

PROFESSIONAL AND PUBLIC PROGRAMS

PROFESSIONAL TRAINING AND DEVELOPEMENT

FALL 2025

course guide



915-747-5142



PPP.UTEP.EDU

PROFESSIONAL AND PUBLIC PROGRAMS

We are a unique learning agent within The University of Texas at El Paso. Our mission is to provide high-quality continuing education. This includes nontraditional academic and lifelong learning opportunities for professional development, personal enrichment and academic growth. We foster and support the larger University mission to serve as a gateway to an improved quality of life for people of the Paso del Norte Region.

OUR VISION

Professional and Public Programs will be the premier provider of comprehensive, quality, educational, professional and personal enrichment programs in collaboration with UTEP departments and external organizations.



EARLY BIRD *discount*

Receive 10% off eligible courses each semester when you register early. For fall courses, enroll by August 31.

Don't miss your chance to save with this limited-time offer each semester!

*Discounts do not apply to certain programs, including but not limited to: English Language Institute Core Program, aquatics courses and online courses offered in partnership with third parties. Discounts outlined here may not be combined with any other discounts.

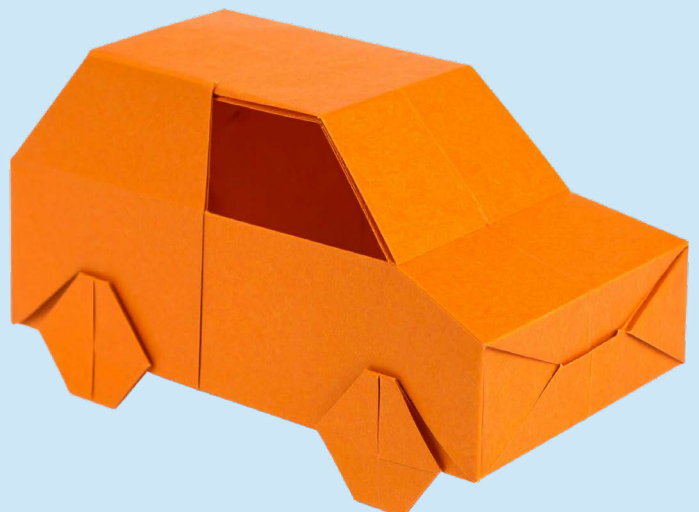


Scan the QR Code
for each semester's deadlines
and other available discounts.
Don't miss your chance to save!

Can't come to us? We'll come to you!

Professional and Public Programs serves as UTEP's resource for community members interested in engaging in continuing education through a variety of noncredit programs and certifications. Through collaboration, partnership and mutually beneficial relationships, we help provide continuing education, resources and assistance to our community.

If you would like to partner with us, please contact Socorro Herrera, Program Manager for Community Outreach and Marketing at **915-747-5106** or via email at **p3ce@utep.edu** or **sherrera1@utep.edu**.



PROFESSIONAL TRAINING AND DEVELOPMENT



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 Professional Training and Development (PTD) 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 on unique solutions to enhance your organization's capabilities.

To learn more, email us at p3ptd@utep.edu.

GUIDE INDEX

Click a section to view courses.

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▶ **Online Courses**

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For course index, go to **page 25**.

CONTACT OUR TEAM



BY PHONE

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



BY EMAIL

Email us at
p3ptd@utep.edu

See page 6-23 for a list of
available courses for
Fall 2025.

For additional information
or to register, go to
ppp.utep.edu/ptdcourses



FEATURED COURSES

HUMAN RESOURCES CAREER TRAINING

SHRM-CP/SHRM-SCP Exam Preparation Program

Prepare for the content areas covered on the (SHRM) exam.

09/06-11/29 Saturdays: 9 a.m. - 1 p.m.

Fee: \$1629

Early Bird Registration Fee: \$1499

→ [Click here to register](#)

LEADERSHIP AND MANAGEMENT

Lean Six Sigma Green Belt Certificate

Strengthen your organization by
employing the core concepts of Lean
Six Sigma. Receive a LSS Green Belt
Certificate upon completion.

09/06-10/18

Saturdays: 9 a.m. - 4 p.m.

Fee: \$1455

Early Bird Registration Fee: \$1350

→ [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.

