Professional and Public Programs – Continuing Education at UTEP

Corporate and Business Training

THE UNIVERSITY OF TEXAS AT EL PASO
PROFESSIONAL & PUBLIC PROGRAMS
EXTENDED UNIVERSITY
Corporate and Business Training

Looking for a new job? Want to make a career change to pursue a newly-discovered passion? Eager to add new skills you need in the new remote workplace? Whatever your reality, we promise our Corporate and Business Training (CBT) courses can help you. Our online 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
Corporate and Business Training

We offer training in several high-demand areas including:

- Business Development
- Environmental Safety
- Fitness Careers
- Healthcare Careers
- Human Resources Careers
- Leadership Development
- Legal Careers
- Technology Careers
- Test Preparation

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

Participants may enroll in individual courses or complete certificate programs, but should check for any potential restrictions if they are receiving educational benefits from a government, corporation or other entity.

See pages 6-31 of this section for a list of our available courses for Spring 2021.

For details, visit ppp.utep.edu/cbtcourses

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

Our students have had a great experience with the online paralegal course. There are great systems of support as part of the program that help ensure the success of our students! Our favorite thing about the class is that it provides the students with opportunities to gain a certification that can be used to further their [education] in the legal studies field.”

Gabriela M.
Assistant Principal, Franklin High School
Class:
Paralegal Certificate Course offered by UTEP Professional and Public Programs in partnership with JER Online.

Need a customized training program?
We can work with you to provide a unique solution to help you enhance your team’s performance and advance your organization’s priorities. To learn more, email us at p3cbt@utep.edu.
We’re All Project Managers – Especially Now

by Amy Ross, PMP
Certified Project Management Professional

Amy Ross is an information technology consultant and has served as an information technology project manager for over ten years. She was certified as a PMP® in 2003 and teaches the Project Management Professional Certification class for Professional and Public Programs. Ross enjoys teaching her students to apply the concepts they learned in class to what they are doing in their jobs. In this article, Ross talks about her love for her subject and why she thinks it’s an important part of our daily lives, now more than ever.

I love project management. In fact, in our home, project management is a verb, as in “Mom, would you please stop project managing me?!” Sure, project management is a list of skills that we develop and study, but is also something that we are doing every day, all the time. Whether it is a large project you are doing at work or the project you’ve undertaken to clean out the closet on
the weekend, we are all managing projects; it is easy to be successful project managers when everyone is doing their tasks, we have all the budget and time we need, and the scope of the project is clearly defined. The beauty and nuance of being a certified Project Management Professional (PMP®) lies in knowing what to do when everything goes wrong. When the server crashes, when the materials do not arrive on time, when the pandemic hits, that is our time to shine!

In my opinion, we are all project managers, especially now! Just getting through the day while coordinating multiple schedules on different devices in different rooms is an entire project in scheduling. Having contingency plans if the internet goes down or the store is out of milk is a unique risk management process all on its own.

Over the years, people have taken my class at The University of Texas at El Paso for different reasons. Some want to study for and pass the PMP® exam, some are interested in learning more about project management, and some just want to become better project managers. My class allows me to get to know my students and tailor what we are learning to their specific needs. Although the information we cover is the same every session, the discussions we have and the focus of the class is dictated by the students. As El Paso expands and grows, the need for certified project management professionals will increase and the ultimate goal of my class is to help my students become the best project managers they can be.

“...The beauty and nuance of being a certified Project Management Professional (PMP) lies in knowing what to do when everything goes wrong.”

See the following pages for a brief listing of Spring 2021 CBT courses.

For details, visit

ppp.utep.edu/cbtcourses
ACCOUNTING

Accounts Payable Manager Certificate (Exam Cost Included)

Prepare for the Institute of Finance & Management’s (IOFM) Accounts Payable Manager (APM) certification; gain key AP skills, including leadership, internal controls and oversight, and process improvement.

30 Hours | 3.0 CEUs
Fee: $1,395
→ Click here to register

Accounts Payable Specialist Certification (Exam Cost Included)

Prepare for the Institute of Finance & Management’s (IOFM) Accounts Payable Specialist (APS) associate-level certification and enhance your intermediate financial operations skills.

30 Hours | 3.0 CEUs
Fee: $1,595
→ Click here to register

Certificate in Accounting & Bookkeeping Studies

Get a better understanding of basic accounting and bookkeeping procedures.

24 Hours | 2.4 CEUs
Fee: $2,695
→ 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.

24 Hours | 2.4 CEUs
Fee: $350
→ Click here to register

NEW 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.

30 Hours | 3.0 CEUs
Fee: $250
→ Click here to register

BUSINESS DEVELOPMENT AND WORK SKILLS TRAINING

Call Center Supervisor

Prepare for a supervisory role in a modern call center.

45 Hours | 4.5 CEUs
Fee: $2,295
→ Click here to register
NEW
Certificate in Computer Skills for the Office
Bring your office skills to a whole new level by diving into this set of powerful instructional courses.
18 Hours | 1.8 CEUs
6.0 PDUs | 18.0 SHRMs
Fee: $299
→ Click here to register

NEW
Microsoft Project Basics
Build a foundation of essential skills in Microsoft Word and gain a greater understanding of its interface and design elements. Focus on mastering the fundamental tasks performed in Word, including writing, proofing, finalizing and printing a document.
3 Hours | 0.3 CEUs
3.0 PDUs | 3.0 SHRMs
Fee: $79
→ Click here to register

NEW
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.
3 Hours | 0.3 CEUs
3.0 PDUs | 3.0 SHRMs
Fee: $79
→ Click here to register

NEW
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.
3 Hours | 0.3 CEUs
3.0 PDUs | 3.0 SHRMs
Fee: $79
→ Click here to register

