PROFESSIONAL AND PUBLIC PROGRAMS

FALL 2023

CORPORATE AND BUSINESS TRAINING course guide

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 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.
NEW EKG Technician Certification Program
Prepare to function as an EKG Technician with this comprehensive 50-hour program.
Start date: October 16, 2023
Fee: $1,499
Early Bird Registration Fee: $1,299
⇒ Click here to register

NEW Phlebotomy Technician Certification Program With Optional Clinical Externship
Learn how to collect blood specimens from clients for the purpose of laboratory analysis in this 90-hour course; program includes a 40-hour optional clinical externship opportunity.
Start date: September 19, 2023
Fee: $2,100
Early Bird Registration Fee: $1,999
⇒ 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 12, 2023
Fee: $3,250
Early Bird Registration Fee: $2,999
→ 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 2, 2023
Fee: $2,100
Early Bird Registration Fee: $1,999
→ Click here to register

NEW Phlebotomy Technician Certification Program With Optional Clinical Externship
Learn how to collect blood specimens from clients for the purpose of laboratory analysis in this 90-hour course; program includes a 40-hour optional clinical externship opportunity.

Start date: September 19, 2023
Fee: $2,100
Early Bird Registration Fee: $1,999
→ Click here to register

NEW EKG Technician Certification Program
Prepare to function as an EKG Technician with this comprehensive 50-hour program.

Start date: October 16, 2023
Fee: $1,499
Early Bird Registration Fee: $1,299
→ Click here to register

Pharmacy Technician Training With Optional Clinical Externship
Prepare yourself to work as a pharmacy technician in a retail or other pharmacy setting; an optional externship of 80 hours is available.

Start date: September 25, 2023
Fee: $2,100
Early Bird Registration Fee: $1,999
→ Click here to register

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 12, 2023
Fee: $3,250
Early Bird Registration Fee: $2,999
→ 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 2, 2023
Fee: $2,100
Early Bird Registration Fee: $1,999
→ Click here to register

NEW Phlebotomy Technician Certification Program With Optional Clinical Externship
Learn how to collect blood specimens from clients for the purpose of laboratory analysis in this 90-hour course; program includes a 40-hour optional clinical externship opportunity.

Start date: September 19, 2023
Fee: $2,100
Early Bird Registration Fee: $1,999
→ Click here to register

NEW EKG Technician Certification Program
Prepare to function as an EKG Technician with this comprehensive 50-hour program.

Start date: October 16, 2023
Fee: $1,499
Early Bird Registration Fee: $1,299
→ Click here to register

Pharmacy Technician Training With Optional Clinical Externship
Prepare yourself to work as a pharmacy technician in a retail or other pharmacy setting; an optional externship of 80 hours is available.

Start date: September 25, 2023
Fee: $2,100
Early Bird Registration Fee: $1,999
→ Click here to register

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

Ask about our Early Bird registration discounts.
WHY THE PMP?

• The PMP adds value. 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.

• The PMP delivers benefits. The median salary for project professionals in North America is 25% higher than for those without it.

• The PMP proves you work smarter. It shows you have the skills to drive business results and increase your organization’s impact in the office and around the world.

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 2023 courses, visit ppp.utep.edu/cbtcourses

HUMAN RESOURCES
CAREER TRAINING

Essentials of Human Resources
Learn to advance your HR knowledge and effectiveness, regardless of whether you are new to human resources or need to strengthen your employee management skills.

Start date: October 7, 2023
Fee: $620
Early Bird Registration Fee: $560
→ 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 16, 2023
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) exam.

Start date: September 9, 2023
Fee: $1,550
Group Discount: $1,000
Early Bird Registration Fee: $1,400
→ 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)
LEADERSHIP AND MANAGEMENT

Lean Six Sigma Black Belt Certificate
Enhance your professional leadership, directorship and management body of knowledge (BOK), and influence your critical thinking; receive a LSS Black belt upon completion.

Start date: September 23, 2023
Fee: $1,700
Early Bird Registration Fee: $1,600
⇒ 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.

Start date: October 20, 2023
Fee: $135
Early Bird Registration Fee: $125
⇒ Click here to register

From Opportunity to Support: 21st-Century Appraisal Systems
Evaluate and define the criteria for no-nonsense high-performance appraisal systems.

Start date: September 22, 2023
Fee: $135
Early Bird 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.

Start date: September 15, 2023
Fee: $135
Early Bird 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.

Start date: November 17, 2023
Fee: $135
Early Bird Registration Fee: $125
⇒ Click here to register

PMP Crash Test Course
Prepare for the current version of the PMP exam with this refresher course intended for those who have previously taken the Project Management Professional Certificate course with us.

Start date: November 6, 2023
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 18, 2023
Fee: $1,650
Early Bird Registration Fee: $1,485
⇒ Click here to register

“...This class was very informative and Professor Ayala was excellent. He knew the content and how to teach it to his students. The online teaching was smooth and everyone was able to do their work, listen to lectures and participate efficiently.”

- Lean Six Sigma Green Belt participant

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.

