Professional and Public Programs – Continuing Education at UTEP

Corporate and Business Training
Corporate and Business Training

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? Whatever your reality, we promise our Corporate and Business Training (CBT) courses can help you. Our 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

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.
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

See pages 4-29 for a list of our available courses for Fall/Winter 2021.

For details, visit ppp.utep.edu/cbtcourses

Tailored to the needs of different industries, our focused programs provide the insight and professional skills you need to succeed.

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.

Contact Our Team

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

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

Featured Courses

Managing Turbulence in the Organization - Live/Online
Gain valuable leadership skills needed to steer your organization to success, especially during a crisis, with this set of three webinars.

Strategic Planning - Webinar 1
Webinar 1 shows you how to plan and create your own personal mission statement.
Start date: September 17, 2021
Fee: $155
→ Click here to register

Conflict Resolution - Webinar 2
Webinar 2 teaches you conflict resolution skills to eliminate dysfunctional behavior.
Start date: October 15, 2021
Fee: $155
→ Click here to register

Teamwork During Challenging Times - Webinar 3
Webinar 3 shows you how to build and coach your team during challenging times.
Start date: November 5, 2021
Fee: $155
→ Click here to register

NOTE: Sign up for all three webinars in this series and get them for $99 each. Please call 915-747-5142 to apply discount.

COVID-19 PRECAUTION STATEMENT

Please stay home if you have been diagnosed with COVID-19 or are experiencing COVID-19 symptoms. If you have tested positive for COVID-19, prior to, after, and/or during your time enrolled in your course(s), you are highly encouraged to report your results to covidaction@utep.edu as well as to let our office know at ppp@utep.edu.

The Center for Disease Control and Prevention recommends that people in areas of substantial or high COVID-19 transmission wear face masks when indoors in groups of people. The best way that we can take care of ourselves and others is to get the vaccine. If you still need the vaccine, it is widely available in the El Paso area. For more information about the current rates, testing, and vaccinations, please visit epstrong.org.
HEALTHCARE CAREERS

Clinical Medical Assistant With Optional Clinical Externship

Train to assist physicians by preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. Includes a clinical externship opportunity at a local healthcare provider.

Start date: September 7, 2021
Fee: $4,100
Early Bird Registration Fee: $3,950
→ Click here to register

Dental Assisting Program With Optional Clinical Externship

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.

Start date: September 14, 2021
Fee: $4,100
Early Bird Registration Fee: $3,950
→ Click here to register

Connect with us!

Join our LinkedIn community and check out the courses we offer to business professionals as yourself.

Medical Administrative Assistant Program With Optional Clinical Externship

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.

Start date: October 19, 2021
Fee: $3,150
Early Bird Registration Fee: $3,000
→ Click here to register

Medical Billing & Coding Program With Optional Clinical Externship

Learn the skills needed to solve insurance billing problems and also be prepared to qualify 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; optional externship available.

Start date: October 4, 2021
Fee: $3,400
Early Bird Registration Fee: $3,250
→ Click here to register
The need for Pharmacy Technicians continues to grow with demand expected to increase substantially through 2024. Approximately 400,000 technicians will be employed by the year 2024 to meet our nation’s growing healthcare demands.

Pharmacy Technician Training With Optional Clinical Externship
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.
Start date: September 27, 2021
Fee: $3,150
Early Bird Registration Fee: $3,000
→ Click here to register

Foundations of Compensation for HR
Learn how to write and create job descriptions for your organization, offer competitive jobs and salaries, and communicate with your employees about their compensation.
Start date: September 18, 2021
Fee: $595
Early Bird Registration Fee: $535
→ Click here to register

SHRM-CP/SHRM-SCP Exam Preparation Program
Prepare for the content areas covered on the SHRM exams.
Start date: September 11, 2021
Fee: $1,450
Early Bird Registration Fee: $1,310
Group Discount Fee: $1,000
→ Click here to register

INFORMATION TECHNOLOGY/CYBERSECURITY

CompTIA A+ Program Certification With Optional Clinical Externship
Prepare yourself to function as a computer professional in multiple technical, business and healthcare settings.
Start date: September 7, 2021
Fee: $4,150
Early Bird Registration Fee: $3,999
→ Click here to register

LEADERSHIP & MANAGEMENT

10 Keys to Staff Motivation: The Drive for Enthusiasm During a Crisis
Learn how to motivate and retain positive, high-energy staff using these guiding principles.
Start date: December 10, 2021
Fee: $135
Early Bird Registration Fee: $125
→ Click here to register

We want to hear from you!
Post a comment on our Instagram account and let us know what kind of professional training(s) you are looking for, so we can better serve you and our community.
Emotional Intelligence Quotient (EIQ)
Achieve the ability to accurately perceive and manage your own and others’ emotions, and to understand the signals they send about relationships.
Start date: November 12, 2021
Fee: $135
Early Bird Registration Fee: $125
→ Click here to register

From Opportunity to Support: 21st-Century Appraisal Systems
Create high-performance appraisal systems that benefit team leaders and members alike and build on their strengths.
Start date: September 10, 2021
Fee: $135
Early Bird Registration Fee: $125
→ Click here to register

The Etiquette of Language
Make a great first impression and gain a competitive edge by honing your verbal and written communication skills.
Start date: October 1, 2021
Fee: $135
Early Bird Registration Fee: $125
→ Click here to register

LEGAL TRAINING

Paralegal Certificate Course
Improve office efficiency, productivity and billable hours, as well as learn new marketable job skills with this nationally acclaimed program designed for beginning and advanced legal workers.
Note: Early Registration fee ends August 31, 2021.
Start date: September 18, 2021
Fee: $1,755
Early Bird Registration Fee: $1,595
→ Click here to register

PROJECT MANAGEMENT

PMP Crash Test Course
If you have previously taken the Project Management Professional Certificate course with us, this course is for you. Get tips and reminders of what you need to pass the PMP certification exam.
Start date: September 13, 2021
Fee: $1,650
Early Bird Registration Fee: $1,485
→ Click here to register

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

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

The paralegal course from UTEP is something I am so grateful to have had the opportunity to take. This was a fast paced and challenging course, but the content of the class made it very interesting [and allowed me to] stay engaged. I highly recommend this course to anyone interested in being a paralegal.”

