Continuing Education at UTEP.

Face-to-face and online skills training and certifications to help you get ahead at work.

915-747-5142 | ppp.utep.edu
Corporate and Business Training

Looking for a new job? Want to make a career change to pursue a newly-discovered passion? Eager to add to new skills you need? Whatever your reality, we promise our Corporate and Business Training (CBT) courses can help you. Our courses are flexible, affordable and taught by experienced professionals. They:

- address gaps in changing and emerging industries and allow you to remain competitive in today’s tough job market
- offer career training in high-demand fields like HR, leadership, health care, legal studies and more
- can be taken for CEUs or prepare you for professional certifications

Need a customized training program?

We can work with you to provide a unique solution to help you enhance your team’s performance and advance your organization’s priorities. To learn more, email us at p3cbt@utep.edu.
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 4-28 for a list of our available courses for Spring 2022.

For details, visit ppp.utep.edu/cbtcourses

Contact Our Team

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

BY EMAIL
Send us an email with your questions to: p3cbt@utep.edu

Featured Instructor

Q&A

With Rodolfo (Rudy) Ayala
Instructor, Lean Six Sigma Green Belt and Lean Six Sigma Yellow Belt

What is the average age of the students you teach?
18 years old and up.

How many years of teaching experience have you had in this area?
8 great years.

What makes you passionate about your subject area and about teaching it?
Sharing my knowledge of program/project management in the areas of social, scientific, engineering, and computer systems, the relationship to Lean Six Sigma processes/systems tools, and critical thinking considerations.

What is your favorite thing about your class?
Providing participants the Lean Six Sigma continuous improvement methods that can benefit their endeavors, i.e. instructing the Lean Six Sigma process definition and the lean synergy that can enable participants to successfully and confidently implement systems/projects.

What is the most challenging?
Being able to stay abreast on the latest Lean Six Sigma and Lean Application Synergy practices and strategies.

What is the one thing you want students to learn from your class?
Students will have been well served if they walk away from the classroom with having internalized the composite of the Lean Six Sigma process and its enabling synergies.

What would you tell potential participants who are thinking of enrolling in your course but are not quite sure?
Consider the potential value added to your professionalism from in-class positive, critical, problem-solving participation.
Face-to-Face Courses

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

Corporate and Business Training

Dental Assisting Program With Optional Clinical Externship

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.

Start date: March 1, 2022
Fee: $4,100
Early Bird Registration Fee: $3,950
→ Click here to register

Medical Administrative Assistant Program With Optional Clinical Externship

Prepare to function effectively in many of the administrative and clerical positions in the healthcare industry; program meets the necessary requirements to take the National Healthcareer Association (NHA) Certified Clinical Medical Assistant (CCMA) exam; optional clinical externship available.

Start date: March 22, 2022
Fee: $3,150
Early Bird Registration Fee: $3,000
→ Click here to register

Medical Billing & Coding Program With Optional Clinical Externship

Learn the skills needed to solve insurance billing problems and also be prepared to qualify 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

Clinical Medical Assistant With Optional Clinical Externship

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

Start date: March 1, 2022
Fee: $4,100
Early Bird Registration Fee: $3,950
→ Click here to register

Fitness Career Training

NEW

Certified Personal Trainer

Prepare for the on-campus national exam and start an exciting successful career as a Certified Personal Trainer.

Start date: February 12, 2022
Fee: $965
Early Bird Registration Fee: $875
→ Click here to register

Healthcare Careers

Connect with us!

Join our LinkedIn community and check out the courses we offer to business professionals as yourself.

LinkedIn UTEP-P3
THE MEDIAN SALARY FOR PROFESSIONALS [WITH PROJECT MANAGEMENT TRAINING] IN NORTH AMERICA IS 25% HIGHER THAN THOSE WITHOUT IT.
- Project Management Institute (PMI)

COVID-19 PRECAUTION STATEMENT

Please stay home if you have been diagnosed with COVID-19 or are experiencing COVID-19 symptoms. If you have tested positive for COVID-19, prior to, after, and/or during your time enrolled in your course(s), you are highly encouraged to report your results to covidaction@utep.edu as well as to let our office know at ppp@utep.edu.

The Center for Disease Control and Prevention recommends that people in areas of substantial or high COVID-19 transmission wear face masks when indoors in groups of people. The best way that we can take care of ourselves and others is to get the vaccine. If you still need the vaccine, it is widely available in the El Paso area. For more information about the current rates, testing, and vaccinations, please visit epstrong.org.

Texas MPJE Preparation Course (offered with UTEP’s School of Pharmacy)
Prepare for the Texas Multistate Jurisprudence Exam (MPJE) and gain a thorough understanding of the laws and rules that affect the practice of pharmacy in Texas. Offered in partnership with UTEP’s School of Pharmacy.
Start date: February 28, 2022
Fee: $3,400
Early Bird Registration Fee: $3,250
⇒ Click here to register

Pharmacy Technician Training With Optional Clinical Externship
Prepare to work as a pharmacy technician in a retail or other pharmacy setting; course meets the necessary requirements to take the Pharmacy Technician Certified Board (PTCB) - Certified Pharmacy Technician (PTCB) exam.
Start date: February 28, 2022
Fee: $3,150
Early Bird Registration Fee: $3,000
⇒ Click here to register

HUMAN RESOURCES TRAINING & DEVELOPMENT

Essentials of Human Resources
Advance your HR knowledge and effectiveness regardless of whether you are new to human resources or need to strengthen your employee management skills.
Start date: March 5, 2022
Fee: $595
Early Bird Registration Fee: $535
⇒ 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 Spring courses are working for you. Join our LinkedIn community or post a comment on our Facebook account.

