Professional and Public Programs –
Continuing Education at UTEP

Corporate and
Business Training

THE UNIVERSITY OF TEXAS AT EL PASO
PROFESSIONAL & PUBLIC PROGRAMS
EXTENDED UNIVERSITY
Looking for a new job? Want to make a career change to pursue a newly-discovered passion? Eager to add to new skills you need in the new remote workplace? Whatever your reality, we promise our Corporate and Business Training (CBT) courses can help you. Our online courses are flexible, affordable and taught by experienced professionals. They
- address gaps in changing and emerging industries and allow you to remain competitive in today’s tough job market
- offer career training in high-demand fields like HR, leadership, health care, legal studies and more
- can be taken for CEUs or prepare you for professional certifications
We offer training in several high-demand areas including:
• Business Development
• Environmental Safety
• Fitness Careers
• Healthcare Careers
• Human Resources Careers
• Leadership Development
• Legal Careers
• Technology Careers
• Test Preparation

Participants may enroll in individual courses or complete certificate programs, but should check for any potential restrictions if they are receiving educational benefits from a government, corporation or other entity.

My passion for [Lean Six Sigma] has led to me becoming a teacher as well. [Through teaching with P3] I found an outlet to give back to my community by creating Lean Six Sigma practitioners in quality departments of organizations.”

Need a customized training program?

We can work with you to provide a unique solution to help you enhance your team’s performance and advance your organization’s priorities. To learn more, email us at p3cbt@utep.edu.
ACCOUNTING

Accounts Payable Manager Certificate (Exam Cost Included)
Prepare for the Institute of Finance & Management’s (IOFM) Accounts Payable Manager (APM) certification; gain key AP skills, including leadership, internal controls and oversight, and process improvement.
30 Hours | 3.0 CEUs
Fee: $1,395

ACCOUNTING

Accounts Payable Specialist Certification (Exam Cost Included)
Prepare for the Institute of Finance & Management’s (IOFM) Accounts Payable Specialist (APS) associate-level certification and enhance your intermediate financial operations skills.
30 Hours | 3.0 CEUs
Fee: $1,595

ACCOUNTING

Certificate in Accounting & Bookkeeping Studies
Get a better understanding of basic accounting and bookkeeping procedures.
300 Hours | 30.0 CEUs
Fee: $2,695

BUSINESS DEVELOPMENT AND WORK SKILLS TRAINING

Call Center Supervisor
Prepare for a supervisory role in a modern call center.
45 Hours | 4.5 CEUs
Fee: $2,295

IRS Tax Preparer Bundle - Annual Filing Season Program (AFSP)
Get the most dynamic information available with the self-paced online AFSP Tax Preparer Bundle for non-credentialed/non-exempt tax preparers; courses are registered with and approved by the IRS.
24 Hours | 2.4 CEUs
Fee: $350

NEW QuickBooks Bundle (2012 to 2019)
Learn the advanced features of QuickBooks to take full advantage of the power and efficiency of this popular accounting tool.
100 Hours | 10.0 CEUs
Fee: $250

You must be 18 or older to register for our Corporate and Business Training online courses.

Some of the following courses may qualify for MyCAA or Vocational Rehabilitation funding. Contact our team for more information.

Some courses are Live/Online courses (i.e. instructor-led format). All other courses are fully online and ready for you to take at your convenience.

According to the World Economic Forum’s “The Future of Jobs Report: 2018,” “By 2022, no less than 54% of all employees will require significant re- and upskilling.”

Call us at 915-747-5142 or email p3cbt@utep.edu to learn how.

⇒ Click here to view complete article.

⇒ Click here to register

⇒ Click here to register

⇒ Click here to register

⇒ Click here to register
Happy Customers, Happy Business! - Live/Online

Learn how to develop, track and report key performance measurements to improve operational efficiency and customer service; course offered through MS Teams.

7 Hours | 0.7 CEUs
Start date: October 16, 2020
Early Bird Registration Fee: $121.50
Fee: $135
➔ Click here to register

COMPUTER APPLICATIONS

Executive Assistant With Microsoft Office 2019 Training

Build the essential knowledge and skills of an executive assistant; get training on Microsoft Office software, and upon completion, be prepared to sit for the Microsoft Office Specialist: Associate Certification exam.

155 Hours | 15.0 CEUs
Fee: $2,599
➔ Click here to register

Microsoft Excel: Introduction - Live/Online

Develop and build upon your Excel skills; course offered through MS Teams.

10 Hours | 1.0 CEU
Start date: September 9, 2020
Early Bird Registration Fee: $269
Fee: $299
➔ Click here to register

COMPUTER SCIENCE

Full Stack Software Developer

Develop your skills as an industry-ready full stack software developer and build a professional portfolio of real-world projects to showcase.

600 Hours | 60.0 CEUs
Fee: $4,995
➔ Click here to register

Oracle PL/SQL Training

Advance your current SQL skills: understand and know how to use PL/SQL’s main features, including declaring, naming, and assigning variables.

70 Hours
Fee: $259
➔ Click here to register

ENVIRONMENTAL SAFETY TRAINING

NEW
OSHA 8-Hour HAZWOPER Refresher

Take the annual training required by the Hazardous Waste Operations and Emergency Response (HAZWOPER) rule, found in Title 29 of the Code of Federal Regulations Part 1910.120.

8 Hours | 0.8 CEUs
Fee: $179
➔ Click here to register

NEW

Start your career as a future aviator and drone operator by learning good habits. No aviation knowledge necessary.

8 Hours | 0.8 CEUs
Fee: $155
➔ Click here to register

DRONE OPERATION

NEW

Start your career as a future aviator and drone operator by learning good habits. No aviation knowledge necessary.

8 Hours | 0.8 CEUs
Fee: $155
➔ Click here to register

915-747-5142 | ppp.utep.edu | Fall 2020 | 5
You must be 18 or older to register for our Corporate and Business Training online courses.

Some of the following courses may qualify for MyCAA or Vocational Rehabilitation funding. Contact our team for more information.

