Check or money order payment payable to El Paso Community College. Register online at elpasosbdc.net. **The schedule is subject to change.**
- **Refund:** A 100% refund will be processed if notification of drop is received 24 hours before the first class meeting.
- **Location:** Classes are held at 9050 Viscount Blvd., ASC - Bldg. B, #B520, El Paso, Texas 79925.

VISIT US ONLINE: ELPASOSBDC.NET  
915.831.7743  
9050 Viscount Blvd. | Bldg. B #B520 | El Paso, Texas 79925
SBMI Course Program Descriptions

• **Introduction to Strategic Planning**
  Provides an introduction to small business success, the phases of small business maturity, the importance of effective management skills and strategic planning. This session examines the causes that keep business owners from achieving success. (4 hours)

• **Building a Strategic Plan**
  Reviews the important elements of strategic planning: (1) assessment of the external environment, (2) the internal environment of business operation, (3) identify the strengths, weaknesses, opportunities, and threats (SWOT) of a business, (4) develop a mission statement, (5) evaluate critical areas in business for growth and success, (6) identify tactics for setting strategic objectives and action plans; and (7) develop financial projections (proforma financial statements). (4 hours)

• **Introduction to Marketing**
  Provides an introduction to marketing and market research; examines the importance of analyzing the marketplace using primary and secondary research, processes and techniques for defining and understanding target markets and competition. (4 hours)

• **Developing a Marketing Action Plan**
  Examines the elements of marketing; introduces the five steps in developing a marketing action plan: (1) setting objectives, (2) translating objectives into sales goals, (3) identifying strategies and tactics; (4) developing a marketing calendar and budget; and (5) evaluating effective marketing efforts (4 hours)

• **Administration and Accounting**
  Reviews the importance of accurate recordkeeping and maintaining good financial records. The steps in developing a recordkeeping system are identified and systems are examined. Identifies essential records needed for an effective recordkeeping system, including a basic introduction to computer and small business applications. (4 hours)

• **Human Resources**
  Introduces issues of employee administration and laws governing employees and compensation; importance of having an employee handbook and the essential policies, conditions and guidelines it should include. (4 hours)

• **Understanding Financial Statements**
  Introduces the three major financial statements: balance sheet, income and cash flow statement. (4 hours)

• **Analyzing Financial Statements**
  Key ratios are used to interpret financial information on performance, decision making, and the future of the business. (4 hours)

• **Forecasting and Break-Even Analysis**
  Covers the process of projecting start-up costs, preparing financial projections, and break-even analysis; the purpose and use of proforma statements; evaluating amount of financing needed, and preparing a loan proposal. (4 hours)

• **Financing the Business**
  Covers capital formation issues and major types of financing. Commercial lending requirements and the five “C’s” of lending are examined; accessing the major types of finance programs available: SBA guarantee-loan programs, micro-loan programs, revolving-loan funds, and venture capital. Bank officers will discuss how to develop a relationship with the lender to successfully acquire a loan. (4 hours)

• **Business and Contract Law**
  Examines administrative and legal issues in business ownership. Reviews the four basic legal forms of ownership; the advantages and disadvantages of each; and the laws protecting employees, consumers, and the industry; including essential contract elements and the most common types of contracts. This session covers patent, trademark, and copyright laws. (4 hours)

• **Business Resources**
  Representatives from local organizations that provide business and resource assistance give students an opportunity to ask questions about their business plans. (4 hours)

**Thursday, June 6 • June 13 • June 20 • June 27**
8:30am – 12:00pm • Cost: $30/session
Detailed information & Registration at elpasosbdc.net/seminars

Funded in part through the State of Texas and a Cooperative Agreement with the U.S. Small Business Administration. Reasonable accommodations for persons with disabilities or limited English proficiency will be made if requested at least two weeks in advance, Contact SBDC Director, Joe Ferguson at (915) 831-7743.

The El Paso County Community College District does not discriminate on the basis of race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity.
Mondays & Wednesdays
June 4– July 31
6:00pm – 9:00pm

QuickBooks for Small Business is an 8-week training program designed to organize and manage business financials. Tracking revenue, managing expenses, payroll, inventory and invoicing can be streamlined utilizing QuickBooks. Classroom instruction allows open discussion and participation. Students MUST be computer literate, have experience with Windows XP, and basic knowledge of bookkeeping and accounting. Entrance requirement is 17 years of age.
A Certificate of Completion is awarded to students who complete the ENTIRE training series.

**SUMMER 2019 Schedule**

<table>
<thead>
<tr>
<th>Sessions</th>
<th>Date (Monday &amp; Wednesday)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overview and Introduction</td>
<td>June 3</td>
</tr>
<tr>
<td>The Sales Process</td>
<td>June 5</td>
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<tr>
<td>Additional Customer Transactions</td>
<td>June 10</td>
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<tr>
<td>Managing Expenses</td>
<td>June 12</td>
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<tr>
<td>Bank Reconciliation</td>
<td>June 17</td>
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<tr>
<td>Reports</td>
<td>June 19</td>
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<tr>
<td>Customizing QuickBooks</td>
<td>June 24</td>
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<tr>
<td>Inventory</td>
<td>June 26</td>
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<tr>
<td>Time and Billing</td>
<td>July 8</td>
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<tr>
<td>Payroll Setup</td>
<td>July 10</td>
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<tr>
<td>Payroll Processing</td>
<td>July 15</td>
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<tr>
<td>Company File Setup</td>
<td>July 17</td>
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<tr>
<td>Estimates and Budgeting</td>
<td>July 22</td>
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<tr>
<td>Adjustments and Year End Procedures</td>
<td>July 24</td>
</tr>
<tr>
<td>Company Business Scenario</td>
<td>July 29</td>
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<tr>
<td><strong>FINAL EXAM</strong></td>
<td>July 31</td>
</tr>
</tbody>
</table>