⇒ Click here to view complete information.
Foundations of Compensation for HR
Learn how to write and create job descriptions for your organization, offer competitive jobs and salaries, and communicate with your employees about their compensation.

Start date: February 12, 2022
Fee: $595
Early Bird Registration Fee: $535
→ Click here to register

CompTIA A+ Program Certification With Optional Clinical Externship
Prepare yourself to function as a computer professional in multiple technical, business and healthcare settings.

Start date: February 15, 2022
Fee: $4,150
Early Bird Registration Fee: $3,999
→ Click here to register

LEADERSHIP & MANAGEMENT
Lean Six Sigma Green Belt
Strengthen your organization by employing the core concepts of Lean Six Sigma.

Start date: March 19, 2022
Early Bird Registration Fee: $1,215
Fee: $1,350
→ 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.

Start date: March 21, 2022
Early Bird Registration Fee: $1,485
Fee: $1,650
→ Click here to register

PROJECT MANAGEMENT
Project Management Professional Certificate
Qualify for the 35 training contact credit hours required to register for the Project Management Institute (PMI®) Certified Associate Program Management (CAPM) or Project Management Professional (PMP) exam, or maintain current PMI® PMP certification.

Start date: February 12, 2022
Early Bird Registration Fee: $430
Fee: $475
→ Click here to register

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

SHRM-CP/SHRM-SCP Exam Preparation Program
Prepare for the content areas covered on the SHRM exams.

Start date: February 5, 2022
Fee: $1,475
Early Bird Registration Fee: $1,330
Group Discount Fee: $1,000
→ Click here to register

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

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

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

LEADERSHIP & MANAGEMENT

Creating High-Performance Hybrid Teams
Learn how to focus on day-to-day operations and understand the critical role that team performance has on the work environment.
Start date: April 1, 2022
Fee: $135
Early Bird Registration Fee: $125
→ Click here to register

From Customer Relationship Management to Customer Experience Management
Identify variables or traits that set excellent customer service apart from mediocre customer service and provide the same high level of service to your customers to create a healthier and more productive environment.
Start date: April 8, 2022
Fee: $135
Early Bird Registration Fee: $125
→ Click here to register

Emotional Intelligence Quotient (EIQ)
Achieve the ability to accurately perceive and manage your own and others’ emotions, and to understand the signals they send about relationships.
Start date: February 4, 2022
Fee: $135
Early Bird Registration Fee: $125
→ Click here to register

Managing Turbulence in the Organization
Gain valuable leadership skills needed to steer your organization to success, especially during a crisis, with this set of three webinars.

Strategic Planning - Webinar 1
Webinar 1 shows you how to plan and create your own personal mission statement.
Start date: January 28, 2022
Fee: $155
→ Click here to register

Conflict Resolution - Webinar 2
Webinar 2 teaches you conflict resolution skills to eliminate dysfunctional behavior.
Start date: February 11, 2022
Fee: $155
→ Click here to register

Teamwork During Challenging Times - Webinar 3
Webinar 3 shows you how to build and coach your team during challenging times.
Start date: February 25, 2022
Fee: $155
→ Click here to register

NOTE: Sign up for all three webinars in this series and get them for $99 each. Please call 915-747-5142 to apply discount.
Supervisory Skills With Hybrid Teams
Gain the skills needed to impact and lead today’s hybrid team to successful execution of the plan.
Start date: March 4, 2022
Fee: $135
Early Bird Registration Fee: $125
 ➤ Click here to register

Value Stream Mapping: Appraising Your Business Supply Chain
Value Stream Mapping (VSM) serves as a personal magnifying glass and provides the tools to stand back, identify the waste in your business, and streamline processes.
Start date: April 22, 2022
Fee: $135
Early Bird Registration Fee: $125
 ➤ Click here to register

TEST PREP
MCAT Prep
Prepare for the MCAT test working live with an expert MCAT instructor.
Start date: January 22, 2022
Fee: $1,299
UTEP Student Fee: $1,249
 ➤ Click here to register

Start date: January 24, 2022
Fee: $1,299
UTEP Student Fee: $1,249
 ➤ Click here to register

Start date: May 16, 2022 @ 8 a.m.
Fee: $1,299
UTEP Student Fee: $1,249
 ➤ Click here to register

Start date: May 16, 2022 @ 11 a.m.
Fee: $1,299
UTEP Student Fee: $1,249
 ➤ Click here to register

Start date: June 6, 2022
Fee: $1,299
UTEP Student Fee: $1,249
 ➤ Click here to register

LEGAL CAREER TRAINING
Paralegal Certificate Course
Improve office efficiency, productivity, and billable hours, as well as learn new marketable job skills with this nationally acclaimed program designed for beginning and advanced legal workers.
Start date: February 7, 2022
Fee: $1,299
UTEP Student Fee: $1,249
 ➤ Click here to register

Start date: February 8, 2022
Fee: $1,299
UTEP Student Fee: $1,249
 ➤ Click here to register

Start date: May 16, 2022 @ 8 a.m.
Fee: $1,299
UTEP Student Fee: $1,249
 ➤ Click here to register

Start date: May 16, 2022 @ 11 a.m.
Fee: $1,299
UTEP Student Fee: $1,249
 ➤ Click here to register

Start date: June 6, 2022
Fee: $1,299
UTEP Student Fee: $1,249
 ➤ Click here to register
Prepare for the Texas Multistate Jurisprudence Exam (MPJE) With UTEP

Offered online using Blackboard in partnership with UTEP’s School of Pharmacy.