Start date: October 13, 2023
Fee: $135
Early Bird 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.

Start date: November 3, 2023
Fee: $135
Early Bird Registration Fee: $125
⇒ Click here to register

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.

Start date: October 13, 2023
Fee: $135
Early Bird 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.

Start date: November 3, 2023
Fee: $135
Early Bird Registration Fee: $125
⇒ Click here to register

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.

Start date: October 13, 2023
Fee: $135
Early Bird 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.

Start date: November 3, 2023
Fee: $135
Early Bird Registration Fee: $125
⇒ Click here to register

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.

Start date: October 13, 2023
Fee: $135
Early Bird 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.

Start date: November 3, 2023
Fee: $135
Early Bird Registration Fee: $125
⇒ Click here to register

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.

Start date: October 13, 2023
Fee: $135
Early Bird 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.

Start date: November 3, 2023
Fee: $135
Early Bird Registration Fee: $125
⇒ Click here to register

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.

Start date: October 13, 2023
Fee: $135
Early Bird 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.

Start date: November 3, 2023
Fee: $135
Early Bird Registration Fee: $125
⇒ Click here to register
PARALEGAL STUDENTS
TESTIMONIALS

"I enrolled in [this] program because I wanted to see if I enjoyed law enough to pursue my dream career as a lawyer. [The program gave me] an understanding of the American system of law and how much work goes into navigating it. I learned about the importance of grammar and the power of words. This program has provided the building blocks for me to become a paralegal, a profession that will give me more experience to achieve my dream [of being a lawyer].
- Samantha B.

My goal is to become a successful lawyer. Besides learning the countless legal terms and insights into the rule of law here in the U.S., I also come out [of this program] with more confidence heading into the legal field. The program will benefit me in the future by allowing me to work in a firm outside of school.
- William P.

[I enrolled in the program because of the long-term benefits and the available opportunity. I gained valuable skills that I can use in law and in everyday life. This program can benefit my future, because now, as I go into college, I will be a working paralegal.
- Alyssa G.

[I enrolled in this program because] I wanted to grow as a person. I learned how to become a successful future lawyer and now I can work part-time as a paralegal or a second-degree security guard.
- E. Nevarez

[I wanted to obtain my paralegal certification and to gain experience so I can call things out as I see them and do what is right, regardless of consequences. [This program has made me] more competitive and [provided me with] some fundamental knowledge of the law.
- Elizabeth H.

915-747-5142 | ppp.utep.edu | Fall 2023
BUSINESS DEVELOPMENT TRAINING

MOS Introductory Excel 2019
Gain competency in the fundamentals of creating and managing worksheets and workbooks, creating cells, ranges, tables, charts and objects, and applying formulas and functions; offered live/online through MS Teams.
Start date: October 17, 2023
Fee: $325
Early Registration Fee: $295
→ 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; offered live/online through MS Teams.
Start date: November 7, 2023
Fee: $325
Early Registration Fee: $295
→ Click here to register

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.

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.
Our online courses are affordable, fun, fast and convenient. Courses may be instructor-led or self-paced. **Pricing for the following courses is available on the course website**; simply follow the “→ Click here to register” link under each course description to get more information.

## ACCOUNTING

### Accounting Fundamentals
Gain an understanding of accounting basics for career advancement or for personal use.
→ Click here to register

### Accounting Fundamentals II
Gain a solid understanding of accounting practices.
→ Click here to register

### Accounts Payable Manager 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.
→ 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.
→ 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.
→ Click here to register

### Professional Bookkeeping With QuickBooks Online (VOUCHER INCLUDED)
Learn bookkeeping with QuickBooks 2019 to organize your finances, stay on top of invoices, pay bills on time and track expenses efficiently.
→ Click here to register

### Program in Accounting & Bookkeeping Studies
Get a better understanding of basic accounting and bookkeeping procedures.
→ 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.
→ Click here to register

For complete details about our Fall 2023 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 2023 courses, visit ppp.utep.edu/cbtcourses

Pricing for the courses on this page is available on the course website; simply follow the “Click here to register” link under each course description to get more information.

The average artificial intelligence salary in the USA is $149,527 per year or $71.89 per hour. Entry-level positions start at $115,000 per year.

Click here to view complete information.

**BOOT CAMPS**

**AI Machine Learning Boot Camp**
Learn the current and historical context of AI, and 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.

→ Click here to register

**Cisco CCNA Associate & CyberOps Associate Training Boot Camp**
Gain hands-on experience by completing a series of labs in our Networking Cyber Range in this 7-day boot camp; designed specifically for network engineers and administrators requiring full knowledge of Cisco router and switch configuration.

→ Click here to register

**CompTIA Security + Training Boot Camp**
Benefit from five days of training covering today’s most critical information security issues and practices in this boot camp. Leave fully prepared to pass the popular CompTIA Security+ SY0-601 exam and address real-world security challenges.

→ Click here to register

**Ethical Hacking Dual Certification Boot Camp (CEH AND PENTEST+)**
Learn tools and techniques used by cybercriminals to perform an ethical hack on your organization.

