CORPORATE AND BUSINESS TRAINING

PROFESSIONAL AND PUBLIC PROGRAMS

CONTINUING EDUCATION AT UTEP

915-747-5142 | ppp.utep.edu
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 p5cbt@utep.edu.
FEATURED COURSES

**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. *Paralegal Certificate must be taken prior to enrolling in this course.*
Fee: $3,300 for the entire course or $550 per topic.
Topics include:
- Advanced Legal Research
- Alternative Dispute Resolution
- Bankruptcy Law
- Business Law
- Criminal Law
- Criminal Procedure
- Education Law
- Estate Planning
- Family Law
- Immigration Law
- Intellectual Property
- Real Property Law
- Victim Advocacy
- Water Law

[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.
Fee: $995

[Click here to register](#)

"Our students have had a great experience with the online paralegal course. [The program provides a lot] of support [to] help ensure the success of our students."

- *Gabriela M., Assistant Principal,*
  *Franklin High School*

---

**CONTACT OUR TEAM**

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

**BY EMAIL**
Email us at p3cbt@utep.edu with your questions.

We offer training in several high demand areas including:
- Business Development
- Environmental Safety
- Fitness Careers
- Healthcare Careers
- Human Resources Careers
- IT Bootcamps
- Leadership Development
- Legal Careers
- Skilled Trades Career Training
- Technology Careers
- Test Preparation
- Women in Business

See pages 4-23 for a list of our available courses for Fall 2022.

For details, visit [ppp.utep.edu/cbtcourses](http://ppp.utep.edu/cbtcourses)

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.

---

**Ask about our Early Bird registration discounts.**
FITNESS CAREER TRAINING

Certified Personal Fitness Trainer
Get all the important information needed to start an exciting successful career as a Certified Personal Trainer.

Start date: October 8, 2022
Fee: $965
Early Bird Registration Fee: $875
→ Click here to register

HEALTHCARE CAREER TRAINING

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 an optional clinical externship opportunity at a local healthcare provider.

Start date: September 6, 2022
Fee: $4,100
Early Bird Registration Fee: $3,950
→ Click here to register

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 18, 2022
Fee: $3,150
Early Bird Registration Fee: $3,000
→ Click here to register

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 26, 2022
Fee: $3,150
Early Bird Registration Fee: $3,000
→ Click here to register

Medical Billing and Coding Program With Optional Clinical Externship
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; optional externship available.

Start date: October 3, 2022
Fee: $3,400
Early Bird Registration Fee: $3,250
→ Click here to register
The median salary for professionals [with project management training] in North America is 25% higher than those without it.
- Project Management Institute (PMI)

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.

For complete details about our Fall 2022 courses, visit ppp.utep.edu/cbtcourses
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.

For complete details about our Fall 2022 courses, visit ppp.utep.edu/cbtcourses

---

**PROJECT MANAGEMENT**

**PMP Crash Test Course**
This refresher course is for those who have taken our Project Management Professional Certificate course so you can prepare for the current version of the PMP exam.

**Start date:** November 7, 2022
**Fee:** $115
­→ Click here to register

---

**Project Management Professional Certificate**
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 maintain current PMI® PMP certification.

**Start date:** September 19, 2022
**Fee:** $1,650
**Early Bird Registration Fee:** $1,485
­→ Click here to register

---

CIO magazine ranked the PMP as the top project management certification in North America because it demonstrates you have the specific skills employers seek, dedication to excellence and the capacity to perform at the highest levels.

- Project Management Institute (PMI)
­→ Click here to read more.