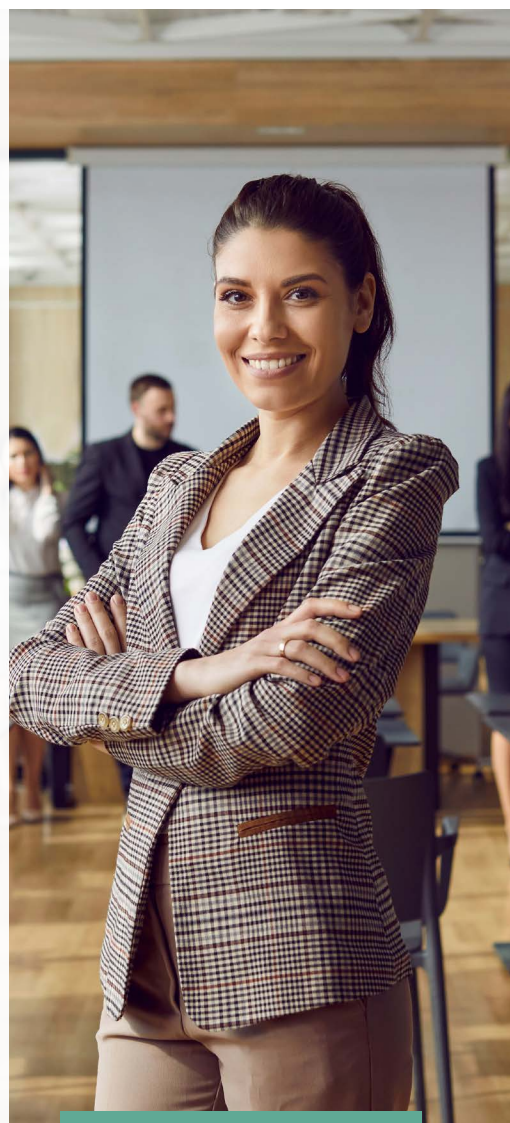
09/08-10/08

M, Tu and W: 6 - 9 p.m.

Fee: \$1725

Early Bird Registration Fee: \$1575

→ [Click here to register](#)



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introductory page.





NEW LIVE/ONLINE COURSES

Ready to level up your skills and launch your career? Our live/online courses offer the flexibility of remote learning with the structure of live instruction, all from the comfort of your home. Whether you're starting a new career or boosting your current one, we've got you covered!

CompTIA Network+

August 26, 2025 - September 25, 2025

Gain the networking skills employers demand.

Pharmacy Technician

August 26 - November 4, 2025

Prepare for certification and a career in pharmacy support.

Medical Billing and Coding

September 22, 2025 - January 21, 2026

Learn in-demand coding skills for today's healthcare industry.

CompTIA Data+

November 3 - December 15, 2025

Master the fundamentals of data analytics and business intelligence.

Medical Administrative Assistant

November 18, 2025 - February 17, 2026

Train for front-office roles in hospitals and clinics.

Medical Assistant

November 18, 2025 - March 17, 2026

Get hands-on training for a versatile healthcare role.



See pages 9-11 for the full list of live/online course offerings.

FREE INFORMATIONAL WEBINARS AND SEMINARS



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 SEMINARS

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.

08/04/2025 **Monday, 6 - 7 p.m. M.T.**

→ [Click here to register](#)

A Guide to Lean Six Sigma

Learn how to achieve optimum business results with UTEP's Lean Six Sigma (LSS) program using the Lean 14 Principles and the Six Sigma DMAIC Methodology. Discounts available for registering in select courses.

08/23/2025 **Saturday, 6 - 7 p.m. M.T.**

→ [Click here to register](#)

LIVE/ONLINE INFORMATIONAL WEBINARS

A Guide to HR Essentials & The 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.

08/23/2025 **Saturday, 9 - 11 a.m. M.T.**

→ [Click here to register](#)



FACE-TO-FACE COURSES



All the following
courses are offered
for ages 18 and older.

HEALTHCARE CAREER TRAINING

EKG Technician Certification Program

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

M and W 10/13-12/03 6 - 9:30 p.m.
Fee: \$1545 Early Bird Registration Fee: \$1345

→ [Click here to register](#)

Medical Billing and Coding Program With Optional Clinical Externship

Acquire the skills needed to perform complex medical coding and billing procedures.

09/29-12/08
M, W: 6 - 9:30 p.m. | Saturdays: 9 a.m. - 3 p.m.
Fee: \$2165 Early Bird Registration Fee: \$2050

→ [Click here to register](#)

Pharmacy Technician Program With Optional Clinical Externship

Prepare yourself to work as a pharmacy technician in a retail or other pharmacy setting.

M and W 09/22-12/10 6 - 9:30 p.m.
Fee: \$2100 Early Bird Registration Fee: \$1975

→ [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.

Tu and Th 09/16-12/09 6 - 9:30 p.m.
Fee: \$2165 Early Bird Registration Fee: \$2050

→ [Click here to register](#)

HUMAN RESOURCES CAREER TRAINING

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.

Saturdays 09/13-09/27 11 a.m. - 2 p.m.
Fee: \$345 Early Bird Registration Fee: \$299

→ [Click here to register](#)

SHRM-CP/SHRM-SCP Exam Preparation Program

Prepare for the content areas covered on the (SHRM) exam.

Saturdays 09/06-11/29 9 a.m. - 1 p.m.
Fee: \$1629 Early Bird Registration Fee: \$1499

→ [Click here to register](#)



All the following courses are offered for ages 18 and older unless otherwise specified.



LEADERSHIP AND MANAGEMENT

Lean Six Sigma Green Belt Certificate

Strengthen your organization by employing the core concepts of Lean Six Sigma. Receive a LSS Green Belt Certificate upon completion.

Saturdays **09/06-10/18** **9 a.m. - 4 p.m.**
Fee: \$1455 *Early Bird Registration Fee: \$1350*

→ Click here to register

Lean Six Sigma Yellow Belt

Get an overview of Lean Six Sigma and an introduction to the core concepts of the LSS process improvement methodology, including problem identification and solution techniques. Receive a LSS Yellow Belt Certificate upon completion.