→ Click here to register

**Full Stack Web Development Boot Camp**
Acquire the skills and knowledge required to start handling web development projects in this comprehensive six-month boot camp.

→ Click here to register

**Cybersecurity Bootcamp**
Earn the skills and credentials required to enter the cybersecurity workforce.

→ Click here to register
BUSINESS DEVELOPMENT AND WORK SKILLS TRAINING

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.
⇒ Click here to register

Computer Skills for the Workplace
Acquire the fundamental computer competencies you need to survive and prosper in today’s fast-changing workplace.
⇒ 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!
⇒ Click here to register

Instructional Design Training
Learn the basics of instructional design and the phases of the design process, including conducting a needs assessment, designing and delivering training, and evaluating instruction.
⇒ Click here to register

Introduction to InDesign CC
Learn how to use InDesign CC to design and create professional quality letterhead, business cards, brochures, forms, interactive PDF files, an ebook and more.
⇒ Click here to register

Intermediate InDesign CC
Get hands-on training and experience using many of the more advanced tools and features of InDesign CC; instruction and practice files for any version of InDesign CS4 or newer included.
⇒ Click here to register

Introduction to Database Development
Go step-by-step through all the phases of a system development project to guarantee that the resulting product will not only work as it was designed to work, but also that the design truly responds to user needs.
⇒ Click here to register

Introduction to Microsoft Excel 2016
Master Microsoft Excel 2016 with dozens of shortcuts and tricks for setting up fully-formatted worksheets quickly and efficiently.
⇒ Click here to register

Introduction to Microsoft Excel 2019
Learn the 2019 version of Microsoft Excel’s basic functions and uses.
⇒ Click here to register

Introduction to Microsoft Word 2016
Confidently use Microsoft Word 2016 to write and format reports and letters.
⇒ 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.
⇒ 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.
⇒ Click here to register

Sales Training Suite
Learn to use communication to build rapport and create environments of trust, warmth and respect.
⇒ Click here to register

Using the Internet in the Classroom
Teach your students how to locate and evaluate Internet resources; improve the caliber and amount of discussion through the use of email and discussion boards; and safeguard your students and their personal information online.
⇒ Click here to register

Pricing for the following courses on the course website; simply follow the “⇒ Click here to register” link under each course description to get more information.

NOTE: Courses may be instructor-led or self-paced. Instructor-led courses are NOT live/online and have no required login time for classes. Students are encouraged to participate in weekly discussions, ask questions, and interact with their instructor and fellow students through the online discussion area.
**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.

→ 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.

→ Click here to register

**Pricing for the following courses on is available on the course website; simply follow the “→ Click here to register” link under each course description to get more information.**

**FITNESS CAREER TRAINING**

**AFAA Group Fitness Instructor (VOUCHER INCLUDED)**
Train to become an AFAA-certified group fitness instructor. This unique online course will teach you industry-recognized methods for leading group fitness classes.

→ Click here to register

**Certificate in Food, Nutrition and Health**
Gain insight into how food interacts with your body and how to make healthy changes for better nutrition. Get a holistic overview of current food and nutrition issues and their impact on physical, social, emotional and spiritual health.

→ Click here to register

**NASM Certified Personal Trainer and Exam Preparation (VOUCHER INCLUDED)**
Prepare to pass the National Academy of Sports Medicine (NASM) exam and earn your NASM Certified Personal Trainer certification, one of the most respected certifications in the fitness industry.

→ Click here to register

**NASM Certified Weight Loss Coach (CPT,CNC, WLS) (VOUCHER INCLUDED)**
Prepare to pass the National Academy of Sports Medicine (NASM) exams and earn your NASM Certified Personal Trainer, Certified Nutrition Coach certifications, and Weight Loss Specialization with this bundle.

→ Click here to register

**NASM Certified Nutrition Coach (EXAM INCLUDED)**
Learn how to incorporate nutrition coaching and behavior change into your fitness instruction. On course completion, you will become a Certified Nutrition Coach.

→ Click here to register

**NASM Corrective Exercise Specialist (CES): EXAM INCLUDED**
Gain the knowledge, skills and ability to help clients at any fitness level address muscular imbalances and faulty movements.

→ Click here to register

**NASM Certified Weight Loss Specialist (WLS): VOUCHER INCLUDED**
Study behavior change best practices, how to create client-specific programs, help clients avoid weight loss challenges and obstacles, and more. Upon exam completion, you will become a NASM Weight Loss Specialist (WLS).

→ Click here to register

**NASM Performance Enhancement Specialist (PES): EXAM INCLUDED**
Get your NASM Performance Enhancement Specialization and get the opportunity to train the best.

→ Click here to register

**NASM Weight Loss Specialist (WLS) + AFAA Group Fitness Instructor (VOUCHERS INCLUDED)**
Prepare for two of the most widely recognized industry certifications for fitness instructors: NASM Certified Personal Trainer and AFAA Certified Group Instructor. Certification exam fees included in the course cost.