---

**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.
BUSINESS DEVELOPMENT TRAINING

MOS Introductory Excel 2019
Gain competency in the fundamentals of creating and managing worksheets and workbooks, creating cells and ranges, creating tables, applying formulas and functions, and creating charts and objects. Offered through MS Teams.
Dates: September 13, 15, 17 and 20, 2022
Day/Times: Tuesdays 6-9 p.m.,
Thursday 6-9 p.m. and
Saturday 9 a.m.-1 p.m.
Fee: $325
→ Click here to register

MOS Advanced Excel 2019
Demonstrate your expert-level competency with Microsoft Excel. Prepare in-depth for each MOS objective, with detailed procedures to help build the skills acquired, hands-on tasks to practice what you’ve learned, and ready-made practice files. Text included; offered through MS Teams.
Dates: November 1, 3, 5 and 8, 2022
Day/Times: Tuesdays 6-9 p.m.,
Thursday 6-9 p.m. and
Saturday 9 a.m.-1 p.m.
Fee: $325
→ Click here to register

LEADERSHIP & MANAGEMENT

Creating High-Performance Hybrid Teams
Learn how to focus on day-to-day operations and understand the critical role that team performance has on the work environment; offered through MS Teams.
Start date: October 28, 2022
Fee: $135
Early Registration Fee: $125
→ Click here to register

Emotional Intelligence Quotient (EIQ)
Achieve the ability to accurately perceive & manage your own and others’ emotions and to understand the signals they send about relationships; offered through MS Teams.
Start date: September 16, 2022
Fee: $135
Early Registration Fee: $125
→ Click here to register

From Customer Relationship Management to Customer Experience Management
Identify variables or traits that set excellent customer service apart from mediocre customer service and provide the same high level of service to your customers to create a healthier and more productive environment; offered through MS Teams.
Start date: November 4, 2022
Fee: $135
Early Registration Fee: $125
→ Click here to register

Supervisory Skills With Hybrid Teams
Gain the skills needed to impact and lead today’s hybrid team to successful execution of the plan; offered through MS Teams.
Start date: October 14, 2022
Fee: $135
Early Registration Fee: $125
→ Click here to register

Value Stream Mapping: Appraising Your Business Supply Chain
Value Stream Mapping (VSM) serves as a personal magnifying glass and provides the tools to stand back, identify the waste in your business, and streamline processes; offered through MS Teams.
Start date: December 2, 2022
Fee: $135
Early Registration Fee: $125
→ Click here to register

LEGAL CAREER TRAINING

Paralegal Certificate Course
Improve office efficiency, productivity, and billable hours; also learn new marketable job skills with this nationally acclaimed program designed for beginning and advanced legal workers.
Start date: September 26, 2022
Fee: $1,999
Early Bird Registration Fee: $1,895
→ Click here to register

For complete details about our Fall 2022 courses, visit ppp.utep.edu/cbtcourses
WE ARE HIRING!

Professional and Public Programs is looking for certified subject matter experts to teach face-to-face courses in the following areas: Freight Broker/Agent, Real Estate Agent, Leadership Development, Casualty/Property Insurance.

*Must create own curriculum and course syllabus.*

JOIN OUR TEAM OF INSTRUCTORS!

To learn more about becoming a Professional and Public Programs certified face-to-face instructor, call us at 915-747-5142 or email us at p3cbt@utep.edu.
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 Certification (Exam Cost Included)
Prepare for the Institute of Finance & Management’s (IOFM) Accounts Payable Manager (APM) certification, the gold standard within the financial operations industry. 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

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

Program in Accounting & Bookkeeping Studies
Get a better understanding of basic accounting and bookkeeping procedures.
Fee: $2,695
→ Click here to register

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: $2,195
→ Click here to register

BUSINESS DEVELOPMENT AND WORK SKILLS TRAINING

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

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

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.
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.

For complete details about our Fall 2022 courses, visit ppp.utep.edu/cbtcourses

---

**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]

**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]

---

**Fitness Career Training**

**Attracting Club Members**
Gain insight into the types and categories of fitness club memberships, pricing strategies, creating a unique brand for your business, and membership sales.

*Fee: $45.47*

[→ Click here to register]

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

*Fee: $71.50*

[→ Click here to register]

---

**Drone Operations**

**Drone Flying 101: A Beginner’s Guide for Drone Enthusiasts**
Start your career as a future aviator and drone operator by learning good habits. No aviation knowledge necessary.

*Fee: $155*

[→ 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.