FITNESS CAREER TRAINING

NEW
Attracting Club Members
Gain insight into types and categories of fitness club memberships, pricing strategies, creating a unique brand for your business, and membership sales.
2 Hours | 0.2 CEUs
Fee: $69.95
➤ Click here to register

NEW
Developing Your Business Strategy
Hone the skills you need to develop your business strategy and focus.
2 Hours | 0.2 CEUs
Fee: $69.95
➤ Click here to register

NEW
Conditioning for Football
Help clients, students, and athletes develop the physical and mental skills to improve their performance on the football field.
6 Hours | 0.6 CEUs
Fee: $150
➤ Click here to register

NEW
Finance and Budgets: What Every Fitness Professional Should Know
Learn the basic financial tools to keep your fitness training business profitable; study strategies for budgeting, controlling expenses, building revenue and buying and selling a business.
2 Hours | 0.2 CEUs
Fee: $69.95
➤ Click here to register

NEW
Business Success for Fitness Professionals
Gain the knowledge and tools need to increase your personal fitness training customer base and make more money.
6 Hours | 0.6 CEUs
Fee: $110
➤ Click here to register

NEW
Exercise Program Design for Special Populations
Study how to design safe and effective exercise programs by learning more about challenges associated with chronic health issues.
6 Hours | 0.6 CEUs
Fee: $150
➤ Click here to register

NEW
Fitness Management Training Certification
Get the knowledge required to help you own and successfully run your own fitness studio.
18 Hours | 1.8 CEUs
Fee: $499
➤ Click here to register

Why upskill?

According to human resources writer Suzanne Lucas, the cost of replacing an employee can be as high as 150% of that person’s annual salary.

➤ Click here to view complete article.

You must be 18 or older to register for our Corporate and Business Training online courses.

Some of the following courses may qualify for MyCAA or Vocational Rehabilitation funding. Contact our team for more information.

Some courses are Live/Online courses (i.e. instructor-led format). All other courses are fully online and ready for you to take at your convenience.

We want to hear from you!
Post a comment on our Instagram account.
NEW
Personal Fitness Trainer Certification - Online GOLD CPT Course - Live/Online

Turn your passion into a career and become a successful online personal trainer with this course. Test vouchers for the NCCA Accreditation national exams are included and a must for employers.

60 Hours | 6.0 CEUs
Fee: $800
→ Click here to register

NEW
Group Fitness Instructor Certification

Develop skills for leading any group in an exciting safe routine with this unique online 9-module hybrid certification.

Note: A valid CPR/AED card must be presented to test and test vouchers ($350 value) are included with this program.

62 Hours | 6.2 CEUs
Fee: $749
→ Click here to register

NEW
Insider Secrets of Advertising and Marketing for the Successful Fitness Professional

Learn the foundational concepts of advertising and how to apply them to your fitness business.

6 Hours | 0.6 CEUs
Fee: $100
→ Click here to register

NEW
Introduction to Cancer Exercise: Essentials of Cancer Exercise

Learn how to identify muscle imbalances and correct postural deviations following cancer surgery and treatment; how to identify and correct range of motion limitations following cancer surgery and treatment; how to prevent, identify, and manage lymphedema; and how to prescribe a comprehensive, individualized recovery program that will improve a patient’s quality of life and minimize the risk of comorbidities.

2 Hours | 0.2 CEUs
Fee: $69.95
→ Click here to register

NEW
Retaining Club Members

Focus on the important variables that influence member retention in your fitness club and learn how to create positive experiences for your members by cultivating a service culture.

2 Hours | 0.2 CEUs
Fee: $69.95
→ Click here to register

NEW
Senior Fitness Specialist Program

Gain knowledge, training, and competency to assess fitness levels, design fitness programs and provide motivating exercise instruction for older adults.

Note: Built-in online exam to test for a national certification included.

18 Hours | 1.8 CEUs
Fee: $499
→ Click here to register

NEW
The Future of Your Fitness Business

Learn how to make more money in the fitness industry.

2 Hours | 0.2 CEUs
Fee: $69.95
→ Click here to register
Certified Electronic Health Records Specialist (CEHRS)

Become a certified electronic health record specialist (CEHRS) through the National Healthcareers Association (NHA). You will be prepared to work on a health information management team and work with various tasks and systems that keep our healthcare facilities operating.

134 Hours | 13.4 CEUs
Fee: $1,995

→ Click here to register

NEW
Clinical Medical Assistant Certificate Program With Externship

Be fully prepared to assist physicians by performing functions related to the clinical aspects of a medical office.

780 Hours | 78.0 CEUs
Fee: $3,950

→ Click here to register

NEW
Dental Assisting Certificate Program With Clinical Externship

Prepare for an entry-level position as a chair-side dental assistant.

750 Hours | 75.0 CEUs
Fee: $3,950

→ Click here to register

NEW
Dental Assisting Program with Optional Clinical Externship - Live/Online

Prepare for a position in Dental Assisting; course includes a CPR certification course and covers the relevant material necessary to prepare you to take the State of Texas “TSBDE” Dental Assisting License; externship opportunity available.

100 Hours | 10.0 CEUs
Start date: September 29, 2020
Early Bird Registration Fee: $2,199
Fee: $2,419

→ Click here to register

NEW
Dialysis Technician With Externship

Gain the knowledge and skills needed to perform the duties required of dialysis technicians.

375 Hours | 37.5 CEUs
Fee: $3,000

→ Click here to register

NEW
EKG Technician Certificate Program With Clinical Externship

Learn the topics and processes critical to conducting and interpreting electrocardiograms (EKGs).

375 Hours | 37.5 CEUs
Fee: $3,000

→ Click here to register

You must be 18 or older to register for our Corporate and Business Training online courses.

Some of the following courses may qualify for MyCAA or Vocational Rehabilitation funding. Contact our team for more information.