Catherine N.
Student, Franklin High School
Course: Student in the 2021 Complete Paralegal Training Program at Franklin Magnet Center offered by Professional and Public Programs in partnership with JER Online.

You must be 18 or older to register for our Corporate and Business Training courses. Some of the following courses may qualify for MyCAA or Vocational Rehabilitation funding. Contact our team for more information.
Live/Online and Hybrid Courses

All the following courses are for ages 18 and older. They are offered live/online or hybrid (a combination of in-person and online delivery) as indicated.

BUSINESS DEVELOPMENT TRAINING

Lean Six Sigma Yellow Belt Live/Online
Get an overview of Lean Six Sigma and an introduction to the core concepts of the LSS process improvement methodology, including problem identification and solution techniques; course offered through MS Teams.
Start date: September 18, 2021
Early Bird Registration Fee: $405
Fee: $450
→ 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.
Start date: October 9, 2021
Early Bird Registration Fee: $1,170
Fee: $1,300
→ Click here to register

FITNESS CAREER TRAINING

Personal Fitness Trainer Certification Hybrid
Turn your fitness passion into a profession with the only in-person, hands-on practical skill labs in the industry. Our NCCA-accredited program will help you start an exciting fitness career as a Certified Personal Trainer.
Start date: October 16, 2021
Fee: $965
Early Bird Registration Fee: $875
→ Click here to register

LEADERSHIP & MANAGEMENT

Managing Turbulence in the Organization - Live/Online
Gain valuable leadership skills needed to steer your organization to success, especially during a crisis, with this set of three webinars.

Strategic Planning - Webinar 1
Webinar 1 shows you how to plan and create your own personal mission statement.
Start date: September 17, 2021
Fee: $155
→ Click here to register

Conflict Resolution - Webinar 2
Webinar 2 teaches you conflict resolution skills to eliminate dysfunctional behavior.
Start date: October 15, 2021
Fee: $155
→ Click here to register

Teamwork During Challenging Times - Webinar 3
Webinar 3 shows you how to build and coach your team during challenging times.
Start date: November 5, 2021
Fee: $155
→ Click here to register

According to the U.S. Department of Labor, the Personal Fitness sector is slated to grow by 13% through 2026.
Data courtesy World Instructor Training Schools (W.I.T.S.)

NOTE: Sign up for all three webinars in this series and get them for $99 each. Please call 915-747-5142 to apply discount.
You **must be 18 or older** to register for our Corporate and Business Training courses.

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

Courses are live/online (i.e. instructor-led) or hybrid (combination of in-person and online delivery).

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**TEST PREP**

**Drone Pilot FAA Part 107 Test Preparation Course**

*Live/Online*

Learn how you can receive a Remote Pilot Certificate to fly drones for business or recreation under Part 107; offered through MS Teams.

**Start date:** August 14, 2021  
**Fee:** $295  
› Click here to register

**Start date:** October 2, 2021  
**Fee:** $295  
› Click here to register

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**PCAT Prep**

*Live/Online*

Prepare for the PCAT with this course that has been reformulated for the PCAT test changes and reviewed by the AACP’s PCAT Prep Advisory Committee.

**Start date:** August 28, 2021  
**Fee:** $950  
**UTEP Student Fee:** $900  
› Click here to register

**Start date:** October 2, 2021  
**Fee:** $295  
› Click here to register

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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/Winter courses are working for you. Join our LinkedIn community or post a comment on our Facebook account.
Online Self-Paced Courses

All the following courses are offered fully online in a self-paced format for ages 18 and older.

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.

**Fee:** $1,395

[Click here to register](#)

**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.

**Fee:** $1,595

[Click here to register](#)

**Certificate in Accounting & Bookkeeping Studies**

Get a better understanding of basic accounting and bookkeeping procedures.

**Fee:** $2,695

[Click here to register](#)

**NEW**

**Professional Bookkeeping With QuickBooks 2019**

Learn bookkeeping with QuickBooks 2019 to organize your finances, stay on top of invoices, pay bills on time and track expenses efficiently.

**Fee:** $2,295

[Click here to register](#)

**UPDATED**

**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.

**Fee:** $299

[Click here to register](#)

**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.

**Fee:** $350

[Click here to register](#)
AUTISM AWARENESS

NEW
Autism (ASD) - Learning and Resource Bundle
Get all the information you need about ASD so you are best prepared to equip your child for success.
Fee: $99
→ Click here to register

NEW
ASD - Autism 101
Learn all about ASD so you can put together a plan to support your child emotionally, physically and academically.
Fee: $5
→ Click here to register

NEW
ASD Behavior Challenges
Understand why your child exhibits negative behaviors, what conditions are commonly linked to ASD and what you can do to reduce poor behavior.
Fee: $55
→ Click here to register

NEW
ASD Medical Resources
Learn about the wide range of physical and mental-health resources at your disposal to help your child.
Fee: $55
→ Click here to register

NEW
Evaluation, Therapy, School Resources and IEPs
Learn all about how your child can receive the support they need from diagnosis to assistance in school.
Fee: $55
→ Click here to register

NEW
ASD Family Resources
Get advice from parents and ASD experts to overcome the most common day-to-day challenges associated with child safety, play and nutrition for ASD children.
Fee: $55
→ Click here to register

NEW
ASD Lifetime Resources (Adults)
Get support for challenges you might face as a parent of a young adult or teenager with ASD.
Fee: $55
→ Click here to register

NEW
ASD Resources and Support for Parents
Gain access to informative, practical and valuable information and resources that can help you throughout your parental journey.
Fee: $55
→ Click here to register

NEW
ASD - Autism 101
Learn all about ASD so you can put together a plan to support your child emotionally, physically and academically.
Fee: $5
→ Click here to register

NEW
ASD Behavior Challenges
Understand why your child exhibits negative behaviors, what conditions are commonly linked to ASD and what you can do to reduce poor behavior.
Fee: $55
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NEW
ASD Medical Resources
Learn about the wide range of physical and mental-health resources at your disposal to help your child.
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Get support for challenges you might face as a parent of a young adult or teenager with ASD.
Fee: $55
→ Click here to register

NEW
ASD Medical Resources
Learn about the wide range of physical and mental-health resources at your disposal to help your child.
Fee: $55
→ Click here to register

NEW
Call Center Supervisor
Prepare for a supervisory role in a modern call center.
Fee: $2,295
→ Click here to register

NEW
Certificate in Computer Skills for the Office
Bring your office skills to a whole new level by diving into this set of powerful instructional courses.
Fee: $299
→ 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.