---

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

[Instagram] UTEP.P3
Certified Group Fitness Course
Develop skills for leading any group in an exciting, safe routine. Test vouchers are included.
Fee: $749
→ Click here to register

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. Test vouchers for the NCCA Accreditation national exams are included and a must for employers.
Fee: $800
→ Click here to register

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

Developing Your Business Strategy
Hone the skills you need to develop your personal fitness business strategy and focus.
Fee: $45.47
→ Click here to register

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: $45.47
→ Click here to register

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.
Fee: $71.50
→ 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

Lifestyle Wellness Coaching Certification
Communicate, motivate and support your clients in reaching their fitness goals in new innovative ways.
Fee: $499
→ Click here to register

Medical Fitness Specialist Certification
Learn the core essentials of helping clients with specialized chronic illness.
Fee: $875
→ Click here to register

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

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: $45.47
→ Click here to register

Senior Fitness Specialist Program
Gain knowledge, training and competency to assess fitness levels, design fitness programs and provide motivating exercise instruction for older adults. Built-in online exam to test for a national certification included.
Fee $499
→ Click here to register

The Future of Your Fitness Business
Learn how to make more money in the fitness industry.
Fee: $45.47
→ Click here to register

For complete details about our Fall 2022 courses, visit ppp.utep.edu/cbtcourses
HEALTH CAREER TRAINING

Certified Clinical Medical Assistant + Certified Electronic Health Records Specialist (Voucher Included)
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: $3,995
⇒ 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 with various tasks and systems that keep our healthcare facilities operating.
Fee: $2,375
⇒ Click here to register

Certified Medical Administrative Assistant With 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: $3,895
⇒ 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: $2,345
⇒ 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: $1,995
⇒ Click here to register

Clinical Dental Assistant (Vouchers Included)
Prepare for an entry-level position as a chair-side dental assistant.
Fee: $2,995
⇒ Click here to register

Clinical Medical Assistant Certificate Program With Optional Clinical 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

Dental Assistant Certification With Optional Clinical Externship
Prepare for an entry-level position as a chair-side dental assistant.
Fee: $3,950
⇒ Click here to register

Dialysis Technician Certification With Optional Clinical Externship
Get the knowledge and skills needed to perform the duties required of dialysis technicians.
Fee: $3,000
⇒ Click here to register
“I enjoyed [the course] being self-paced. The instructor was very nice, she would email me regarding my progress throughout the course. I didn’t feel overwhelmed with the modules that needed to completed, and I was able to finish my course with time to spare.”

- Jealiany R., Online Student

Classes attended: Phlebotomy Technician Course

HEALTH CAREER TRAINING (CONT.)

EKG Technician Certification With Optional Clinical Externship
Learn the topics and processes critical to conducting and interpreting electrocardiograms (EKGs).
 Fee: $3,000
 ➔ Click here to register

Medical Administrative Assistant Certification With Optional 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

Medical Billing & Coding With Optional Clinical Externship
Acquire the skills needed to perform complex medical coding and billing procedures.
 Fee: $3,250
 ➔ Click here to register

Pharmacy Technician With Optional Clinical Externship
Prepare to enter the pharmacy field and take the Pharmacy Technician Certification Board’s (PTCB) exam. Program also includes a Medical Administration course covering key topics such as medical ethics and law, basics of insurance billing and coding, telephone techniques, scheduling appointments, and medical records management.
 Fee: $3,950
 ➔ Click here to register

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

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: $2,999
 ➔ Click here to register

Pharmacy Technician w/Medical Administration Certification With Optional Clinical Externship
Prepare to enter the pharmacy field and take the Pharmacy Technician Certification Board's (PTCB) exam. Program also includes a Medical Administration course covering key topics such as medical ethics and law, basics of insurance billing and coding, telephone techniques, scheduling appointments, and medical records management.
 Fee: $3,950
 ➔ Click here to register

Phlebotomy Technician Certification With Optional Clinical Externship
Learn how to collect blood specimens from clients for the purpose of laboratory analysis.
 Fee: $3,650
 ➔ Click here to register

Veterinary Assistant
Turn your love of animals into a rewarding career with this 100% online course.
 Fee: $2,645
 ➔ Click here to register
**HOSPITALITY**