Some courses are Live/Online courses (i.e. instructor-led format). All other courses are fully online and ready for you to take at your convenience.
NEW
Medical Administrative Assistant Certificate Program With Clinical Externship
Gain an introduction to medical administration and develop skills required to obtain an administrative medical assistant position or advance your current healthcare career.
375 Hours | 37.5 CEUs
Fee: $3,000
→ Click here to register

Medical Administrative Assistant Program with Optional Clinical Externship - Live/Online
Prepare to function effectively in many of the administrative and clerical positions in the healthcare industry; program meets the necessary requirements to take the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) exam; optional clinical externship available.
50 Hours | 5.0 CEUs
Start date: October 20, 2020
Early Bird Registration Fee: $1,499
Fee: $1,650
→ Click here to register

NEW
Medical Billing and Coding Program - Live/Online
Learn the skills needed to solve insurance billing problems and also be prepared to qualified to sit for the American Academy of Professional Coders (AAPC) - Certified Professional Coder Exam (CPC) or Certified Outpatient Coder Exam (COC); the American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams.
80 Hours | 8.0 CEUs
Start date: October 5, 2020
Early Bird Registration Fee: $1,999
Fee: $2,199
→ Click here to register

NEW
Medical Billing & Coding Certificate Program With Clinical Externship
Acquire the skills needed to perform complex medical coding and billing procedures.
375 Hours | 37.5 CEUs
Fee: $3,250
→ Click here to register

NEW
Pharmacy Technician w/ Medical Administration Certificate Program With Clinical Externship
Prepare to enter the pharmacy field and take the Pharmacy Technician Certification Board’s (PTCB) - Certified Pharmacy Technician (PTCB) exam.
780 Hours | 78.0 CEUs
Fee: $3,950
→ Click here to register

Pharmacy Technician Training with Optional Clinical Externship - Live/Online
Prepare to work as a pharmacy technician in a retail or other pharmacy setting; course meets the necessary requirements to take the Pharmacy Technician Certified Board (PTCB) - Certified Pharmacy Technician (PTCB) exam.
80 Hours | 8.0 CEUs
Start date: September 28, 2020
Early Bird Registration Fee: $1,899
Fee: $1,999
→ Click here to register

NEW
Phlebotomy Technician Certificate Program With Clinical Externship
Learn how to collect blood specimens from clients for the purpose of laboratory analysis.
375 Hours | 37.5 CEUs
Fee: $3,650
→ Click here to register
LinkedIn’s 2019 Global Talent Trends Report shows that the five most important soft skills in demand today are: creativity, persuasion, collaboration, adaptability, and time management. Soft skills are in high demand; 91% of companies believe soft skills are paramount to the future of recruiting.

We want to network with you!

Join our LinkedIn community.

**HIGH SCHOOL DIPLOMA WITH CAREER TRAINING**

**High School Diploma With Child Care Training**

Earn your high school diploma as you prepare for a career in the high-demand field of early childhood education with this 18-credit high school course. You will also be prepared to obtain a national Child Development Associate (CDA) certification.

750 Hours
Fee: $1,395
→ Click here to register

**High School Diploma With Certified Protection Officer Training**

Earn your high school diploma as you prepare for a career in the high-demand field of criminal justice with this 18-credit online high school course; learn the skills you need to begin a career as a security guard or protection officer.

750 Hours
Fee: $1,495
→ Click here to register

**High School Diploma With Commercial Driving Training**

Earn your high school diploma and prepare for a career in transportation services with this 18-credit high school course that teaches you the skills you need to be a truck driver or commercial driver.

750 Hours
Fee: $1,495
→ Click here to register

**High School Diploma With Food and Hospitality Training**

Prepare for a career in food services, restaurants, and the hospitality industry; obtain a career certificate in food and customer service skills while you earn your diploma.

750 Hours
Fee: $1,395
→ Click here to register

You must be 18 or older to register for our Corporate and Business Training online courses.

Some courses are Live/Online courses (i.e. instructor-led format). All other courses are fully online and ready for you to take at your convenience.

Some of the following courses may qualify for MyCAA or Vocational Rehabilitation funding. Contact our team for more information.

You must be 18 or older to register for our Corporate and Business Training online courses.
High School Diploma With General Career Preparation
Master the skills you need to obtain a career certificate in Retail Customer Service Skills Training while you progress towards earning your high school diploma.
750 Hours
Fee: $1,395
→ Click here to register

High School Diploma With Home Care Professional Training
Get training in the specialized skills needed for success in the home care field with this online high school course. Upon completion, you will have earned your AdvancED/SACS/NCA/NWAC-accredited high school diploma and a certificate of completion that signifies your skills and qualifications in home care.
750 Hours
Fee: $1,395
→ Click here to register

High School Diploma With Hospitality and Leisure Training
Prepare for a career in the events, leisure, food services, tourism, and hospitality industries. Study customer service, personal, and professional skills used in a wide variety of locations and settings.
750 Hours
Fee: $1,395
→ Click here to register

High School Diploma With Office Management Training
Develop the skills you need to become an office manager, receptionist, data input specialist, or customer service representative with this 18-credit online high school course.
750 Hours
Fee: $1,395
→ Click here to register

High School Diploma With Retail Customer Service Skills Training
Master the skills you need to obtain a career certificate in Retail Customer Service Skills Training as you progress towards earning your High School Diploma.
750 Hours
Fee: $1,395
→ Click here to register

Ask about our Nonprofit Discount
For more information, see Discounts page.

HOSPITALITY

Catering Professional
Get a solid foundation with the skills needed for a career in the catering and events industry with this course; it will also help prepare you for the Certified Professional in Catering and Events exam.
100 Hours | 10.0 CEUs
Fee: $1,295
→ Click here to register

Food and Customer Service Skills Training
Train for a career in food services, restaurants, and the hospitality industry. On completion of the course, be prepared to take the Prometric Certified Professional Food Manager (CPFM) exam.
120 Hours | 12.0 CEUs
Fee: $950
→ Click here to register
Hotel Management

Gain an understanding of the complexities of hotel management and learn to consider the multiple interrelated aspects of successful hospitality service.

100 Hours | 10.0 CEUs
Fee: $1,295
⇒ Click here to register

Hotel Management With Executive Housekeeper

Get trained in the complementary disciplines of hotel management and executive housekeeping.

160 Hours | 16.0 CEUs
Fee: $1,695
⇒ Click here to register

Restaurant Management

Study the theory behind food and beverage production and management, human resource management and basic accounting practices for the restaurant industry.

100 Hours | 10.0 CEUs
Fee: $1,295
⇒ Click here to register

HUMAN RESOURCE TRAINING & DEVELOPMENT

Certified Internal Auditor With Microsoft Excel 2019 (Voucher Included)


370 Hours | 37.0 CEUs
Fee: $1,295
⇒ Click here to register

460 Hours | 46.0 CEUs
Fee: $3,395
⇒ Click here to register

According to Glassdoor, the average base pay for human resources salaries is $57,775.