NEW
Microsoft Excel: Introduction - Live/Online
Develop and build upon your Excel skills; course offered through MS Teams.
10 Hours | 1.0 CEU
Start date: February 10, 2021
Early Bird Registration Fee: $269
Fee: $299
→ Click here to register

NEW
Executive Assistant With Microsoft Office 2019 Training
Build the essential knowledge and skills of an executive assistant; get training on Microsoft Office software, and upon completion, be prepared to sit for the Microsoft Office Specialist: Associate Certification exam.
155 Hours | 15.0 CEUs
Fee: $2,599
→ Click here to register

NEW
Oracle PL/SQL Training
Advance your current SQL skills: understand and know how to use PL/SQL’s main features, including declaring, naming, and assigning variables.
70 Hours | 7.0 CEUs
Fee: $259
→ Click here to register

According to the World Economic Forum’s The Future of Jobs Report: 2020, by 2025, 44% of the skills that employees will need to perform their roles effectively will change.

→ Click here to view complete article.
You must be 18 or older to register for our Corporate and Business Training online courses. Some of the following courses may qualify for MyCAA or Vocational Rehabilitation funding. Contact our team for more information.

Some courses are Live/Online courses (i.e. instructor-led format). All other courses are fully online and ready for you to take at your convenience.


Drone Operation

NEW
Start your career as a future aviator and drone operator by learning good habits. No aviation knowledge necessary.  
5 Hours | 0.5 CEUs  
Fee: $155  
➔ Click here to register

Why upskill?

According to human resources writer Suzanne Lucas, the cost of replacing an employee can be as high as 150% of that person’s annual salary.

➔ Click here to view complete article.

Environmental Safety Training

NEW
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.  
8 Hours | 0.8 CEUs  
Fee: $179  
➔ Click here to register

Fitness Career Training

NEW
Attracting Club Members
Gain insight into types and categories of fitness club memberships, pricing strategies, creating a unique brand for your business and membership sales.  
2 Hours | 0.2 CEUs  
Fee: $69.95  
➔ Click here to register

NEW
Business Success for Fitness Professionals
Gain the knowledge and tools need to increase your personal fitness training customer base and make more money.  
6 Hours | 0.6 CEUs  
Fee: $110  
➔ Click here to register

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

➔ Click here to view complete article.

Continuing Education Units (CEU) Requests
Need to assign CEU credit to a course or training?  
Are you an education vendor or educator needing to assign CEU credit to a course or training you will be teaching? We can assist by vetting your program and issuing CEUs.  
Call us at 915-747-5142 or email p3cbt@utep.edu to learn how.
NEW Conditioning for Football
Help clients, students, and athletes develop the physical and mental skills to improve their performance on the football field.
6 Hours | 0.6 CEUs
Fee: $150
→ Click here to register

NEW Exercise Program Design for Special Populations
Study how to design safe and effective exercise programs by learning more about challenges associated with chronic health issues.
6 Hours | 0.6 CEUs
Fee: $150
→ Click here to register

NEW Developing Your Business Strategy
Hone the skills you need to develop your business strategy and focus.
2 Hours | 0.2 CEUs
Fee: $69.95
→ Click here to register

NEW Finance and Budgets: What Every Fitness Professional Should Know
Learn the basic financial tools to keep your fitness training business profitable; study strategies for budgeting, controlling expenses, building revenue and buying and selling a business.
2 Hours | 0.2 CEUs
Fee: $69.95
→ Click here to register

NEW Fitness Management Training Certification
Get the knowledge required to help you own and successfully run your own fitness studio.
18 Hours | 1.8 CEUs
Fee: $499
→ Click here to register

NEW Personal Fitness Trainer Certification - Online GOLD CPT Course
Turn your passion into a career and become a successful online personal trainer with this course. Test vouchers for the NCCA Accreditation national exams are included and a must for employers.
30 Hours | 3.0 CEUs
Fee: $810
→ Click here to register

For details, visit ppp.utep.edu/cbtcourses
NEW Group Fitness Instructor Certification

Develop skills for leading any group in an exciting safe routine with this unique online 9-module hybrid certification.

Note: A valid CPR/AED card must be presented to test and test vouchers ($350 value) are included with this program.

62 Hours | 6.2 CEUs
Fee: $749
⇒ Click here to register

NEW Insider Secrets of Advertising and Marketing for the Successful Fitness Professional

Learn the foundational concepts of advertising and how to apply them to your fitness business.

6 Hours | 0.6 CEUs
Fee: $110
⇒ Click here to register

NEW Introduction to Cancer Exercise: Essentials of Cancer Exercise

Learn how to identify muscle imbalances and correct postural deviations following cancer surgery and treatment; how to identify and correct range of motion limitations following cancer surgery and treatment; how to prevent, identify, and manage lymphedema; and how to prescribe a comprehensive, individualized recovery program that will improve a patient’s quality of life and minimize the risk of comorbidities.

2 Hours | 0.2 CEUs
Fee: $69.95
⇒ Click here to register

NEW Senior Fitness Specialist Program

Gain knowledge, training, and competency to assess fitness levels, design fitness programs and provide motivating exercise instruction for older adults.

Note: Built-in online exam to test for a national certification included.

24 Hours | 2.4 CEUs
Fee: $499
⇒ Click here to register

NEW Retaining Club Members

Focus on the important variables that influence member retention in your fitness club and learn how to create positive experiences for your members by cultivating a service culture.

2 Hours | 0.2 CEUs
Fee: $69.95
⇒ Click here to register

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

Ask about our Nonprofit Discount
For more information, see Discounts page.
HEALTH CAREERS

Certified Electronic Health Records Specialist (CEHRS)

Become a certified electronic health record specialist (CEHRS) through the National Healthcareers Association (NHA). You will be prepared to work on a health information management team and work with various tasks and systems that keep our healthcare facilities operating.