All the following courses are offered fully online in a self-paced format.
Freight Broker/Agent Training
From licensing and operations to sales and marketing, learn how to get your broker license and start a successful freight brokerage, 100% online and at your own pace!

Fee: $1,895

→ Click here to register

Microsoft Project Basics
Build a foundation of essential skills in Microsoft Word and gain a greater understanding of its interface and design elements. Focus on mastering the fundamental tasks performed in Word, including writing, proofing, finalizing and printing a document.

Fee: $79

→ Click here to register

PowerPoint for Business
Plan and design effective slideshow presentations using Microsoft’s PowerPoint software. Get practical tips and examples for mapping the presentation, incorporating research, using templates, selecting visual elements and delivering the presentation.

Fee: $79

→ Click here to register

Visual PowerPoint
Learn how to use Microsoft’s PowerPoint 365 software to build visually engaging slideshow presentations. Consider how to select images and photographs for use in slides, the importance of arrangement and placement of images, the use of tools like Shapes and SmartArt, methods for presenting data, and the selection of colors and fonts that increase the readability of content.

Fee: $79

→ Click here to register

Entrepreneur magazine has rated the freight brokerage business as one of the top home-based businesses to own, and a Wall Street Journal article cited freight brokering and logistics as the largest growing sector of the transportation industry.

→ Click here for more information

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.

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.

Fee: $259

→ Click here to register

Continuing Education Units (CEU) Requests
Need to assign CEU credit to a course or training? Are you an education vendor or educator needing to assign CEU credit to a course or training you will be teaching? We can assist by vetting your program and issuing CEUs.

Call us at 915-747-5142 or email p3cbt@utep.edu to learn how.
UPDATED
Conditioning for Football
Help clients, students and athletes develop the physical and mental skills to improve their performance on the football field.

Fee: $150
→ Click here to register

FITNESS CAREER TRAINING

UPDATED
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.

Fee: $69.95
→ Click here to register

UPDATED
Business Success for Fitness Professionals
Gain the knowledge and tools need to increase your personal fitness training customer base and make more money.

Fee: $110
→ Click here to register

UPDATED
Certified Personal Trainer - GOLD CPT
Learn how to be a successful personal trainer in the fitness industry with this series of self-paced, short, impactful online videos.

Fee: $875
→ Click here to register

UPDATED
Developing Your Business Strategy
Hone the skills you need to develop your business strategy and focus.

Fee: $69.95
→ Click here to register

Oracle SQL and PL/SQL Developer + Python Developer + Java Programmer
Get trained to develop databases with Oracle SQL, PL/SQL, and program with Python and Java.

Fee: $2,795
→ Click here to register

DRONE OPERATION

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

Fee: $155
→ Click here to register

ENVIRONMENTAL SAFETY TRAINING

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.

Fee: $179
→ 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.

All the following courses are offered fully online in a self-paced format.

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

All the following courses are offered fully online in a self-paced format.
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.

Fee: $150
→ Click here to register

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.

Fee: $69.95
→ Click here to register

Fitness Management Certification

Prepare to practice at the management level in the field of fitness. Learn about topics that include history, membership sales, retention, business skills, managing staff, operational practices, facilities and equipment, budgeting and finance, and other important topics relevant to successful management of a large or small facility.

Start date: September 11, 2021
Fee: $499
→ Click here to register

Start date: October 2, 2021
Fee: $499
→ Click here to register

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.

Fee: $69.95
→ Click here to register

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.

Fee: $749
→ Click here to register

Lifestyle Fitness Coaching Certification GOLD

Develop the skills to be an effective personal trainer and help your clients achieve their fitness and lifestyle goals.

Start date: September 11, 2021
Fee: $499
→ Click here to register

Start date: October 2, 2021
Fee: $499
→ 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.

All the following courses are offered fully online in a self-paced format.

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**Medical Fitness Specialist GOLD**

Learn the core essentials on helping clients with specialized chronic illness.

**Start date:** September 11, 2021  
**Fee:** $875  
➔ **Click here to register**

**Start date:** October 2, 2021  
**Fee:** $875  
➔ **Click here to register**

**UPDATED**

**Personal Fitness Trainer Certification - Online GOLD CPT Course**

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.

**Fee:** $875  
➔ **Click here to register**

**UPDATED**

**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.

**Fee:** $69.95  
➔ **Click here to register**

**Senior Fitness Specialist GOLD**

Get the specific knowledge and practical skills you’ll need for working with older adult clientele.

**Start date:** September 11, 2021  
**Fee:** $499  
➔ **Click here to register**

**Start date:** October 2, 2021  
**Fee:** $499  
➔ **Click here to register**

**UPDATED**

**The Future of Your Fitness Business**

Learn how to make more money in the fitness industry.

**Fee:** $69.95  
➔ **Click here to register**

**Youth Fitness Specialist Certification GOLD**

Get certified to provide youth with structured, supervised exercise and fitness programs.

**Start date:** September 11, 2021  
**Fee:** $499  
➔ **Click here to register**

**Start date:** October 2, 2021  
**Fee:** $499  
➔ **Click here to register**

**UPDATED**

**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.

**Fee:** $499  
➔ **Click here to register**
HEALTH CAREERS

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.