⇒ Click here to view statistics.

Essentials of Human Resources - Live/Online

Learn to advance your HR knowledge and effectiveness regardless of whether you are new to human resources or need to strengthen your employee management skills; course offered through MS Teams.

15 Hours | 1.5 CEUs
Start date: September 19, 2020
Early Bird Registration Fee: $535
Fee: $595
⇒ Click here to register

Payroll Manager

Prepare for a career as a payroll manager and get equipped with MBA-level business management skills; by course completion, you will understand key areas of payroll and be prepared to sit for the American Payroll Association’s Fundamental Payroll Certification (FPC) exam.

460 Hours | 46.0 CEUs
Fee: $3,395
⇒ Click here to register

You must be 18 or older to register for our Corporate and Business Training online courses.

Some of the following courses may qualify for MyCAA or Vocational Rehabilitation funding. Contact our team for more information.

Some courses are Live/Online courses (i.e. instructor-led format). All other courses are fully online and ready for you to take at your convenience.
Payroll Practice and Management

Navigate ever-changing payroll rules and regulations and prepare to pass the Fundamental Payroll Certification exam, developed by the American Payroll Association.

**100 Hours | 10.0 CEUs**
**Fee: $1,895**
→ Click here to register

Payroll Practice and Management With Microsoft Excel 2019

Get trained in all critical areas of payroll management and learn advanced practices for using Microsoft’s Excel 2019 software. Be prepared to take the Fundamental Payroll Certification exam and the Microsoft Office Specialist (MOS) Expert certification exam for Microsoft Excel 2019.

**170 Hours | 17.0 CEUs**
**Fee: $2,295**
→ Click here to register

With Voucher for Certifying Exam

**Note:** Voucher included for pre-paid access to sit for the certifying exam.

**Fee: $2,395**
→ Click here to register

NEW Payroll Wage & Hour Training & Certification Program

Learn the basic payroll requirements; ideal for beginning and intermediate HR professionals. Includes an optional test for those who wish to earn a “Certified Payroll Wage & Hour Administrator” designation; also qualifies for eight hours of PHR and SPHR re-certification credits.

**8 Hours | 0.8 CEUs**
**Fee: $450**
→ Click here to register

Senior Professional in Human Resources

Learn about the five functional areas, Business Management and Strategy, Workforce Planning and Employment, Human Resource Development, Compensation and Benefits, Employee and Labor Relations and Risk Management, that will prepare you for the Senior Professional Human Resources (SPHR) exam.

**120 Hours | 12.0 CEUs**
**Fee: $2,299**
→ Click here to register

**With Voucher for Certifying Exam**

Note: Voucher included for pre-paid access to sit for the certifying exam.

**Fee: $3,395**
→ Click here to register

Senior Professional in Human Resources With Payroll Practice and Management

Enhance your ability to manage and lead HR processes with the Senior Professional in Human Resources online course; the course will also prepare you for the Senior Professional Human Resources (SPHR) exam.

**220 Hours | 22.0 CEUs**
**Fee: $3,395**
→ Click here to register
NEW
Forensic Investigator in Computer Hacking
Gain knowledge in the specific security discipline of computer forensics from a vendor-neutral perspective.
40 Hours | 4.0 CEUs
Fee: $699
→ Click here to register

NEW
Computer Technician CompTIA A+
Gain the essential skills and technical expertise necessary to install, upgrade, configure, troubleshoot, optimize, repair and perform preventative maintenance on basic personal computer hardware and operating systems. Prepare students to sit for and pass the CompTIA A+ (Core 1 and Core 2) Certification exams.
Note: Students are eligible for an optional externship with a local employer on completion.
375 Hours | 37.5 CEUs
Fee: $3,999
→ Click here to register

NEW
The Payroll Management Training & Certification Program
Learn requirements, processes, and procedures associated with payroll management.
Note: Optional test for “Certified Payroll Management Administrator” included.
8 Hours | 0.8 CEUs
Fee: $450
→ Click here to register

NEW
Certified Ethical Hacker (CEH)
Study the ethical hacking of networks and system penetration testing; learn all of the exam objectives for the EC-Council exam ECC 312-50 version 10 exam.
40 Hours | 4.0 CEUs
Fee: $699
→ Click here to register

LANGUAGES
Professional Interpreter
Get trained to be a professional interpreter with this online course; develop the skills necessary to use your knowledge of languages to help other people communicate.
40 Hours | 4.0 CEUs
Fee: $1,295
→ Click here to register

When it comes to you, we’ve got you covered!
Professional and Public Programs is always looking to improve itself. We would like to hear from you and see how our CBT fall online courses are working for you. Post a comment on our Facebook account.

For details, visit ppp.utep.edu/cbtcourses

You must be 18 or older to register for our Corporate and Business Training online courses.

Some of the following courses may qualify for MyCAA or Vocational Rehabilitation funding. Contact our team for more information.

Some courses are Live/Online courses (i.e. instructor-led format). All other courses are fully online and ready for you to take at your convenience.
LEGAL TRAINING

Advanced Paralegal Certificate Course
Build upon your knowledge of law and paralegal studies with classes in specialized facets of contemporary law and gain a strong competitive edge over other paralegals.
Fee: $2,400 for the entire course
OR $400 per topic. Topics offered:
Advanced Legal Research
Alternative Dispute Resolution
Bankruptcy Law
Business Law
Constitutional Law
Criminal Law
Criminal Procedure
e-Discovery
Education Law
Estate Planning
Family Law
Immigration Law
Intellectual Property
Real Property Law
Victim Advocacy
Water Law
→ Click here to register

Alternative Dispute Resolution Certificate Course
Get qualified or participate in conflict mediation processes. This online course focuses on both traditional and non-traditional dispute resolution options.
45 Hours | 4.5 CEUs
Fee: $995
→ Click here to register

Court Interpreter (Spanish/English)
Learn how to interpret in any civil deposition or other legal proceeding in the criminal and civil jurisdiction; master the necessary material to take the State Spanish Court Interpreter examination.
200 Hours | 20.0 CEUs
Fee: $2,395
→ Click here to register