→ Click here to register
The demand for medical assistants is expected to increase by 18.9 percent between 2020 and 2030, which is faster than average compared to other occupations.

HEALTHCARE CAREER TRAINING

Veterinary Assistant
Turn your love of animals into a rewarding career with this 100% online course.
→ Click here to register

Veterinary Assistant Series
Prepare for work in veterinary hospitals; course taught by a practicing veterinarian and college instructor.
→ Click here to register

Become a Veterinary Assistant
Prepare for a career as a veterinary assistant and learn about various pet-related issues including health, safety, nutrition, etc.
→ Click here to register

Become a Veterinary Assistant II: Canine Reproduction
Study the principles of sound dog breeding and the complexities of canine reproduction.
→ Click here to register

Become a Veterinary Assistant III: Practical Skills
Learn everything you need to be a valuable veterinary assistant or educated pet owner. This course is the third installment in the “Become a Veterinary Assistant” series.
→ Click here to register

Become an Optical Assistant
Gain entry into the world of optical assisting.
→ Click here to register

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 Healthcare Association’s (NHA) CCMA (Certified Clinical Medical Assistant) and CEHR (Certified Electronic Health Records) certification exams.
→ Click here to register

Certified Electronic Health Records Specialist (CEHRS)
Become a certified electronic health record specialist (CEHRS) through the National Healthcarrers 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.
→ 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.
→ Click here to register

For complete details about our Fall 2023 courses, visit
ppp.utep.edu/cbtcourses
Pricing for the courses on this page is available on the course website; simply follow the “Click here to register” link under each course description to get more information.

HEALTHCARE CAREER TRAINING (CONT.)

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.
⇒ Click here to register

Certified Professional Life Coach (EXAM INCLUDED)
Get training to be a life coach and launch your own coaching practice. Become a Certified Professional Coach (CPC) upon course completion.
⇒ Click here to register

Clinical Medical Assistant Certification With Optional Clinical Externship
Be fully prepared to assist physicians by performing functions related to the clinical aspects of a medical office.
⇒ Click here to register

Clinical Dental Assistant (VOUCHERS INCLUDED)
Prepare for an entry-level position as a chair-side dental assistant.
⇒ Click here to register

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

Explore a Career as a Clinical Medical Assistant
Get an overview of the job duties and scope of practice of clinical medical assistants.
⇒ Click here to register

Explore a Career as an Administrative Medical Assistant
Establish a successful career as an administrative medical assistant and identify the aspect of medical information management that suits you best.
⇒ Click here to register

Explore a Career in Healthcare Suite
Learn how to find your way through both the CPT manual and the ICD-10-CM manual, and prepare for your career as a medical coder.
⇒ 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.
⇒ 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.
⇒ Click here to register

Medical Billing and Coding (VOUCHER 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.
⇒ Click here to register

Pharmacy Technician Certification With Optional Clinical Externship
Prepare to enter the pharmacy field and take the Pharmacy Technician Certification Board’s PTCB exam.
⇒ 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. This 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.
⇒ 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.
⇒ 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
Attended Phlebotomy Technician Course
There will be plenty of opportunities in the next decade for those interested in a career in healthcare support, with jobs such as physical therapist assistant, dental hygienist, home health aide and massage therapist. These professionals often work under the supervision of a physician, but their training may be just as extensive. If you want to be a part of this fast-growing job sector, check out our full list of the best healthcare support jobs below:

Click here for more information.

<table>
<thead>
<tr>
<th>Healthcare Support Job</th>
<th>Number of Projected Jobs in the Next Decade</th>
<th>Median Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assistant</td>
<td>117,800</td>
<td>$37,190</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>21,800</td>
<td>$57,800</td>
</tr>
<tr>
<td>Medical Records Technician</td>
<td>12,300</td>
<td>$46,660</td>
</tr>
<tr>
<td>Licensed Practical and Licensed Vocational Nurse</td>
<td>41,300</td>
<td>$48,070</td>
</tr>
<tr>
<td>Personal Care Aide</td>
<td>924,000</td>
<td>$29,430</td>
</tr>
<tr>
<td>Clinical Laboratory Technician</td>
<td>36,500</td>
<td>$54,180</td>
</tr>
</tbody>
</table>
**HUMAN RESOURCES CAREER TRAINING**

**Certified Internal Auditor With Microsoft Excel**
*(VOUCHER INCLUDED)*

→ 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.

→ 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).

→ 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.

→ 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.

→ 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.

→ 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.

→ Click here to register

**The Payroll Management Training & Certification Program**
Learn requirements, processes, and procedures associated with payroll management; optional test for “Certified Payroll Management Administrator” included.

→ Click here to register

---

**HOSPITALITY**

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

→ 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.

→ Click here to register

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

→ Click here to register

**Restaurant Management**
Learn the practical components for successfully overseeing a restaurant or realizing a restaurant concept.