134 Hours | 13.4 CEUs
Fee: $1,995
→ Click here to register

NEW
Clinical Medical Assistant Certificate Program With Externship - Live/Online

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

140 Hours | 14.0 CEUs
Start date: March 2, 2021
Early Bird Registration Fee: $3,950
Fee: $4,100
→ Click here to register

NEW
Clinical Medical Assistant Certificate Program With Externship

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

780 Hours | 78.0 CEUs
Fee: $3,950
→ Click here to register

NEW
Dental Assisting Certificate Program With Clinical Externship

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

750 Hours | 75.0 CEUs
Fee: $3,950
→ Click here to register

NEW
Dental Assisting Program with Optional Clinical Externship - Live/Online

Prepare for a position in Dental Assisting; course includes a CPR certification course and covers the relevant material necessary to prepare you to take the State of Texas “TSBDE” Dental Assisting License; externship opportunity available.

100 Hours | 10.0 CEUs
Start date: March 2, 2021
Early Bird Registration Fee: $3,950
Fee: $4,100
→ Click here to register

NEW
Dialysis Technician With Externship

Gain the knowledge and skills needed to perform the duties required of dialysis technicians.

375 Hours | 37.5 CEUs
Fee: $3,000
→ Click here to register

NEW
EKG Technician Certificate Program With Clinical Externship

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

375 Hours | 37.5 CEUs
Fee: $3,000
→ Click here to register
NEW Medical Billing & Coding w/ Medical Administration Certificate Program With Clinical Externship
Understand and learn how to code healthcare services and procedures for third-party insurance reimbursement.
750 Hours | 75.0 CEUs
Fee: $3,950
⇒ Click here to register

NEW Medical Billing & Coding Certificate Program With Clinical Externship
Acquire the skills needed to perform complex medical coding and billing procedures.
375 Hours | 37.5 CEUs
Fee: $3,250
⇒ Click here to register

NEW Medical Billing & Coding Program With Optional Clinical Externship - Live/Online
Learn the skills needed to solve insurance billing problems and also beprepared 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.
80 Hours | 8.0 CEUs
Start date: March 1, 2021
Early Bird Registration Fee: $3,250
Fee: $3,400
⇒ Click here to register

NEW Pharmacy Technician Certificate Program With Clinical Externship
Prepare to enter the pharmacy field and take the Pharmacy Technician Certification Board’s PTCB exam.
375 Hours | 37.5 CEUs
Fee: $3,000
⇒ Click here to register

NEW Pharmacy Technician w/ Medical Administration Certificate Program With Clinical Externship
Prepare to enter the pharmacy field and take the Pharmacy Technician Certification Board’s PTCB exam.
780 Hours | 78.0 CEUs
Fee: $3,950
⇒ Click here to register

We want to network with you!
Join our LinkedIn community.
LinkedIn’s 2019 Global Talent Trends Report shows that the five most important soft skills in demand today are: creativity, persuasion, collaboration, adaptability, and time management. Soft skills are in high demand; 91% of companies believe soft skills are paramount to the future of recruiting.

Click here to view complete article.

Pharmacy Technician Training With Optional Clinical Externship - Live/Online

Prepare to work as a pharmacy technician in a retail or other pharmacy setting; course meets the necessary requirements to take the Pharmacy Technician Certified Board (PTCB) - Certified Pharmacy Technician (PTCB) exam.

80 Hours | 8.0 CEUs
Start date: March 1, 2021
Early Bird Registration Fee: $3,000
Fee: $3,150

→ Click here to register

NEW
Phlebotomy Technician Certificate Program With Clinical Externship

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

375 Hours | 37.5 CEUs
Fee: $3,650

→ 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; it will also help prepare you for the Certified Professional in Catering and Events exam.

100 Hours | 10.0 CEUs
Fee: $1,295

→ Click here to register

Food and Customer Service Skills Training

Train for a career in food services, restaurants, and the hospitality industry. On completion of the course, be prepared to take the Prometric Certified Professional Food Manager (CPFM) exam.

120 Hours | 12.0 CEUs
Fee: $950

→ 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.

100 Hours | 10.0 CEUs
Fee: $1,295

→ Click here to register

Corporate and Business Training

Hotel Management
Hotel Management With Executive Housekeeper Training

Get trained in the complementary disciplines of hotel management and executive housekeeping.

160 Hours | 16.0 CEUs
Fee: $1,695
⇒ Click here to register

Restaurant Management

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

100 Hours | 10.0 CEUs
Fee: $1,295
⇒ Click here to register

HUMAN RESOURCE TRAINING & DEVELOPMENT

NEW
Certificate in Human Resources Management

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.

21 Hours | 2.1 CEUs
6.0 PDUs | 19.5 SHRM
Fee: $399
⇒ Click here to register

Certified Internal Auditor With Microsoft Excel 2019 (Voucher Included)


370 Hours | 37.0 CEUs
Fee: $1,295
⇒ Click here to register

NEW
Compensation and Benefits

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

3 Hours | 0.3 CEUs
3.0 HRCIs | 3 SHRM
Fee: $79
⇒ Click here to register
NEW Employee Safety
Learn about various workplace hazards and health issues and explore the relationship between employers and the Occupational Safety and Health Administration (OSHA).

3 Hours | 0.3 CEUs
3.0 HRCIs | 3 SHRM
Fee: $79
→ Click here to register

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

3 Hours | 0.3 CEUs
3.0 HRCIs | 2.5 SHRM
Fee: $79
→ Click here to register

NEW Essentials of Human Resources - Live/Online
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; course offered though MS Teams.

15 Hours | 1.5 CEUs
Start date: January 30, 2021
Early Bird Registration Fee: $535
Fee: $595
→ Click here to register

NEW HR Ethics Certificate
Get prepared to play an essential role in shaping the ethical culture in your workplace.

