CORPORATE AND BUSINESS TRAINING

SPRING 2023 COURSE GUIDE
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.
What makes you passionate about your subject area? And about teaching it?
My subject area is IT and I enjoy teaching it because it is my area of focus in my regular career; I find that students have a huge advantage when they learn this field. I am passionate about helping my students advance and improve their lives. I have always been involved with organizations that focus on teaching sectors of the population that have more needs and fewer resources. I enjoy knowing that my students will be better off [for having taken these courses] and I love hearing from them when they enjoy success.

How many years of teaching experience do you have? And how many have you taught with Professional and Public Programs?
I have taught this subject for 20 years. I am new to [this] department but I can say that I am very proud of being part of the team and the team is made up of great people.

What is your favorite thing about teaching these courses? And the most challenging thing?
My favorite thing about these courses is showing students that they can complete them. Most begin with doubt because they see IT as a difficult thing. As soon as they figure out that they can do it, you can see their confidence skyrocket. The most challenging thing about this coursework is making it exciting and engaging.

If there is one thing you want your students to learn from your class, what would that be?
That they can do anything if they really dedicate themselves to it.

What would you tell potential participants who are thinking of enrolling in your course but are not quite sure?
To trust in the process and let me take them on the journey. They have the potential, and they can succeed if they dedicate themselves. This is an opportunity to be better, both financially and personally.

FEATURED COURSES

MOS Introductory Excel 2019
Gain competency in the fundamentals of creating and managing worksheets and workbooks, creating cells, ranges, tables, charts and objects, and applying formulas and functions.
Start date: January 24, 2023
Fee: $325
Early Bird Registration Fee: $295
→ Click here to register

MOS Advanced Excel 2019
Demonstrate your expert-level competency with Microsoft Excel. Prepare in depth for each MOS objective, with detailed procedures to help build the skills acquired, hands-on tasks to practice what you’ve learned, and ready-made practice files. Text included.
Start date: March 7, 2023
Fee: $325
Early Bird Registration Fee: $295
→ Click here to register

Ask about our Early Bird registration discounts.

FEATURED INSTRUCTOR
DAVID LUEVANO
MOS Introductory Excel 2019 and MOS Advanced Excel 2019

CONTACT OUR TEAM

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

BY EMAIL
Email us at p3cbt@utep.edu with your questions.

We offer training in several high-demand areas including:
- Business Development
- Environmental Safety
- Fitness
- Healthcare
- Human Resources
- Leadership Development
- Legal Studies
- Skilled Trades
- Information Technology
- Test Preparation
- Women in Business

See pages 4-26 for a list of our available courses for Spring 2023.

For details, visit ppp.utep.edu/cbtcourses

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.
FITNESS CAREER TRAINING

Certified Personal Fitness Trainer
Get all the important information needed to start an exciting, successful career as a Certified Personal Trainer.
Start date: February 11, 2023
Fee: $965
Early Bird Registration Fee: $875
→ Click here to register

HEALTHCARE CAREER TRAINING

Clinical Medical Assistant With Optional Clinical Externship
Train to assist physicians by preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. Includes an optional clinical externship opportunity at a local healthcare provider.
Start date: February 21, 2023
Fee: $3,200
Early Bird Registration Fee: $3,000
→ 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 21, 2023
Fee: $2,100
Early Bird Registration Fee: $1,999
→ Click here to register

Medical Billing and Coding Program With Optional Clinical Externship
Learn the skills needed to solve insurance billing problems and also be prepared to qualified to sit for the American Academy of Professional Coders (AAPC) - Certified Professional Coder Exam (CPC) or Certified Outpatient Coder Exam (COC); the American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other National Certification Exams; optional clinical externship available.
Start date: February 27, 2023
Fee: $2,100
Early Bird Registration Fee: $1,999
→ Click here to register

Pharmacy Technician Certificate Program With Optional Clinical Externship
Prepare to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam.
Start date: February 27, 2023
Fee: $2,100
Early Bird Registration Fee: $1,999
→ Click here to register
WHY THE PMP?

- **The PMP adds value.** CIO magazine ranked the PMP as the top project management certification in North America because it demonstrates you have the specific skills employers seek, dedication to excellence and the capacity to perform at the highest levels.

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

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

  ➤ Click here to view complete information.