→ 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.
LEADERSHIP AND MANAGEMENT

Building Teams That Work
Learn the components of a successful team and the stages of its development; master the skills needed to effectively manage projects make decisions and solve problems in a team setting.
→ Click here to register

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.
→ 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.
→ Click here to register

LEADERSHIP DEVELOPMENT TRAINING

Achieving Top Search Engine Positions
Gain the knowledge you need to boost your website’s visibility and master proven, step-by-step SEO strategies that you can implement right away.
→ Click here to register

Certificate in Supervisory and Managerial Skills
Gain the fundamental skills required of both new supervisors and/or managers and those with experience to be positioned for maximum success.
→ Click here to register

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.
→ Click here to register

Pricing for the courses on this page is available on the course website; simply follow the “→ Click here to register” link under each course description to get more information.

“The estimated total pay for a Lean Six Sigma Green Belt is $104,423 per year in the United States area, with an average salary of $72,920 per year.
→ Click here for more information.

“[The trainer] was very knowledgeable and the training was informative and dynamic.”
- Participant, Skills for Supervisory Success

For complete details about our Fall 2023 courses, visit ppp.utep.edu/cbtcourses
You must be 18 or older to register for our Corporate and Business Training courses.

For complete details about our Fall 2023 courses, visit ppp.utep.edu/cbtcourses

Pricing for the courses on this page is available on the course website; simply follow the “→ Click here to register” link under each course description to get more information.

LEADERSHIP DEVELOPMENT TRAINING (CONT.)

Fundamentals of Supervision and Management
Master the basics of business by learning the language of management.
→ Click here to register

Fundamentals of Supervision and Management II
Master the basics of business by learning the language of management. Develop your interpersonal skills by understanding various personality traits and how they impact your ability to get the job done.
→ Click here to register

Keys to Effective Communication
Use communication to build rapport and create environments of trust, warmth and respect.
→ Click here to register

Leadership
Use the principles of great leaders to achieve success in almost every aspect of your daily life.
→ Click here to register

Management and Leadership Studies Certificate
Study the essentials of business management and leadership.
→ Click here to register

Managing Customer Service
Bring out your best and do the same for the people you work with as you learn about customer service, how to measure and evaluate it and build long-lasting customer service programs.
→ Click here to register

New Manager Suite
Make a successful transition from employee to manager and learn how to manage your time so that you can deal with the constant demands of a managerial job.
→ 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.
→ Click here to register

Supervision and Management Series
Master the basics of business by learning the language of management; perfect for employees who have recently become supervisors.
→ 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.
→ Click here to register

Alternative Dispute Resolution Certificate Course
Get qualified or participate in conflict mediation processes. This online course focuses on both traditional and non-traditional dispute resolution options.
→ Click here to register

Employment Law Fundamentals
Learn the basics of employment law so you can legally hire, evaluate and manage employees as a manager, supervisor, small business owner, human resource specialist or corporate executive.
→ 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.
→ Click here to register

Legal Research and Writing
Gain exposure to writing briefs, pleas and other basic legal correspondence.
→ 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 with state and county governments to assist crime victims in progressing through the criminal justice system and toward successful recovery.
→ Click here to register
MANUFACTURING

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

Manufacturing Fundamentals
Study and understand the basic skills required to work in the manufacturing field.
→ 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.
→ 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.
→ Click here to register

High Speed Project Management
Manage projects at supersonic speeds with ease and learn to effectively deal with truncated timelines, short-staffed project teams, skimpy budgets and crippling risks.
→ 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.
→ Click here to register

Microsoft Project Basics
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.
→ Click here to register

Project Management Fundamentals Series
Study the essentials of project management and learn to plan, implement, control and close any type of project with the help of an experienced project management professional.
→ Click here to register

Project Management Fundamentals
Learn the fundamental skills needed for success in project management, whether you are seeking a job as a project manager or someone responsible for managing projects in addition to your other responsibilities.
→ Click here to register

Project Management Fundamentals II
Gain quick training in project management if you are a part-time or accidental project manager.
→ Click here to register

“Amy is such an amazing instructor, it was a joy to be in her class.”
- Project Management Professional Certificate participant

NOTE: Courses may be instructor-led or self-paced. Instructor-led courses are NOT live/online and have no required login time for classes. Students are encouraged to participate in weekly discussions, ask questions, and interact with their instructor and fellow students through the online discussion area.
SKILLED TRADES CAREER TRAINING

Electrical Technician Certification With Optional 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.
→ Click here to register

ASE Technician Test Preparation 2.0 (TTP2): Automotive Service Consultant (C1)
Prepare for the Automotive Service Excellence (ASE) exams; this bilingual product provides both English- and Spanish-speaking technicians access to preparatory materials delivered in an easy-to-use format, while ensuring learning and retention.
→ Click here to register

Diesel Technician Certification With Optional Externship
Gain the entry-level skills required to start a career in automotive repair and maintenance.
→ Click here to register

HVAC Technician Certification With Optional Externship
Be prepared to perform entry-level HVAC maintenance and repair tasks in residential and commercial environments.
→ Click here to register

HVAC/R Certified Technician Course (VOUCHER INCLUDED)
Earn NATE or HVAC Excellence certification in under 12 months with this course.
→ Click here to register

LEED Green Associate (GA) Certification 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.
→ Click here to register

Plumbing Technician Certification 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.
→ Click here to register

Residential Electrician
Prepare for an entry-level residential electrician apprenticeship.
→ Click here to register

Welding Technician Certification With Optional Externship
Gain the welding skills needed to work in transportation, oil and gas, constructing, and many other industries.
→ Click here to register

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

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 2023 courses, visit ppp.utep.edu/cbtcourses

Pricing for the courses on this page is available on the course website; simply follow the “→ Click here to register” link under each course description to get more information.
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.