- **Registration Fee**: $350 – includes the QuickBooks manual by the Sleeter Group. Seating is limited to 24 students. Payment by American Express, Visa, MasterCard, and Discover is accepted. Check or money order payment payable to El Paso Community College. Register on-line at elpasosbdc.net. Schedule is subject to change.
- **Refunds**: A 100% refund will be processed if notification of drop is received 24 hours before the first class meeting.
- **Location**: Classes are held at 9050 Viscount Blvd., ASC - Bldg. B., #B520, El Paso, Texas 79925.

VISIT US ONLINE: ELPASOSBDC.NET
915.831.7743
9050 Viscount Blvd. | Bldg. B #B520 | El Paso, TX 79925

Funded in part through the State of Texas and a Cooperative Agreement with the U.S. Small Business Administration. Reasonable accommodations for persons with disabilities or limited English proficiency will be made if requested at least two weeks in advance; Contact SBDC Director, Joe Ferguson at (915) 831-7743.
The mission of the Intensive English Program within the EPCC Language Institute is to successfully prepare students and professionals to acquire English proficiency to meet their personal, academic, and career goals. We are committed to offer classes in a dynamic, multicultural and effective environment with the most innovative supportive resources imparted by highly qualified and competent faculty members. The intermediate levels of IEP utilize terminology applicable to technical and business writing to develop proofreading and editing skills relevant to job-related contexts required for further advancement in the labor force. The emphasis is on enhancing effective written and oral communication skills for business applications in the workforce.

**Intensive English Program- Fast Track**
The program includes six levels that can be completed within a year. Each level includes three courses: Reading/Writing, Listening/Speaking, and Grammar. Classes meet five days a week for seven weeks; 200 hours of instruction per level.

**Intensive English Program**
Students who register in this program come from all walks of life, but primarily working professionals whose study time is limited by their work schedules and/or other responsibilities. There are twelve levels in this program and classes are offered during the day or Saturdays; 100 hours of instruction per level. Each level includes three courses: Reading/Writing, Listening/Speaking, and Grammar.

**IMPORTANT INFORMATION**
- Placement Exam is needed to register for IEP and Conversation ESL classes. Call or visit us to make an appointment for the exam.
- No placement exam needed for Spanish classes.
- Full payment is required at time of registration.
- Registration for Summer semester begins on April 29, 2019.
- Last day to register is the Friday prior to the first day of classes.
- Refund Policy: See the General Information section in this class schedule.

**IEP-FAST TRACK**
**200 Hours/20 CEUs**

Full Payment is required at time of registration. (El pago completo es requerido al momento de la inscripción.)

Enrollment in fast track requires registration in two concurrent courses (CRN). Full payment is required at time of registration prior to the first day of class of first CRN; no full refunds for either course on or after the first day of the first class in each Fast Track level. (Inscripción y pago de Fast Track es requerido en dos cursos simultáneos. El pago completo es requerido para los dos cursos de cada nivel de Fast Track antes del primer día de clase, no hay rembolso completo para cualquier de los dos cursos en el primer o después del primer día de clases del primer curso.)

Monday to Friday, 8:00am to 2:30pm
*No Classes on July 4, 2019*

**Fast Track English I A & B**
Course No. IEP 211 - IEP 212  $534
31464, 31465  M-F  8am-2:30pm  6/24-8/9  VV 7A

**Fast Track English II A & B**
Course No. IEP 221 - IEP 222  $534
31466, 31468  M-F  8am-2:30pm  6/24-8/9  VV 7B
31467, 31469  M-F  8am-2:30pm  6/24-8/9  VV 14

**Fast Track English III A & B**
Course No. IEP 231 - IEP 232/COMG 1000/1001*  $534
31470, 31472  M-F  8am-2:30pm  6/24-8/9  VV 9A
31471, 31473  M-F  8am-2:30pm  6/24-8/9  VV 25A

**Fast Track English IV A & B**
Course No. IEP 241 - IEP 242/COMG 1004/1004*  $534
31474, 31476  M-F  8am-2:30pm  6/24-8/9  VV 9B
31475, 31477  M-F  8am-2:30pm  6/24-8/9  VV 20

*No Classes on July 4, 2019*
### Fast Track English V A & B
**Course No. IEP 251 - IEP 252**
31478, 31481 M-F 8am-2:30pm 6/24-8/9 VV 11A  
31479, 31482 M-F 8am-2:30pm 6/24-8/9 VV 11B  
31480, 31483 M-F 8am-2:30pm 6/24-8/9 VV 25B  

### Fast Track English VI A & B
**Course No. IEP 261 - IEP 262**
31484, 31486 M-F 8am-2:30pm 6/24-8/9 VV 18  
31485, 31487 M-F 8am-2:30pm 6/24-8/9 VV 30A  

### IEP-AM 100 Hours/10.0 CEUs
Full Payment is required at time of registration. (El pago completo es requerido al momento de la inscripción.)