Fee: $1,995
→ Click here to register

Certified Clinical Medical Assistant + Certified Electronic Health Records Specialist

Become a clinical medical assistant and learn how to use Electronic Health Records (EHR) systems which are the central information repositories for patient care. This 100% online course will prepare you to sit for the National Healthcareer Association’s (NHA) CCMA (Certified Clinical Medical Assistant) and CEHR (Certified Electronic Health Records) certification exams.

Fee: $3,495
→ Click here to register

Certified Medical Administrative Assistant With Medical Billing and Coding (Vouchers Included)

Prepare for a career in healthcare as a medical assistant and billing/coding specialist with this 100% online course. By course completion, you will be ready to pass the Certified Medical Administrative Assistant (CMAA) national certification exam offered by the National Healthcareer Association (NHA) and receive a voucher which covers the fee of the exam.

Fee: $3,495
→ Click here to register

Certified Physical Therapy Aide (Voucher Included)

Learn the concepts, skills and practices to become a certified physical therapy aide with this 100% online course. Upon successful completion, you will be eligible to take the American Medical Certification Association’s (AMCA) Physical Therapy Technician/Aide certification exam. The course also includes an externship starter kit with resources to secure a position as a physical therapy aide extern.

Fee: $1,995
→ Click here to register

Certified Professional Life Coach

Get training to be a life coach and launch your own coaching practice. Become a Certified Professional Coach (CPC) upon course completion.

Fee: $1,895
→ Click here to register

Clinical Dental Assistant

Gain the technical skills you need to join a dental office as a clinical dental assistant with this 100% online course. Through interactive lessons, you will also prepare for the Radiation Health and Safety and Infection Control components of the Certified Dental Assistant (CDA) Exam.

Fee: $2,195
→ Click here to register

We want to hear from you!

Post a comment on our Instagram account.

UTEP.P3
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All the following courses are offered fully online in a self-paced format.

**UPDATED**
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.
Fee: $3,950
→ Click here to register

**UPDATED**
Dental Assisting Certificate Program With Clinical Externship
Prepare for an entry-level position as a chair-side dental assistant.
Fee: $3,950
→ Click here to register

**UPDATED**
Medical Billing and Coding (Vouchers Included)
Become a Certified Medical Billing and Coding Specialist; learn how to use the Healthcare Common Procedure Coding System (HCPCS) and the CPT Category II and ICD-10 codes. Also gain hands-on practice using medical billing and coding software.
Fee: $2,995
→ Click here to register

**UPDATED**
EKG Technician Certificate Program With Clinical Externship
Learn the topics and processes critical to conducting and interpreting electrocardiograms (EKGs).
Fee: $3,000
→ Click here to register

**UPDATED**
Medical Billing & Coding w/ Medical Administration Certificate Program With Clinical Externship
Understand and learn how to code healthcare services and procedures for third-party insurance reimbursement.
Fee: $3,950
→ Click here to register

**UPDATED**
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.
Fee: $3,000
→ Click here to register

**UPDATED**
Dialysis Technician With Externship
Gain the knowledge and skills needed to perform the duties required of dialysis technicians.
Fee: $3,000
→ Click here to register

**UPDATED**
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.
Fee: $3,950
→ Click here to register

**UPDATED**
Dental Assisting Certificate Program With Clinical Externship
Prepare for an entry-level position as a chair-side dental assistant.
Fee: $3,950
→ Click here to register

**UPDATED**
Medical Billing & Coding w/ Medical Administration Certificate Program With Clinical Externship
Understand and learn how to code healthcare services and procedures for third-party insurance reimbursement.
Fee: $3,950
→ Click here to register

**UPDATED**
EKG Technician Certificate Program With Clinical Externship
Learn the topics and processes critical to conducting and interpreting electrocardiograms (EKGs).
Fee: $3,000
→ Click here to register

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**UPDATED**
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.
Fee: $3,000
→ Click here to register

**UPDATED**
Dialysis Technician With Externship
Gain the knowledge and skills needed to perform the duties required of dialysis technicians.
Fee: $3,000
→ Click here to register

**Updated**
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.
Fee: $3,950
→ Click here to register

**Updated**
Dental Assisting Certificate Program With Clinical Externship
Prepare for an entry-level position as a chair-side dental assistant.
Fee: $3,950
→ Click here to register

**Updated**
Medical Billing and Coding (Vouchers Included)
Become a Certified Medical Billing and Coding Specialist; learn how to use the Healthcare Common Procedure Coding System (HCPCS) and the CPT Category II and ICD-10 codes. Also gain hands-on practice using medical billing and coding software.
Fee: $2,995
→ Click here to register

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Pharmacy Technician
Become a pharmacy technician and train to assist pharmacists in formulating, labeling and dispensing medications.

Fee: $3,000
→ Click here to register

UPDATED
Pharmacy Technician Certificate Program With Clinical Externship
Prepare to enter the pharmacy field and take the Pharmacy Technician Certification Board’s PTCB exam.

Fee: $3,000
→ Click here to register

UPDATED
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 exam. Also prepare to function effectively in administrative/clerical positions in the healthcare industry.

Fee: $3,950
→ Click here to register

HOSPITALITY
Catering Professional
Get a solid foundation with the skills needed for a career in the catering and events industry; also prepare for the Certified Professional in Catering and Events exam.

Fee: $1,295
→ 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.

Fee: $1,295
→ Click here to register

Hotel Management With Executive Housekeeper Training
Get trained in the complementary disciplines of hotel management and executive housekeeping.

Fee: $1,695
→ 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.

All the following courses are offered fully online in a self-paced format.

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All the following courses are offered fully online in a self-paced format.

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

Fee: $1,295

→ Click here to register

HUMAN RESOURCES TRAINING & DEVELOPMENT

Certificate for Human Resources Management
Learn the basics of managing the benefits and policies that support an effective staff.

Fee: $399

→ Click here to register

We want to hear from you!
Join our LinkedIn community or post a comment on our Instagram account.

Certified Internal Auditor With Microsoft Excel 2019 (Voucher Included)

Fee: $1,295

→ Click here to register

Compensation and Benefits
Consider issues surrounding the key aspects of pay policy: legal requirements, pay equity within an organization, competitive pay within the relevant industry, how and when to grant raises, and different ways payment can be structured. Earn SHRM and HRCI credit.