For more information, click here, scan the QR code or call 915-747-5142.

Reserve your seat today – course starts January 20, 2022!

We are hiring!

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

Must create own curriculum and course syllabus.

Join our team of instructors!

To learn more about becoming a Professional and Public Programs certified face-to-face instructor, call us at 915-747-5142.
Online Self-Paced Courses

All the following courses are offered fully online in a self-paced format for ages 18 and older.

ACCOUNTING

Accounts Payable Manager 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.
Fee: $1,395
➔ Click here to register

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

IRS Tax Preparer Bundle - Annual Filing Season Program (AFSP)
Get the most dynamic information available with the self-paced online AFSP Tax Preparer Bundle for non-credentialed/non-exempt tax preparers; courses are registered with and approved by the IRS.
Fee: $350
➔ Click here to register

Professional Bookkeeping With QuickBooks 2019
Learn bookkeeping with QuickBooks 2019 to organize your finances, stay on top of invoices, pay bills on time and track expenses efficiently.
Fee: $2,495
➔ Click here to register

(Account Cost Included)
Fee: $2,195
➔ Click here to register

UPDATED QuickBooks Bundle (2012 to 2019)
Learn the advanced features of QuickBooks to take full advantage of the power and efficiency of this popular accounting tool.
Fee: $299
➔ Click here to register
BUSINESS DEVELOPMENT AND WORK SKILLS TRAINING

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

Certificate in Computer Skills for the Office
Bring your office skills to a whole new level by diving into this set of powerful instructional courses.
Fee: $299
➔ Click here to register

Freight Broker/Agent Training
From licensing and operations to sales and marketing, learn how to get your broker license and start a successful freight brokerage, 100% online and at your own pace!
Fee: $1,895
➔ Click here to register

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.
Fee: $79
➔ Click here to register

PowerPoint for Business
Plan and design effective slideshow presentations using Microsoft’s PowerPoint software. Get practical tips and examples for mapping the presentation, incorporating research, using templates, selecting visual elements and delivering the presentation.
Fee: $79
➔ Click here to register

Visual PowerPoint
Learn how to use Microsoft’s PowerPoint 365 software to build visually engaging slideshow presentations. Consider how to select images and photographs for use in slides, the importance of arrangement and placement of images, the use of tools like Shapes and SmartArt, methods for presenting data, and the selection of colors and fonts that increase the readability of content.
Fee: $79
➔ Click here to register

Entrepreneur magazine has rated the freight brokerage business as one of the top home-based businesses to own, and a Wall Street Journal article cited freight brokering and logistics as the largest growing sector of the transportation industry.

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

Photo courtesy of: careertraining.ed2go.com

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.
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.

All the following courses are offered fully online in a self-paced format.

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**COMPUTER SCIENCE**

**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.

**Fee:** $4,995

› Click here to register

**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.

**Fee:** $259

› Click here to register

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

**Fee:** $2,795

› Click here to register

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**DRONE OPERATION**

**UPDATED**

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

**Fee:** $155

› Click here to register

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**ENVIRONMENTAL SAFETY TRAINING**

**OSHA 8-Hour HAZWOPER Refresher**
Take the annual training required by the Hazardous Waste Operations and Emergency Response (HAZWOPER) rule found in Title 29 of the Code of Federal Regulations Part 1910.120.

**Fee:** $179

› Click here to register
FITNESS CAREER TRAINING

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

Business Success for Fitness Professionals
Gain the knowledge and tools need to increase your personal fitness training customer base and make more money.
Fee: $110
→ Click here to register

Certified Personal Trainer - GOLD CPT
Learn how to be a successful personal trainer in the fitness industry with this series of self-paced, short, impactful online videos.
Fee: $875
→ Click here to register

Conditioning for Football
Help clients, students and athletes develop the physical and mental skills to improve their performance on the football field.
Fee: $150
→ Click here to register

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

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

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

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.
Fee: $749
→ Click here to register

Insider Secrets of Advertising and Marketing for the Successful Fitness Professional
Learn the foundational concepts of advertising and how to apply them to your fitness business.
Fee: $110
→ Click here to register

We want to hear from you!
Join our LinkedIn community or post a comment on our Instagram account.

LinkedIn: UTEP-P3
Instagram: UTEP.P3
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.

All the following courses are offered fully online in a self-paced format.