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**HUMAN RESOURCES CAREER TRAINING**

**Essentials of Human Resources**
Learn to advance your HR knowledge and effectiveness regardless of whether you are new to human resources or need to strengthen your employee management skills.
- Start date: March 11, 2023
- Fee: $595
- Early Bird Registration Fee: $535
  ➤ Click here to register

**Foundations of Compensation for HR**
Learn how to write and create job descriptions for your organization, offer competitive jobs and salaries, and communicate with your employees about their compensation.
- Start date: February 11, 2023
- Fee: $595
- Early Bird Registration Fee: $535
  ➤ Click here to register

**SHRM-CP/SHRM-SCP Exam Preparation Program**
Prepare for the content areas covered on the (SHRM) exam.
- Start date: February 4, 2023
- Fee: $1,550
- Early Bird Registration Fee: $1,400
- Group discount: $1,000
  ➤ Click here to register

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The median salary for professionals [with project management training] in North America is 25% higher than those without it.

- *Project Management Institute (PMI)*
LEADERSHIP & MANAGEMENT

Lean Six Sigma Green Belt Certificate
Strengthen your organization by employing the core concepts of Lean Six Sigma. Receive a LSS Green Belt Certificate upon completion.
Start date: April 1, 2023
Fee: $1,350
Early Bird Registration Fee: $1,250
→ Click here to register

Lean Six Sigma Yellow Belt
Get an overview of Lean Six Sigma and an introduction to the core concepts of the LSS process improvement methodology, including problem identification and solution techniques. Receive a LSS Yellow Belt Certificate upon completion.
Start date: February 18, 2023
Fee: $475
Early Bird Registration Fee: $430
→ 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: January 23, 2023
Fee: $1,650
Early Bird Registration Fee: $1,485
→ Click here to register

COVID-19 PRECAUTION STATEMENT

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

The Center for Disease Control and Prevention recommends that people in areas of substantial or high COVID-19 transmission wear face masks when indoors in groups of people. The best way that we can take care of ourselves and others is to get the vaccine. If you still need the vaccine, it is widely available in the El Paso area. For more information about the current rates, testing, and vaccinations, please visit epstrong.org.
LIVE/ONLINE COURSES
All the following courses are offered live/online for ages 18 and older.

BUSINESS DEVELOPMENT TRAINING

MOS Introductory Excel 2019
Gain competency in the fundamentals of creating and managing worksheets and workbooks, creating cells, ranges, tables, charts and objects, and applying formulas and functions.
Start date: January 24, 2023
Fee: $325
Early Registration Fee: $295
→ Click here to register

MOS Advanced Excel 2019
Demonstrate your expert-level competency with Microsoft Excel. Prepare in depth for each MOS objective, with detailed procedures to help build the skills acquired, hands-on tasks to practice what you’ve learned, and ready-made practice files. Text included.
Start date: March 7, 2023
Fee: $325
Early Registration Fee: $295
→ Click here to register

LEADERSHIP AND 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: February 2, 2023
Fee: $135
Early Bird Registration Fee: $125
→ Click here to register

Emotional Intelligence Quotient (EIQ)
Achieve the ability to accurately perceive & manage your own and others’ emotions and to understand the signals they send about relationships.
Start date: February 16, 2023
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: March 9, 2023
Fee: $135
Early Bird Registration Fee: $125
→ 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 6, 2023
Fee: $1,999
Early Bird Registration Fee: $1,895 Registration
→ Click here to register

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

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

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: April 13, 2023
Fee: $135
Early Bird Registration Fee: $125
→ Click here to register

From Opportunity to Support: 21st-Century Appraisal Systems
Evaluate and define the criteria for no-nonsense high-performance appraisal systems.
Start date: March 30, 2023
Fee: $135
Early Bird Registration Fee: $125
→ Click here to register

Value Stream Mapping - Appraising Your Business Supply Chain
Value Stream Mapping (VSM) serves as a personal magnifying glass and provides the tools to stand back, identify the waste in your business, and streamline processes.
Start date: April 27, 2023
Fee: $135
Early Bird Registration Fee: $125
→ Click here to register
BEST HEALTHCARE SUPPORT JOBS

There will be plenty of opportunities in the next decade for those interested in a career in healthcare support, with jobs such as physical therapist assistant, dental hygienist, home health aide and massage therapist. These professionals often work under the supervision of a physician, but their training may be just as extensive. If you want to be a part of this fast-growing job sector, check out our full list of the best healthcare support jobs below:

Click here for more information.