Fee: $79

→ Click here to register

Equal Employment Opportunity
Learn about many of the major employment laws, equal opportunity issues, and the anti-discriminatory regulations employers must be aware of in hiring, promoting and firing employees. Earn SHRM and HRCI credit.

Fee: $79

→ 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.

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Fee: $79

→ Click here to register

We want to hear from you!
Join our LinkedIn community or post a comment on our Instagram account.
HR Ethics Certificate
Get prepared to play an essential role in shaping the ethical culture in your workplace.
Fee: $259
→ Click here to register

HR Management (ACE Credit®)
Explore the core goals and strategies of the HR function, examine best practices for employee selection and development, develop an understanding of compensation structures, and consider both the value of workforce diversity and laws relevant to its pursuit.
Fee: $2,299
→ Click here to register

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.
Fee: $499
→ Click here to register

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.
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.
Fee: $499
→ 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.
Fee: $439
→ Click here to register

With Voucher for Certifying Exam
Note: Voucher included for pre-paid access to sit for the certifying exam.
Fee: $439
→ Click here to register

Human Resources Professional Training
Prepare for the Professional in Human Resources (PHR) certification exam offered by the Human Resource Certification Institute (HRCI).
Fee: $1,895
→ 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.
Fee: $3,395
→ Click here to register
Corporate and Business Training

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All the following courses are offered fully online in a self-paced format.

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

Certified Ethical Hacker (Voucher Included)
Study the ethical hacking of networks and system penetration testing; learn all of the exam objectives for the EC-Council ECC 312-50 version 10 exam.
Fee: $2,895
→ Click here to register

Certified Information Systems Security Professional (CISSP)
Learn the foundations of information system security and prepare to become a Certified Information Systems Security Professional (CISSP).
Fee: $1,999
→ Click here to register

UPDATED
The Payroll Management Training & Certification Program
Learn requirements, processes and procedures associated with payroll management.
Note: Optional test for Certified Payroll Management Administrator included.
Fee: $499
→ Click here to register

INFORMATION TECHNOLOGY/ CYBERSECURITY

UPDATED
Ethical Hacking v10
Study the ethical hacking of networks and system penetration testing; learn all of the exam objectives for the EC-Council ECC 312-50 version 10 exam.
Fee: $999
→ Click here to register

Employers responding to the Future of Jobs Survey plan to transition as many as 46% of those workers from their current jobs into emerging opportunities.

Certified Information Systems Security Professional (CISSP)
Learn the foundations of information system security and prepare to become a Certified Information Systems Security Professional (CISSP).
Fee: $1,999
→ Click here to register

UPDATED
Computer Technician CompTIA A+ With Externship Opportunity
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.
Fee: $3,999
→ Click here to register
Lean Six Sigma Green and Black Belts (Exam Cost Included)

Learn the concepts, methodology and preparation to qualify for the Lean Six Sigma Green and Black Belt certification exams.

**Note:** Fees for the Lean Six Sigma Green Belt and Black Belt Certification exams are included.

**Fee:** $2,995

[Click here to register](#)
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“Stay persistent and dedicated to the course. It will pay off!”

Stephen C.
Student, Franklin High School

Course: Student in the 2021 Complete Paralegal Training Program at Franklin Magnet Center offered by Professional and Public Programs in partnership with JER Online.

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. Students are required to complete six Advanced Paralegal Course topics to receive a certificate.

Prerequisite: Successful completion of the Paralegal Certificate Course.

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

The U.S. Bureau of Labor Statistics projects the number of paralegals to increase 15% between 2016 and 2026, much faster than the national average for all occupations.

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The Project Management Institute projects a 33% growth (nearly 22 million jobs) in project management positions by 2027.

→ Click here to read full article.

**UPDATED**

**Alternative Dispute Resolution Certificate Course**

Get qualified to develop or participate in conflict mediation processes. This online course focuses on both traditional and nontraditional dispute resolution options.

**Fee:** $995

→ Click here to register

**UPDATED**

**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.

**Fee:** $995

→ Click here to register

**UPDATED**

**Legal Research and Writing**

Gain exposure to writing briefs, pleadings and even some basic legal correspondence.

**Fee:** $189

→ Click here to register

**UPDATED**

**Software Essentials for the Law Office**

Improve your knowledge of commonly used computer technology and programs within the law office.

**Fee:** $995

→ Click here to register

**MANUFACTURING**

**Certified Supply Chain Professional (CSCP)**

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

**Fee:** $2,295

→ Click here to register

**UPDATED**

**Lean Manufacturing Personal Training Library**

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

**Fee:** $249

→ Click here to register

**UPDATED**

**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.

**Fee:** $249

→ Click here to register

**PROJECT MANAGEMENT**

**UPDATED**

**Agile Project Management Training**

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

**Fee:** $749

→ Click here to register

**UPDATED**

**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.

**Fee:** $995

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80% of certified PMPs earn 20% more than their non-certified counterparts.

 Click here to read full article.

Mastering Project Management With PMP® Prep
Expand your skills and prepare for certification with this Project Management Professional (PMP)® online training course.
Fee: $1,895
 Click here to register

SKILLED TRADES

HVAC/R Certified Technician Course (Voucher Included)
Earn NATE or HVAC Excellence certification in under 12 months with this course.
Fee: $2,995
 Click here to register

Electrical Technician With Optional Externship Opportunity
Live/Online
Prepare students to pursue the Occupational Safety and Health Administration (OSHA) Course Completion Card for 10-hour Course for Electrical and jump- start your career as an entry-level Electrical Technician.
Start date: November 16, 2021
Fee: $3,750
 Click here to register

For a complete list of our available courses for Fall/Winter 2021, visit ppp.utep.edu/cbtcourses

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Plumbing Technician With Clinical Externship Opportunity
Live/Online
Prepare students to be entry-level plumbers or plumbing assistants in residential and commercial environments.
Start date: November 16, 2021
Fee: $3,750
➔ Click here to register

Residential Electrician
Prepare for an entry-level residential electrician apprenticeship.
Fee: $2,595
➔ Click here to register