Saturdays **09/20-09/27** **9 a.m. - 4 p.m.**
Fee: \$499 *Early Bird Registration Fee: \$450*

→ 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.

M, Tu and W **09/08-10/08** **6 - 9 p.m.**
Fee: \$1725 *Early Bird Registration Fee: \$1575*

→ Click here to register

LAW ENFORCEMENT

Foundations of Medicolegal Death Investigations

Study the process of accumulating pertinent information for pathologists to accurately determine cause and manner of death in a variety of situations.

07/14-07/26

M, Tu, W, Th, F: 6 - 10 p.m. | Saturday: 9 a.m. - 3 p.m.

Fee: \$675

→ Click here to register

TEST PREPARATION

CLP/CDL Written Exam Prep Course

Prepare to pass the knowledge and skills exams required for you to obtain a Texas Commercial Learner Permit (CLP) and subsequently, a Texas Commercial Driver License (CDL).

M, Tu and F **09/15-10/02** **4:30-8:30 p.m.**

Fee: \$665 *Early Bird Registration Fee: \$610*

→ Click here to register



**Register by August 31 and receive
10% OFF eligible courses.***

**Don't miss your chance to save with
this limited-time offer each semester!**

*Discounts do not apply to certain programs, including but not limited to: English Language Institute Core Program, aquatics courses and online courses offered in partnership with third parties. Discounts outlined here may not be combined with any other discounts.



All the following courses are offered for ages 18 and older.

LIVE/ONLINE COURSES

BUSINESS DEVELOPMENT TRAINING

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.

M-F **09/08-09/11** **6 - 9 p.m.**
Fee: \$345 **Early Bird Registration Fee: \$315**

→ [Click here to register](#)

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.

M-F **10/13-10/16** **6 - 9 p.m.**
Fee: \$345 **Early Bird Registration Fee: \$315**

→ [Click here to register](#)

HEALTHCARE CAREER TRAINING

Medical Administrative Assistant

Learn how to be a professional medical administrative assistant dedicated to front office skills in a healthcare setting.

Tu and Th **08/19-11/04** **5 - 8 p.m.**
Fee: \$2530 **Early Bird Registration Fee: \$2309**

→ [Click here to register](#)

Tu and Th **11/18-02/17** **5 - 8 p.m.**
Fee: \$2540 **Early Bird Registration Fee: \$2309**

→ [Click here to register](#)

Medical Assistant

Learn the role of a medical assistant and prepare to take the National Healthcareer Association (NHA) Medical Assistant Certification (CCMA) national certification exam.

Tu and Th **11/18-03/17** **7 - 10 p.m.**
Fee: \$3845 **Early Bird Registration Fee: \$3495**

→ [Click here to register](#)



All the following courses are offered for ages 18 and older unless otherwise specified.



HEALTHCARE CAREER TRAINING (CONT.)

Medical Billing and Coding

Prepare to work as a Medical Coding and Billing Specialist in a professional medical office and to take the NHA Billing and Coding Specialist Certification (CBCS) national certification exam.

M and W **09/22-01/21** **7 - 10 p.m.**
Fee: \$4124 *Early Bird Registration Fee: \$3749*

→ [Click here to register](#)

Tu and Th **12/02-03/26** **7 - 10 p.m.**
Fee: \$4124 *Early Bird Registration Fee: \$3749*

→ [Click here to register](#)

Pharmacy Technician

Get the skills needed to be a professional Pharmacy Technicians dedicated to assisting Registered Pharmacists in quality pharmacy operational procedures.

Tu and Th **08/26-11/04** **7 - 10 p.m.**
Fee: \$1979 *Early Bird Registration Fee: \$1799*

→ [Click here to register](#)

M and W **11/10-02/02** **7 - 10 p.m.**
Fee: \$1979 *Early Bird Registration Fee: \$1799*

→ [Click here to register](#)

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.

Saturdays **10/4-11/01** **9 a.m. - Noon**
Fee: \$685 *Early Bird Registration Fee: \$635*

→ [Click here to register](#)

HR Skills: Building an Inclusive Workplace Culture

Discover what makes up a diverse workforce and the immediate impact of a focus on diversity, equity, inclusion and belonging.

Tu, W and Th **11/04-11/06** **9 a.m. - 1 p.m.**
Fee: \$399 *Early Bird Registration Fee: \$360*

→ [Click here to register](#)

Saturdays **11/08-11/22** **9 a.m. - 1 p.m.**
Fee: \$399 *Early Bird Registration Fee: \$350*

→ [Click here to register](#)

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

#utepp3



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UTEP_P3

All the following courses are offered for ages 18 and older unless otherwise specified.



LEGAL CAREER TRAINING

Paralegal Certificate Course

Improve office efficiency, productivity and billable hours, and learn new marketable job skills with this nationally acclaimed program designed for beginning and advanced legal workers.

M, W and Sa 09/22-11/15 6:30 - 9:30 p.m.
Fee: \$2299 Early Bird Registration Fee: \$2095

→ Click here to register

TECHNOLOGY CAREER TRAINING

CompTIA A+ 1101 & 1102

Study the technologies and skills IT pros need to support a hybrid workforce.