<table>
<thead>
<tr>
<th>Healthcare Support Job</th>
<th>Number of Projected Jobs in the Next Decade</th>
<th>Median Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Assistant</td>
<td>132,600</td>
<td>$35,850</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>16,600</td>
<td>$35,100</td>
</tr>
<tr>
<td>Medical Records Technician</td>
<td>28,600</td>
<td>$44,090</td>
</tr>
<tr>
<td>Licensed Practical and Licensed Vocational Nurse</td>
<td>65,800</td>
<td>$48,820</td>
</tr>
<tr>
<td>Personal Care Aide</td>
<td>1,129,900</td>
<td>$27,080</td>
</tr>
<tr>
<td>Clinical Laboratory Technician</td>
<td>36,500</td>
<td>$54,180</td>
</tr>
</tbody>
</table>

We’re hiring INSTRUCTORS

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.
ONLINE COURSES

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

ACCOUNTING

Accounting Fundamentals
Gain an understanding of accounting basics for career advancement or for personal use.
Instructor-led: $150
Self-paced: $150
→ Click here to register

Accounting Fundamentals II
Gain a solid understanding of accounting practices.
Instructor-led: $150
Self-paced: $150
→ Click here to register

Accounts Payable Manager Certification
(Exam Cost Included)
Prepare for the Institute of Finance & Management’s (IOFM) Accounts Payable Manager certification.
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.
Fee: $1,595
→ Click here to register

Certificate 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 Online (Voucher INCLUDED)
Get your business finances in order and save time with this powerful and useful tool. This course also serves as preparation for the QuickBooks Certified User exam.
Fee: $2,475
→ Click here to register

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

→ Click here for more information.
You must be 18 or older to register for our Corporate and Business Training courses.

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

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

### BOOT CAMPS

**AI Machine Learning Boot Camp**
Learn the current and historical context of AI and get an introduction to AI and ML; progress into data science programming with Python and SQL, and get deeper into ML and natural language processing (NLP); prepare to pass the Microsoft Azure AI Engineer Certification Exam AI-102: Designing and Implementing an Azure AI Solution.

**Fee:** $4,275

⇒ Click here to register

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

**Fee:** $2,799

⇒ Click here to register

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

**Fee:** $4,275

⇒ Click here to register

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

**Fee:** $3,999

⇒ Click here to register

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

**Fee:** $4,599

⇒ Click here to register

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

**Fee:** $4,275

⇒ Click here to register

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- Employment of fitness trainers and instructors is projected to grow 19 percent from 2021 to 2031, much faster than the average for all occupations.

- About 65,500 openings for fitness trainers and instructors are projected each year, on average, over the decade.

⇒ Click here to view complete information.

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We want to hear from you!

Post a comment on our Instagram account.

[UTEP.P3](https://www.instagram.com/utep.p3)
BUSINESS DEVELOPMENT AND WORK SKILLS TRAINING

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

Computer Skills for the Workplace
Acquire the fundamental computer competencies you need to survive and prosper in today’s fast-changing workplace.
Instructor-Led: $125
Self-Paced: $125
→ 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: $2,195
→ Click here to register

Intermediate InDesign CC
Get hands-on training and experience using many of the more advanced tools and features of InDesign CC; instruction and practice files for any version of InDesign CS4 or newer included.
Instructor-Led: $125
Self-Paced: $125
→ Click here to register

Introduction to InDesign CC
Learn how to use InDesign CC to design and create professional quality letterhead, business cards, brochures, forms, interactive PDF files, an eBook and more.
Instructor-Led: $125
Self-Paced: $125
→ Click here to register

Introduction to Microsoft Excel 2016
Master Microsoft Excel 2016 with dozens of shortcuts and tricks for setting up fully-formatted worksheets quickly and efficiently.
Instructor-Led: $139
Self-Paced: $139
→ Click here to register

Introduction to Microsoft Excel 2019/Office 365
Learn the 2019 version of Microsoft Excel’s basic functions and uses.
Instructor-Led: $139
Self-Paced: $139
→ Click here to register

Introduction to Microsoft Word 2016
Confidently use Microsoft Word 2016 to write and format reports and letters.
Instructor-Led: $139
Self-Paced: $139
→ Click here to register

Instructional Design Training
Learn the basics of instructional design and phases of the design process, including conducting a needs assessment, designing and delivering training, and evaluating instruction.
Self-Paced: $115
→ 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