**Catering Professional**
Get the skills needed for a career in the catering and events industry; prepare for the Certified Professional in Catering and Events exam.
**Fee:** $1,299
→ Click here to register

**Food and Customer Service Skills Training**
Study the theory behind food and beverage production and management, human resource management and basic accounting practices for the restaurant industry.
**Fee:** $1,250
→ 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:** $1,495
→ Click here to register

**Hotel Management With Executive Housekeeper Training**
Get trained in the complementary disciplines of hotel management and executive housekeeping.
**Fee:** $2,195
→ 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.
**Fee:** $1,495
→ Click here to register

**HUMAN RESOURCES CAREER TRAINING**

**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

**Certified Internal Auditor With Microsoft Excel (Voucher Included)**
Get training on the IIA’s International Standards for the Professional Practice of Internal Auditing and advanced Microsoft Excel techniques. Be fully prepared to pass the IIA’s Certified Internal Auditor exam and the Microsoft Office Specialist (MOS) Expert exam for Microsoft Excel.
**Fee:** $2,495
→ 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

**Employee Safety**
Learn about various workplace hazards and health issues and explore the relationship between employers and the Occupational Safety and Health Administration (OSHA).
**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

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.

For complete details about our Fall 2022 courses, visit [ppp.utep.edu/cbtcourses](ppp.utep.edu/cbtcourses)
HUMAN RESOURCES CAREER TRAINING (CONT.)

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: $498
→ Click here to register

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

Human Resources Professional Training
Prepare for the Professional in Human Resources (PHR) certification exam offered by the Human Resource Certification Institute (HRCI).
Fee: $1,999
→ 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

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: $1,999
→ Click here to register

Payroll Practice and Management With Microsoft Excel (Voucher Included)
Study all critical areas of payroll management and learn advanced practices for using Microsoft Excel. Be prepared to take the Fundamental Payroll Certification exam and the Microsoft Office Specialist (MOS) Expert certification exam for Microsoft Excel. Voucher for the Microsoft Office Specialist (MOS) Expert Excel certifying exam is included.
Fee: $2,799
→ Click here to register

Payroll Wage & Hour Training & Certification Program
Learn the basic payroll requirements. 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. Ideal for beginning and intermediate HR professionals.
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: $2,449
→ Click here to register

Senior Professional in Human Resources With Payroll Practice and Management
Enhance your ability to manage and lead HR processes with this course; the course will also prepare you for the Senior Professional Human Resources (SPHR) exam.
Fee: $3,999
→ Click here to register
**LANGUAGES**

**Professional Interpreter**
Get trained to be a professional interpreter; develop the skills necessary to use your knowledge of languages to help other people communicate.

Fee: $1,295

[Click here to register]

**LEADERSHIP AND MANAGEMENT**

**Lean Six Sigma Black Belt With 1-on-1 Project Coaching** *(Exam Cost Included)*
Develop your process improvement, project management and leadership skills with this online Lean Six Sigma Black Belt training course; fees for the Lean Six Sigma Green Belt and Black Belt Certification exams are included. *Lean Six Sigma Green Belt is required prior to taking this course.*

Fee: $2,795

[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 exam.

Fee: $3,899

[Click here to register]

---

For complete details about our Fall 2022 courses, visit [ppp.utep.edu/cbtcourses](http://ppp.utep.edu/cbtcourses)
LEADERSHIP DEVELOPMENT TRAINING

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.
Fee: $99
→ Click here to register

Management and Leadership Studies
Study the essentials of business management and leadership.
Fee: $2,595
→ Click here to register

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.
Fee: $279
→ Click here to register

Supervisory and Managerial Skills
Gain the fundamental skills required of both new supervisors and/or managers and to be positioned for maximum success.
Fee: $2,595
→ Click here to register

LEGAL CAREER 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. Paralegal Certificate must be taken prior to enrolling in this course.
Fee: $3,300 for the entire course or $550 per topic.
Topics include:
• Advanced Legal Research
• Alternative Dispute Resolution
• Bankruptcy Law
• Business Law
• Criminal Law
• Criminal Procedure
• 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 to participate in conflict mediation processes. Focus on both traditional and non-traditional dispute resolution options.
Fee: $995
→ 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.
Fee: $995
→ Click here to register

Legal Research and Writing
Gain exposure to writing briefs, pleas and other basic legal correspondence.
Fee: $189
→ 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.
Fee: $995
→ Click here to register

Victim Advocacy Certificate Course
Be trained to work in victim advocacy arenas, such as domestic violence shelters, crisis centers, crisis hotlines, and state and county governments to assist crime victims in progressing through the criminal justice system and toward successful recovery.
Fee: $995
→ Click here to register

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 courses are working for you. Follow us on Facebook and post a comment.