Introduction to Cancer Exercise: Essentials of Cancer Exercise
Learn how to identify muscle imbalances and correct postural deviations following cancer surgery and treatment; how to identify and correct range of motion limitations following cancer surgery and treatment; how to prevent, identify, and manage lymphedema; and how to prescribe a comprehensive, individualized recovery program that will improve a patient’s quality of life and minimize the risk of comorbidities.
Fee: $69.95
⇒ Click here to register

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

Medical Fitness Specialist Certification
Learn the core essentials on helping clients with specialized chronic illness.
Start date: September 11, 2021
Fee: $875
⇒ Click here to register

Personal Fitness Trainer Certification - Online GOLD CPT Course
Turn your passion into a career and become a successful online personal trainer with this course. Test vouchers for the NCCA Accreditation national exams are included and a must for employers.
Fee: $875
⇒ Click here to register

Retaining Club Members
Focus on the important variables that influence member retention in your fitness club and learn how to create positive experiences for your members by cultivating a service culture.
Fee: $69.95
⇒ Click here to register

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

The Future of Your Fitness Business
Learn how to make more money in the fitness industry.
Fee: $69.95
⇒ Click here to register

Follow us on Facebook!
Professional and Public Programs is always looking to improve itself. We would like to hear from you and see how our CBT Fall/Winter courses are working for you. Follow our Facebook account and post a comment.

Follow us on Facebook!
HEALTH CAREERS

UPDATED
CCA Medical Billing and Coding (Voucher Included)
Learn the skills needed to solve insurance billing problems, how to manually file claims (using the CPT, ICD-10, and HCPCS manuals), complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures.
Fee: $2,695
» 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.
Fee: $1,995
» Click here to register

Certified Clinical Medical Assistant + Certified Electronic Health Records Specialist (Vouchers 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 Medical Assistant) and CEHR (Certified Electronic Health Records) certification exams.
Fee: $3,495
» Click here to register

Certified Medical Administrative Assistant With Medical Billing and Coding (Vouchers Included)
Prepare for a career in healthcare as a medical assistant and billing/coding specialist with this 100% online course. By course completion, you will be ready to pass the Certified Medical Administrative Assistant (CMAA) national certification exam offered by the National Healthcareer Association (NHA) and receive a voucher which covers the fee of the exam.
Fee: $3,495
» Click here to register

Certified Physical Therapy Aide Aide (Voucher Included)
Learn the concepts, skills and practices to become a certified physical therapy aide with this 100% online course. Upon successful completion, you will be eligible to take the American Medical Certification Association’s (AMCA) Physical Therapy Technician/Aide certification exam. The course also includes an externship starter kit with resources to secure a position as a physical therapy aide extern.
Fee: $1,995
» Click here to register

Certified Professional Life Coach
Get training to be a life coach and launch your own coaching practice. Become a Certified Professional Coach (CPC) upon course completion.
Fee: $1,895
» 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.

All the following courses are offered fully online in a self-paced format.

Clinical Dental Assistant
Gain the technical skills you need to join a dental office as a clinical dental assistant with this 100% online course. Through interactive lessons, you will also prepare for the Radiation Health and Safety and Infection Control components of the Certified Dental Assistant (CDA) Exam.

Fee: $2,195
→ Click here to register

UPDATED
Dental Assisting Certificate Program With Clinical Externship
Prepare for an entry-level position as a chair-side dental assistant.

Fee: $3,950
→ Click here to register

UPDATED
Dialysis Technician With Externship
Gain the knowledge and skills needed to perform the duties required of dialysis technicians.

Fee: $3,000
→ Click here to register

UPDATED
EKG Technician Certificate Program With Clinical Externship
Learn the topics and processes critical to conducting and interpreting electrocardiograms (EKGs).

Fee: $3,000
→ Click here to register

UPDATED
Medical Administrative Assistant Certificate Program 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.

Fee: $3,000
→ Click here to register

UPDATED
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.

Fee: $3,950
→ Click here to register

UPDATED
Medical Billing and Coding (Vouchers Included)
Become a Certified Medical Billing and Coding Specialist; learn how to use the Healthcare Common Procedure Coding System (HCPCS) and the CPT Category II and ICD-10 codes. Also gain hands-on practice using medical billing and coding software.

Fee: $2,995
→ Click here to register

UPDATED
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.

Fee: $3,950
→ Click here to register
UPDATED
Medical Billing & Coding Certificate Program With Clinical Externship

Acquire the skills needed to perform complex medical coding and billing procedures.
Fee: $3,250
→ Click here to register

Pharmacy Technician

Become a pharmacy technician and train to assist pharmacists in formulating, labeling and dispensing medications.
Fee: $3,000
→ Click here to register

UPDATED
Pharmacy Technician Certificate Program With Clinical Externship

Prepare to enter the pharmacy field and take the Pharmacy Technician Certification Board’s PTCB exam.
Fee: $3,000
→ Click here to register

Veterinary Assistant

Turn your love of animals into a rewarding career with this 100% online course.
Fee: $2,495
→ Click here to register

UPDATED
Phlebotomy Technician Certificate Program With Clinical Externship

Learn how to collect blood specimens from clients for the purpose of laboratory analysis.
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; also prepare for the Certified Professional in Catering and Events exam.
Fee: $1,295
→ Click here to register

We want to hear from you!

Post a comment on our Instagram account and let us know what kind of professional training(s) you are looking for, so we can better serve you and our community.