Using the Internet in the Classroom
Teach your students how to locate and evaluate Internet resources; improve the caliber and amount of discussion through the use of email and discussion boards; and safeguard your students and their personal information online.
Instructor-Led: $125
Self-Paced: $125
→ Click here to register

Sales Training Suite
Learn to use communication to build rapport and create environments of trust, warmth and respect.
Instructor-Led: $340
→ 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

DRONE OPERATIONS
Start your career as a future aviator and drone operator by learning good habits. No aviation knowledge necessary.
Fee: $155
→ Click here to register

ENVIRONMENTAL SAFETY TRAINING
OSHA 8-Hour Hazwoper Refresher
Take the annual training required by the Hazardous Waste Operations and Emergency Response (HAZWOPER) rule, found in Title 29 of the Code of Federal Regulations Part 1910.120.
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: $45.47
→ 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: $71.50
→ 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: $800
→ 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

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: $45.47
→ Click here to register

Group Fitness Instructor Certification
Develop the skills needed to led any group in an exciting, safe routine. Test vouchers are included.
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: $71.50
→ 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.
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: $45.47
→ Click here to register

The Future of Your Fitness Business
Learn how to make more money in the fitness industry.
Fee: $45.47
→ 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. Built-in online exam to test for a national certification included.
Fee: $499
→ Click here to register

Introduction to Exercise for Cancer Patients
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
The demand for medical assistants is expected to increase by 18.9 percent between 2020 and 2030, which is faster than average compared to other occupations.

HEALTHCARE CAREER TRAINING

Become an Optical Assistant
Gain entry into the world of optical assisting.
Instructor-Led: $135
→ Click here to register

Become a Veterinary Assistant
Prepare for a career as a veterinary assistant and learn about various pet-related issues including health, safety, nutrition, etc.
Instructor-Led: $135
Self-Paced: $135
→ Click here to register

Become a Veterinary Assistant II: Canine Reproduction
Study the principles of sound dog breeding and the complexities of canine reproduction.
Instructor-Led: $150
Self-Paced: $150
→ Click here to register

Become a Veterinary Assistant III: Practical Skills
Learn everything you need to be a valuable veterinary assistant or educated pet owner. This course is the third installment in the “Become a Veterinary Assistant” series.
Instructor-Led: $135
Self-Paced: $135
→ Click here to register

Veterinary Assistant
Turn your love of animals into a rewarding career with this 100% online course.
Fee: $2,645
→ Click here to register

Veterinary Assistant Series
Prepare for work in veterinary hospitals; course taught by a practicing veterinarian and college instructor.
Instructor-Led: $499
→ Click here to register

Dental Assistant Certification With Optional Clinical Externship
Prepare for an entry-level position as a chair-side dental assistant.
Fee: $3,950
→ 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: $2,375
→ Click here to register

Certified Clinical Medical Assistant + Certified Electronic Health Records Specialist (Voucher Included)
Become a clinical medical assistant and learn how to use Electronic Health Records (EHR) systems which are the central information repositories for patient care. This 100% online course will prepare you to sit for the National Healthcareer Association’s (NHA) CCMA (Certified Clinical Medical Assistant) and CEHR (Certified Electronic Health Records) certification exams.
Fee: $3,995
→ Click here to register

Clinical Dental Assistant (Vouchers Included)
Acquire the essential skills and knowledge needed to become a dental assistant, including every aspect of professional dental assistance. Prepare to pass the radiology, infection control, and anatomy and physiology portions of the Dental Assisting National Board examinations – NELDA or CDA.
Fee: $2,995
→ Click here to register

For complete details about our Spring 2023 courses, visit ppp.utep.edu/cbtcourses
HEALTHCARE CAREER TRAINING (CONT.)

Certified Medical Administrative Assistant With Medical Billing and Coding (Vouchers Included)
Become a Certified Medical Billing and Coding Specialist; learn how to use the Healthcare Common procedure Coding System (HCPCS) and the CPT Category II and ICD-10 codes. Also gain hands-on practice using medical billing and coding software.
Fee: $3,895
→ Click here to register

Certified Physical Therapy Aide (Voucher Included)
Learn the concepts, skills and practices to become a certified physical therapy aide with this 100% online course. Upon successful completion, you will be eligible to take the American Medical Certification Association's (AMCA) Physical Therapy Technician/Aide certification exam. The course also includes an externship starter kit with resources to secure a position as a physical therapy aide extern.
Fee: $2,345
→ 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: $1,995
→ Click here to register

Clinical Medical Assistant Certification With Optional Clinical Externship
Be fully prepared to assist physicians by performing functions related to the clinical aspects of a medical office.
Fee: $3,950
→ 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.