M and W 12/08-02/16 7 - 10 p.m.
Fee: \$2745 Early Bird Registration Fee: \$2495

→ Click here to register

CompTIA Data+

Acquire the knowledge and skills required to transform business requirements in support of data-driven decisions through mining and manipulating data, applying basic statistical methods, and analyzing complex datasets while adhering to governance and quality standards throughout the entire data life cycle.

M, Tu and Th 11/03-12/15 7 - 10 p.m.
Fee: \$2745 Early Bird Registration Fee: \$2495

→ Click here to register

CompTIA Network+

Learn the knowledge and skills needed to install, manage and troubleshoot a variety of networks on any platform.

Tu and Th 08/26-09/25 7 - 10 p.m.
Fee: \$1539 Early Bird Registration Fee: \$1399

→ Click here to register

NOT FEELING WELL? STAY HOME!

If you're feeling unwell with symptoms like a sore throat, fever, or cough, please take care of yourself, stay home and contact your doctor. Remember, your health is a priority. Do your part to keep yourself and your UTEP Miner family safe and healthy.



Wash your hands often



Wear a face mask if you are sick



Use tissue when cough/sneeze



Avoid close contact with people who are sick

WOMEN IN BUSINESS

What to Expect: An Intro to Women in the Corporate World (Hybrid Course)

Explore the obstacles and opportunities that impact women in the corporate world, regardless of your current title, experience-level or age.

Fridays 09/20-11/15 3 - 5 p.m.
Fee: \$275 Early Bird Registration Fee: \$245

→ Click here to register

Need a customized training program?

We can work with you on unique solutions to enhance your organization's capabilities. Go to page 24 to learn more.



! All the following courses are offered fully online for ages 18 and older.

ONLINE COURSES

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.

ACCOUNTING

Accounting Fundamentals

Gain an understanding of accounting basics for career advancement or for personal use.

→ [Click here to register](#)

Accounting Fundamentals II

Acquire 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 Manager Certification.

→ [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](#)

BOOT CAMP

Cisco CCNA Associate & CyberOps Associate Training Boot Camp

Get hands-on experience by completing a series of labs in our Networking Cyber Range in this seven-day boot camp; designed specifically for network engineers and administrators requiring full knowledge of Cisco router and switch configuration.

→ [Click here to register](#)

CompTIA PenTest+ Training Boot Camp

Prepare to take the CompTIA PenTest PTO-003 national certification exam.

→ [Click here to register](#)

CompTIA Security+ Training Boot Camp

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

→ [Click here to register](#)

Cybersecurity Bootcamp

Earn the skills and credentials required to enter the cybersecurity workforce.

→ [Click here to register](#)

[Click here to
get back to the
introductory page.](#)



All the following courses are offered fully online for ages 18 and older.

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.



BUSINESS DEVELOPMENT AND WORK SKILLS TRAINING

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](#)

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.

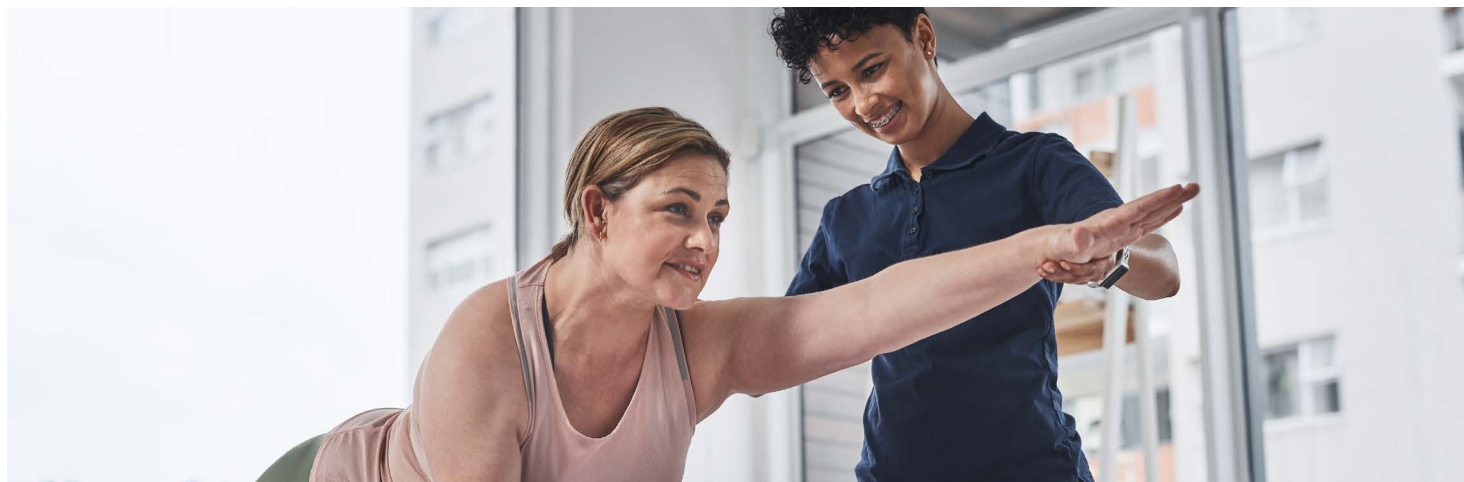
→ [Click here to register](#)

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](#)

All the following courses are offered fully online for ages 18 and older.