Photos courtesy of: careertraining.ed2go.com
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.
 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.
Fee: $1,295
 ➔ Click here to register

Hotel Management With Executive Housekeeper Training
Get trained in the complementary disciplines of hotel management and executive housekeeping.
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.
Fee: $1,295
 ➔ Click here to register

Compensation and Benefits
Consider issues surrounding the key aspects of pay policy: legal requirements, pay equity within an organization, competitive pay within the relevant industry, how and when to grant raises, and different ways payment can be structured. Earn SHRM and HRCI credit.
Fee: $79
 ➔ Click here to register

Employee Safety
Learn about various workplace hazards and health issues and explore the relationship between employers and the Occupational Safety and Health Administration (OSHA).
Fee: $79
 ➔ Click here to register
Equal Employment Opportunity
Learn about many of the major employment laws, equal opportunity issues, and the anti-discriminatory regulations employers must be aware of in hiring, promoting and firing employees. Earn SHRM and HRCI credit.
Fee: $79
→ Click here to register

HR Ethics Certificate
Get prepared to play an essential role in shaping the ethical culture in your workplace.
Fee: $259
→ Click here to register

HR Management (ACE Credit®)
Explore the core goals and strategies of the HR function, examine best practices for employee selection and development, develop an understanding of compensation structures, and consider both the value of workforce diversity and laws relevant to its pursuit.
Fee: $498
→ Click here to register

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.
Fe: $3,395
→ Click here to register

Payroll Practice and Management
Navigate ever-changing payroll rules and regulations and prepare to pass the Fundamental Payroll Certification exam developed by the American Payroll Association.
Fee: $1,895
→ Click here to register

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.
Fee: $2,295
→ Click here to register

With Voucher for Certifying Exam
Note: Voucher included for pre-paid access to sit for the certifying exam.
Fee: $2,395
→ Click here to register

Payroll Wage & Hour Training & Certification Program
Learn the basic payroll requirements; ideal for beginning and intermediate HR professionals. Includes an optional test for those who wish to earn a “Certified Payroll Wage & Hour Administrator” designation; also qualifies for eight hours of PHR and SPHR re-certification credits.
Fee: $499
→ Click here to register

Payroll Practice and Management With Microsoft Excel 2019 With Voucher for Certifying Exam
Note: Voucher included for pre-paid access to sit for the certifying exam.
Fee: $2,395
→ 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.

All the following courses are offered fully online in a self-paced format.

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

*Fee*: $2,299

[Click here to register](#)

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

*Fee*: $1,999

[Click here to register](#)

**Computer Technician CompTIA A+ With Externship Opportunity**
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.

*Fee*: $3,395

[Click here to register](#)

**The Payroll Management Training & Certification Program**
Learn requirements, processes and procedures associated with payroll management.

*Note*: Optional test for Certified Payroll Management Administrator included.

*Fee*: $499

[Click here to register](#)

**Information Technology/Cybersecurity**

**Certified Ethical Hacker (Voucher Included)**
Learn advanced hacking tools and techniques so that 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 fee of the exam.

*Fee*: $2,895

[Click here to register](#)

**UPDATED Ethical Hacking v10: Learn Hacking**
Study the ethical hacking of networks and system penetration testing; learn all of the exam objectives for the EC-Council ECC 312-50 version 10 exam.

*Fee*: $999

[Click here to register](#)

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

*Fee*: $1,999

[Click here to register](#)

**Computer Technician CompTIA A+ With Externship Opportunity**
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.

*Fee*: $3,395

[Click here to register](#)

**The Payroll Management Training & Certification Program**
Learn requirements, processes and procedures associated with payroll management.

*Note*: Optional test for Certified Payroll Management Administrator included.

*Fee*: $499

[Click here to register](#)

**Information Technology/Cybersecurity**

**Certified Ethical Hacker (Voucher Included)**
Learn advanced hacking tools and techniques so that 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 fee of the exam.

*Fee*: $2,895

[Click here to register](#)

**UPDATED Ethical Hacking v10: Learn Hacking**
Study the ethical hacking of networks and system penetration testing; learn all of the exam objectives for the EC-Council ECC 312-50 version 10 exam.

*Fee*: $999

[Click here to register](#)
CompTIA Certification Training: Network+, Security+ (Vouchers Included)
Prepare for two CompTIA certifications that are ideal for mid-level professionals. The CompTIA Network+ and Security+ certifications are the most highly recognized, vendor-neutral credentials in the industry.

Fee: $3,195
➤ 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.

Fee: $3,999
➤ Click here to register

LEADERSHIP & MANAGEMENT

UPDATE
Forensic Investigator in Computer Hacking
Gain knowledge in the specific security discipline of computer forensics from a vendor-neutral perspective.

Fee: $999
➤ 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.

Fee: $1,295
➤ Click here to register

Developing Your Business Strategy
Hone the skills you need to develop your business strategy and focus.

Fee: $69.95
➤ 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.

Note: Fees for the Lean Six Sigma Green Belt and Black Belt Certification exams are included.

Fee: $2,695
➤ Click here to register

Coaching Your Team to Higher Performance
Learn the four stages of team development and how to fulfill your changing and complicated role as a coach at each stage.

Fee: $99
➤ Click here to register

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

All the following courses are offered fully online in a self-paced format.

Whether in healthcare, finance, government, manufacturing or any other industry, Six Sigma Green Belt training is ideal for current professionals looking toward advancement in their current position as well as individuals looking to gain employment with any firm that utilizes these concepts and techniques.