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

Explore a Career as a Clinical Medical Assistant
Get an overview of the job duties and scope of practice of clinical medical assistants.
Instructor-Led: $115
Self-Paced: $115
→ Click here to register

Explore a Career as an Administrative Medical Assistant
Establish a successful career as an administrative medical assistant and identify the aspect of medical information management that suits you best.
Instructor-Led: $125
Self-Paced: $125
→ Click here to register

Explore a Career in Healthcare Suite
Learn how to find your way through both the CPT manual and the ICD-10-CM manual, and prepare for your career as a medical coder.
Fee: $350
→ Click here to register

Medical Billing & Coding With Optional Clinical Externship
Acquire the skills needed to perform complex medical coding and billing procedures.
Fee: $3,250
→ Click here to register
HEALTHCARE CAREER
TRAINING (CONT.)

Medical Billing and Coding
(Voucher Included)
Become a Certified Medical Billing and Coding Specialist; learn how to use the Healthcare Common procedure Coding System (HCPCS) and the CPT Category II and ICD-10 codes. Also gain hands-on practice using medical billing and coding software.
Fee: $2,999
→ Click here to register

Medical Terminology: A Word Association Approach
Understand medical terminology as it pertains to each body system using a unique word association approach.
Instructor-Led: $125
Self-Paced: $125
→ Click here to register

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

Pharmacy Technician w/Medical Administration Certification With Optional Clinical Externship
Prepare to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam. This program also includes a Medical Administration course covering key topics such as medical ethics and law, basics of insurance billing and coding, telephone techniques, scheduling appointments and medical records management.
Fee: $3,950
→ Click here to register

Phlebotomy Technician Certification With Optional Clinical Externship
Learn how to collect blood specimens from clients for the purpose of laboratory analysis.
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.
Fee: $1,299
→ 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: $1,495
→ 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: $1,495
→ Click here to register

Hotel Management With Executive Housekeeper Training
Get trained in the complementary disciplines of hotel management and executive housekeeping.
Fee: $2,195
→ Click here to register

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

UTEPP3
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

Human Resources Professional Training
Prepare for the Professional in Human Resources (PHR) certification exam offered by the Human Resource Certification Institute (HRCI).
Fee: $1,999
→ Click here to register

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

For complete details about our Spring 2023 courses, visit ppp.utep.edu/cbtcourses
“I enjoyed [the course] being self-paced. The instructor was very nice, she would email me regarding my progress throughout the course. I didn’t feel overwhelmed with the modules that needed to completed, and I was able to finish my course with time to spare.”

- Jealiany R., Online Student

Classes attended: Phlebotomy Technician Course

HUMAN RESOURCES CAREER TRAINING (CONT.)

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

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

Fee: $499
→ Click here to register

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: $2,449
→ 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.

Fee: $3,545
→ 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

For complete details about our Spring 2023 courses, visit ppp.utep.edu/cbtcourses
**LEADERSHIP & MANAGEMENT**

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

- **Instructor-Led:** $135
- **Self-Paced:** $135

[Click here to register]

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

- **Instructor-Led:** $135
- **Self-Paced:** $135

[Click here to register]

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

- **Fee:** $2,595

[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]

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

- **Fee:** $45.47

[Click here to register]

**Fundamentals of Supervision and Management**
Master the basics of business by learning the language of management.

- **Instructor-Led:** $125
- **Self-Paced:** $125

[Click here to register]

**Leadership**
Use the principles of great leaders to achieve success in almost every aspect of your daily life.

- **Instructor-Led:** $125
- **Self-Paced:** $125

[Click here to register]

**Lean Six Sigma Green and Black Belts (Exam Cost Included)**
Learn the concepts, methodology and preparation to qualify for the Lean Six Sigma Green and Black Belt certification exam.

- **Fee:** $3,899

[Click here to register]

**Leadership**
Use the principles of great leaders to achieve success in almost every aspect of your daily life.

- **Instructor-Led:** $125
- **Self-Paced:** $125

[Click here to register]

**Keys to Effective Communication**
Use communication to build rapport and create environments of trust, warmth and respect.