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 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 Certified Personal Trainer (Spanish): (Voucher Included)

Este curso le enseñará lo esencial para el entrenamiento físico personal y le proporcionará toda la información necesaria para sentarse y aprobar el examen NASM CPT. Usted estará calificado para trabajar en cualquier gimnasio o gimnasio, en cualquier estado de la nación.

→ [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 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 Performance Enhancement Specialist (PES): (Exam Included)

Get your NASM Performance Enhancement Specialization and enjoy the opportunity to train the best.

→ [Click here to register](#)

NASM Weight Loss Specialist (WLS): (Voucher Included)

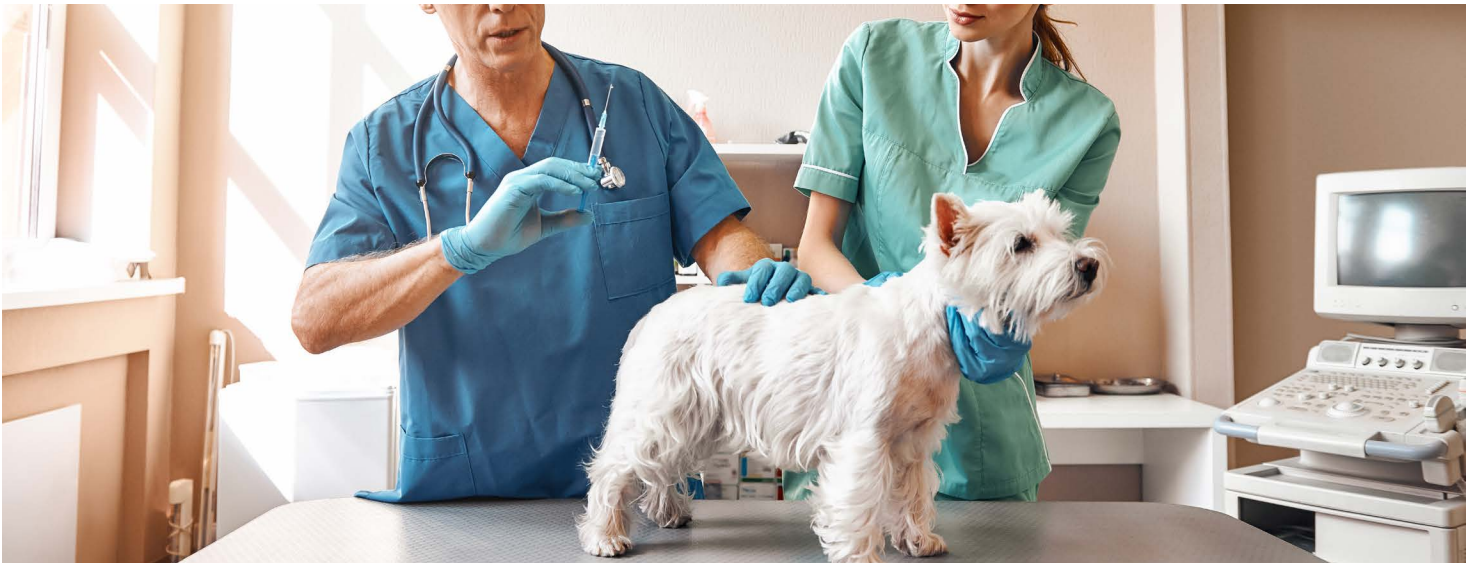
Study behavior change best practices, how to create client-specific programs, help clients avoid weight loss challenges and obstacles, and more. Upon exam completion, you will become a NASM Weight Loss Specialist (WLS).

→ [Click here to register](#)

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All the following courses are offered fully online for ages 18 and older.



HEALTHCARE CAREER TRAINING

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](#)

Veterinary Assistant Series

Prepare for work in veterinary hospitals; course taught by a practicing veterinarian and college instructor.

→ [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 Healthcareer 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 Healthcareers Association (NHA). You will be prepared to work on a health information management team and work with various tasks and systems that keep our healthcare facilities operating.

→ [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](#)

All the following courses are offered fully online for ages 18 and older.

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 Dental Assistant (Vouchers Included)

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

→ [Click here to register](#)

Clinical Medical Assistant Certification With Clinical Externship

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

→ [Click here to register](#)

Dental Assistant Certification With 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

Use this series to explore a career in several healthcare administrative areas.

→ [Click here to register](#)

Medical Administrative Assistant Certification With Clinical Externship

Gain an introduction to medical administration and develop skills required to obtain an administrative medical assistant position or advance your current healthcare career.

→ [Click here to register](#)

Medical Billing & Coding Certification With Clinical Externship

Acquire the skills needed to perform complex medical coding and billing procedures.

→ [Click here to register](#)

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introductory page.



All the following courses are offered fully online for ages 18 and older.

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.)

Medical Billing & Coding With Medical Administration Certification With 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](#)

Medical Terminology: A Word Association Approach

Understand medical terminology as it pertains to each body system using a unique word association approach.

→ [Click here to register](#)

NASM Certified Personal Trainer +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](#)

Pharmacy Technician Certification With Clinical Externship

Prepare to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam.