15 Hours | 1.5 CEUs
10.0 PDUs | 15 SHRM
Fee: $259
→ Click here to register

NEW HR Management (ACE Credit®)
Explore the core goals and strategies of the HR function, examine best practices for employee selection and development, develop an understanding of compensation structures, and consider both the value of workforce diversity and laws relevant to its pursuit.

21 Hours | 2.1 CEUs
6.0 PDUs | 19.5 SHRM | 2.0 ACE
Fee: $498
→ Click here to register

According to Glassdoor, the average base pay for human resources salaries is $57,775.
→ Click here to view statistics.
You must be 18 or older to register for our Corporate and Business Training online courses.

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

Some courses are Live/Online courses (i.e. instructor-led format). All other courses are fully online and ready for you to take at your convenience.

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.

Payroll Practice and Management
Navigate ever-changing payroll rules and regulations, so you can succeed as a payroll professional.

Payroll Practice and Management With Microsoft Excel 2019
Get trained in all critical areas of payroll management and learn advanced practices for using Microsoft’s Excel 2019 software. Be prepared to take the Fundamental Payroll Certification exam and the Microsoft Office Specialist (MOS) Expert certification exam for Microsoft Excel 2019.

For details, visit ppp.utep.edu/cbtcourses
Senior Professional in Human Resources

Learn about the five functional areas, Business Management and Strategy, Workforce Planning and Employment, Human Resource Development, Compensation and Benefits, Employee and Labor Relations and Risk Management, that will prepare you for the Senior Professional Human Resources (SPHR) exam.

120 Hours | 12.0 CEUs
Fee: $2,299
→ Click here to register

Senior Professional in Human Resources With Payroll Practice and Management

Enhance your ability to manage and lead HR processes with the Senior Professional in Human Resources online course; the course will also prepare you for the Senior Professional Human Resources (SPHR) exam.

220 Hours | 22.0 CEUs
Fee: $3,395
→ Click here to register

INFORMATION TECHNOLOGY/CYBERSECURITY

NEW
Certified Ethical Hacker (CEH)

Study the ethical hacking of networks and system penetration testing; learn all of the exam objectives for the EC-Council exam ECC 312-50 version 10 exam.

40 Hours | 4.0 CEUs
Fee: $699
→ Click here to register

NEW
Forensic Investigator in Computer Hacking

Gain knowledge in the specific security discipline of computer forensics from a vendor-neutral perspective.

40 Hours | 4.0 CEUs
Fee: $699
→ Click here to register

NEW
Computer Technician CompTIA A+ With 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 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.

375 Hours | 37.5 CEUs
Fee: $3,999
→ Click here to register
When it comes to you, we’ve got you covered!

Professional and Public Programs is always looking to improve itself. We would like to hear from you and see how our CBT fall online courses are working for you. Join our LinkedIn community or post a comment on our Facebook account.

NEW
CompTIA A+ Program Certification With Optional Clinical Externship - Live/Online

Prepare yourself to function as a computer professional in multiple technical, business, and healthcare settings.

160 Hours | 16.0 CEUs
Start date: February 16, 2021
Early Bird Registration Fee: $3,999
Fee: $4,150
→ Click here to register

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.

40 Hours | 4.0 CEUs
Fee: $1,295
→ Click here to register

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

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

Some courses are Live/Online courses (i.e. instructor-led format). All other courses are fully online and ready for you to take at your convenience.

When it comes to you, we’ve got you covered!

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CompTIA A+ Program Certification With Optional Clinical Externship - Live/Online

Prepare yourself to function as a computer professional in multiple technical, business, and healthcare settings.

160 Hours | 16.0 CEUs
Start date: February 16, 2021
Early Bird Registration Fee: $3,999
Fee: $4,150
→ Click here to register

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.

40 Hours | 4.0 CEUs
Fee: $1,295
→ Click here to register

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Some courses are Live/Online courses (i.e. instructor-led format). All other courses are fully online and ready for you to take at your convenience.
LEADERSHIP & MANAGEMENT

NEW
10 Keys to Staff Motivation: The Drive for Enthusiasm - Live/Online
Learn how to motivate and retain positive, high-energy staff using these guiding principles; course offered through MS Teams.
4 Hours | 0.4 CEUs
Start date: April 23, 2021
Early Bird Registration Fee: $125
Fee: $135
→ Click here to register

NEW
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.
300 Hours | 30.0 CEUs
Fee: $2,595
→ Click here to register

NEW
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.
1 Hour | 0.1 CEUs
Fee: $99
→ Click here to register

From Team Member to Supervisor - Live/Online
Make a successful transition from being a team member to leading your team successfully; course offered through MS Teams.
6 Hours | 0.6 CEUs
Start date: March 5, 2021
Early Bird Registration Fee: $125
Fee: $135
→ Click here to register

Revised
Lean Six Sigma Green Belt - Live/Online
Learn how to strengthen an organization by employing the core concepts of Lean Six Sigma; course offered through MS Teams.
42 Hours | 4.2 CEUs
Start date: February 20, 2021
Early Bird Registration Fee: $1,170
Fee: $1,300
→ Click here to register

Lean Six Sigma Yellow Belt - Live/Online
Get an overview of Lean Six Sigma and an introduction to the core concepts of the LSS process improvement methodology, including problem identification and solution techniques; courses offered through MS Teams.
12 Hours | 1.2 CEUs
Start date: January 23, 2021
Early Bird Registration Fee: $405
Fee: $450
→ Click here to register

New
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.
Note: Fees for the Lean Six Sigma Green Belt and Black Belt Certification exams are included.
75 Hours | 7.5 CEUs
Fee: $2,695
→ Click here to register

NEW
Management and Leadership Studies Certificate
Study the essentials of business management and leadership.
300 Hours | 30.0 CEUs
Fee: $2,595
→ Click here to register

“I had a very good experience. The instructor was knowledgeable and the staff helped me with the online setup. The class was interesting and affordable. The instructor engaged everyone even though the class was online.”