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

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

Note: Fees for the Lean Six Sigma Green Belt and Black Belt Certification exams are included.

Fee: $2,995

Click here to register

Updated
Management and Leadership Studies Certificate

Study the essentials of business management and leadership.

Fee: $2,595

Click here to register

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

Develop the foundational skills you need in your position as a first-time supervisor and advance in your career.

Fee: $279

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.

Fee: $3,300 for the entire course or $550 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

Updated
Alternative Dispute Resolution Certificate Course

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

Fee: $995

Click here to register
**UPDATED**
**Legal Investigation Certificate Course**
Acquire training in legal investigation and be qualified to assist attorneys, paralegals, insurance companies and private businesses, as well as state and federal government agencies, in the process of civil and criminal investigations.

**Fee:** $995

→ Click here to register

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**UPDATED**
**Legal Research and Writing**
Gain exposure to writing briefs, pleadings and even some basic legal correspondence.

**Fee:** $189

→ Click here to register

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**UPDATED**
**Software Essentials for the Law Office**
Improve your knowledge of commonly used computer technology and programs within the law office.

**Fee:** $995

→ Click here to register

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**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.

**Fee:** $995

→ Click here to register

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**MANUFACTURING**

**Certified Supply Chain Professional (CSCP)**
Learn an integrated approach to planning, acquisition, flow and distribution, from raw materials to finished products.

**Fee:** $2,295

→ Click here to register

**Lean Manufacturing Personal Training Library**
Gain a comprehensive introduction to lean manufacturing concepts, terminology, techniques and practices.

**Fee:** $249

→ Click here to register

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**PROJECT MANAGEMENT**

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

**Fee:** $749

→ Click here to register

**Mastering Project Management With Microsoft Project 2019 (Software Included)**
Expand your skills and prepare for certification with this Project Management Professional (PMP)® online training course. Microsoft Project 2019 software is included with enrollment.

**Fee:** $2,495

→ Click here to register

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**Manufacturing Statistics Personal Training Library**
Gain access to four core statistics courses: Basic SPC Training (basic SPC course), Advanced SPC, DOE: Screening Experiments and Measurement Systems Analysis.

**Fee:** $249

→ Click here to register
Mastering Project Management With PMP® Prep
Learn project management techniques and best practices based on the Project Management Institute’s (PMI) A Guide to the Project Management Body of Knowledge (PMBOK®). By course completion, you will be fully prepared to sit for and pass the PMP certification exam.
Fee: $1,895
→ Click here to register

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.
Fee: $79
→ Click here to register

SKILLED TRADES

HVAC/R Certified Technician Course (Voucher Included)
Earn NATE or HVAC Excellence certification in under 12 months with this course.
Fee: $3,195
→ Click here to register

Residential Electrician
Prepare for an entry-level residential electrician apprenticeship.
Fee: $2,595
→ Click here to register

TECHNOLOGY CAREER TRAINING

A Manager’s Guide to Artificial Intelligence
Study basic artificial intelligence (AI) concepts and trends; learn how AI can be leveraged to keep your organization competitive; and understand the potential ethical issues associated with employing AI technologies such as deep learning, machine learning and various AI-enabled recognition technologies.
Fee: $99
→ Click here to register

A Manager’s Guide to Blockchain
Gain an introduction to blockchain as an underlying technology for cryptocurrencies and other applications. Build an understanding of the concepts of blockchain and how the technology might apply to your business.
Fee: $99
→ Click here to register
A Manager’s Guide to Robotics
Explore the concepts and metrics to consider when evaluating whether an investment in robotics is the right decision for your organization.
Fee: $99
➔ Click here to register

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

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.
Fee: $2,599
➔ Click here to register

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.
Fee: $1,899
➔ Click here to register

WOMEN IN BUSINESS

Body Language for Women in Business
Learn how to read body language cues and use them to exude both strength and warmth. Examine the role and impact of gender stereotypes in nonverbal communication and how facial expressions, hand gestures, body movements and eye contact can be used in various business situations like negotiations.
Fee: $79
➔ Click here to register

Certificate in Leadership for Women in Business
Explore the social and psychological mechanisms that create challenges that professional women often face; be introduced to key concepts and practices that all successful business people need; and receive data-driven recommendations for advancing in your career.
Fee: $499
➔ Click here to register

Communication for Women in Business
Get a general overview for effective communication at work especially for women. Review tips and strategies for communicating with small and large groups, being heard in meetings, projecting confidence and more.
Fee: $79
➔ Click here to register
Current Issues Facing Women in Business
Assess the representation of women in various domains and review challenges that many working women face, together with strategies for addressing those challenges.

Fee: $79
→ Click here to register

Negotiation for Women in Business
Consider some of the challenges that women tend to face when negotiating and learn how to advocate for yourself and your interests.

Fee: $79
→ Click here to register

Networking and Mentorship for Women in Business
Learn the ways that networking can be both particularly difficult and especially important for women in business. Review techniques and strategies for networking, finding mentors and attracting sponsors, as well as common anxieties and obstacles that people face when trying to expand their professional connections.

Fee: $79
→ Click here to register

Work-Life Balance for Women in Business
Explore the importance of prioritizing things that matter to you, both at work and at home, and learn techniques that can help individuals and organizations make work-life balance possible.