Welding Technician With Optional Externship Opportunity
Live/Online
Prepare to earn multiple credentials through the American Welding Society (AWS) and support industrial, transportation, oil and gas, constructing, and many other industries with welding skills.
Start date: November 16, 2021
Fee: $3,999
➔ Click here to register

-- TECHNOLOGY CAREER TRAINING --

A Manager’s Guide to Artificial Intelligence
Study basic artificial intelligence (AI) concepts and trends; learn how AI can be leveraged to keep your organization competitive; and understand the potential ethical issues associated with employing AI technologies such as deep learning, machine learning and various AI-enabled recognition technologies.
Fee: $99
➔ Click here to register

A Manager’s Guide to Robotics
Explore the concepts and metrics to consider when evaluating whether an investment in robotics is the right decision for your organization.
Fee: $99
➔ Click here to register

Certificate in Emerging Technology for Managers
Learn about blockchain, artificial intelligence and robotics, as well as how each technology affects business processes and contributes to a discussion about the future of labor.
Fee: $199
➔ Click here to register

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Post a comment on our Instagram account.

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---

**Corporate and Business Training**

**Certificate in Leadership for Women in Business**

Explore the social and psychological mechanisms that create challenges that professional women often face; be introduced to key concepts and practices that all successful business people need; and receive data-driven recommendations for advancing in your career.

**Fee: $499**

⇒ Click here to register

---

**WOMEN IN BUSINESS**

**Body Language for Women in Business**

Learn how to read body language cues and use them to exude both strength and warmth. Examine the role and impact of gender stereotypes in nonverbal communication and how facial expressions, hand gestures, body movements and eye contact can be used in various business situations like negotiations.

**Fee: $79**

⇒ Click here to register

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**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.

**Fee: $1,899**

⇒ Click here to register

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**Certificate in Leadership for Women in Business**

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**Fee: $499**

⇒ Click here to register

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**Follow us on Facebook!**

Professional and Public Programs is always looking to improve itself. We would like to hear from you and see how our CBT Fall/Winter courses are working for you. Follow our Facebook account and post a comment.
Communication for Women in Business
Get a general overview for effective communication at work especially for women. Review tips and strategies for communicating with small and large groups, being heard in meetings, projecting confidence and more.
Fee: $79
→ Click here to register

Leadership and Management for Women in Business
Review common managerial challenges experienced by women in leadership positions and learn techniques, strategies and best practices to overcome those obstacles.
Fee: $79
→ Click here to register

Networking and Mentorship for Women in Business
Learn the ways that networking can be both particularly difficult and especially important for women in business. Review techniques and strategies for networking, finding mentors and attracting sponsors, as well as common anxieties and obstacles that people face when trying to expand their professional connections.
Fee: $79
→ Click here to register

Current Issues Facing Women in Business
Assess the representation of women in various domains and review challenges that many working women face, together with strategies for addressing those challenges.
Fee: $79
→ Click here to register

The information from the course is valuable and I appreciate the effort of the instructor and assistants.”

Ana R.
Student
Course:
Advanced Fiction Writing (online, self-paced course)

Continuing Education Units (CEU) Requests
Need to assign CEU credit to a course or training?
Are you an education vendor or educator needing to assign CEU credit to a course or training you will be teaching? We can assist by vetting your program and issuing CEUs.
Call us at 915-747-5142 or email p3cbt@utep.edu to learn how.
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**Negotiation for Women in Business**
Consider some of the challenges that women tend to face when negotiating and learn how to advocate for yourself and your interests.
**Fee:** $79
→ Click here to register

**Work-Life Balance for Women in Business**
Explore the importance of prioritizing things that matter to you, both at work and at home, and learn techniques that can help individuals and organizations make work-life balance possible.
**Fee:** $79
→ Click here to register

**Writing**

**Certificate Course in Technical Business Writing for Engineers**
Learn the necessary steps in planning, drafting, revising, editing and publishing/submitting technical content.
**Fee:** $469
→ Click here to register

**Certificate Course in Writing for a Global Market**
Gain awareness of how to prepare and write for multiple languages to reach diverse populations, cultures and communities as the writing industry moves towards reaching people in a worldwide market.
**Fee:** $649
→ Click here to register

**Grant Writing**
Learn the essentials of writing or acquiring grants for private, public or government use.
**Fee:** $2,295
→ Click here to register

**UPDATED Persuasive Writing: How to Get Instant Results**
Learn to write persuasively using both Rogerian and classical persuasive elements.
**Fee:** $249
→ Click here to register

**Ultimate Resume Building**
Learn how to prepare a professional resume.
**Fee:** $135
→ Click here to register
FREE Informational Seminars 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.

Online
FREE Informational Webinar: Personal Fitness Trainer Certification
Learn more about the Personal Fitness Trainer Certification course in this webinar; one-hour webinar recording available on registration.
Available at any time, 24/7 access.
August 1-31
→ Click here to register
September 1-30
→ Click here to register
October 1-31
→ Click here to register
November 1-30
→ Click here to register
December 1-22
→ Click here to register

Face-to-Face
FREE 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.
8/24 Tuesday, 6-7 p.m. M.T.
→ Click here to register

Face-to-Face
FREE Informational Seminar: CompTIA A+ Program With Certification
Get information about the CompTIA (IT) certification by speaking with expert instructors.
Note: Discounts available for registering in select courses.
8/24 Tuesday, 6-7 p.m. M.T.
→ Click here to register

Face-to-Face
FREE 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.
Note: Discounts available for registering in select courses.
8/28 Saturday, 9-11 a.m. M.T.
→ Click here to register

Live/Online
FREE Informational Seminar: A Guide to Project Management and Lean Six Sigma Series
Learn the role of project management knowledge/skills in achieving optimum business results; offered through MS Teams.
Note: Discounts available for registering in select courses.
9/1 Wednesday, 6-8 p.m. M.T.
→ Click here to register
You must be 18 or older to register for our Corporate and Business Training free informational seminars and webinars.