Nalat S.
Former Corporate and Business Training Lean Six Sigma Yellow Belt student
Classes attended:
Lean Six Sigma Yellow Belt – Live/Online

915-747-5142 | ppp.utep.edu | Spring 2021 | 19
You must be 18 or older to register for our Corporate and Business Training online courses.

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Some courses are Live/Online courses (i.e. instructor-led format). All other courses are fully online and ready for you to take at your convenience.

NEW
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.
20 Hours | 2.0 CEUs
Fee: $275
➔ Click here to register

Legal Training
Advanced Paralegal Certificate Course
Build upon your knowledge of law and paralegal studies with classes in specialized facets of contemporary law and gain a strong competitive edge over other paralegals. Students are required to complete six Advanced Paralegal Course topics to receive a certificate.
Prerequisite: Successful completion of the Paralegal Certificate Course.
270 Hours | 27 CEUs
Fee: $2,400 for the entire course
OR $400 per topic. Topics offered:
Advanced Legal Research
Alternative Dispute Resolution
Bankruptcy Law
Business Law
Constitutional Law
Criminal Law
Criminal Procedure
e-Discovery
Education Law
Estate Planning
Family Law
Immigration Law
Intellectual Property
Real Property Law
Victim Advocacy
Water Law
➔ Click here to register

Alternative Dispute Resolution Certificate Course
Get qualified or participate in conflict mediation processes. This online course focuses on both traditional and nontraditional dispute resolution options.
45 Hours | 4.5 CEUs
Fee: $995
➔ Click here to register

Legal Investigation Certificate Course
Acquire training in legal investigation and be qualified to assist attorneys, paralegals, insurance companies and private businesses, as well as state and federal government agencies, in the process of civil and criminal investigations.
45 Hours | 4.5 CEUs
Fee: $995
➔ Click here to register

NEW
Legal Research and Writing
Acquire the basic skills necessary for writing legal documents and the skills and duties of a paralegal in an active law office setting.
24 Hours | 2.4 CEUs
Fee: $215
➔ Click here to register

For details, visit
ppp.utep.edu/cbtcourses
Paralegal Certificate Course - Live/Online

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

84 Hours | 8.4 CEUs
Start date: February 27, 2021
Early Bird Registration Fee: $1,595
Fee: $1,755
→ Click here to register

Software Essentials for the Law Office

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

45 Hours | 4.5 CEUs
Fee: $995
→ Click here to register

Victim Advocacy Certificate Course

Be trained to work in prepared 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.

45 Hours | 4.5 CEUs
Fee: $995
→ Click here to register

MANUFACTURING

NEW

Lean Manufacturing Personal Training Library

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

24 Hours | 2.4 CEUs
Fee: $250
→ Click here to register

NEW

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.

24 Hours | 2.4 CEUs
Fee: $250
→ Click here to register

Purchasing and Supply Chain Management

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

300 Hours | 30.0 CEUs
Fee: $2,395
→ Click here to register

PROJECT MANAGEMENT

NEW

Agile Project Management Training

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

40 Hours | 4.0 CEUs
Fee: $649
→ Click here to register
Mastering Project Management With Microsoft Project 2019 (Software Included)
Get trained in all critical areas of payroll management and learn advanced practices for using Microsoft’s Excel 2019 software. Be prepared to take the Fundamental Payroll Certification exam and the Microsoft Office Specialist (MOS) Expert certification exam for Microsoft Excel 2019.
270 Hours | 27.0 CEUs
Fee: $2,495
→ Click here to register

Project Management Professional Certificate - Live/Online
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 maintaining current PMI® PMP certification; course offered through MS Teams.
45 Hours | 4.5 CEUs
Start date: February 8, 2021
Early Bird Registration Fee: $1,485
Fee: $1,650
→ Click here to register

According to Salary.com as of end-October 2020, the average salary for someone with a Project Management Professional (PMP) in the United States is between $69,069 and $253,748.
→ Click here to read full article.
TECHNOLOGY CAREER TRAINING

NEW 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.
9 Hours | 0.9 CEUs
6.0 HRCIs | 3.0 PDUs | 6.5 SHRM
Fee: $199
→ Click here to register

NEW 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.
3 Hours | 0.3 CEUs
3.0 HRCIs | 3.0 PDUs
Fee: $99
→ Click here to register

NEW 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.
3 Hours | 0.3 CEUs
3.0 HRCIs | 3.0 SHRM
Fee: $99
→ Click here to register

NEW Teaching Online Foundations and Pedagogy: A Self-Paced Course
Learn how to successfully transition from a face-to-face course (F2F) to a fully online environment. Explore how to design an effective online course while maintaining rigorous pedagogic standards. This four-module self-paced course can be completed in any order you choose; however, the entire course must be completed to earn a certificate of completion.
Fee: $49.99
Note: All University of Texas System faculty and graduate students may access the course at no cost. Please contact instructionaldesign@utep.edu to request access.
→ Click here to register

Demand for project managers over the next 10 years is growing faster than demand for workers in other occupations. By 2027, employers will need nearly 88 million individuals in project management-oriented roles.
You must be 18 or older to register for our Corporate and Business Training online courses.

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

Some courses are Live/Online courses (i.e. instructor-led format). All other courses are fully online and ready for you to take at your convenience.

### TEST PREP

**Complete Enrolled Agent (EA) Review Program and Exam Prep**

Prepare for all three parts of the IRS Special Enrollment Exam and become an IRS Enrolled Agent; Adaptive Learning Test Prep Software package for all three parts and Tax Guide included.