→ [Click here to register](#)

Pharmacy Technician With Medical Administration Certification With 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 Clinical Externship

Learn how to collect blood specimens from clients for the purpose of laboratory analysis.

→ [Click here to register](#)

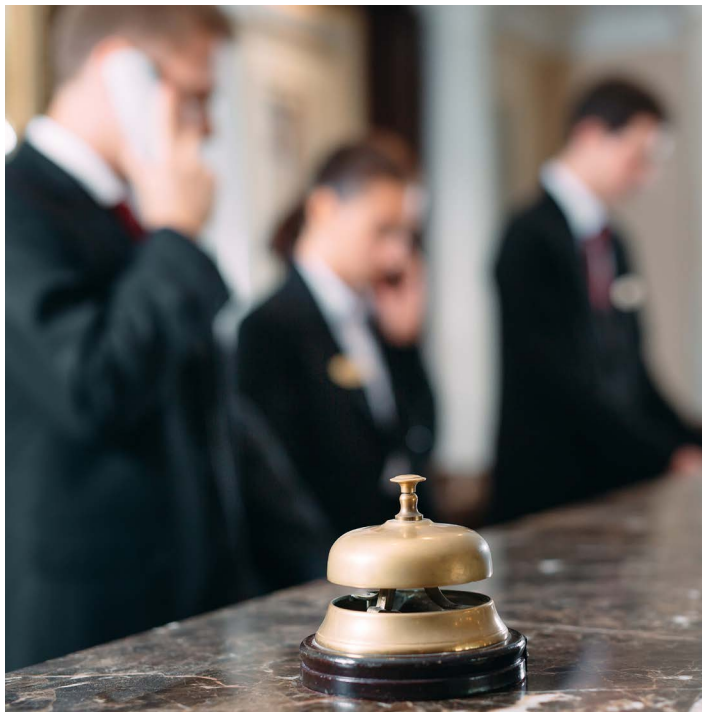
Registered Behavior Technician Training (Voucher Included)

Acquire the essential skills and knowledge to meet the 40-hour training required by the Behavior Analyst Certification Board (BACB) to become an RBT.

→ [Click here to register](#)

All the following courses are offered fully online for ages 18 and older.

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.



HOSPITALITY

Catering Professional

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

→ [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](#)

HUMAN RESOURCES CAREER TRAINING

Certified Internal Auditor With Microsoft Excel (Voucher Included)

Be fully prepared to pass the IIA's Certified Internal Auditor exam and the Microsoft Office Specialist (MOS) Expert exam for Microsoft Excel.

→ [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 Practice and Management With Microsoft Excel

Study all critical areas of payroll management and learn advanced practices for using Microsoft's Excel software. Prepare to take the Fundamental Payroll Certification exam and the Microsoft Office Specialist (MOS) Expert certification exam for Microsoft Excel.

NON-VOUCHER OPTION

→ [Click here to register](#)

VOUCHER OPTION

→ [Click here to register](#)

SHRM-CP/SHRM-SCP Exam Preparation Online Program

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; offered online using Blackboard.

→ [Click here to register](#)

Click here to
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All the following courses are offered fully online for ages 18 and older.

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LANGUAGES

Professional Interpreter

Get trained to be a professional interpreter with this online course; develop the skills necessary to use your knowledge of languages to help other people communicate.

→ [Click here to register](#)

LEADERSHIP AND MANAGEMENT

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](#)

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](#)

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

Develop your interpersonal skills by understanding and dealing with various personality traits, and learning 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](#)

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](#)

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](#)

Sales Training Suite

Learn to use communication to build rapport and create environments of trust, warmth and respect.

→ [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](#)

Lean Six Sigma Green Belt and Black Belt (Exam Cost Included)

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

→ [Click here to register](#)

All the following courses are offered fully online for ages 18 and older.



LEGAL CAREER TRAINING

Advanced Legal Research & Writing Certificate Course

Examine advanced and specialized approaches to utilizing the legal sources available in the law library and online.

→ [Click here to register](#)

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

→ [Click here to register](#)

eDiscovery for Paralegals

Get an introduction to the eDiscovery field or broaden your knowledge of the eDiscovery process.

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Employment Law Certificate Course

Learn about statutes such as the National Labor Relations Act, the Railway Labor Act, and others dealing with public employees.

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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.

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Legal Nurse Consultant Training Course

Acquire the skills needed to work as a liaison between the legal and healthcare communities.

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Legal Secretary Certificate Course

Improve your skills and work more efficiently within the law office.

→ [Click here to register](#)

Medical Professional Legal Consultant

Build on your medical education and clinical experience with advanced skills to advise law firms, insurance companies and governmental agencies regarding medical-related issues, and to appear in court as expert witness.

→ [Click here to register](#)

Paralegal Certificate Course

Gain the in-demand skills necessary to perform a variety of paralegal tasks.

→ [Click here to register](#)

Personal Injury for Paralegals

Prepare to play an integral role in every personal injury case from intake and pre-litigations to trial preparation and settlement.

→ [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](#)



All the following courses are offered fully online for ages 18 and older.

MANUFACTURING

Manufacturing Fundamentals

Study and understand the basic skills required to work in the manufacturing field.