- Monday to Friday, 8:00am to 2:30pm  
- *No Classes on July 4, 2019*

### Intensive English I-B
**Course No. IEP 112**
31488 M-F 9am-noon 6/24-8/9 VV 5B  

### Intensive English II-B
**Course No. IEP 122**
31489 M-F 9am-noon 6/24-8/9 VV 13A  

### Intensive English III-B
**Course No. IEP 132/COMG 1001**
31490 M-F 9am-noon 6/24-8/9 VV 29  

### Intensive English IV-B
**Course No. IEP 142/COMG 1004**
31492 M-F 9am-noon 6/24-8/9 VV 28

### Conversation ESL Program
**50 Hours/5.0 CEUs**

The 50-hour Conversation ESL course of study is designed to advance the oral English skills of students in the workplace. Conversation ESL classes are offered on weekends and are aimed at improving pronunciation and the use of idiomatic expressions. The emphasis is on communication and formal presentations.

Full Payment is required at time of registration. (El pago completo es requerido al momento de la inscripción).

- Placement Exam is needed to register for IEP and Conversation ESL classes. Call to make an appointment for the exam.
- Examen de Ubicación es necesario antes de inscribirse en cursos. Llame para hacer una cita para el examen.

### Conversation ESL I
**Course No. IEP 501**
31494 Sat 9am-1pm 5/18-8/10 VV 20  

### Conversation ESL II
**Course No. IEP 502**
31495 Sat 9am-1pm 5/18-8/10 VV 17  

### Conversation ESL III
**Course No. IEP 503**
31496 Sat 9am-1pm 5/18-8/10 VV 18  

### Conversation ESL IV
**Course No. IEP 504**
31497 Sat 9am-1pm 5/18-8/10 VV A2317  
31498 Sat 9am-1pm 5/18-8/10 VV 31A  

### Conversation ESL V
**Course No. IEP 505**
31499 Sat 9am-1pm 5/18-8/10 VV A2126  
31500 Sat 9am-1pm 5/18-8/10 VV 31B  

### Conversation ESL VI
**Course No. IEP 506**
31501 Sat 9am-1pm 5/18-8/10 VV A2128
Spanish Language Program
48 Hours/4.8 CEUs

The 48-hours Spanish courses are offered in two levels; beginning and intermediate. Both levels of Spanish classes emphasize instruction on job-related technical vocabulary and fluency in general business applications. Placement Exam is not required.

All classes are full immersion; only the targeted language is spoken in class.

Spanish I is offered in Fall Semesters

Spanish II is offered in Spring Semesters. Tuition is $138.00 and classes are on Saturdays from 9:00am to 1:00pm (12 Saturdays.)

Please contact us at 915-831-2154 or send an email to alp@epcc.edu to add your contact information to the interest list.
LA IMPORTANCIA DE APRENDER INGLÉS!

Las razones para querer aprender inglés pueden ser múltiples, ya sean aspiraciones laborales, académicas, o personales. Cualquiera que sea tu objetivo, recuerda que EPCC Language Institute te ofrece un programa interactivo de inmersión total en un ambiente dinámico y multicultural. Nuestro programa se destaca por sus servicios a estudiantes y el desarrollo en un ambiente multicultural. No dejes que la falta de conocimiento avanzado del idioma inglés paralice tus planes. Ofrecemos horarios flexibles. No se requiere GED/preparatoria.

¿Eres estudiante de preparatoria? Estudiantes de 17 años pueden tomar clases los sábados durante el año escolar y en las vacaciones pueden transferirse a los cursos de tiempo completo.

¿Trabajas durante la semana? Puedes tomar clases en sábados.

¿Tus niños van a la escuela durante el día? Puedes tomar clases de lunes a viernes de 9:00 a 11:50 am. Podrás ayudar en las tareas de tus hijos y a comunicarte efectivamente con sus maestros.

¿Necesitas aprender inglés rápidamente? Insírbete en el programa de Fast Track y podrás dominar el inglés en aproximadamente un año.

¿Necesitas fluidez en el idioma? Insírbete en las clases de Conversation ESL para aprender técnicas de pronunciación y enriquecer tu vocabulario.

Las ventajas de aprender inglés son considerables y tu inversión tendrá resultados que te durarán toda la vida. Empieza hoy, invierte tu dinero y tiempo en un proyecto que te ayudará a cumplir tus aspiraciones laborales, académicas y personales.
The Center for Corporate and Workforce Training (CCWT) provides training to participants for employment by providing quality educational programs that promote self-sufficiency and meet employers’ needs. The CCWT provides services to unemployed and underemployed individuals such as displaced workers, youth, veterans, military spouses, and the community at large. Participants learn the skills that will lead to productive employment and job advancement. Must be 18 years of age to register for any of our courses.

JOIN OUR TEAM OF INSTRUCTORS!

The Center for Corporate and Workforce Training, under the Division of Workforce and Continuing Education, is looking for dedicated, passionate instructors to share their talent, skills, and knowledge with adults and professionals in the community.