<table>
<thead>
<tr>
<th>52 Hours</th>
<th>5.2 CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fee: $1,899</td>
<td></td>
</tr>
</tbody>
</table>

→ Click here to register

**SHRM-CP/SHRM-SCP Exam Preparation Program - Live/Online**

Prepare for the content areas covered on the (SHRM) exam; offered through MS Teams.

<table>
<thead>
<tr>
<th>52 Hours</th>
<th>5.2 CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start date: February 13, 2021</td>
<td></td>
</tr>
<tr>
<td>UTEP Student Fee: $1,249</td>
<td></td>
</tr>
<tr>
<td>Registration Fee: $1,299</td>
<td></td>
</tr>
</tbody>
</table>

→ Click here to register

**MCAT Prep - Live/Online**

Prepare for the MCAT test working live with an expert MCAT instructor.

<table>
<thead>
<tr>
<th>36 Hours</th>
<th>3.6 CEUs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Start date: January 5, 2021</td>
<td></td>
</tr>
<tr>
<td>UTEP Student Fee: $1,249</td>
<td></td>
</tr>
<tr>
<td>Fee: $1,299</td>
<td></td>
</tr>
</tbody>
</table>

→ Click here to register

The course was well-planned, organized and informative. Although our in-person instruction was interrupted due to COVID-19, instructors were prepared for the transition into online learning and provided extra guidance if needed. I would absolutely recommend this course to others interested in Human Resources. It was a complete course that continues to be an invaluable resource and network of vast information.”

*Ruth R.*

Former Corporate and Business Training SHRM-CP/SHRM-SCP Exam Preparation Program student

Classes attended:

SHRM-CP/SHRM-SCP Exam Preparation Program - Live/Online

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

Ask about our Nonprofit Discount

For more information, see Discounts page.
WOMEN IN BUSINESS

NEW 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.

23 Hours | 2.3 CEUs
17.0 HRCIs | 23.0 PDUs | 23.0 SHRMs
Fee: $499

Click here to register

NEW 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.

5 Hours | 0.5 CEUs
5.0 HRCIs | 5.0 PDUs | 5.0 SHRMs
Fee: $79

Click here to register

NEW 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.

3 Hours | 0.3 CEUs
3.0 HRCIs | 3.0 PDUs | 3.0 SHRMs
Fee: $79

Click here to register

NEW 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.

3 Hours | 0.3 CEUs
3.0 HRCIs | 3.0 PDUs | 3.0 SHRMs
Fee: $79

Click here to register

Glassdoor estimates that the national average salary for project managers in the United States is $66,137.

Click here to view statistics.
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### WRITING

**Certificate Course in Technical Business Writing for Engineers**

Learn the necessary steps in planning, drafting, revising, editing and publishing/submitting technical content.

- **24 Hours | 2.4 CEUs**
- **Fee: $450**
  - [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.

- **40 Hours | 4.0 CEUs**
- **Fee: $599**
  - [Click here to register](#)

**Grant Writing**

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

- **300 Hours | 30.0 CEUs**
- **Fee: $2,295**
  - [Click here to register](#)

**NEW**

**Persuasive Writing: How to Get Instant Results**

Learn to write persuasively using both Rogerian and classical persuasive elements.

- **35 Hours | 3.5 CEUs**
- **Fee: $150**
  - [Click here to register](#)

**Ultimate Resume Building**

Learn how to prepare a professional resume.

- **10 Hours | 1.0 CEU**
- **Fee: $135**
  - [Click here to register](#)

We want to network with you!

Join our LinkedIn community.

[UTEP-P3](#)
FREE Informational Sessions 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.

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Live/Online Informational Seminar: A Guide to HR Essentials & the SHRM Exam Prep Program
Learn what you need to pass the SHRM-CP/SHRM-SCP Exam by talking with our veteran instructors; offered through MS Teams.
Note: Discounts available for registering in select courses.
1/23 9-11 a.m. M.T.
→ Click here to register

Live/Online Informational Seminar: A Guide to Project Management and Lean Six Sigma Series
Learn role of project management knowledge/skills in achieving optimum business results; offered through MS Teams.
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→ Click here to register

Live/Online Informational Seminar: CompTIA A+ Program With Certification
Get information about the CompTIA (IT) certification by speaking with expert instructors; offered through MS Teams.
Note: Discounts available for registering in select courses.
2/16 6-7 p.m. M.T.
→ Click here to register

Live/Online Informational Seminar: Personal Fitness Trainer Certification
Talk live to a veteran instructor about the personal fitness trainer industry; offered through GoToMeeting.
2/20 10-11 a.m. M.T.
→ Click here to register

Informational Webinar: Personal Fitness Trainer Certification
Learn more about the Personal Fitness Trainer Certification course in this webinar; recording available on registration.
Available at any time
January 5-31
→ Click here to register
February 1-28
→ Click here to register
March 1-31
→ Click here to register
April 1-30
→ Click here to register

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Talk to veteran instructors and learn what to expect during the Pharmacy Technician and Medical Billing and Coding courses; offered through MS Teams.
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2/16 6-7 p.m. M.T.
→ Click here to register
Professional and Public Programs’ Corporate and Business Training (CBT) provides professional development and training in several high-demand areas.

We’re currently looking for dedicated, passionate instructors to share their talents, skills and knowledge with adults and professionals in the community.

Instructors are needed for the following areas:

- Effective Leadership
- Difficult Conversations
- Emotional Intelligence
- Women in Business
- Women in Leadership
- Diversity Training and Inclusivity

Interested? We’d love to hear from you!

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

Join our team of Corporate and Business Training instructors!