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.

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.

Click here to register

Certificate in Emerging Technology for Managers
Learn about blockchain, artificial intelligence, and robotics, how each technology affects business processes and contributes to a discussion about the future of labor.

Click here to register

Certified Ethical Hacker (CEH)
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.

No Voucher Included

Click here to register

Voucher Included

Click here to register

NOTE: Courses may be instructor-led or self-paced. Instructor-led courses are NOT live/online and have no required login time for classes. Students are encouraged to participate in weekly discussions, ask questions, and interact with their instructor and fellow students through the online discussion area.

Pricing for the following courses on is available on the course website; simply follow the “Click here to register” link under each course description to get more information.

Certified Information Systems Security Professional (CISSP)
Learn the foundations of information system security and prepare to become a Certified Information Systems Security Professional (CISSP).

Click here to register

CompTIA A+ Certification Program With Optional Externship
Gain the basic knowledge and skills necessary for a career in PC support and get prepared to sit for and pass the CompTIA A+ 220-801 and 220-802 certification exams.

Click here to register

CompTIA™ Certification Training: A+, NETWORK+, SECURITY+(VOUCHERS INCLUDED)
Gain the knowledge and skills you need to launch an IT career via the CompTIA’s A+, Network+, and Security+ certifications.

Click here to register

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

For complete details about our Fall 2023 courses, visit ppp.utep.edu/cbtcourses

Pricing for the courses on this page is available on the course website; simply follow the “→ Click here to register” link under each course description to get more information.

CompTIA™ Certification Training: NETWORK+, SECURITY+ (VOUCHERS INCLUDED)
Acquire the knowledge and skills you need to launch an IT career via the CompTIA’s Network+ and Security+ certifications.
→ Click here to register

Computer Networking Suite
Get the foundation you need to begin training for computer certification in a technical field, or employment in a computer networking career
→ Click here to register

Computer Technician CompTIA A+ w/ Clinical 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.
→ Click here to register

Forensic Investigator in Computer Hacking
Gain knowledge in the specific security discipline of computer forensics from a vendor-neutral perspective.
→ Click here to register

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.
→ Click here to register

Introduction to SQL
Gain a solid working knowledge of the most powerful and widely used database programming language.
→ Click here to register

Introduction to XML
Master the essentials of XML through easy-to-follow, real-world examples and produce powerful code even if you are new to computer programming.
→ Click here to register

Java Developer Suite
Create practical and sophisticated computer programs using both Java and XML.
→ 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.
→ Click here to register

Want to learn other Languages?
Classes for adults are available in French, Italian, Japanese, Korean, Spanish and more.

For details, visit ppp.utep.edu/languages

How much does a Data Analyst make in the United States?
The average Data Analyst salary in the United States is $82,328, but the salary range typically falls between $73,688 and $92,111. Salary ranges can vary widely depending on many important factors, including education, certifications, additional skills and the number of years you have spent in your profession.

→ Click here for more information.
WOMEN IN BUSINESS

Body Language for Women in Business
Learn about and use body language to communicate in a way that builds and sustains positive relationships with employees, clients, and business partners.
➔ 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.
➔ 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.
➔ 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.
➔ 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.
➔ Click here to register

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.
➔ 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.
➔ 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.
➔ Click here to register

NOTE: Courses may be instructor-led or self-paced. Instructor-led courses are NOT live/online and have no required login time for classes. Students are encouraged to participate in weekly discussions, ask questions, and interact with their instructor and fellow students through the online discussion area.

Pricing for the following courses is available on the course website; simply follow the “➔ Click here to register” link under each course description to get more information.
WRITING

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

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

Professional Grant Writing
Study the essentials of writing or acquiring grants for private, public, or government use.
→ Click here to register

Ultimate Resume Building
Learn how to prepare a professional resume.
→ Click here to register

Business and Marketing Writing
Acquire the skills needed to write or identify copy that achieves business and marketing goals.
→ Click here to register

“Good training. Enjoyed the exercises as those helped with the learning. Thanks!”
- Writing Skills course participant

Pricing for the courses on this page is available on the course website; simply follow the “→ Click here to register” link under each course description to get more information.

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

For complete details about our Fall 2023 courses, visit ppp.utep.edu/cbtcourses

Talk to us!
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.
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 Informational Seminar:**
**A Guide to Project Management**
Learn the role of project management knowledge/skills in achieving optimum business results. Discounts available for registering in select courses.

