

# 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: Public Speaking Expert Certificate Program with Externship C.14.56

Program Type: Certificate

Program Duration: 6 Months

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

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

Course Delivery Format Online

## Program Overview:

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The Public Speaking Expert program helps students to set themselves apart from their peers and colleagues with polished, professional presentation skills that will be tapped by superiors for a variety of presentations, from bringing in prospective clients and ultimately close deals. This valuable program provides students with a basic understanding of public speaking and how to prepare and present a variety of speeches. Good public speaking skills are extremely rare and successful students will absolutely be set apart from their colleagues should they master the skills offered in this program. With particular attention paid to Microsoft PowerPoint presentations, this program will ensure students understand how to enhance a presentation through this medium.

## 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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\$3,799

**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.

<b>Course/Program Code</b>	<b>Course/Program Title</b>	<b>Course Credits (if applicable)</b>
UTEP-A-SPKG	Public Speaking Expert 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**