Live/Online
FREE 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.
9/30 Thursday, 6-7 p.m. M.T.
→ Click here to register

Live/Online
FREE 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.
9/8 Wednesday, 6-7 p.m. M.T.
→ Click here to register

Live/Online
FREE Informational Seminar:
Personal Fitness Trainer Certification
Talk live to a veteran instructor about the personal fitness trainer industry; offered through GoToMeeting.
10/2 Saturday, 10-11 a.m. M.T.
→ Click here to register

We want to hear from you!
Post a comment on our Instagram account.

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Professional and Public Programs – Corporate and Business Training

Course Index

Face-to-Face Courses

- HEALTH CAREERS
  - Clinical Medical Assistant With Optional Clinical Externship
  - Dental Assisting Program With Optional Clinical Externship
  - Medical Administrative Assistant Program With Optional Clinical Externship
  - Medical Billing and Coding Program With Optional Clinical Externship
  - Pharmacy Technician Training With Optional Clinical Externship

- HUMAN RESOURCES TRAINING & DEVELOPMENT
  - Essentials of Human Resources
  - Foundations of Compensation for HR
  - SHRM-CP/SHRM-SCP Exam Preparation Program

- INFORMATION TECHNOLOGY/CYBERSECURITY
  - CompTIA A+ Program Certification With Optional Clinical Externship

- LEADERSHIP & MANAGEMENT
  - 10 Keys to Staff Motivation: The Drive for Enthusiasm
  - Emotional Intelligence Quotient (EIQ)
  - From Opportunity to Support: 21st-Century Appraisal Systems
  - The Etiquette of Language

- LEGAL TRAINING
  - Paralegal Certificate Course

- PROJECT MANAGEMENT
  - PMP Crash Test Course
  - Project Management Professional Certificate

Live/Online and Hybrid Courses

- BUSINESS DEVELOPMENT TRAINING
  - Lean Six Sigma Yellow Belt - Live/Online
  - Lean Six Sigma Green Belt - Live/Online

- FITNESS CAREER TRAINING
  - Personal Fitness Trainer Certification - Hybrid

- LEADERSHIP & MANAGEMENT
  - Managing Turbulence in the Organization: Strategic Planning - Webinar 1 - Live/Online
  - Managing Turbulence in the Organization: Conflict Resolution - Webinar 2 - Live/Online
  - Managing Turbulence in the Organization: Keeping the Team Together During Challenging Times - Webinar 3 - Live/Online
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## Test Prep

- **Drone Pilot FAA Part 107 Test Preparation Course** - Live/Online  
  Start Date: August 14  
  Start Date: October 2
- **PCAT Prep** - Live/Online

## Autism Awareness

- **NEW** Autism (ASD) - Learning and Resource Bundle
- **NEW** ASD - Autism 101
- **NEW** ASD Behavior Challenges
- **NEW** ASD Evaluation, Therapy, School Resources and IEPs
- **NEW** ASD Family Resources
- **NEW** ASD Lifetime Resources (Adults)
- **NEW** ASD Medical Resources
- **NEW** ASD Resources and Support for Parents

## Computer Science

- Full Stack Software Developer
- Oracle PL/SQL Training
- Oracle SQL and PL/SQL Developer + Python Developer + Java Programmer

## Drone Operations


## Environmental Safety Training

- OSHA 8-Hour HAZWOPER Refresher

## Fitness Career Training

- **UPDATED** Attracting Club Members
- **UPDATED** Business Success for Fitness Professionals
- Certified Personal Trainer - GOLD CPT
- **UPDATED** Conditioning for Football
- **UPDATED** Developing Your Business Strategy

## 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** Professional Bookkeeping With QuickBooks 2019
- **UPDATED** QuickBooks Bundle (2012 to 2019)

## Business Development and Work Skills Training

- Call Center Supervisor
- Certificate in Computer Skills for the Office
- Freight Broker/Agent Training
- Microsoft Project Basics
- PowerPoint for Business
- Visual PowerPoint

## Autism Awareness

- **NEW** Autism (ASD) - Learning and Resource Bundle
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## Business Development and Work Skills Training

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## Testing

- **Drone Pilot FAA Part 107 Test Preparation Course** - Live/Online  
  Start Date: August 14  
  Start Date: October 2
- **PCAT Prep** - Live/Online
Exercise Program Design for Special Populations

Finance and Budgets: What Every Fitness Professional Should Know

Fitness Management Certification
Start Date: September 11
Start Date: October 2

Fitness Management Training Certification

Group Fitness Instructor Certification

Insider Secrets of Advertising and Marketing for the Successful Fitness Professional

Introduction to Cancer Exercise: Essentials of Cancer Exercise

Lifestyle Fitness Coaching Certification GOLD
Start Date: September 11
Start Date: October 2

Medical Fitness Specialist GOLD
Start Date: September 11
Start Date: October 2

Personal Fitness Trainer Certification - Online GOLD CPT Course

Retaining Club Members

Senior Fitness Specialist GOLD
Start Date: September 11
Start Date: October 2

Senior Fitness Specialist Program

The Future of Your Fitness Business

Youth Fitness Specialist Certification GOLD
Start Date: September 11
Start Date: October 2

HEALTH CAREERS

Certified Electronic Health Records Specialist (CEHRS)

Certified Clinical Medical Assistant + Certified Electronic Health Records Specialist

Certified Medical Administrative Assistant With Medical Billing and Coding (Voucher Included)

Certified Physical Therapy Aide (Voucher Included)

Certified Professional Life Coach

Clinical Dental Assistant

Clinical Medical Assistant Certificate Program With Externship

Dental Assisting Certificate Program With Clinical Externship

Dialysis Technician With Externship

Dental Assisting Certificate Program With Clinical Externship

Dialysis Technician With Externship

EKG Technician Certificate Program With Clinical Externship

For complete details about our Fall/Winter 2021 courses, visit ppp.utep.edu/cbtcourses

Medical Administrative Assistant Certificate Program With Clinical Externship

Medical Billing & Coding (Vouchers Included)

Medical Billing & Coding w/Medical Administration Certificate Program With Clinical Externship