Paralegal Certificate Course - Live/Online
Improve office efficiency, productivity, and billable hours, as well as learn new marketable job skills with this nationally acclaimed program is designed for beginning and advanced legal workers.
84 Hours | 8.4 CEUs
Start date: October 1, 2020
Early Bird Registration Fee: $1,595.50
Fee: $1,755
→ Click here to register

Legal Investigation Certificate Course
Acquire training in legal investigation and be qualified to assist attorneys, paralegals, insurance companies and private businesses, as well as state and federal government agencies, in the process of civil and criminal investigations.
45 Hours | 4.5 CEUs
Fee: $995
→ Click here to register

NEW
Legal Research and Writing
Acquire the basic skills necessary for writing legal documents and the skills and duties of a paralegal in an active law office setting.
24 Hours | 2.4 CEUs
Fee: $215
→ Click here to register

Software Essentials for the Law Office
Improve your skill and knowledge of commonly used computer technology and programs within the law office.
45 Hours | 4.5 CEUs
Fee: $995
→ Click here to register
Victim Advocacy Certificate Course

Be trained to work in prepared to work in victim advocacy arenas, such as domestic violence shelters, crisis centers, crisis hotlines, and with state and county governments to assist crime victims in progressing through the criminal justice system and toward successful recovery.

45 Hours | 4.5 CEUs
Fee: $995

→ Click here to register

LEADERSHIP & MANAGEMENT

NEW
Certificate in Supervisory and Managerial Skills

Gain the fundamental skills required of both new supervisors and/or managers and those with experience to be positioned for maximum success.

300 Hours | 30.0 CEUs
Fee: $2,595

→ Click here to register

NEW
Coaching Your Team to Higher Performance

Learn the four stages of team development and how to fulfill your changing and complicated role as a coach at each stage.

1 Hour | 0.1 CEUs
Fee: $99

→ Click here to register

From Team Member to Supervisor - Live/Online

Make a successful transition from being a team member to leading your team successfully; course offered through MS Teams.

6 Hours | 0.6 CEUs
Start date: October 2, 2020
Early Bird Registration Fee: $121.50
Fee: $135

→ Click here to register

Lean Six Sigma Green Belt - Live/Online

Strengthen your organization by employing the core concepts of Lean Six Sigma; course offered through MS Teams.

42 Hours | 4.2 CEUs
Start date: September 19, 2020
Early Bird Registration Fee: $1,170
Fee: $1,300

→ Click here to register

Per the U.S. Bureau of Labor Statistics, a 7% growth in management positions is expected between 2018 and 2028; as of May 2019, the median wage for these positions was $105,660.

→ Click here to read full article.

You must be 18 or older to register for our Corporate and Business Training online courses.

Some of the following courses may qualify for MyCAA or Vocational Rehabilitation funding. Contact our team for more information.

Some courses are Live/Online courses (i.e. instructor-led format). All other courses are fully online and ready for you to take at your convenience.

The professional training programs offered at UTEP are exceptional! The instructors and staff offer essential, practical, and most of all, relevant training for new and seasoned professionals. I am personally grateful... It’s the best decision I’ve ever made for continuing education and I encourage everyone to take full advantage of the P3 program.”

M. DePorres
Former Corporate and Business Training student
Classes attended:
Project Management Professional (PMP) and Lean Six Sigma
NEW Supervising and Managing Workplace Employees (Bud to Boss Toolkit)

Develop the foundational skills you need in your position as a first-time supervisor and move forward in your career.

20 Hours | 2.0 CEUs
Fee: $275

Click here to register

NEW Management and Leadership Studies Certificate

Study the essentials of business management and leadership.

300 Hours | 30.0 CEUs
Fee: $2,595

Click here to register

NEW Lean Manufacturing Personal Training Library

Gain a comprehensive introduction to lean manufacturing concepts, terminology, techniques, and practices.

24 Hours | 2.4 CEUs
Fee: $250

Click here to register

NEW Manufacturing Statistics Personal Training Library

Gain access to four core statistics courses: Basic SPC Training (basic SPC course), Advanced SPC, DOE: Screening Experiments, and Measurement Systems Analysis.

24 Hours | 2.4 CEUs
Fee: $250

Click here to register

This course provided me with an amazing understanding of the tools available to improve processes at work... this was time well spent.”

Sergio M.
Former Corporate and Business Training Lean Six Sigma Yellow Belt student
Classes attended:
Lean Six Sigma Yellow Belt

According to GoLeanSixSigma, the average salary for all jobs with "Lean" and "Six Sigma" in the job description is $95,806.

Click here to read full article.
The Project Management Institute projects a 33% growth (nearly 22 million jobs) in project management positions by 2027.

You must be 18 or older to register for our Corporate and Business Training online courses.

Some of the following courses may qualify for MyCAA or Vocational Rehabilitation funding. Contact our team for more information.

Some courses are Live/Online courses (i.e. instructor-led format). All other courses are fully online and ready for you to take at your convenience.

### PROJECT MANAGEMENT

**NEW**

**Agile Project Management Training**

Gain a working understanding of how the philosophies and principles of Agile are used in successful projects.

40 Hours | 4.0 CEUs

Fee: $649

→ Click here to register

**Mastering Project Management With Microsoft Project 2019 (Software Included)**

Expand your skillset and prepare for certification with this Project Management Professional (PMP)® online training course with Microsoft Project 2019 software is included with enrollment.

270 Hours | 27.0 CEUs

Fee: $1,999 - $2,495

→ Click here to register

**Project Management Professional Certificate - Live/Online**

Qualify for the 35 training contact credit hours required to register for the Project Management Institute (PMI®) Certified Associate Program Management (CAPM) or Project Management Professional (PMP) exam or maintaining current PMI® PMP certification; program offered through MS Teams.

45 Hours | 4.5 CEUs

Start date: September 14, 2020

Fee: $1,485

→ Click here to register

---

**Purchasing and Supply Chain Management**

Learn an integrated approach to planning, acquisition, flow, and distribution, from raw materials to finished products.

300 Hours | 30.0 CEUs

Fee: $2,395

→ Click here to register

You must be 18 or older to register for our Corporate and Business Training online courses.