If you are interested in teaching an existing course, or have an idea for a new course, we’d love to hear from you! Instructors are needed for but not limited to the following areas:

- Quality Assurance
- IT
- Project Management
- 3-D Printing
- Welding
- Electronics
- Electrical Maintenance and Wiring
- HVAC
- Automotive Collision Technology
- Automotive Technology
- Construction Technology
- Facilities Maintenance
- Insurance Claims Adjuster
- Insurance Customer Service Representative
- Logistics: Forklift Operator
- CNC Programming and Coding

For more information, email us at www.ccwt@epcc.edu.

INSTITUTE FOR CUSTOMER SERVICE EXCELLENCE-SOUTHWEST REGION

The Institute will provide participants the opportunity to test for the National Certification in Sales/Customer Service and Management through the National Retail Federation. The Institute can also customize customer service workshops tailored to meet business and industry needs. The following courses are provided by the Institute:

Introduction to Customer Service 24 hrs/2.4 CEUs
This course is designed to provide an introduction to the process of providing excellent customer service. The course will prepare the students to provide excellent customer service in the areas of employment they enter including but not limited to the retail industry. It includes the recognition of the customer base and identification and fulfillment of customer needs.

Course No. CWT 400 $200
31515 TTh 5:30-8:30pm 6/4-6/20 ASC B580
31516 Sat 9am-1pm 6/1-7/6 ASC B580

Enhancing your Customer Service Skills 8 hrs/.8 CEUs
This course presents the foundation required for developing skills and knowledge to work effectively with internal and external customers. It is designed to help customer service staff to be the best they possibly can for their organization. At the conclusion, participants will have an understanding of what makes an excellent customer service experience; how to deliver excellent customer service over the telephone; and how to deal with a difficult customer. This course can be customized to the business/industry needs.

Course No. CWT 401 $75
31513 Sat 9am-1pm 6/1—6/8 ASC B480
31514 Sat 9am-1pm 7/6-7/13 ASC B480

Corporate Communication 24 hrs/2.4 CEUs
This course will focus on three aspects of corporate communication: grammar, professional writing and artifacts, and speech and presentations.

Course No. CWT 402 $200
31518 MW 5:30-8:30pm 6/1-7/6 ASC B585
31517 Sat 9am-1pm 6/3-6/19 ASC B585

To register for these courses, please contact Estela Ortiz at 915-831-7785.
**AUTOMOTIVE TECHNOLOGY**

To register for these courses, please contact José CassoLópez at 915-831-7756.

**Auto Mechanics/Non Mechanics** 20 hrs/2.0 CEUs

Learn basic automotive technical skills. These skills will assist you when you need to identify mechanical problems, make minor repairs, and perform preventive maintenance such as changing oil and transmission filters.

*Course No. CWT 101*  
$170  
31511 Sat 1-5pm 6/1-6/29 VV A1607

**Fundamentals of Brake Systems** 20 hrs/2.0 CEUs

This course introduces the basics of brake systems to include topics on the diagnosis, anti-lock brake systems, and parking brakes. These concepts are taught through a series of class discussions and hands-on applications.

*Course No. CWT 102*  
$170  
31512 Sat 1-5pm 7/6-8/3 VV A1607

**Motorcycle Repair** 20 hrs/2.0 CEUs

Participants will learn how to properly service, repair and maintain motorcycles. Concentrates on engine service and maintaining safety equipment, such as brakes and lights. The study of other components will include shocks, tires, wheels, drive chains, cables, clutches valve adjustments, timing chain service, fuel system service, and ignition system testing. Emphasis will be placed on the individual projects. **Students must provide their own motorcycle.**

*Course No. CWT 100*  
$135  
31509 Sat 1-5pm 6/1-6/29 VV Auto LAB  
31510 Sat 1-5pm 7/6-7/27 VV Auto LAB

**WELDING TECHNOLOGY**

To register for these courses, please contact José CassoLópez at 915-831-7756.

**Welding Art** 28 hrs/2.8 CEUs

Participants will learn the fundamentals of producing utilitarian and ornamental items using various metals. Participants use welding techniques to create metal pieces with sheet and/or stock materials by using various welding and cutting processes. **Students must purchase their own supplies.**

*Course No. CWT 200*  
$282  
31509 Sat 11am-3pm 6/1-7/13 ATC121

**BUILDING TRADES ACADEMY**

There is a **STRONG DEMAND** for workers in the building trade and construction industry, and the demand will **INCREASE** as population, businesses, and local economies continue to grow.

The EPCC Center for Corporate and Workforce Training (CCWT) Building Trades Academy is an industry-driven academy for students interested and ready to work in the building trade and construction fields. Electrical and construction trade programs provide in-depth practical information and integrated hands-on training using the latest technologies, materials, and techniques used in the industry. Students are provided the opportunity to build skills, select a career, and be job-ready. Certifications are available upon completion of the program.

**ELECTRICAL TECHNOLOGY**

(c) This course runs concurrently with the credit course and is limited to students age 18 and older. Please see page 60 Concurrent Courses. **To register for these courses, please contact Ms. Graciela Erivez at 915-831-2379 or Mr. José CassoLópez at 915-831-7756.**

**Introduction to Home Electrical** 10 hrs/1.0 CEUs

Students will learn the general principles of electrical controls and their components in the electrical power industry. Includes reading electrical diagrams and identifying industrial switches and pilot devices. Introduction to hardwiring and troubleshooting of industrial control relays and timers.