915-747-5142 | ppp.utep.edu | Fall 2022
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

 Lean Manufacturing Personal Training Library
Gain a comprehensive introduction to lean manufacturing concepts, terminology, techniques and practices.
Fee: $249
→ Click here to register

 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

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

 Lean Manufacturing Personal Training Library
Gain a comprehensive introduction to lean manufacturing concepts, terminology, techniques and practices.
Fee: $249
→ 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; Microsoft Project 2019 software is included with enrollment.
Fee: $2,199
→ Click here to register

 Mastering Project Management with PMP® Prep
Learn project management techniques and best practices based on the Project Management Institute’s (PMI) A Guide to the Project Management Body of Knowledge (PMBOK®). By course completion, you will be fully prepared to sit for and pass the PMP certification exam.
Fee: $1,999
→ Click here to register

 Microsoft Project Basics
Get an introduction to Microsoft’s project management software, MS Project through a step-by-step tutorial on mastering basic functions that are essential for any project.
Fee: $79
→ Click here to register

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 courses.

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

For complete details about our Fall 2022 courses, visit ppp.utep.edu/cbtcourses

We want to hear from you!

Post a comment on our Instagram account.
SKILLED TRADES CAREER TRAINING

Diesel Technician With Optional Externship
Gain the entry-level skills required to start a career in automotive repair and maintenance.
Fee: $3,999
→ Click here to register

Electrical Technician With Optional Clinical Externship
Acquire broad, transferable skills, including an understanding of the electrical trade, the National Electrical Code® and more to prepare for entry-level careers in this growing field.
Fee: $3,750
→ Click here to register

HVAC Technician With Optional Clinical Externship
Be prepared to perform entry-level HVAC maintenance and repair tasks in residential and commercial environments.
Fee: $3,750
→ Click here to register

HVAC/R Certified Technician (Voucher Included)
Earn NATE or HVAC Excellence certification in under 12 months.
Fee: $3,295
→ Click here to register

LEED Green Associate (GA) With Optional Externship
Prepare to pursue the national/industry-recognized certification exam(s) essential to entry-level employment in this fast-growing field: US Green Building Council (USGBC) LEED® Green Associate (GA). The exam fee is not included in the course fee.
Fee: $3,500
→ Click here to register

Plumbing Technician With Optional Externship
Gain the entry-level skills required to start a career in plumbing. Learn about safety issues and practices, personal protective equipment, use of critical safety information and confined-space safety.
Fee: $3,750
→ Click here to register

Residential Electrician
Prepare for an entry-level residential electrician apprenticeship.
Fee: $2,695
→ Click here to register

Welding Technician With Optional Externship
Gain the welding skills needed to work in transportation, oil and gas, construction, and many other industries.
Fee: $3,999
→ 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.
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 Blockchain
Gain an introduction to blockchain as an underlying technology for cryptocurrencies and other applications. Build an understanding of the concepts of blockchain and how the technology might apply to your business.
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

AI Machine Learning Bootcamp
Learn the current and historical context of AI, get an introduction to AI and ML; progress into data science programming with Python and SQL, and get deeper into ML and natural language processing (NLP); prepare to pass the Microsoft Azure AI Engineer Certification Exam AI-102: Designing and Implementing an Azure AI Solution.
Fee: $4,275
→ Click here to register

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

Certified Ethical Hacker (Voucher Included)
Learn advanced hacking tools and techniques so you can assess the security posture of an organization with the same approach malicious hackers use. Be prepared to sit for the Certified Ethical Hacker Exam 312-50, offered by EC-Council. This course also includes a voucher which covers the exam fee.
Fee: $2,995
→ 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: $2,195
→ 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 courses are working for you.
Join our LinkedIn community or post a comment on our Facebook page.

