

# MyCAA Education & Training Plan (ETP)

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The University of Texas at El Paso  
Professional and Public Programs  
101 W. Robinson Ave, Memorial Gym; Rm. 111 El Paso, TX 79968  
915-747-7578  
<http://www.ppp.utep.edu/>

## Student Information:

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Student Name: \_\_\_\_\_

School Issued Student ID: N/A

Program Name: Organizational Behavior Professional Certificate Program with Externship C.14.53

Program Type: Certificate

Program Duration: 6 Months

Scheduled Start Date: \_\_\_\_\_

Estimated Completion Date: \_\_\_\_\_

Course Delivery Format Online

## Program Overview:

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This program addresses how a company functions on a daily basis with the makeup of talent, roles and responsibilities, needs and various divisions that can help to effectively break up a large organization into something that can work effectively and efficiently. Students will have the opportunity to explore the behavior of the organization as a whole, the groups and individuals within it and those elements that contribute to a positive (or negative) work environment. This program examines organizational theory and application to provide a comprehensive review of individual, group, and organizational performance in relation to organizational structures in contemporary business settings.

## Certification/Licensure Eligibility upon Program Completion:

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Students should have or be pursuing a high school diploma or GED.

- There are no state approval and/or state requirements associated with this program.
- There is a National Certification exam available to students who successfully complete this program:
  - Microsoft Office Specialist (MOS) Certification Exam.

## Tuition Cost:

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\$3,999

**Course Breakdown:**

Enter each course or block of study in the table below for which MyCAA financial assistance is being requested. Insert additional rows as needed to accommodate all required coursework.

Course/Program Code	Course/Program Title	Course Credits (if applicable)
UTEP -B-ORG	Organizational Behavior Professional Certificate Program with Externship	375 Contact Hours/ 37.5 CEU's

**School Official Certification:**

By my signature below, I certify the above information is true, accurate, complete, and being submitted on behalf of the institution named in this document.

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**Signature/Title of Authorized School Official**

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**Date**

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**School Official Printed First and Last Name**

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**School Official E-mail and Phone Number**