PROFESSIONAL AND PUBLIC PROGRAMS

FALL 2023

WIOA CAREER ASSISTANCE course guide

915-747-5142 | ppp.utep.edu
Thanks to the partnership between UTEP Professional and Public Programs and Workforce Solutions Borderplex (WSB), you may be eligible for additional funds to help you further your education or training and to cover any outstanding or upcoming costs for supplies or books.

If you have already finished your classes, WSB may even be able to assist with getting you a paid internship related to work experience in your field. Funds may also be available to provide you with additional assistance related to course extensions, enrolling in a new course, child care, work attire, transportation support and other services.

If you are interested in this opportunity, then please contact WSB at your convenience at wesurveyou@borderplexjobs.com.

One-third of individuals surveyed think that if they lost their job, they would need additional education and training to get a comparable job.
FEATURED COURSES

Oracle SQL and PL/SQL + Python
Developer + Java Programmer
This combined online course is the perfect way to master Oracle programming. You’ll work with SQL, PL/SQL, Java, and Python programming as you learn to write advanced queries and generate business reports.

Fee: $3,495
Course Hours: 375 hrs.
→ Click here to register

Human Resources Professional
Master the skills you need to gain an entry-level position in human resources and prepare to take the aPHR (Associate Professional in Human Resources) certification exam, the PHR (Professional in Human Resources) certification exam, or the SHRM-CP (Society for Human Resource Management’s Certified Professional) certification exam.

Fee: $1,999
Course Hours: 555 hrs.
→ Click here to register

Medical Office Manager (CPPM)
Voucher Included
This program teaches the skills needed to prepare you for a career as a medical office manager. You will learn the skills required to become a vital part of the healthcare team in a medical office, clinic, hospital and other healthcare settings.

Fee: $3,995
Course Hours: 555 hrs.
→ Click here to register

Professional Bookkeeping With QuickBooks Online
Voucher Included
Acquire the skills you need to make the most of QuickBooks Online. This course will help you understand how to get your business finances in order and save time with this powerful and useful tool. This course also serves as preparation for the QuickBooks Certified User exam.

Fee: $2,475
Course Hours: 100 hrs.
→ Click here to register

“...I enjoyed the interactivity in the online video material very much. The most challenging thing was covering all the reading material. I would definitely recommend this course, it provides a broader scope of human resources.”

Juan M.
Human Resources Professional

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.
### ONLINE COMPUTER COURSES

<table>
<thead>
<tr>
<th>PROGRAM NAME</th>
<th>FEE</th>
<th>COURSE HOURS</th>
<th>REGISTRATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Ethical Hacker: Voucher Included</td>
<td>$2,995</td>
<td>100 hrs.</td>
<td>➜ Click here to register</td>
</tr>
<tr>
<td>Certified Information Security Manager (CISM): Voucher Included</td>
<td>$1,595</td>
<td>75 hrs.</td>
<td>➜ Click here to register</td>
</tr>
<tr>
<td>Certified Information Systems Security Professional (CISSP)</td>
<td>$2,195</td>
<td>150 hrs.</td>
<td>➜ Click here to register</td>
</tr>
<tr>
<td>CompTIA Advanced Security Practitioner (CASP): Voucher Included</td>
<td>$2,295</td>
<td>75 hrs.</td>
<td>➜ Click here to register</td>
</tr>
<tr>
<td>CompTIA Certification Training - A+, Network+, Security+: Vouchers Included</td>
<td>$3,999</td>
<td>480 hrs.</td>
<td>➜ Click here to register</td>
</tr>
<tr>
<td>Oracle SQL and PL/SQL + Python Developer + Java Programmer</td>
<td>$3,495</td>
<td>375 hrs.</td>
<td>➜ Click here to register</td>
</tr>
</tbody>
</table>

List of approved programs continues on the following pages.
## ONLINE HEALTH/MEDICAL COURSES

<table>
<thead>
<tr>
<th>PROGRAM NAME</th>
<th>FEE</th>
<th>COURSE HOURS</th>
<th>REGISTRATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Physical Therapy Aide: Voucher Included</td>
<td>$2,345</td>
<td>190 hrs.</td>
<td>[Click here to register]</td>
</tr>
<tr>
<td>Clinical Dental Assistant</td>
<td>$2,995</td>
<td>240 hrs.</td>
<td>[Click here to register]</td>
</tr>
<tr>
<td>EKG Technician Career Prep</td>
<td>$949</td>
<td>60 hrs.</td>
<td>[Click here to register]</td>
</tr>
<tr>
<td>Home Health Aide Career Prep</td>
<td>$1,425</td>
<td>154 hrs.</td>
<td>[Click here to register]</td>
</tr>
<tr>
<td>Medical Billing and Coding Career Prep Complete</td>
<td>$3,999</td>
<td>755 hrs.</td>
<td>[Click here to register]</td>
</tr>
<tr>
<td>Medical Office Manager (CPPM): Vouchers Included</td>
<td>$3,995</td>
<td>555 hrs.</td>
<td>[Click here to register]</td>
</tr>
<tr>
<td>Phlebotomy Technician Career Prep</td>
<td>$699</td>
<td>100 hrs.</td>
<td>[Click here to register]</td>
</tr>
<tr>
<td>Veterinary Assistant</td>
<td>$2,645</td>
<td>225 hrs.</td>
<td>[Click here to register]</td>
</tr>
</tbody>
</table>

Please note that the availability of these courses and their prices are subject to change.