*Course No. CWT 313*  
$155  
31508 Sat 8:30am-12pm TBD
Motor Control 64 hrs/6.4 CEUs
Study of the operating principles of solid-state and conventional controls along with their practical applications. Topics include braking, jogging, plugging, safety interlocks, wiring, and schematic diagram interpretations. A study of electric motors and motor control devices common to a modern industrial environment. A presentation of motor characteristics with emphasis on starting, speed control, and stopping systems.

Course No. CCW 305  | $459
---|---
(c)30908 M-F 8am-12pm 5/28-6/18 ATC 216
(c)31910 M-F 6-10pm 7/1-7/23 ATC 220

Electrical Troubleshooting 64 hrs/6.4 CEUs
Instruction in the maintenance, theory of operation, troubleshooting, and repair of circuits of various residential, commercial, and industrial electrical systems. Analysis of electrical and electronic circuits and equipment using various types of test equipment. Problem correct including replacement of defective parts.

Course No. CCW 306  | $459
---|---
(c)30914 M-F 8am-12pm 6/19-7/11 ATC 216
(c)30915 M-F 6-10pm 6/19-7/11 ATC 219

Facility Operation and Maintenance I 96 hrs/9.6 CEUs
Provides the management of the interaction among facility, people, equipment, operation, service, and maintenance. Includes building structures and interior elements, air conditioning, furniture, grounds, and waste management.

Course No. CCW 308  | $683
---|---
(c)30916 M-F 8am-12pm 7/12-8/14 ATC 216
(c)30917 M-F 6-10pm 7/12-8/14 ATC 219

Facility Operation and Maintenance II 96 hrs/9.6 CEUs
This course focuses on safety procedures, requirements for building electrical systems, fire codes, lighting distribution, power sources, alarm systems, and interior and exterior communication systems.

Course No. CCW 309  | $683
---|---
(c)30918 M-F 8am-12pm 5/28-6/28 ATC 216
(c)30920 M-F 6-10pm 5/28-6/28 ATC 219

National Electrical Code I 64 hrs/6.4 CEUs
An introductory study of the National Electrical Code (NEC) for those employed in fields requiring knowledge of the NEC. Emphasis is on wiring design protection, methods, and materials; equipment for general use; and basic calculations.

Course No. CCW 310  | $509
---|---
(c)30905 M-F 8am-12pm 7/1-7/23 ATC 216
(c)30907 M-F 6-10pm 7/1-7/23 ATC 219

CONSTRUCTION TECHNOLOGY
To register for these courses, please contact José Casso López at 915-831-7756.

Construction Cost Estimating 30 hrs/3.0 CEUs
This introductory course presents an overview for cost-estimating of building construction, reviews pre-bid procedures, material surveys, pricing and bid closeout.

Course No. CWT 502  | $128
---|---
31506 MW 6-8:30pm 6/3-7/10 ASC B480

* Underlined course numbers are Workforce Education Course Manual Equivalents.
BUILD YOUR CAREER AND FUTURE. THE DEMAND IS HUGE. THE OPPORTUNITIES ARE GREAT!

CORPORATE AND WORKFORCE TRAINING
Maintaining a talented and productive workforce in a growing local economy requires a commitment to employee development.

The Center for Corporate and Workforce Training (CCWT) develops and delivers up-to-date and convenient innovative and accessible programs to meet the vocational and professional development needs of individuals and businesses in the El Paso region. CCWT can customize curriculum that can be delivered on- or off-site to your employees, with flexible schedules.

WORKPLACE COMPETENCIES
Workplace Competencies includes the spectrum of core business skills required to function effectively within any twenty-first-century work environment. CCWT has organized coursework around these core requirements and creates a custom curriculum to ensure that your workforce is prepared with the ever-evolving skillsets required by these important industries in the El Paso region.
- Employability Skills
- Business Communications
- Business Writing
- Customer Focus
- Planning and Problem-Solving
- Safety/Tools and Technology
- Computer Literacy

PERSONAL EFFECTIVENESS
The impact of a single employee on the efficiency of the total workforce can be difficult to measure. However, you can ensure that productivity is positively impacted by increasing the personal effectiveness of each member of your workplace team through a series of customized courses specifically designed to shape employee performance.
- Academic
- Communication
- Professionalism

TECHNICAL SKILLS
Technical Skills curriculum is designed to incorporate the development of industry-wide core skills as well as industry-sector specific competencies. EPCC is helping meet new corporate challenges for the various industries in our region by designing customized training programs.

Biotechnology
- Electronic Instrument Manufacturing
- Medical and Dental Equipment Manufacturing
- Information Technology

Systems and Applications Software
- Internet Content
- Web Design

Transportation
- Logistics
- Maintenance
- Safety

Contact José CassoLópez today at 915-831-7756 or 831-7825 to find out how we can customize a curriculum for your business!
The Risk Management Institute at the El Paso Community College, thanks to a generous donation by Texas Mutual Insurance Company, was created to offer seminars on workers health and safety for employers, employees, and the general public.

Seminars are four to thirty hours in duration and are offered at NO cost to the student. Texas Mutual Insurance Company’s participation also allows students to receive, at no cost, Continuing Education Units (CEUs) for completing the seminars.