→ [Click here to register](#)

PROJECT MANAGEMENT

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](#)

Project Management Fundamentals

Acquire the fundamental skills needed for success in project management, whether you are seeking a job as a project manager or are 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](#)

Project Management Fundamental 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](#)

SKILLED TRADES CAREER TRAINING

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](#)

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](#)

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](#)

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

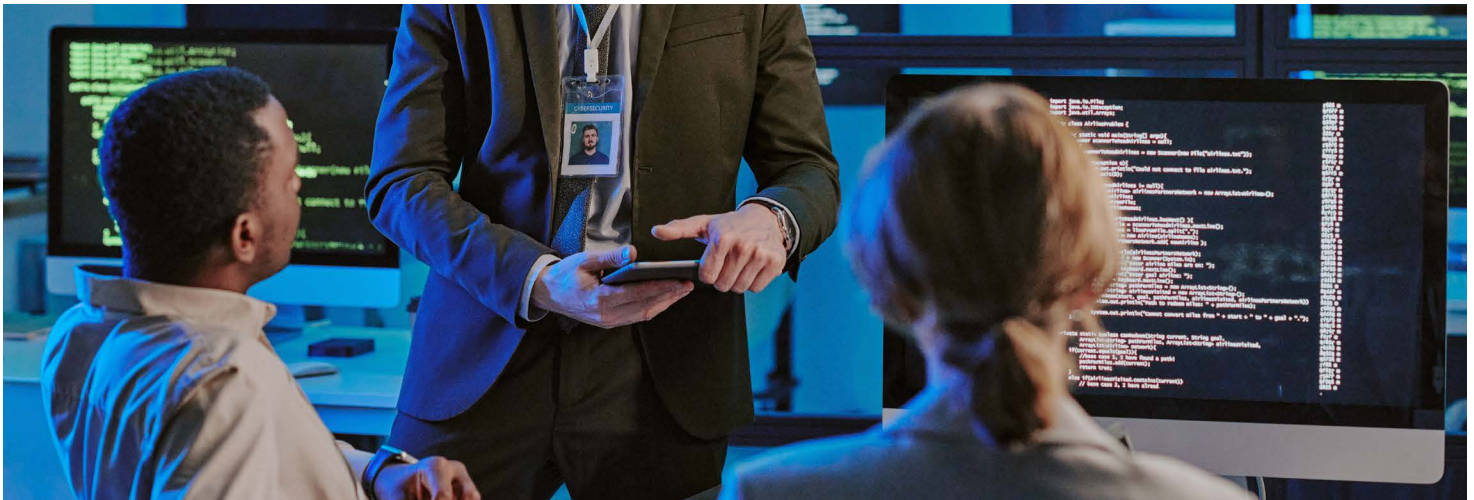
Gain the welding skills needed to work in transportation, oil and gas, construction, and many other industries.

→ [Click here to register](#)

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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

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.

→ [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).

→ [Click here to register](#)

CompTIA A+ Certification Program With 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 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.

→ [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+ With 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 students to sit for and pass the CompTIA A+ (Core 1 and Core 2) Certification exams.

Note: Students are eligible for an optional externship with a local employer on completion.

→ [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](#)

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TECHNOLOGY CAREER TRAINING (CONT.)

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

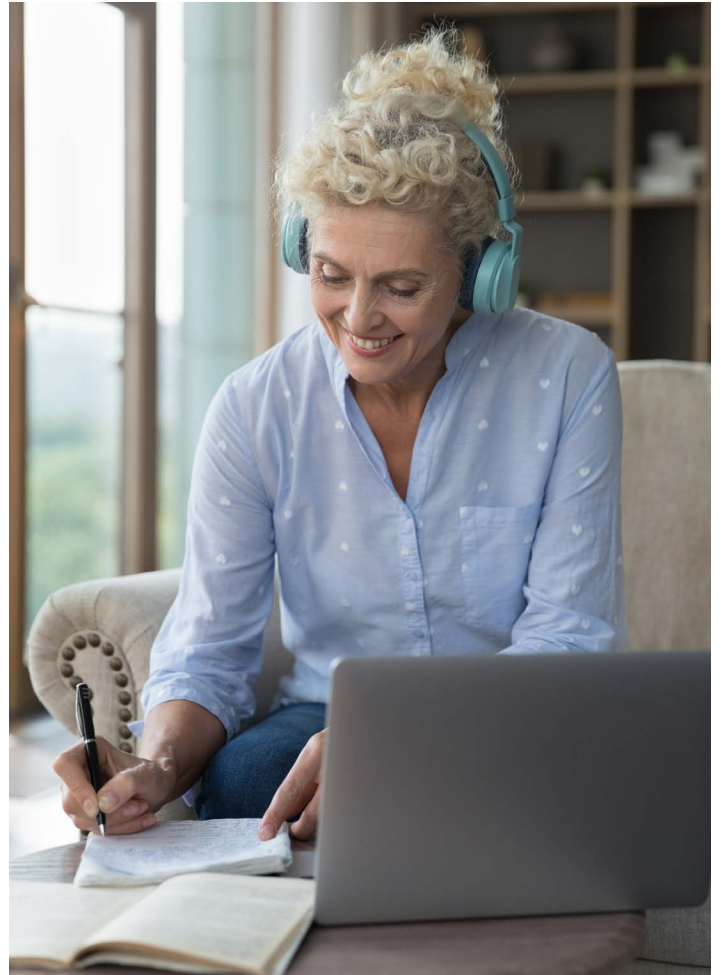
Create practical and sophisticated computer programs using both Java and XML.