List of approved programs continues on the following pages.
Please note that the availability of these courses and their prices are subject to change.

## ONLINE PROFESSIONAL TRAINING COURSES

<table>
<thead>
<tr>
<th>PROGRAM NAME</th>
<th>FEE</th>
<th>COURSE HOURS</th>
<th>REGISTRATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Credit Counselor and Certified Financial Health Counselor</td>
<td>$3,695</td>
<td>105 hrs.</td>
<td>[Click here to register]</td>
</tr>
<tr>
<td>Freight Broker/Agent Training</td>
<td>$2,195</td>
<td>100 hrs.</td>
<td>[Click here to register]</td>
</tr>
<tr>
<td>Human Resources Professional</td>
<td>$1,999</td>
<td>120 hrs.</td>
<td>[Click here to register]</td>
</tr>
<tr>
<td>HVAC R Certified Technician: <strong>Voucher Included</strong></td>
<td>$3,295</td>
<td>162 hrs.</td>
<td>[Click here to register]</td>
</tr>
<tr>
<td>Lean Six Sigma Green Belt and Black Belt: <strong>Exam Cost Included</strong></td>
<td>$3,899</td>
<td>125 hrs.</td>
<td>[Click here to register]</td>
</tr>
<tr>
<td>Professional Bookkeeping With QuickBooks Online: <strong>Voucher Included</strong></td>
<td>$2,475</td>
<td>100 hrs.</td>
<td>[Click here to register]</td>
</tr>
<tr>
<td>Residential Electrician</td>
<td>$2,695</td>
<td>144 hrs.</td>
<td>[Click here to register]</td>
</tr>
<tr>
<td>Senior Professional in Human Resources With Payroll Practice and Management</td>
<td>$3,545</td>
<td>220 hrs.</td>
<td>[Click here to register]</td>
</tr>
<tr>
<td>Victim Advocacy Certificate Course</td>
<td>$995</td>
<td>45 hrs.</td>
<td>[Click here to register]</td>
</tr>
</tbody>
</table>
5 STEPS TO GET YOU STARTED

Texas Rising Star (TRS) is a quality rating and improvement system that encourages child care centers to attain higher levels of quality with care and early learning. Workforce Solutions Borderplex offers TRS directors and teachers a professional development opportunity through a scholarship program that can be used for child development courses, obtaining a child development program certificate, or achieving a child development associate’s degree.

1. Contact us.
Determine your eligibility and begin the application process by
- emailing us at gparthiban@utep.edu
- contacting your local El Paso Workforce Solutions Borderplex at https://borderplexjobs.com/
- sending an email to weserveyou@borderplexjobs.com.

2. Choose your course.
While applying for your grant, explore eligible Professional and Public Programs courses at the Workforce Innovations Career Assistance web page. Please contact us at gparthiban@utep.edu or 915-747-8043 for more information about programs that interest you.

3. Request an Education Training Plan.
Your WIOA Counselor will need an Education Training Plan (ETP) of the course you choose with Professional and Public Programs. To request an ETP, complete the form at https://mwcawioaintercareerassistance.com or email us at gparthiban@utep.edu.

4. Get approved.
In most cases, your WIOA counselor will notify you if your training plan and funding are approved. You may receive a voucher, authorization letter or purchase order document, depending on the funding. Please send that approval document to gparthiban@utep.edu.

5. Start learning.
After we receive confirmation that your funding is approved, we will register you for the approved program. You will receive a welcome email prior to your start date with instructions on how to begin the course.

“"I loved how convenient it was and would recommend it; I loved my experience!”

Getsemani G.
Dental Assistant
Eligible individuals will have access to child care, training and financial support. You’ll need the following documentation to get started:

- Check stub
- Social security number
- DD214
- ID or resident card

Workforce Solutions Borderplex (WSB) provides virtual or in-person services in the following areas:

- Job search
- Job readiness
- Resume refresh
- Job fairs

Ready to commit? Call us at 759-JOBS (5627) or email info@borderplexjobs.com today.
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-UTEPA

Scan QR code for more information.
DISCOVER YOUR POTENTIAL
CONTINUING EDUCATION AT UTEP
WIOA CAREER ASSISTANCE

Govindasamy Parthiban (Sam) joined Professional and Public Programs in October 2012 as a work-study and worked his way up to Program Manager in 2014. He holds two master’s degrees from UTEP, one in Leadership and another in Educational Administration, as well as a Specialist Diploma in Learning Sciences from the National Institute of Education, Singapore. He is also a certified training and assessment professional with experience in designing and developing curriculum for organizations and colleges.

A Singaporean by birth, Sam became a permanent resident of the United States in October 2019. He spent about 50 years in the Singapore Armed Forces, during which he served in several United Nations peacekeeping missions and taught at the USASMA at Fort Bliss. Sam rose through the ranks to become a Division Command Sergeant Major before retiring in 2012.

Sam is married to the former M. Selvamalar and has one living daughter, Priyanka, who serves in the United States Army as a Combat Medic at Fort Lewis, Washington.

Favorite inspirational quote:
"There are no secrets to success—it is the result of preparation, hard work, and learning from mistakes." – Colin Powell

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

Click here to request information for: WIOA

FALL 2023 COURSE GUIDE

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Writing/editing by Arathi Kylasam

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