To learn more about becoming a CBT instructor, call 915-747-5142 or email p3cbt@utep.edu.
Professional and Public Programs – Corporate and Business Training

Course Index

ACCOUNTING

Accounts Payable Manager Certificate (Exam Cost Included)

Accounts Payable Specialist Certification (Exam Cost Included)

Certificate in Accounting & Bookkeeping Studies

IRS Tax Preparer Bundle - Annual Filing Season Program (AFSP)

NEW QuickBooks Bundle (2012 to 2019)

BUSINESS DEVELOPMENT AND WORK SKILLS TRAINING

Call Center Supervisor

NEW Certificate in Computer Skills for the Office

NEW Microsoft Project Basics

NEW PowerPoint for Business

NEW Visual PowerPoint

COMPUTER APPLICATIONS

Executive Assistant With Microsoft Office 2019 Training

Microsoft Excel: Introduction - Live/Online

COMPUTER SCIENCE

Full Stack Software Developer

Oracle PL/SQL Training

DRONE OPERATIONS


ENVIRONMENTAL SAFETY TRAINING

NEW OSHA 8-Hour HAZWOPER Refresher

FITNESS CAREER TRAINING

NEW Attracting Club Members

NEW Business Success for Fitness Professionals

NEW Conditioning for Football

NEW Developing Your Business Strategy

NEW Exercise Program Design for Special Populations

NEW Finance and Budgets: What Every Fitness Professional Should Know

NEW Fitness Management Training Certification

NEW Personal Fitness Trainer Certification - Online GOLD CPT Course

NEW Group Fitness Instructor Certification

NEW Insider Secrets of Advertising and Marketing for the Successful Fitness Professional

NEW Introduction to Exercise for Cancer Patients

NEW Retaining Club Members

NEW Senior Fitness Specialist Program

NEW The Future of Your Fitness Business

HEALTH CAREERS

Certified Electronic Health Records Specialist (CEHRS)

NEW Clinical Medical Assistant Certificate Program With Externship
NEW Clinical Medical Assistant Certificate Program With Externship - Live/Online

NEW Dental Assisting Certificate Program With Clinical Externship

Dental Assisting Program with Optional Clinical Externship - Live/Online

NEW Dialysis Technician With Externship

NEW EKG Technician Certificate Program With Clinical Externship

NEW Medical Administrative Assistant Certificate Program With Clinical Externship

Medical Administrative Assistant Program With Optional Clinical Externship - Live/Online

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

NEW Medical Billing & Coding Certificate Program With Clinical Externship

NEW Medical Billing & Coding Program With Optional Clinical Externship - Live/Online

NEW Pharmacy Technician Certificate Program With Clinical Externship

NEW Pharmacy Technician w/ Medical Administration Certificate Program With Clinical Externship

Pharmacy Technician Training With Optional Clinical Externship - Live/Online

NEW Phlebotomy Technician Certificate Program With Clinical Externship

HOSPITALITY

Catering Professional

Food and Customer Service Skills Training

Hotel Management

Hotel Management with Executive Housekeeper Training

Restaurant Management

HUMAN RESOURCE TRAINING & DEVELOPMENT

NEW Certificate in Human Resources Management

Certified Internal Auditor with Microsoft Excel 2019 (Voucher Included)

NEW Compensation and Benefits

NEW Employee Safety

NEW Equal Employment Opportunity

Essentials of Human Resources - Live/Online

NEW HR Ethics Certificate

NEW HR Management (ACE Credit®)

Payroll Manager Payroll Practice and Management

Payroll Practice and Management with Microsoft Excel 2019

Payroll Practice and Management with Microsoft Excel 2019 (With Voucher Included)

NEW Payroll Wage & Hour Training & Certification Program

Senior Professional in Human Resources

Senior Professional in Human Resources with Payroll Practice and Management

NEW The Payroll Management Training & Certification Program

INFORMATION TECHNOLOGY/ CYBERSECURITY

NEW Certified Ethical Hacker (CEH)

NEW Forensic Investigator in Computer Hacking

NEW Computer Technician CompTIA A+ With a Clinical Externship

NEW CompTIA A+ Program Certification With Optional Clinical Externship - Live/Online
Professional and Public Programs – Corporate and Business Training

Course Index

**LANGUAGES**

Professional Interpreter

**LEADERSHIP & MANAGEMENT**

NEW 10 Keys to Staff Motivation: The Drive for Enthusiasm - Live/Online

NEW Certificate in Supervisory and Managerial Skills

NEW Coaching Your Team to Higher Performance

From Team Member to Supervisor - Live/Online

Lean Six Sigma Green Belt - Live/Online

Lean Six Sigma Yellow Belt - Live/Online

Lean Six Sigma Black Belt with 1-on-1 Project Coaching (Exam Cost Included)

NEW Management and Leadership Studies Certificate

NEW Supervising and Managing Workplace Employees (Bud to Boss Toolkit)

**LEGAL TRAINING**

Advanced Paralegal Certificate Course

Alternative Dispute Resolution Certificate Course

Legal Investigation Certificate Course

NEW Legal Research and Writing

Paralegal Certificate Course - Live/Online

Software Essentials for the Law Office

Victim Advocacy Certificate Course

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NEW Manufacturing Statistics Personal Training Library

Purchasing and Supply Chain Management

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NEW Agile Project Management Training

Mastering Project Management With Microsoft Project 2019 (Software Included)

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NEW A Manager’s Guide to Blockchain

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NEW Current Issues Facing for Women in Business

NEW Leadership and Management for Women in Business
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NEW Networking and Mentorship for Women in Business

WRITING

Certificate Course in Technical Business Writing for Engineers

Certificate Course in Writing for a Global Market

Grant Writing

NEW Persuasive Writing: How to Get Instant Results

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FREE SEMINARS & WEBINARS

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Live/Online Informational Seminar: Personal Fitness Trainer Certification

Live/Online Informational Seminar: Medical Administrative Assistant

For more details about our Spring 2021 CBT courses visit ppp.utep.edu/cbtcourses
ADVANCED PLACEMENT® SUMMER INSTITUTE FOR TEACHERS

2021

Offered Live* and Live/Online!