CompTIA A+ is a powerful and respected credential that employers trust and can get you hired for your first job in IT.

→ Click here to view complete information.
CompTIA™ Certification Training: A+, NETWORK+, SECURITY+ (Vouchers Included)
Acquire the knowledge and skills you need to launch an IT career via the CompTIA’s A+, Network+ and Security+ certifications.
Fee: $3,999
→ Click here to register

CompTIA™ Certification Training: NETWORK+, SECURITY+ (Vouchers Included)
Gain the knowledge and skills you need to launch an IT career via the CompTIA’s Network+ and Security+ certifications.
Fee: $3,195
→ Click here to register

CompTIA™ Security Training Bootcamp
Benefit from five days of live training covering today’s most critical information security issues and practices in this bootcamp. Leave fully prepared to pass the popular CompTIA Security+ SY0-601 exam and address real-world security challenges.
Fee: $2,799
→ Click here to register

Computer Hacking Forensic Investigator (CHFI)
Gain knowledge in the specific security discipline of computer forensics from a vendor-neutral perspective.
Fee: $999
→ Click here to register

Computer Technician CompTIA™ A+ With Optional Externship
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 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

The salaries of Certified Information Systems Security Professionals (CISSPs) in the US range from $51,280 to $143,770, with a median salary of $90,120. The middle 60% of Certified Information Systems Security Professionals (CISSPs) makes $90,120, with the top 80% making $143,770.
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.

For complete details about our Fall 2022 courses, visit [ppp.utep.edu/cbtcourses](http://ppp.utep.edu/cbtcourses)

---

**TECHNOLOGY CAREER TRAINING (CONT.)**

**Oracle SQL and PL/SQL + Python Developer + Java Programmer**
Get trained to develop databases with Oracle SQL, PL/SQL, and program with Python and Java.
 Fee: $3,495
 → Click here to register

**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

---

**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

**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

For complete details about our Fall 2022 courses, visit [ppp.utep.edu/cbtcourses](http://ppp.utep.edu/cbtcourses)
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

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

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

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

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

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

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

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

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
Get the skills you need to prepare a professional resume.
Fee: $135
→ Click here to register

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

UTEP.P3
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.

FACE-TO-FACE
FREE Informational Seminar:
Clinical Medical Assistant and Medical Administrative Assistant
Speak with expert instructors, ask questions and gain a new perspective on what’s needed to excel as a clinical medical assistant or medical administrative assistant; discounts available for registering in select courses.

8/24  Wednesday, 6-7 p.m. M.T.
⇒ Click here to register

FACE-TO-FACE
FREE Informational Seminar:
A Guide to Project Management and Lean Six Sigma
Learn how to achieve optimum business results by learning the role of project management knowledge/skills in achieving optimum business results. Discounts available for registering in select courses.

9/7  Wednesday, 6-8 p.m. M.T.
⇒ Click here to register

FACE-TO-FACE
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. Discounts available for registering in select courses.

9/14  Wednesday, 6-7 p.m. M.T.
⇒ Click here to register

ONLINE
FREE Informational Webinar:
Certified Personal Fitness Trainer
Learn more about the Personal Fitness Trainer Certification course in this webinar; one-hour webinar recording available on registration.

9/17  Saturday, 10-11 a.m. M.T.
⇒ Click here to register
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.

Our instructors are experts in their fields, experienced in both the classroom and the workplace. Help your employees uncover their potential, and grow talent into the future leaders.