These courses include: OSHA 10 Hour, OSHA 30 Hour, Hazardous Materials, Accident Investigation Procedures, Fall Prevention in Construction and others. For more information, please visit our website at:

http://www.epcc.edu/ContinuingEd/RiskManagementInstitute/Pages/default.aspx

or contact Cecy Maurer at (915) 831-7130

REGISTER TODAY! Seats are limited.
EMployers: Increase productivity and quality

We provide:
- Customized Program Development
- Training for New Technology and Processes
- Skills Upgrade Training
- Flexible Training Schedules
- Online Courses
- Training at Your Site or Ours

We build to suit!
Courses can include:
- Technical Skills
- Supervisory Skills
- Software Applications
- Communication Skills
- Many More on Request

For more information, please call (915) 831-7840.

Ask us about other grant program opportunities!

Texas private, for-profit businesses with fewer than 100 employees can acquire skills training for their full-time employees at El Paso Community College. Tuition and fees are paid by the Skills for Small Business grant program.

- Program pays tuition and fees up to $900 for each existing employee and up to $1,800 for each new employee per 12-month period.

For an application or more information call us at (915) 831-7773 or visit http://ssb.texasworkforce.org

Apprenticeship in Texas

The Texas Workforce Commission has funding available for business and employers with apprenticeship programs. The funds help pay for classroom training. Partner with El Paso Community College for a great opportunity to access those funds.

To find out how call (915) 831-7773 or visit www.twc.state.tx.us/programs/apprenticeship-program-overview

The Skills for Transition Program from the Texas Workforce Commission provides eligible veterans with up to $2,000 towards short-term industry recognized certification training. Eligible Veterans must be in good standing within 180 days of leaving the armed services.

For more information call (915) 831-7773 or visit http://www.twc.state.tx.us/jobseekers/texas-operation-welcome-home
CONTRACT OPPORTUNITIES CENTER

In 1986 the US Department of Defense (DOD), through the Defense Logistics Agency (DLA), awarded a Cooperative Agreement to the El Paso Community College to operate a Procurement Technical Assistance Center (PTAC). To advance the DOD’s efforts to increase competition in the private sector to satisfy its requirements for products and services, DLA provides assistance by sharing the cost of establishing and maintaining programs such as the El Paso Community College’s Contract Opportunities Center (COC).

The COC provides specialized and professional assistance to individuals and businesses seeking to learn about contracting and subcontracting opportunities, who are actively seeking contracting and subcontracting opportunities and/or performing under contracts and subcontracts with DOD, other federal agencies, or state and local governments.

Small businesses have been an integral part of America’s economic growth and development. Because of this, to insure continued growth, we must focus on this uniquely American phenomenon and maintain a productive and educated work force that contributes to the overall success of all businesses.

The mission of the Contract Opportunities Center is to promote business development by providing procurement technical assistance throughout the County of El Paso. The Center is committed to assisting and motivating businesses - with emphasis on small, minority, women-owned, veteran-owned, small disadvantaged and HUBZone certified - toward market expansion and job creation through active pursuit of government contracting opportunities to include federal, state, county, municipal, educational institutions including their prime contractors.

**Services Provided Include:**

**Technical Support:** Includes bid preparation assistance, pre-award technical assistance and post-award assistance.

**Counseling Support:** Includes client needs assessment, new client program orientation, guidance and assistance with SAM and DSBS registration, bid analysis, proposal preparation and submission, use of electronic data information.

**Outreach Support:** Includes conferences, networking, seminars/workshops, on-site visits and technical training.

**Bid Matching:** Customized bid matching services. Annual fee $25.00.

**Marketing Support:** Includes research, strategies in accessing federal, state and municipal markets and various electronic registrations.


**Training & Resources:** Information and training seminars and workshops are offered throughout the year which assist businesses to increase their knowledge and enhance their skills in business management, operations, and specialized areas related to purchasing, procurement and contracting. Counseling and technical assistance is provided free of charge. Seminars and workshops will occasionally require a registration fee.
There are now three High School Equivalency (HSE) test accredited by the Texas Education Agency (TEA) that you can choose from.

<table>
<thead>
<tr>
<th>Register and Schedule online or by calling</th>
<th>GED test 877-392-6433</th>
<th>HiSET exam 855-694-4738</th>
<th>TASC test 888-282-0589</th>
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<td>Maximum 3 attempts per calendar year.</td>
<td>After the first three attempts, 60 day wait period required</td>
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<td>Texas Certificate/Transcript Search</td>
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<td><a href="http://www.txchse.com">www.txchse.com</a></td>
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**ELIGIBILITY REQUIREMENTS**

Applicants must provide valid proof of identity and Texas residency before being permitted to take any of the tests. Identification must be issued by a government entity and contain the following: Applicant’s name, date of birth, a recent photograph, signature and Texas address.

Examples of Acceptable Identification: Texas Driver’s License, Texas Department of Public Safety ID, US Military ID, Mexican Consulate ID, Passports (national or foreign; must prove Texas residency*), Out-of-State Driver's License (must prove Texas residency*)

*Texas Residency: Texas voter registration card, lease agreement, utility bill, property tax receipt, or federal income tax return.
Documents must be current and show the applicant’s name and Texas address.