Fee: $79
→ Click here to register

Leadership and Management for Women in Business
Review common managerial challenges experienced by women in leadership positions and learn techniques, strategies and best practices to overcome those obstacles.

Fee: $79
→ Click here to register

Certificate Course in Writing for a Global Market
Gain awareness of how to prepare and write for multiple languages to reach diverse populations, cultures and communities as the writing industry moves towards reaching people in a worldwide market.

Fee: $649
→ Click here to register

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

Fee: $2,295
→ Click here to register

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

Fee: $249
→ Click here to register

Ultimate Resume Building
Learn how to prepare a professional resume.

Fee: $135
→ Click here to register
ADVANCED PLACEMENT® SUMMER INSTITUTE FOR TEACHERS 2022

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**LIVE**
**SESSION ONE:**
June 20-23, 2022
Session will be held at Franklin Magnet Center
(825 E. Redd Rd., El Paso, TEX 79912)
*Subject to change due to local COVID-19 protocols.

**LIVE/ONLINE**
**SESSION TWO:**
July 11-15, 2022
Session will be held fully online

For more information, visit ppp.utep.edu/apsi

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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.

Online
FREE Informational Webinar: Personal Fitness Trainer Certification
Learn more about the Personal Fitness Trainer Certification course in this webinar; one-hour webinar recording available on registration.
1/18 Tuesday, 5:30-6:30 p.m. M.T.
→ Click here to register

Face-to-Face
FREE Informational Seminar: A Guide to Project Management and Lean Six Sigma Series
Learn the role of project management knowledge/skills in achieving optimum business results.
Note: Discounts available for registering in select courses.
1/26 Wednesday, 6-8 p.m. M.T.
→ Click here to register

Face-to-Face
FREE Informational Seminar: CompTIA A+ Program With Certification
Get information about the CompTIA (IT) certification by speaking with expert instructors.
Note: Discounts available for registering in select courses.
2/1 Tuesday, 6-7 p.m. M.T.
→ Click here to register

Face-to-Face
FREE Informational Seminar: Dental Assistant and Clinical Medical Assistant
Talk to veteran instructors and learn about starting a career as a Dental or Clinical Medical Assistant.
Note: Discounts available for registering in select courses.
2/15 Tuesday, 6-7 p.m. M.T.
→ Click here to register

Face-to-Face
FREE Informational Seminar: Pharmacy Technician and Medical Billing and Coding
Talk to veteran instructors and learn what to expect during the Pharmacy Technician and Medical Billing and Coding courses.
Note: Discounts available for registering in select courses.
2/16 Wednesday, 6-7 p.m. M.T.
→ Click here to register

Face-to-Face
FREE Informational Seminar: Medical Administrative Assistant
Learn about popular jobs in healthcare by speaking with expert instructors.
Note: Discounts available for registering in select courses.
3/8 Tuesday, 6-7 p.m. M.T.
→ Click here to register
Professional and Public Programs – Corporate and Business Training

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Face-to-Face Courses

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  **NEW** Certified Personal Trainer

- **HEALTH CAREERS**
  
  Clinical Medical Assistant With Optional Clinical Externship
  
  Dental Assisting Program With Optional Clinical Externship
  
  Medical Administrative Assistant Program With Optional Clinical Externship
  
  Medical Billing and Coding Program With Optional Clinical Externship
  
  Pharmacy Technician Training With Optional Clinical Externship
  
  Texas MPJE Preparation Course (offered with UTEP’s School of Pharmacy)

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

**HUMAN RESOURCES TRAINING & DEVELOPMENT**

- Essentials of Human Resources
- Foundations of Compensation for HR SHRM-CP/SHRM-SCP Exam Preparation Program

**INFORMATION TECHNOLOGY/ CYBERSECURITY**

- CompTIA A+ Program Certification With Optional Clinical Externship

**LEADERSHIP & MANAGEMENT**

- Lean Six Sigma Green Belt
- Lean Six Sigma Yellow Belt

**PROJECT MANAGEMENT**

- Project Management Professional Certificate

Live/Online and Hybrid Courses

**LEADERSHIP & MANAGEMENT**

- Creating High-Performance Hybrid Teams
- Emotional Intelligence Quotient (EIQ)
- From Customer Relationship Management to Customer Experience Management
- From Opportunity to Support: 21st-Century Appraisal Systems
- Managing Turbulence in the Organization: Strategic Planning - Webinar 1
- Managing Turbulence in the Organization: Conflict Resolution - Webinar 2
- Managing Turbulence in the Organization: Keeping the Team Together During Challenging Times - Webinar 3
- Supervisory Skills With Hybrid Teams
- Value Stream Mapping: Appraising Your Business Supply Chain
Online Self-Paced Courses

- **ACCOUNTING**
  - Accounts Payable Manager Certificate (Exam Cost Included)
  - Accounts Payable Specialist Certification (Exam Cost Included)
  - Program in Accounting & Bookkeeping Studiws
  - IRS Tax Preparer Bundle - Annual Filing Season Program (AFSP)
  - Professional Bookkeeping With QuickBooks 2019
  - Professional Bookkeeping With QuickBooks 2019 (Voucher Included)