LIVE*
SESSION ONE: (4 DAYS)
June 21-24, 2021
Monday: 8 a.m.–5 p.m.
Tuesday-Thursday: 8 a.m.–4:30 p.m.
*Subject to change due to local COVID-19 protocols.

LIVE ONLINE
SESSION TWO: (5 DAYS)
July 12-16, 2021
Monday-Friday: 8 a.m.–3 p.m.

ALL REGISTRATIONS MUST BE COMPLETED ONLINE

This AP® Summer Institute has been endorsed by

College Board
Advanced Placement Program

For more information, visit ppp.utep.edu/apsi
ADA Compliance and Reasonable Accommodation
The University of Texas at El Paso is committed to the recognition and the proactive pursuit of compliance with the Americans with Disabilities Act of 1990 (ADA). The University makes reasonable accommodations for the known physical or mental limitations of a participant with a disability unless such accommodations have the end result of fundamentally altering a program or service or placing an undue hardship on the operation of the University. Participants requiring special accommodations for continuing education courses should contact Professional and Public Programs at ppp@utep.edu or 915-747-5142 upon registration. Accommodation arrangements made directly by participants with UTEP’s Center for Accommodations and Support Services or an outside source may not be paid for by Professional and Public Programs.

Registration Confirmation
You will receive a registration confirmation with pertinent information within 48 hours of registering. Please take the time to review all information and contact us if you have questions.

Course Waiting List
If the course you are enrolling in is full, we will place you on a course waiting list. Waiting lists are processed on a first come, first served basis.

Adult & Youth Release Forms
As a continuing education customer and visitor to the University, we require all participants to complete release forms that include emergency contacts and consent for medical attention, ADA accommodations, consent to photo release, participant guidelines, identification, and other items. You will receive these forms with your registration confirmation. You may also find these forms on our website. Please ensure you review and complete these forms to turn in at the beginning of the first day of your course.

Pre-Payment Plan for Corporate and Business Training Live Courses
To make registration payments even easier for Corporate and Business Training face-to-face courses, we offer a pre-payment plan. To receive this payment option, you must first enroll in an eligible course in person or by phone. We require an initial payment of a minimum of 20% of the course fee. You will be required to pay the remaining balance in full five (5) days prior to the course start date. Failure to pay the remaining fees five (5) days prior to the course date will result in a $25 administrative fee and the participant’s termination from the course.

Fees
Course registration fees are payable by cash, check, money order, credit card or debit card. If you register online or by phone, you must pay by credit card. All major credit cards are accepted. You must pay all applicable course fees when you register unless you are using our payment plan for eligible courses or paying through a third party.

Withdrawals & Transfer Policy
You may request a transfer to another course in lieu of requesting a refund for eligible courses. To request transfers, please email the Professional and Public Programs Registration Office at ppp@utep.edu.

Refunds
Certain courses are governed by their own refund policy. Please visit our website at ppp.utep.edu for up-to-date policies on refunds and click on the Resources tab. Please note: No refunds will be given on or after the first course session.

Cancellations & Course Changes
Professional and Public Programs reserves the right to cancel, reschedule or combine classes, and to change instructors when necessary. If a class is canceled or rescheduled, you will be notified by phone and email. All cancellations by Professional and Public Programs will result in a full refund.

Gift Certificates
To purchase a gift certificate, please call 915-747-5142. All major credit cards are accepted.

Participant Guidelines
Participants and their representatives who behave in a manner which is disruptive to the learning process, interferes with the well-being of other participants or staff, or causes damages to the University or contracted facilities, may be asked not to return for a current course or enroll in future Professional and Public Programs continuing education courses.
AVAILABLE DISCOUNTS

Early Bird Discount
Receive a 10% Early Bird discount on eligible courses each semester.
• Fall Early Bird Discount: Enroll for any Fall course* by August 31
• Spring Early Bird Discount: Enroll for any Spring course* by January 31
• Summer Early Bird Discount: Enroll for any Summer course* by May 31

English Language Institute Referral Program
Refer a friend and receive a $100 credit voucher for the ELI Core Program.

Nonprofit Discount
Nonprofit organizations that purchase two registrations in a semester will receive a third registration at 50% off. All three registrations must be done at the same time to qualify.

UTEP Alumni and Military Discounts
UTEP Alumni Association members and military service members receive a 10% discount off eligible courses.*

UTEP Employees and Retirees Discounts
Current and retired UTEP employees may receive a 15% discount on eligible courses*.

*Discounts do not apply to certain programs, including but not limited to: The English Language Institute Core Program and online courses. Discounts outlined here may not be combined with any other discounts.
Liliana (Lily) has been with P3 for the past five years. She holds a Bachelor of Science in Business with a concentration in Management from the University of Phoenix and has over 24 years of management experience. Her professional background includes sales, talent recruiting, nonprofit program management, start-up programs, and customized training implementation.

Lily is an El Paso-born native and lives here with her 16-year-old daughter, Emily.

Favorite inspirational quote: “You are braver than you believe. Stronger than you seem. And smarter than you think.” – A.A. Milne’s Christopher Robin

Sylvia Ann Monsisvais graduated as “Student of the Year” from the University of Phoenix where she earned a Bachelor of Science in Business Marketing. She also has an Associate of Applied Science Degree in Music and Video Business.

During the course of her career, Sylvia has worked as an SOS Program Coordinator and Trainer with the El Paso County Sheriff’s Office, and as a certified Crime Prevention Practitioner and 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.

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

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