**AGE REQUIREMENTS**

Testing is available for Texas residents 18 and older. 16 and 17 year olds must submit additional documentation to the Texas Education Agency (TEA) electronically. Upon verification of all required forms, TEA will notify testing applicant when they can continue with the registration process and schedule their exams.
REFUNDS

The EPCC Refund policy is as follows:
1. 100% refund - cancelled class
2. 100% refund – student formally drops prior to first class meeting
3. 80% refund – student formally drops prior to third class meeting
4. Requests for refunds are not granted after the third class meeting

Refund checks will be mailed to the address on the student’s record. Students are encouraged to maintain a current mailing address with the college. For further information go to http://www.epcc.edu/TuitionsandFees/Pages/default.aspx

PARKING ON CAMPUS

Students enrolled in Workforce and CE courses will be eligible for a free parking pass if they are registered for a total of 60 contact hours or less. To obtain your free temporary parking pass, take your Registration Statement to any Vehicle Registration Office. Students enrolled in courses with 61 contact hours or more are required to register their vehicle and purchase a parking decal. For more information about parking on campus, go to http://www.epcc.edu/Police/Pages/default.aspx or call (915) 831-2867 or (915) 831-2212.

SENIOR ADULT PROGRAM

El Paso Community College offers senior citizens 55 years and older a wide variety of free classes through the Senior Adult Program.

Senior Adults who register for courses outside the Senior Adult Program must pay all tuition and fees that apply to the course.

Students must provide copies of driver’s license, birth certificate, or other document showing proof of birth to qualify.

In addition, students must purchase required textbooks and supplies at their own expense.

Parking policies apply to all students taking classes on the college campuses.

Check the Senior Adult Program section for dates and locations of free classes.

BACTERIAL MENINGITIS VACCINE REQUIREMENT

Students under age 22, enrolled in a non-credit course or program that is more than 360 contact hours, are required to have a meningitis vaccination 10 days before the start of class. Proof of immunization must be presented when registering for the course/program.
FINANCIAL ASSISTANCE

Tuition assistance may be available for eligible students enrolled in continuing education vocational courses. In order to apply for the Texas Public Education Grant (TPEG), students must complete the Free Application for Federal Student Aid (FAFSA) at www.fafsa.ed.gov at least 8 weeks before registration. Upon receipt of the EPCC award notification, students should submit the TPEG-CE application to the appropriate CE Director two weeks before registration.

RECORDS AND THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974 DIRECTORY INFORMATION

In compliance with the Family Educational Rights and Privacy Act of 1974, El Paso County Community College District gives notice that the following types of directory information will be released to the general public without the written consent of the student:

• Student’s name
• Student’s address
• Telephone listing
• Dates of attendance
• Major field of study and awards, degrees received
• Most recent previous institution attended
• Date of birth

Students currently enrolled may request that all or part of their directory information be withheld from the public by filing a written request at the Admissions and Registration Office. Such a request will remain in effect until the student authorizes its removal in writing. Release of any additional information pertaining to student records must be authorized, in writing, by the student, except as authorized under the law. Students have a right to inspect, review, request copies of, and challenge the contents of their educational records. A fee will be charged for copies provided.

FREQUENTLY ASKED QUESTIONS

How and where do I register for a course?
Registrations are processed on a first-come, first-serve basis. You can register at any campus; however, you are encouraged to register at the Administrative Services Building B (ASC B), 9050 Viscount. Students can also register by mail. Online registration is available for some courses. For more information, call 915-831-7721.

Are There Any Entrance Requirements?
Unless otherwise noted, the minimum age for adult continuing education courses is 17 years of age. Additional information regarding minimum ages and other prerequisites for specific classes can be found in the individual course listing, or obtained from the responsible continuing education director. It is the student’s responsibility to ensure all course requirements and prerequisites are met. Students will not be allowed to remain in a course if the prerequisites and requirements have not been satisfied.
KEY TO SCHEDULE CODES

LOCATION CODE

CAMPUSES

BLDG NUMBERS

VV  VALLE VERDE  2000-2080
TM  TRANSMOUNTAIN  3000-3070
RG  RIO GRANDE  4000-4090
NW  NORTHWEST  7000-7030
MDP  MISSION DEL PASO  8000-8070
ASC  ADMINISTRATIVE  Bldg A - B

SERVICE CENTER

DAY CODES

M  MONDAY
T  TUESDAY
W  WEDNESDAY
TH  THURSDAY
F  FRIDAY
SAT  SATURDAY
SUN  SUNDAY

NOTE: All information, including the class meeting times, locations, course offerings, course descriptions, tuition, and fees are subject to change without notice or obligation.

CE students are encouraged to register at the ASC-B Building, 9050 Viscount, Room 220, but may register at any EPCC Campus

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EL PASO COMMUNITY COLLEGE

Workforce & Continuing Education

ASC B220 (915)831-7737

STEP-BY-STEP ONLINE REGISTRATION GUIDE

Online registration is available for most courses. Check the online registration system to determine if your course is eligible for online registration.