Some of the following courses may qualify for MyCAA or Vocational Rehabilitation funding. Contact our team for more information.

Some courses are Live/Online courses (i.e. instructor-led format). All other courses are fully online and ready for you to take at your convenience.

---

You must be 18 or older to register for our Corporate and Business Training online courses.

Some of the following courses may qualify for MyCAA or Vocational Rehabilitation funding. Contact our team for more information.

Some courses are Live/Online courses (i.e. instructor-led format). All other courses are fully online and ready for you to take at your convenience.
Glassdoor estimates that the national average salary for project managers in the United States is $66,137.

Click here to view statistics.

TEST PREP

Complete Enrolled Agent (EA) Review Program and Exam Prep

Prepare for all three parts of the IRS Special Enrollment Exam and become an IRS Enrolled Agent; Adaptive Learning Test Prep Software package for all three parts and Tax Guide included.

52 Hours | 5.2 CEUs
Fee: $1,899
→ Click here to register

MCAT Prep - Live/Online

Prepare for the MCAT test working live with an expert MCAT instructor.

Start date: September 17, 2020
UTEP Student Fee: $1,249
Fee: $1,299
→ Click here to register

Start date: September 21, 2020
UTEP Student Fee: $1,249
Fee: $1,299
→ Click here to register

Start date: October 20, 2020
UTEP Student Fee: $1,249
Registration Fee: $1,299
→ Click here to register

PMP Crash Test Course - Live/Online

Gain a thorough understanding of project management from start to finish; course offered through MS Teams and meets and exceeds the requirements for those interested in the Certified Associate in Project Management (CAPM) ® or PMP certifications.

9 Hours
Start date: October 26, 2020
Early Bird Registration Fee: $103.50
Fee: $115
→ Click here to register

SHRM-CP/SHRM-SCP Exam Preparation Program - Live/Online

Prepare for the content areas covered on the (SHRM) exam; offered through MS Teams.

52 Hours | 5.2 CEUs
Start date: September 12, 2020
Early Bird Registration Fee: $1,305
Fee: $1,450
Group Discount Fee: $1,000
→ Click here to register
According to the U.S. Bureau of Labor Statistics, the demand for technical writers is projected to grow 10 percent from 2014 to 2024.

The U.S. Department of Labor reports that the average salary for a technical writer in the U.S. in 2016 was $69,850 or $33.58 per hour.
FREE Informational Sessions and Webinars

Want to try us out first?
Attend our free informational sessions.

Not sure if this course is right for you? Have questions? Want to meet our instructors? We have you covered.

Our informational sessions are a chance for you to ask questions, meet the instructors behind our programs and get advice on what course is right for you. If you decide to move forward and register, you will be eligible for a special discount.

Live/Online Informational Seminar:
A Guide to HR Essentials & the SHRM Exam Prep Program
Learn what you need to pass the SHRM-CP/SHRM-SCP Exam by talking with our veteran instructors; offered through MS Teams.
Note: Discounts available for registering in select courses.
9/8 6-8 p.m. M.T.
→ Click here to register

Live/Online Informational Seminar:
A Guide to Project Management and Lean Six Sigma Series
Learn role of project management knowledge/skills in achieving optimum business results; offered through MS Teams.
Note: Discounts available for registering in select courses.
9/8 6-9 p.m. M.T.
→ Click here to register

Live/Online Informational Seminar:
Personal Fitness Trainer Certification
Talk live to a veteran instructor about the personal fitness trainer industry; offered through GoToMeeting.
9/12 10-11 a.m. M.T.
→ Click here to register

Informational Webinar:
Personal Fitness Trainer Certification
Learn more about the Personal Fitness Trainer Certification course in this webinar; recording available on registration.
Available at any time
September 1-30
→ Click here to register
October 1-31
→ Click here to register
November 1-30
→ Click here to register
December 1-15
→ Click here to register

Live/Online Informational Seminar:
Pharmacy Technician and Medical Billing and Coding
Talk to veteran instructors and learn what to expect during the Pharmacy Technician and Medical Billing and Coding courses; offered through MS Teams.
Note: Discounts available for registering in select courses.
9/16 6-7 p.m. M.T.
→ Click here to register

Live/Online Informational Seminar:
Dental Assistant and Clinical Medical Assistant
Talk to veteran instructors and learn about starting a career as a Dental or Clinical Medical Assistant; offered through MS Teams.
Note: Discounts available for registering in select courses.
9/17 6-7 p.m. M.T.
→ Click here to register

Live/Online Informational Seminar:
Medical Administrative Assistant
Learn about popular jobs in healthcare by speaking with expert instructors; offered through MS Teams.
Note: Discounts available for registering in select courses.
10/6 6-7 p.m. M.T.
→ Click here to register

Live/Online Informational Seminar:
CompTIA A+ Program With Certification
Get information about the CompTIA (IT) certification by speaking with expert instructors; offered through MS Teams.
Note: Discounts available for registering in select courses.
9/15 6-7 p.m. M.T.
→ Click here to register
Professional and Public Programs – Corporate and Business Training

Course Index

- ACCOUNTING
  Accounts Payable Manager Certificate (Exam Cost Included)
  Accounts Payable Specialist Certification (Exam Cost Included)
  Certificate in Accounting & Bookkeeping Studies
  IRS Tax Preparer Bundle - Annual Filing Season Program (AFSP)
  NEW QuickBooks Bundle (2012 to 2019)

- DRONE OPERATIONS

- ENVIRONMENTAL SAFETY TRAINING
  NEW OSHA 8-Hour HAZWOPER Refresher

- FITNESS CAREER TRAINING
  NEW Attracting Club Members
  NEW Business Success for Fitness Professionals
  NEW Conditioning for Football
  NEW Developing Your Business Strategy
  NEW Exercise Program Design for Special Populations
  NEW Finance and Budgets: What Every Fitness Professional Should Know
  NEW Fitness Management Training Certification
  NEW Personal Fitness Trainer Certification - Online GOLD CPT Course - Live/Online

- COMPUTER APPLICATIONS
  Executive Assistant With Microsoft Office 2019 Training
  Microsoft Excel: Introduction - Live/Online

