<table>
<thead>
<tr>
<th>Dates</th>
<th>Skills Building</th>
<th>Assignments:</th>
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<tbody>
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<td>All assignments / quizzes are due on Fridays by midnight via Blackboard, unless otherwise indicated of time change.</td>
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</table>
| WEEK 1     | • Review and discuss syllabus.  
             • Current U.S. Healthy People Obj.  
             • PH Competence/Sub competencies  
             • Foundational Competencies       | Quiz #1 on Competencies and syllabus Due Friday at midnight via Blackboard  |
| WEEK 2     | • Professionalism and Leadership  
             • Hispanic Health Disparities  
             • Border Health                  | Quiz #2 on Professionalism and Leadership Material provided by the presenter. Due Friday at midnight on via Blackboard |
| WEEK 3     | · Ethics in Public health  
             · Assignment on Blackboard        | Assignment Due Friday at midnight on via Blackboard                          |
| Sept. 6: Labor Day |                                                                                      |                                                                                |
| WEEK 4     | Introduction to Qualitative analysis  
             • Selection of Instrument  
             • How to administer a survey/questionnaire | Assignment Due Friday at midnight on via Blackboard                           |
| WEEK 5     | How to conduct a focus group  
             • Assess the results of focus group.  
             • Introduction to ENVIVO Training | Assignment Due Friday at midnight on via Blackboard                           |
| WEEK 6     | Introduction MICROSOFT EXCEL                                                      | Assignment Due Friday at midnight on via Blackboard                           |
| WEEK 7     | Cont. MICROSOFT EXCEL Pivot Tables                                                | Assignment Due Friday at midnight on via Blackboard                           |
| WEEK 8     | Introduction to UTEP QUALTRICS                                                    | Assignment Due Friday at midnight on via Blackboard                           |
| WEEK 9     | Continuation UTEP QUALTRICS Reports                                               | Assignment Due Friday at midnight on via Blackboard                           |
| WEEK 10    | Introduction to ADOBE PHOTOSHOP                                                   | Assignment Due Friday at midnight on via Blackboard                           |
| WEEK 11    | Week to catch-up with assignments  
             No in-person class                                                            | Take time to schedule a professional picture for next week’s assignment.     |
| WEEK 12    | • LinkedIn account  
             Professional Pictures                                                            | Assignment Due Friday at midnight on via Blackboard                           |
| WEEK 13    | • Introduction to data software  
             • SPSS, R, STATA, SAS                                                            | Assignment Due Friday at midnight on via Blackboard                           |
| WEEK 14    | • Making and editing educational videos  
             Review Resumes/CV                                                              | Assignment Due Friday at midnight on via Blackboard                           |
| WEEK 15    | Developing Networking Presentations                                               | Assignment Due Sunday at midnight on via Blackboard                           |
| Week 16 12/6-10 |                                                                                              | December 6-10, 2021 via Blackboard                                             |
* **Note:** The course syllabus is a general tentative plan for the course. Any changes will be announced to the class in advance by the instructor.

** All homework assignments are due on the date indicated and will be submitted via Blackboard.