For more information visit our website at ppp.utep.edu to learn more or contact our team via email at: p5cbt@utep.edu
### FACE-TO-FACE COURSES

**FITNESS CAREER TRAINING**
- Certified Personal Fitness Trainer

**HEALTHCARE CAREER TRAINING**
- Clinical Medical Assistant 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 CAREER TRAINING**
- Essentials of Human Resources
- Foundations of Compensation for HR
- SHRM-CP/SHRM-SCP Exam Preparation Program

**LEADERSHIP & MANAGEMENT**
- Lean Six Sigma Black Belt Certificate

---

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

**LIVE/ONLINE COURSES**

**BUSINESS DEVELOPMENT TRAINING**
- MOS Introductory Excel 2019
- MOS Advanced Excel 2019

**LEADERSHIP & MANAGEMENT**
- Creating High-Performance Hybrid Teams
- Emotional Intelligence Quotient (EIQ) From Customer Relationship Management to Customer Experience Management
- From Opportunity to Support: 21st-Century Appraisal Systems
- Supervisory Skills With Hybrid Teams
- Value Stream Mapping: Appraising Your Business Supply Chain

**LEGAL CAREER TRAINING**
- Paralegal Certificate Course

**ONLINE SELF-PACED COURSES**

**ACCOUNTING**
- Accounts Payable Manager Certification (Exam Cost Included)
- IRS Tax Preparer Bundle - Annual Filing Season Program (AFSP)
- Professional Bookkeeping With QuickBooks Online (Voucher Included)
- Program in Accounting & Bookkeeping Studies

**BUSINESS DEVELOPMENT AND WORK SKILLS TRAINING**
- Call Center Supervisor
- Certificate in Computer Skills for the Office
- Freight Broker/Agent Training
- PowerPoint for Business
- Visual PowerPoint

**DRONE OPERATIONS**

**ENVIRONMENTAL SAFETY TRAINING**
- OSHA 8-Hour Hazwoper Refresher
FITNESS CAREER TRAINING

Attracting Club Members

Business Success for Fitness Professionals

Certified Group Fitness Course

Certified Professional Trainer - GOLD CPT

Conditioning for Football

Developing Your Business Strategy

Exercise Program Design for Special Populations

Finance and Budgets: What Every Fitness Professional Should Know

Insider Secrets of Advertising and Marketing for the Successful Fitness Professional

Introduction to Cancer Exercise: Essentials of Cancer Exercise

Lifestyle Wellness Coaching Certification

Medical Fitness Specialist Certification

Personal Fitness Trainer Certification - Online GOLD CPT Course

Retaining Club Members

Senior Fitness Specialist Program

HEALTH CAREER TRAINING

The Future of Your Fitness Business

Certified Clinical Medical Assistant + Certified Electronic Health Records Specialist (Vouchers Included)

Certified Electronic Health Records Specialist (CEHRS)

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

Certified Physical Therapy Aide (Voucher Included)

Certified Professional Life Coach

Clinical Dental Assistant (Vouchers Included)

Clinical Medical Assistant Certification With Optional Clinical Externship

Dental Assistant Certification With Optional Clinical Externship

Dialysis Technician Certification With Optional Clinical Externship

EKG Technician Certification With Optional Clinical Externship

Medical Administrative Assistant Certification With Optional Clinical Externship

Medical Billing & Coding Certification With Optional Clinical Externship

Medical Billing & Coding w/Medical Administration Certification With Optional Clinical Externship

Medical Billing and Coding (Vouchers Included)

Pharmacy Technician Certification With Optional Clinical Externship

Pharmacy Technician w/Medical Administration Certification With Optional Clinical Externship

Phlebotomy Technician Certification With Optional Clinical Externship

Veterinary Assistant

HOSPITALITY

Catering Professional

Food and Customer Service Skills Training

Hotel Management

Hotel Management With Executive Housekeeper Training

Restaurant Management

HUMAN RESOURCES CAREER TRAINING

Certificate for Human Resources Management

Certified Internal Auditor With Microsoft Excel (Voucher Included)

Compensation and Benefits

Employee Safety

Equal Employment Opportunity

HR Ethics Certificate

HR Management (ACE Credit)

Human Resources Professional Training

Payroll Manager
COURSE INDEX

HUMAN RESOURCES
CAREER TRAINING

Payroll Practice and Management
Payroll Practice and Management With Microsoft Excel (Voucher Included)
Payroll Wage & Hour Training & Certification Program
Senior Professional in Human Resources
Senior Professional in Human Resources With Payroll Practice and Management
The Payroll Management Training & Certification Program