- HEALTH CAREERS
  Certified Electronic Health Records Specialist (CEHRS)
  NEW Clinical Medical Assistant Certificate Program With Externship
  NEW Dental Assisting Certificate Program With Clinical Externship
  Dental Assisting Program with Optional Clinical Externship - Live/Online
  NEW Dialysis Technician With Externship
  NEW EKG Technician Certificate Program With Clinical Externship
  NEW Medical Administrative Assistant Certificate Program With Clinical Externship
  Medical Administrative Assistant Program With Optional Clinical Externship - Live/Online
NEW Medical Billing & Coding w/ Medical Administration Certificate Program With Clinical Externship

Medical Billing and Coding Program - Live/Online

NEW Medical Billing & Coding Certificate Program With Clinical Externship

NEW Pharmacy Technician Certificate Program With Clinical Externship

NEW Pharmacy Technician w/ Medical Administration Certificate Program With Clinical Externship

Pharmacy Technician Training With Optional Clinical Externship - Live/Online

NEW Phlebotomy Technician Certificate Program With Clinical Externship

HIGH SCHOOL DIPLOMA WITH CAREER TRAINING

High School Diploma With Homeland Security Training

High School Diploma with Hospitality and Leisure Training

High School Diploma With Office Management Training

High School Diploma with Retail Customer Service Skills Training

HOSPITALITY

Catering Professional

Food and Customer Service Skills Training

Hotel Management

Hotel Management with Executive Housekeeper

Restaurant Management

HUMAN RESOURCE TRAINING & DEVELOPMENT

Certified Internal Auditor with Microsoft Excel 2019 (Voucher Included)

Essentials of Human Resources - Live/Online

Payroll Manager

Payroll Practice and Management

Payroll Practice and Management with Microsoft Excel 2019

INFORMATION TECHNOLOGY/ CYBERSECURITY

NEW Certified Ethical Hacker (CEH)

NEW Forensic Investigator in Computer Hacking

NEW Computer Technician CompTIA A+

LANGUAGES

Professional Interpreter

LEGAL TRAINING

Advanced Paralegal Certificate Course

Professional and Public Programs – Corporate and Business Training

Course Index

Payroll Practice and Management with Microsoft Excel 2019 (With Voucher Included)

NEW Payroll Wage & Hour Training & Certification Program

Senior Professional in Human Resources

Senior Professional in Human Resources with Payroll Practice and Management

NEW The Payroll Management Training & Certification Program

NEW Payroll Practice and Management with Microsoft Excel 2019

Senior Professional in Human Resources

High School Diploma With Homeland Security Training

High School Diploma with Hospitality and Leisure Training

High School Diploma With Office Management Training

High School Diploma with Retail Customer Service Skills Training

Catering Professional

Food and Customer Service Skills Training

Hotel Management

Hotel Management with Executive Housekeeper

Restaurant Management

Certified Internal Auditor with Microsoft Excel 2019 (Voucher Included)

Essentials of Human Resources - Live/Online

Payroll Manager

Payroll Practice and Management

Payroll Practice and Management with Microsoft Excel 2019

NEW Certified Ethical Hacker (CEH)

NEW Forensic Investigator in Computer Hacking

NEW Computer Technician CompTIA A+

Professional Interpreter

Advanced Paralegal Certificate Course
Professional and Public Programs – Corporate and Business Training

Course Index

MANUFACTURING

NEW Lean Manufacturing Personal Training Library

NEW Manufacturing Statistics Personal Training Library

Purchasing and Supply Chain Management

PROJECT MANAGEMENT

NEW Agile Project Management Training

Mastering Project Management With Microsoft Project 2019 (Software Included)

Project Management Professional Certificate - Live/Online

TEST PREP

Complete Enrolled Agent (EA) Review Program and Exam Prep

MCAT Prep - Live/Online

PMP Crash Test Course - Live/Online

SHRM-CP/SHRM-SCP Exam Preparation Program - Live/Online

WRITING

Certificate Course in Technical Business Writing for Engineers

Certificate Course in Writing for a Global Market

Grant Writing

NEW Persuasive Writing: How to Get Instant Results

Ultimate Resume Building

FREE SEMINARS & WEBINARS

Live/Online Informational Seminar: A Guide to Project Management and Lean Six Sigma Series

Live/Online Informational Seminar: A Guide to HR Essentials & the SHRM Exam Prep Program

Live/Online Informational Seminar: Personal Fitness Trainer Certification

Informational Webinar: Personal Fitness Trainer Certification

Live/Online Informational Seminar: CompTIA A+ Program With Certification

Live/Online Informational Seminar: Pharmacy Technician and Medical Billing and Coding

Live/Online Informational Seminar: Dental Assistant and Clinical Medical Assistant

Live/Online Informational Seminar: Medical Administrative Assistant

Alternative Dispute Resolution Certificate Course

Court Interpreter (Spanish/English)

Legal Investigation Certificate Course

NEW Legal Research and Writing

Paralegal Certificate Course - Live/Online

Software Essentials for the Law Office

Victim Advocacy Certificate Course

NEW Certificate in Supervisory and Managerial Skills

NEW Coaching Your Team to Higher Performance

From Team Member to Supervisor - Live/Online

Lean Six Sigma Green Belt - Live/Online

Lean Six Sigma Black Belt with 1-on-1 Project Coaching (Exam Cost Included)

NEW Management and Leadership Studies Certificate

NEW Supervising and Managing Workplace Employees (Bud to Boss Toolkit)
When taking your education further is a top priority, everyone wins.

Take your organization to the next level. Develop and retain a high-performing workforce.

For more information visit our website at ppp.utep.edu to learn more or contact our team via email at: p3cbt@utep.edu

Professional and Public Programs – Continuing Education at UTEP
Ask about our Corporate Customized Training Program
We’re currently looking for dedicated, passionate instructors to share their talents, skills and knowledge with adults and professionals in the community.

Instructors are needed for the following areas:

- Effective Leadership
- Difficult Conversations
- Emotional Intelligence
- Women in Business
- Women in Leadership
- Diversity Training and Inclusivity

Interested? We’d love to hear from you!

To learn more about becoming a CBT instructor, call 915-747-5142 or email p3cbt@utep.edu.