1. Have your EPCC ID number and PIN ready to register online
2. If you do not know your EPCC ID number, please call the Information Technology Service Desk at 831-6440 Monday – Thursday 6:00am – 10:00pm; Friday 6:00am – 5:00pm; Saturday 8:00am – 4:00pm
3. Clear your “HOLDS” such as unpaid fines, fees or past due financial aid accounts.
4. Example of REGISTRATION WORKSHEET:

<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE/ NUMBER</th>
<th>COURSE TITLE</th>
<th>CAMPUS</th>
<th>DATES</th>
<th>DAY(S)</th>
<th>TIME</th>
</tr>
</thead>
<tbody>
<tr>
<td>27870</td>
<td>MGT 811</td>
<td>Introduction to Business Basics</td>
<td>VV</td>
<td>1/22-3/12</td>
<td>Tues</td>
<td>6-9 pm</td>
</tr>
</tbody>
</table>

- TO REGISTER ONLINE go to www.epcc.edu
- Under the “Prospective Students” drop down menu
- Click the Continuing Education; Registration link
- Under Online Registration Click on Register Now
- Enter your 8 digit EPCC ID number and your PIN/Click on Login
- Click on Student and Financial Aid
- Select Registration
- Select the Current Term / Click on Submit *
- Click on Register and Add/Drop classes
- Enter CRNs / click on Submit changes
- Click on Return to Menu
- Make Sure to click on “COMPLETE YOUR REGISTRATION”
- Click on Return to Menu
- Click on Make Payment and view account information
- Enter Student ID number and PIN
- Make payment
- Important – Before exiting, please UPDATE your contact information. It help us inform you if classes have been cancelled, if there are changes to your schedule, or if we need to contact you for any reason.
- Log off system

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El Paso County Community College District does not discriminate on the basis of race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity.

Updated 1/13/16

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**STUDENT REGISTRATION FORM (Please print clearly/Por favor imprima claramente)**

Keeping your information current with EPCC is important. This will help us contact you in case of cancelled classes, schedule changes, or any other reason. Student refunds will be sent to the address on file. Es importante mantener su información actualizada con EPCC. Esto nos ayuda a informarle si sus clases se han cancelado, si hay cambios en su horario de clases o por cualquier otro motivo. Reembolsos se enviarán en dos semanas a la dirección proporcionada.

SSN or EPCC ID: ___________________________ Date of Birth(Mo/Day/Year)/Fecha de Nacimiento(mes/día/año): __/__/_______

Legal Name/Nombre Legal: __________________________________________________________

Last Name/Apellido     First Name/Primer Nombre    Middle Initial/Inicial De Segundo Nombre

Mailing Address/Domicilio: __________________________________________________________

Street/Domicilio     City/Ciudad     State/Estado     Zip Code/Código Postal

Phone/Telefono: ___________________________________________________________________

Cell/Celular     Work/De Trabajo     Home/En Casa

Email/Correo Electrónico: ___________________________ Gender/Sexo: ______(F) ______(M)

Emergency Contact Person/Persona Para Avisar En Caso De Emergencia: ___________________________

For disability accommodations, please contact Center for Students with Disabilities at/Para asistencia por cuestión de discapacidad, por favor llame al Centro Para Estudiantes con Discapacidades (915)831-2426).

Request EPCC to release your directory information?/Desea que EPCC comparta su información? Yes/Si____   No____

Ethnicity/Etnicidad(optional)    _____White(Non Hispanic)/Blanco(No Hispano)    _____Hispanic/Hispano

_____Asian/Pacific Islander/Asiático/Islas del Pacífico    _____Black(Non Hispanic)/Afro-Americano (No Hispano)

_____American Indian/Alaskan Native/Indio Americano/Nativo De Alaska    _____Other/Otra Nacionalidad

Are you a U.S. citizen?  (Y)___   (N)___

Are you Permanent Resident?  (Y)___   (N)___

Are you a resident permanent?  Si   No

International Students please call 915-831-2021/Estudiantes Internacionales favor de comunicarse al teléfono 915-831-2021

**Student Signature/Firma del Estudiante:_____________________________ Date/Fecha:_____________________________**

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**Example/Ejemplo:**

27870  MGT 811  Introduction to Business Basics  YV  1/22/13-3/12/13  Tues  6pm-9pm

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**CREDIT CARD PAYMENT OPTION/METODO DE PAGO**

Account #/Número de cuenta ___________________________ Expiration Date/Fecha de vencimiento________________

Circle one/Circule uno: American Express  Discover  Master Card  Visa

Signature of Account Holder: ___________________________ Date: ___________________________

Registration by fax or mail-in must be received 1 week prior to the start of class. Allow 2 weeks mailing and processing time. Inscriciones por correo o fax deben recibirse una semana antes del inicio de clases. Se necesitan dos semanas para procesar su solicitud de inscripción enviada por correo.

**FAX:** (915) 831-7821  **ATTN:** ADMISSIONS & REGISTRATION

**MAIL-IN:** EL PASO COMMUNITY COLLEGE; 9050 VISCOUNT ASC B220; EL PASO, TEXAS  79925;ATTN: ASC CASHIER

Processed by: ____________________________________________ Date: ___________________________

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El Paso County Community College District does not discriminate on the basis of race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity./El distrito de El Paso Community College no discrimina a nadie por su raza, color de piel, origen nacional, religión, sexo, edad, incapacidad física, status military, orientación sexual o identidad sexual.
Business and Technical Education
UAS/Drone Workshop “New”

See pages 8 and 40 for more information or call 915.831.2346

Children’s College
Drone Commander “New”