- **COMPUTER SCIENCE**
  - Full Stack Software Developer
  - Oracle PL/SQL Training
  - Oracle SQL and PL/SQL Developer + Python Developer + Java Programmer

- **DRONE OPERATIONS**

- **ENVIRONMENTAL SAFETY TRAINING**
  - OSHA 8-Hour HAZWOPER Refresher

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Conditioning for Football
Developing Your Business Strategy
Exercise Program Design for Special Populations
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Group Fitness Instructor Certification
Insider Secrets of Advertising and Marketing for the Successful Fitness Professional
Introduction to Cancer Exercise: Essentials of Cancer Exercise
Lifestyle Wellness Coaching Certification
Medical Fitness Specialist Certification
Personal Fitness Trainer Certification - Online GOLD CPT Course
Retaining Club Members
Senior Fitness Specialist Program
The Future of Your Fitness Business

Health Careers

Updated CCA Medical Billing and Coding (Voucher Included)

Certified Electronic Health Records Specialist (CEHRS)
Certified Clinical Medical Assistant + Certified Electronic Health Records Specialist (Voucher Included)
Certified Medical Administrative Assistant With Medical Billing and Coding (Vouchers Included)
Certified Physical Therapy Aide (Voucher Included)
Certified Professional Life Coach
Clinical Dental Assistant
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Updated Dental Assisting Certificate Program With Clinical Externship
Updated Dialysis Technician With Externship
Updated EKG Technician Certificate Program With Clinical Externship
Updated Medical Administrative Assistant Certificate Program With Clinical Externship
Medical Billing & Coding (Vouchers Included)
Updated Medical Billing & Coding w/ Medical Administration Certificate Program With Clinical Externship
Updated Medical Billing & Coding Certificate Program With Clinical Externship
Pharmacy Technician

Updated Pharmacy Technician Certificate Program With Clinical Externship
Updated Pharmacy Technician w/ Medical Administration Certificate Program With Clinical Externship
Updated Phlebotomy Technician Certificate Program With Clinical Externship
Veterinary Assistant

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

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- INFORMATION TECHNOLOGY/CYBERSECURITY
  - Certified Ethical Hacker (Voucher Included)
  - UPDATED Ethical Hacking v10: Learn Hacking
  - Certified Information Systems Security Professional (CISSP)
  - UPDATED Computer Technician CompTIA A+ With Externship Opportunity
  - CompTIA Certification Training: Network+, Security+ (Vouchers Included)
  - CompTIA™ Certification Training: A+, Network+, Security+ (Vouchers Included)
  - UPDATED Forensic Investigator in Computer Hacking

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

- LANGUAGES
  - Professional Interpreter

- LEADERSHIP & MANAGEMENT
  - UPDATED Certificate in Supervisory and Managerial Skills
  - Coaching Your Team to Higher Performance
  - Developing Your Business Strategy
  - Lean Six Sigma Black Belt with 1-on-1 Project Coaching (Exam Cost Included)
  - Lean Six Sigma Green and Black Belts (Exam Cost Included)

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Mastering Project Management With PMP® Prep
Microsoft Project Basics

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HVAC/R Certified Technician Course (Voucher Included)
Residential Electrician

TECHNOLOGY CAREER TRAINING

A Manager’s Guide to Artificial Intelligence
A Manager’s Guide to Blockchain
A Manager’s Guide to Robotics
Certificate in Emerging Technology for Managers
Executive Assistant With Microsoft Office 2019 Training

TEST PREP

Complete Enrolled Agent (EA) Review Program and Exam Prep

WOMEN IN BUSINESS

Body Language for Women in Business
Certificate in Leadership for Women in Business
Communication for Women in Business
Current Issues Facing Women in Business
Leadership and Management for Women in Business
Negotiation for Women in Business
Networking and Mentorship for Women in Business
Work-Life Balance for Women in Business

WRITING

Certificate Course in Technical Business Writing for Engineers
Certificate Course in Writing for a Global Market
Grant Writing
Persuasive Writing: How to Get Instant Results
Ultimate Resume Building

FREE INFORMATIONAL SEMINARS & WEBINARS

Online Informational Webinar: Personal Fitness Trainer Certification
Face-to-Face Informational Seminar: A Guide to HR Essentials & the SHRM Exam Prep Program
Face-to-Face Informational Seminar: A Guide to Project Management and Lean Six Sigma Series
Face-to-Face Informational Seminar: CompTIA A+ Program With Certification
Face-to-Face Informational Seminar: Dental Assistant and Clinical Medical Assistant
Face-to-Face Informational Seminar: Pharmacy Technician and Medical Billing and Coding
Face-to-Face Informational Seminar: Medical Administrative Assistant
We’re currently looking for dedicated, passionate instructors to share their talents, skills and knowledge with professionals in the community.

Instructors are needed for the following areas:

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

Interested? We’d love to hear from you!

See also page 9 for other specific courses we are now hiring face-to-face instructors for.

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.
Liliana (Lily) has been with P3 for the past five years. She holds a Bachelor of Science in Business with a concentration in Management from the University of Phoenix and has over 24 years of management experience. Her professional background includes sales, talent recruiting, nonprofit program management, start-up programs, and customized training implementation.

Lily is an El Paso-born native and lives here with her 18-year-old daughter, Emily.

Favorite inspirational quote: “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, 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