Join our team of Corporate and Business Training instructors!
General Information and Policies

ADA Compliance and Reasonable Accommodation
The University of Texas at El Paso is committed to the recognition and the proactive pursuit of compliance with the Americans with Disabilities Act of 1990 (ADA). The University makes reasonable accommodations for the known physical or mental limitations of a participant with a disability unless such accommodations have the end result of fundamentally altering a program or service or placing an undue hardship on the operation of the University. Participants requiring special accommodations for continuing education courses should contact Professional and Public Programs (P3) at ppp@utep.edu or 915-747-5142 upon registration. Accommodation arrangements made directly by participants with UTEP’s Center for Accommodations and Support Services or an outside source may not be paid for by P3.

Registration Confirmation
You will receive a registration confirmation with pertinent information within 48 hours of registering. Please take the time to review all information and contact us if you have questions.

Course Locations
Due to safety and health concerns caused by COVID-19, continuing education courses are online unless otherwise stated. You will receive an email prior to the start date of your course confirming your course location and/or location changes.

Fees
Course registration fees are payable by cash, check, money order, credit card or debit card. If you register online or by phone, you must pay by credit card. All major credit cards are accepted. You must pay all applicable course fees when you register unless you are using our payment plan for eligible courses or paying through a third party.

Pre-Payment Plan for Corporate and Business Training Live Courses
To make registration payments even easier for Corporate and Business Training face-to-face courses, we offer a pre-payment plan. To receive this payment option, you must first enroll in an eligible course in person or by phone. We require an initial payment of a minimum of 20% of the course fee. You will be required to pay the remaining balance in full five (5) days prior to the course start date. Failure to pay the remaining fees five (5) days prior to the course date will result in a $25 administrative fee and the participant’s termination from the course.

Third-Party Payments & Loan Options
Professional and Public Programs accepts third-party billing including purchase orders. Participants may also take advantage of Smart Option Student Loans through Sallie Mae and other private lenders. If you are unemployed, underemployed, dislocated, a veteran, or a veteran’s spouse, financial assistance may be available. Visit our website at ppp.utep.edu for detailed information.

Cancellations & Course Changes
P3 reserves the right to cancel, reschedule or combine classes, and to change instructors when necessary. If a class is canceled or rescheduled, you will be notified by phone and email. All cancellations by P3 will result in a full refund.

Refunds
Certain courses are governed by their own refund policy. Please visit our website at ppp.utep.edu for up-to-date policies on refunds and click on the Resources tab. Please note: No refunds will be given on or after the first course session.

Withdrawals & Transfer Policy
You may request a transfer to another course in lieu of requesting a refund for eligible courses. To request transfers, please email the P3 Registration Office at ppp@utep.edu.

Gift Certificates
To purchase a gift certificate, please call 915-747-5142. All major credit cards are accepted.

Participant Guidelines
Participants and their representatives who behave in a manner which is disruptive to the learning process, interferes with the well-being of other participants or staff, or causes damages to the University or contracted facilities, may be asked not to return for a current course or enroll in future P3 continuing education courses.
AVAILABLE DISCOUNTS

**Early Bird Discount**
Receive a 10% Early Bird discount on eligible courses each semester.
- **Fall Early Bird Discount**: Enroll for any Fall course* by August 31
- **Spring Early Bird Discount**: Enroll for any Spring course* by January 31
- **Summer Early Bird Discount**: Enroll for any Summer course* by May 31

**English Language Institute Referral Program**
Refer a friend and receive a $100 credit voucher for the ELI Core Program.

**Nonprofit Discount**
Nonprofit organizations that purchase two registrations in a semester will receive a third registration at 50% off. All three registrations must be done at the same time to qualify.

**UTEP Alumni and Military Discounts**
UTEP Alumni Association members and military service members receive a 10% discount off eligible courses.*

---

**UTEP Employees and Retirees Discounts**
Current and retired UTEP employees may receive a **15% discount** on eligible courses*.

---

*Discounts do not apply to certain programs, including but not limited to: The English Language Institute Core Program and online courses. Discounts outlined here may not be combined with any other discounts.
DISCOVER THE MINER IN YOU

Continuing Education at UTEP
Corporate and Business Training

Liliana (Lily) has been with P3 for the past five years. She holds a Bachelor of Science in Business with a concentration in Management from the University of Phoenix and has over 24 years of management experience. Her professional background includes sales, talent recruiting, nonprofit program management, start-up programs, and customized training implementation.

Lily is an El Paso-born native and lives here with her 16-year-old daughter, Emily.

Favorite inspirational quote: “You are braver than you believe. Stronger than you seem. And smarter than you think.” – A.A. Milne’s Christopher Robin

Sylvia Ann Monsisvais graduated as “Student of the Year” from the University of Phoenix where she earned a Bachelor of Science in Business Marketing. She also has an Associate of Applied Science Degree in Music and Video Business.

During the course of her career, Sylvia has worked as an SOS Program Coordinator and Trainer with the El Paso County Sheriff’s Office, and as a certified Crime Prevention Practitioner and Special Promotions Coordinator for the El Paso Police Department. She has received several commendation Awards from El Paso’s Chief of Police and multiple awards for her volunteer work with various nonprofit organizations, including the DEA, Job Corps, United Blood Services, Cook Children’s Medical Center and Girl Scouts of the Rio Grande.

Favorite inspirational quote: “Don’t let anyone ever make you feel like you don’t deserve what you want. Go for it.” – Heath Ledger

Contact our Team

BY EMAIL
Send us an email with your questions to:
p3cbt@utep.edu

Contact our Program

BY PHONE
Call 915-747-5142,
Monday – Friday, 8 a.m.-5 p.m.

ONLINE
Visit us at
ppp.utep.edu

Graphic Design by: Claudia Cornejo, Ayensi Chong Torres and Joy Alejandra Contreras
Writing/Editing by: Arathi Kylasam
Staff photos by: Laura Trejo, J.R. Hernández, Rebecca Moreno and Cecily L. Piñon
P3 interior photo library by: Rebecca Moreno and Claudia Cornejo
Vector stock courtesy of: vecteezy.com
Photo stock courtesy of: freepik.com, jeshoots.com, pexels.com, pixabay.com and rawpixel.com

FALL 2020
ONLINE COURSE GUIDE

Connect with us to receive special offers,
updates on courses and more!
#utepp3