→ [Click here to register](#)

Oracle SQL and PL/SQL + Python Developer + Java Developer

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

→ [Click here to register](#)



WRITING

Business and Marketing Writing

Learn how to write or identify copy that achieves business and marketing goals.

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Professional Grant Writing

Learn the essentials of writing or acquiring grants for private, public, or government use.

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FACE-TO-FACE COURSES

HEALTHCARE CAREER TRAINING

EKG Technician Certification
Program

Medical Billing and Coding
Program With Optional Clinical
Externship

Pharmacy Technician Program
With Optional Clinical Externship

Phlebotomy Technician
Certification With Optional Clinical
Externship

HUMAN RESOURCES CAREER TRAINING

Foundations of Compensation for
HR

SHRM-CP/SHRM-SCP Exam
Preparation Program

LEADERSHIP AND MANAGEMENT

Lean Six Sigma Green Belt
Certificate

Lean Six Sigma Yellow Belt

Project Management Professional
Certificate

LAW ENFORCEMENT

Foundations of Medicolegal Death
Investigations

TEST PREPARATION

CLP/CDL Written Exam Prep
Course

LIVE/ONLINE COURSES

BUSINESS DEVELOPMENT TRAINING

Advanced Excel 2019

Introductory Excel 2019

HEALTHCARE CAREER TRAINING

Medical Administrative Assistant

Medical Assistant

Medical Billing and Coding

Pharmacy Technician

HUMAN RESOURCES CAREER TRAINING

Essentials of Human Resources

HR Skills: Building an Inclusive
Workplace Culture

HR Skills: Leadership Basics for
New Supervisors

LEGAL CAREER TRAINING

Paralegal Certificate Course

TECHNOLOGY CAREER TRAINING

CompTIA A+ 1101 & 1102

CompTIA Data+

CompTIA Network+

WOMEN IN BUSINESS

What to Expect: An Intro to Women
in the Corporate World (Hybrid
Course)

ONLINE COURSES

ACCOUNTING

Accounting Fundamentals

Accounting Fundamentals II

Accounts Payable Manager
Certification (Exam Cost Included)

Accounts Payable Specialist
Certification (Exam Cost Included)

BOOT CAMP

Cisco CCNA Associate & CyberOps
Associate Training Boot Camp

CompTIA PenTest+ Training Boot
Camp

CompTIA Security + Training Boot
Camp

Cybersecurity Bootcamp



Register by August 31 and receive
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Exclusions apply. Go to page 2 for more details.

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ONLINE COURSES

BUSINESS DEVELOPMENT AND WORK SKILLS TRAINING

Computer Skills for the Workplace

Freight Broker/Agent Training

Instructional Design Training

Introduction to InDesign CC

Introduction to Microsoft Excel 2016

Introduction to Microsoft Excel 2019

Introduction to Microsoft Word 2016

Using the Internet in the Classroom

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 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

HEALTHCARE CAREER TRAINING

Become a Veterinary Assistant

Become a Veterinary Assistant II: Canine Reproduction

Become a Veterinary Assistant III: Practical Skills

Veterinary Assistant Series

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 Clinical Externship

Dental Assistant Certification With 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 Clinical Externship

Medical Billing & Coding Certification With Clinical Externship

Medical Billing & Coding With Medical Administration Certification With Clinical Externship

Medical Billing and Coding (Voucher Included)

Medical Terminology: A Word Association Approach

NASM Certified Personal Trainer +AFAA Group Fitness Instructor (Vouchers Included)

Pharmacy Technician Certification With Clinical Externship

Pharmacy Technician With Medical Administration Certification With Clinical Externship

Phlebotomy Technician Certification With Clinical Externship

Registered Behavior Technician Training (Voucher Included)

HOSPITALITY

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Hotel Management With Executive Housekeeper Training

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Payroll Practice and Management With Microsoft Excel

Payroll Practice and Management With Microsoft Excel (Voucher Included)

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ONLINE COURSES

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[Achieving Top Search Engine Positions](#)

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[Legal Secretary Certificate Course](#)

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[Personal Injury for Paralegals](#)

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[Plumbing Technician Certification With Optional Externship](#)

[Residential Electrician](#)

[Welding Technician Certification With Optional Externship](#)

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[Certified Information Systems Security Professional \(CISSP\)](#)

[CompTIA A+ Certification Program With Externship](#)

[CompTIA Certification Training: A+, Network+, Security+ \(Vouchers Included\)](#)

[CompTIA Certification Training: Network+, Security+ \(Vouchers Included\)](#)

[Computer Networking Suite](#)

[Computer Technician CompTIA A+ With Externship](#)

[Full Stack Software Developer](#)

[Introduction to SQL](#)

[Introduction to XML](#)

[Java Developer Suite](#)

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meet THE *team*



SYLVIA MONSISVAIS
PROGRAM MANAGER

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**

FALL 2025

course guide



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Writing/editing by Arathi Kylasam

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