LEGAL CAREER TRAINING

Advanced Paralegal Certificate Course
Alternative Dispute Resolution Certificate Course
Legal Investigation Certificate Course
Legal Research and Writing
Software Essentials for the Law Office
Victim Advocacy Certificate Course

MANUFACTURING

Certified Supply Chain Professional (CSCP)
Lean Manufacturing Personal Training Library
Manufacturing Statistics Personal Training Library

PROJECT MANAGEMENT

Agile Project Management Training
Mastering Project Management With Microsoft Project 2019 (Software Included)

Mastering Project Management With PMP® Prep
Microsoft Project Basics

LEADERSHIP AND MANAGEMENT

Coaching Your Team to Higher Performance
Management and Leadership Studies
Supervising and Managing Workplace Employees (Bud to Boss Toolkit)
Supervisory and Managerial Skills

Lean Six Sigma Black Belt With 1-on-1 Project Coaching (Exam Cost Included)
Lean Six Sigma Green and Black Belts (Exam Cost Included)

LEAN AND LEADERSHIP DEVELOPMENT TRAINING

With Microsoft Excel (Voucher Included)

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

LEGAL CAREER TRAINING

Advanced Paralegal Certificate Course
Alternative Dispute Resolution Certificate Course
Legal Investigation Certificate Course
Legal Research and Writing
Software Essentials for the Law Office
Victim Advocacy Certificate Course

MANUFACTURING

Certified Supply Chain Professional (CSCP)
Lean Manufacturing Personal Training Library
Manufacturing Statistics Personal Training Library

PROJECT MANAGEMENT

Agile Project Management Training
Mastering Project Management With Microsoft Project 2019 (Software Included)

For complete details about our Fall 2022 courses, visit ppp.utep.edu/cbtcourses
TECHNOLOGY CAREER TRAINING

A Manager’s Guide to Artificial Intelligence
A Manager’s Guide to Blockchain
A Manager’s Guide to Robotics
AI Machine Learning Bootcamp
Certificate in Emerging Technology for Managers
Certified Ethical Hacker (Voucher Included)
Certified Information Systems Security Professional (CISSP)
Cisco CCNA Associate & CyberOps Associate Training Bootcamp
CompTIA™ A+ Certification Program With Optional Externship
CompTIA™ Certification Training: A+, Network+, Security+ (Vouchers Included)
CompTIA™ Certification Training: Network+, Security+ (Vouchers Included)
CompTIA™ Security + Training Bootcamp
Computer Hacking Forensic Investigator (CHFI)
Computer Technician CompTIA A+ With Optional Externship

Cybersecurity Bootcamp
Ethical Hacking Dual Certification Bootcamp (CEH and PenTest+)
Ethical Hacking v10: Learn Hacking
Full Stack Web Development Bootcamp
Oracle SQL and PL/SQL Developer + Python Developer + Java Programmer
QuickBooks Bundle (2012 to 2019)

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
Negotiation for Women in Business
Networking and Mentorship for Women in Business
Work-Life Balance for Women in Business

WRITING

Certificate Course in Technical Business Writing for Engineers

Certificate Course in Writing for a Global Market
Professional Grant Writing
Persuasive Writing: How to Get Instant Results
Ultimate Resume-Building

FREE INFORMATIONAL SEMINARS AND WEBINARS

FACE-TO-FACE
FREE Informational Seminar: Clinical Medical Assistant and Medical Administrative Assistant
FREE Informational Seminar: A Guide to HR Essentials & SHRM Exam Preparation
FREE Informational Seminar: A Guide to Project Management and Lean Six Sigma
FREE Informational Seminar: Pharmacy Technician and Medical Billing and Coding

ONLINE
FREE Informational Webinar: Certified Personal Fitness Trainer
Professional and Public Programs’ Corporate and Business Training (CBT) provides professional development and training in several high-demand areas.

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 résumé.
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 18-year-old daughter, Emily.

Favorite inspirational quote: "Life is not measured by the number of breaths you take but by the moments that take your breath away." – Maya Angelou

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