8/2 Wednesday, 6-7 p.m. MT
→ [Click here to register](#)

**FACE-TO-FACE Informational Seminar:**
**A Guide to Lean Six Sigma**
Learn how to achieve optimum business results by focusing on the process of UTEP’s Lean Six Sigma (LSS) program using the Lean 14 Principals and the Six Sigma DMAIC Methodology. Discounts available for registering in select courses.

9/7 Thursday, 6-7 p.m. MT
→ [Click here to register](#)

**LIVE/ONLINE Informational Webinar:**
**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. Offered live/online using MS Teams.

8/29 Tuesday, 6-7 p.m. MT
→ [Click here to register](#)

**LIVE/ONLINE Informational Webinar:**
**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. Offered live/online using MS Teams.

9/11 Monday, 6-7 p.m. MT
→ [Click here to register](#)

**LIVE/ONLINE Informational Webinar:**
**A Guide to HR Essentials & SHRM Exam Preparation**
Study the key aspects of foundational knowledge in the Human Resource (HR) field and learn what you need to pass the SHRM-CP/SHRM-SCP Exam. Talk with veteran instructors to gain valuable information; for both new and experienced HR practitioners. Offered live/online using MS Teams.

7/19 Wednesday, 9-11 a.m. MT
→ [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: p3cbt@utep.edu
FACE-TO-FACE COURSES

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
NEW EKG Technician Certification Program
NEW Phlebotomy Technician Certification 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 AND MANAGEMENT

Lean Six Sigma Black Belt Certificate
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

PROJECT MANAGEMENT

PMP Crash Test Course
Project Management Professional Certificate

LIVE/ONLINE COURSES

BUSINESS DEVELOPMENT TRAINING

MOS Introductory Excel 2019
MOS Advanced Excel 2019

ONLINE COURSES

ACCOUNTING

Accounting Fundamentals
Accounting Fundamentals II
Accounts Payable Manager Certification (Exam Cost Included)
Accounts Payable Specialist 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
QuickBooks Bundle (2012 to 2019)

BOOT CAMPS

AI Machine Learning Boot Camp
Cisco CCNA Associate & CyberOps Associate Training Boot Camp
CompTIA Security + Training Boot Camp
Cybersecurity Bootcamp
Ethical Hacking Dual Certification Boot Camp (CEH and PenTest+)
Full Stack Web Development Boot Camp

BUSINESS DEVELOPMENT AND WORK SKILLS TRAINING

Certificate in Computer Skills for the Office
Computer Skills for the Workplace
Freight Broker/Agent Training
Instructional Design Training
Intermediate InDesign CC
Introduction to Database Development
Introduction to InDesign CC
Introduction to Microsoft Excel 2016
Introduction to Microsoft Excel 2019
Introduction to Microsoft Word 2016
PowerPoint for Business
Sales Training Suite
Using the Internet in the Classroom
Visual PowerPoint

DRONE OPERATIONS


ENVIRONMENTAL SAFETY TRAINING

OSHA 8-Hour Hazwoper Refresher
HEALTHCARE CAREER TRAINING

Veterinary Assistant
Veterinary Assistant Series
Become a Veterinary Assistant
Become a Veterinary Assistant II: Canine Reproduction
Become a Veterinary Assistant III: Practical Skills
Become an Optical Assistant
Certified Clinical Medical Assistant + Certified Electronic Health Records Specialist (Voucher 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 (Exam Included)
Clinical Dental Assistant (Vouchers Included)
Clinical Medical Assistant Certification With Optional Clinical Externship

Dental Assistant Certification With Optional Clinical Externship
Explore a Career as a Clinical Medical Assistant
Explore a Career as an Administrative Medical Assistant
Explore a Career in Healthcare Suite
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 (Voucher Included)
Medical Terminology: A Word Association Approach
Pharmacy Technician Certification With Optional Clinical Externship
Pharmacy Technician w/Medical Administration Certification With Optional Clinical Externship
Phlebotomy Technician Certification With Optional Clinical Externship

FITNESS CAREER TRAINING

AFAA Group Fitness Instructor (Voucher Included)
Certificate in Food, Nutrition and Health
NASM Certified Nutrition Coach (Exam Included)
NASM Certified Personal Trainer - Spanish (Voucher Included)
NASM Certified Personal Trainer +AFAA Group Fitness Instructor (Vouchers Included)
NASM Certified Personal Trainer and Exam Preparation (Voucher Included)
NASM Certified Weight Loss Coach (CPT,CNC, WLS) (Voucher Included)
NASM Corrective Exercise Specialist (CES): Exam Included
NASM Performance Enhancement Specialist (PES): Exam Included
NASM Weight Loss Specialist (WLS): Voucher Included

Dental Assistant Certification With Optional Clinical Externship
Explore a Career as a Clinical Medical Assistant
Explore a Career as an Administrative Medical Assistant
Explore a Career in Healthcare Suite
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 (Voucher Included)
Medical Terminology: A Word Association Approach
Pharmacy Technician Certification With Optional Clinical Externship
Pharmacy Technician w/Medical Administration Certification With Optional Clinical Externship
Phlebotomy Technician Certification With Optional Clinical Externship
COURSE INDEX