Medical Billing & Coding Certificate Program With Clinical Externship

Pharmacy Technician

Pharmacy Technician Certificate Program With Clinical Externship

Pharmacy Technician w/Medical Administration Certificate Program With Clinical Externship

Phlebotomy Technician Certificate Program With Clinical Externship

Veterinary Assistant

Catering Professional

Food and Customer Service Skills Training

Professional and Public Programs – Corporate and Business Training

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Hotel Management
Hotel Management with Executive Housekeeper Training
Restaurant Management

HUMAN RESOURCES TRAINING & DEVELOPMENT
Certificate for Human Resources Management
Certified Internal Auditor With Microsoft Excel 2019 (Voucher Included) Compensation and Benefits
Employee Safety
Equal Employment Opportunity
HR Ethics Certificate
HR Management (ACE Credit®)
Human Resources Professional Training
Payroll Manager
Payroll Practice and Management
Payroll Practice and Management With Microsoft Excel 2019
Payroll Practice and Management With Microsoft Excel 2019 (With Voucher Included)

UPATED Payroll Wage & Hour Training & Certification Program
Senior Professional in Human Resources
Senior Professional in Human Resources With Payroll Practice and Management
UPATED The Payroll Management Training & Certification Program

INFORMATION TECHNOLOGY/CYBERSECURITY
UPATED Ethical Hacking v10
Certified Ethical Hacker (Voucher Included) Certified Information Systems Security Professional (CISSP)
UPATED Computer Technician CompTIA A+ With Externship Opportunity
CompTIA A+ Certification Training A+, Network+, Security+
UPATED Forensic Investigator in Computer Hacking

LANGUAGES
Professional Interpreter

LEADERSHIP & MANAGEMENT
UPATED Certificate in Supervisory and Managerial Skills
UPATED Coaching Your Team to Higher Performance
Lean Six Sigma Black Belt with 1-on-1 Project Coaching (Exam Cost Included)
Lean Six Sigma Green and Black Belts (Exam Cost Included)
UPATED Management and Leadership Studies Certificate
UPATED Supervising and Managing Workplace Employees (Bud to Boss Toolkit)

LEGAL TRAINING
Advanced Paralegal Certificate Course
UPATED Alternative Dispute Resolution Certificate Course
UPATED Legal Investigation Certificate Course
UPATED Legal Research and Writing
UPATED Software Essentials for the Law Office
Victim Advocacy Certificate Course
Professional and Public Programs – Corporate and Business Training

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MANUFACTURING

Certified Supply Chain Professional (CSCP)

UPDATED Lean Manufacturing Personal Training Library

UPDATED Manufacturing Statistics Personal Training Library

PROJECT MANAGEMENT

UPDATED Agile Project Management Training

Mastering Project Management With Microsoft Project 2019 (Software Included)

SKILLED TRADES

Certified Supply Chain Professional

UPDATED Lean Manufacturing Personal Training Library

UPDATED Manufacturing Statistics Personal Training Library

PROJECT MANAGEMENT

UPDATED Agile Project Management Training

Mastering Project Management With Microsoft Project 2019 (Software Included)

Mastering Project Management With PMP® Prep

SKILLED TRADES

Diesel Technician With Optional Externship Opportunity - Live/Online

Electrical Technician With Optional Externship Opportunity - Live/Online

HVAC/R Certified Technician Course (Voucher Included)

HVAC Technician With Optional Externship Opportunity - Live/Online

Plumbing Technician With Optional Externship Opportunity - Live/Online

Residential Electrician

Welding Technician With Optional Externship Opportunity - Live/Online

TECHNOLOGY CAREER TRAINING

A Manager’s Guide to Artificial Intelligence

A Manager’s Guide to Blockchain

A Manager’s Guide to Robotics

Certificate in Emerging Technology for Managers

TEST PREP

Complete Enrolled Agent (EA) Review Program and Exam Prep

WOMEN IN BUSINESS

Body Language for Women in Business

Certificate in Leadership for Women in Business

Communication for Women in Business

Current Issues Facing Women in Business

Leadership and Management for Women in Business

Networking and Mentorship for Women in Business

Negotiation for Women in Business

Work-Life Balance for Women in Business

For complete details about our Fall/Winter 2021 courses, visit ppp.utep.edu/cbtcourses
Course Index

WRITING

Certificate Course in Technical Business Writing for Engineers
Certificate Course in Writing for a Global Market
Grant Writing
UPDATED Persuasive Writing: How to Get Instant Results
Ultimate Resume Building

FREE INFORMATIONAL SEMINARS & WEBINARS

Online Informational Webinars:
Personal Fitness Trainer Certification
Dates: August 1-31
Dates: September 1-30
Dates: October 1-31
Dates: November 1-30
Dates: December 1-22

Face-to-Face Informational Seminar:
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Live/Online Informational Seminar:
Medical Administrative Assistant

Live/Online Informational Seminar:
Personal Fitness Trainer Certification
REACH NEW HEIGHTS AS A DRONE PILOT AT UTEP!

Want to become a drone pilot for work or just for fun?

Once you’re finished you will
• receive a Certificate of Completion from The University of Texas at El Paso
• be prepared to take and pass the FAA Part 107 Unmanned Aircraft General exam
• earn your FAA Remote Pilot Certificate

Instructor, Mike McGee, Ph.D., has led the program since inception; he is a senior research associate for Center for Space Exploration and Technology Research (cSETR), a NASA-funded center of excellence in aerospace and exploration.

Course dates: Saturdays, October 2-23, 2021
Cost: $295

Reserve your seat today!

To register, scan the QR code, visit ppp.utep.edu or call us at 915-747-5142.
We’re currently looking for dedicated, passionate instructors to share their talents, skills and knowledge with 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.

Make a difference. Earn some extra income. Enhance your resumé.

Join our team of Corporate and Business Training instructors!

Professional and Public Programs’ Corporate and Business Training (CBT) provides professional development and training in several high-demand areas.
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 17-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, Trainer and certified Crime Prevention Practitioner with the El Paso County Sheriff’s Office, and a 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.

Sylvia resides in El Paso with her husband and two children.

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