HOSPITALITY
Catering Professional
Hotel Management
Hotel Management With Executive Housekeeper Training
Restaurant Management

HUMAN RESOURCES CAREER TRAINING
Certified Internal Auditor With Microsoft Excel (Voucher Included)
Compensation and Benefits
Employee Safety
Equal Employment Opportunity
Payroll Manager
Payroll Practice and Management
Payroll Practice and Management With Microsoft Excel
  ▶ No Voucher Included
  ▶ Voucher Included
Payroll Wage & Hour Training & Certification Program

LANGUAGES
Professional Interpreter

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

LEADERSHIP DEVELOPMENT TRAINING
Achieving Top Search Engine Positions
Certificate in Supervisory and Managerial Skills
Coaching Your Team to Higher Performance
Fundamentals of Supervision and Management
Fundamentals of Supervision and Management II
Keys to Effective Communication
Leadership
Management and Leadership Studies Certificate
Managing Customer Service
New Manager Suite
Supervising and Managing Workplace Employees (Bud to Boss Toolkit)
Supervision and Management Series

LEGAL CAREER TRAINING
Advanced Paralegal Certificate Course
Alternative Dispute Resolution Certificate Course
Employment Law Fundamentals
Legal Investigation Certificate Course
Legal Research and Writing
Victim Advocacy Certificate Course

MANUFACTURING
Lean Manufacturing Personal Training Library
Manufacturing Fundamentals
Manufacturing Statistics Personal Training Library

PROJECT MANAGEMENT
Agile Project Management Training
High Speed Project Management
Mastering Project Management With PMP® Prep
Microsoft Project Basics
Project Management Fundamentals Series
Project Management Fundamentals
Project Management Fundamentals II

For complete details about our Fall 2023 courses, visit ppp.utep.edu/cbtcourses
SKILLED TRADES CAREER TRAINING

- Electrical Technician Certification With Optional Externship
- ASE Technician Test Preparation 2.0 (TTP2): Automotive Service Consultant (C1)
- Diesel Technician Certification With Optional Externship
- HVAC Technician Certification With Optional Externship
- HVAC/R Certified Technician Course (Voucher Included)
- LEED Green Associate (GA) Certification With Optional Externship
- Plumbing Technician Certification With Optional Externship
- Residential Electrician
- Welding Technician Certification With Optional Externship

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
- Certified Ethical Hacker (CEH)
  - No Voucher Included
  - Voucher Included
- CompTIA A+ Certification Program With Optional Externship
- CompTIA™ Certification Training: A+, NETWORK+, SECURITY+ (Vouchers Included)
- CompTIA™ Certification Training: NETWORK+, SECURITY+ (Vouchers Included)
- Computer Networking Suite
- Computer Technician CompTIA A+ with Clinical Externship
- Forensic Investigator in Computer Hacking
- Full Stack Software Developer
- Introduction to SQL
- Introduction to XML
- Java Developer Suite
- Oracle SQL and PL/SQL Developer + Python Developer + Java Programmer
- TEST PREPARATION

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
- Persuasive Writing: How to Get Instant Results
- Professional Grant Writing
- Ultimate Resume Building
- Business and Marketing Writing

FACE-TO-FACE FREE INFORMATIONAL SEMINARS

- FACE-TO-FACE Informational Seminar: A Guide to Project Management
- LIVE/ONLINE Informational Webinar: Clinical Medical Assistant and Medical Administrative Assistant
- LIVE/ONLINE Informational Webinar: EKG Technician and Phlebotomy Technician
- LIVE/ONLINE Informational Webinar: Pharmacy Technician and Medical Billing and Coding
- FACE-TO-FACE Informational Seminar: A Guide to Lean Six Sigma
- LIVE/ONLINE Informational Webinar: A Guide to HR Essentials & SHRM Exam Preparation
Professional and Community Education 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:

- Data Analysis
- Microsoft Software Training
- Information Technology
- Web Design

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.
All the online programs offered are of the same great quality and academic rigor as face-to-face degree programs and are taught by the same faculty who teach on-campus courses.

Pick the program you’re interested in and fill out a form or call us. We promise you won’t be disappointed!

APPLY NOW!

Have questions? Contact us today.
utepconnect.utep.edu
1-800-684-UTEP

Scan QR code for more information.
CONTINUING EDUCATION AT UTEP
CORPORATE AND BUSINESS TRAINING
& CUSTOMIZED CORPORATE TRAINING

Liliana (Lily) has been with Professional and Public Programs for the past seven and a half years. She holds a Bachelor of Science in Business with a concentration in Management from the University of Phoenix and has over 25 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 19-year-old daughter, Emily. Emily just graduated from high school and will be attending UTEP in the fall. Go Miners!

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 Monsivais 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

FALL 2023
CORSE GUIDE