- **Instructor-Led:** $115
- **Self-Paced:** $115

[Click here to register]

**Management and Leadership Studies Certificate**
Study the essentials of business management and leadership.

- **Fee:** $2,595

[Click here to register]

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

- **Instructor-Led:** $350

[Click here to register]

**Supervising and Managing Workplace Employees (Bud to Boss Toolkit)**
Develop the foundational skills you need in your position as a first-time supervisor and move forward in your career.

- **Fee:** $279

[Click here to register]

**Supervision and Management Series**
Master the basics of business by learning the language of management; perfect for employees who have recently become supervisors.

- **Instructor-Led:** $230

[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.

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

LEGAL CAREER TRAINING

Advanced Paralegal Certificate Course
Build upon your knowledge of law and paralegal studies with classes in specialized facets of contemporary law and gain a strong competitive edge over other paralegals.
Fee: $3,300 for the entire course or $550 per topic. Topics include:
- Advanced Legal Research
- Alternative Dispute Resolution
- Bankruptcy Law
- Business Law
- Criminal Law
- Criminal Procedure
- Education Law
- Estate Planning
- Family Law
- Immigration Law
- Intellectual Property
- Real Property Law
- Victim Advocacy
- Water Law
⇒ Click here to register

Legal Research and Writing
Gain exposure to writing briefs, pleas and other basic legal correspondence.
Fee: $189
⇒ 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.
Fee: $995
⇒ Click here to register

Temporary Paralegal Certification for Paralegal
Be trained to work in law firms, corporate legal departments, or government agencies in the United States.
Fee: $995
⇒ Click here to register

Alternative Dispute Resolution Certificate Course
Get qualified or participate in conflict mediation processes. This online course focuses on both traditional and non-traditional dispute resolution options.
Fee: $995
⇒ Click here to register

Employment Law Fundamentals
Learn the basics of employment law so you can legally hire, evaluate and manage employees as a manager, supervisor, small business owner, human resource specialist or corporate executive.
Instructor-Led: $125
Self-Paced: $125
⇒ 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.
Fee: $995
⇒ Click here to register

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

The estimated total pay for a Lean Six Sigma Green Belt is $83,162 per year in the United States area, with an average salary of $66,788 per year.
MANUFACTURING

Lean Manufacturing Personal Training Library
Gain a comprehensive introduction to lean manufacturing concepts, terminology, techniques, and practices.
Fee: $250
→ Click here to register

Manufacturing Fundamentals
Study and understand the basic skills required to work in the manufacturing field.
Instructor-Led: $125
Self-Paced: $125
→ Click here to register

Manufacturing Statistics Personal Training Library
Gain access to four core statistics courses: Basic SPC Training (basic SPC course), Advanced SPC, DOE: Screening Experiments, and Measurement Systems Analysis.
Fee: $250
→ Click here to register

PROJECT MANAGEMENT

Agile Project Management Training
Gain a working understanding of how the philosophies and principles of Agile are used in successful projects.
Fee: $749
→ Click here to register

High Speed Project Management
Manage projects at supersonic speeds with ease and learn to effectively deal with truncated timelines, short-staffed project teams, skimpy budgets and crippling risks.
Instructor-Led: $125
Self-Paced: $125
→ 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: $1,999
→ Click here to register

Microsoft Project Basics
Gain an introduction to Microsoft’s project management software, MS Project.
Fee: $79
→ Click here to register

Project Management Fundamentals
Study the essentials of project management and learn to plan, implement, control and close any type of project with the help of an experienced project management professional.
Instructor-Led: $145
Self-Paced: $145
→ Click here to register

Project Management Fundamentals II
Gain quick training in project management if you are a part-time or accidental project manager.
Instructor-Led: $145
Self-Paced: $145
→ Click here to register

Project Management Fundamentals Series
Master the essentials of project management and become an indispensable member of your project team by discovering and mastering the critical concepts you need to plan, implement, control and close any type of project.
Instructor-Led: $265
→ Click here to register

The Project Management Institute projects a 33% growth (nearly 22 million jobs) in project management positions by 2027.
→ Click here to view complete information.
SKILLED TRADES CAREER TRAINING

ASE Technician Test Preparation 2.0 (TTP2): Automotive Service Consultant (C1)
Prepare for the Automotive Service Excellence (ASE) exams; this bilingual product provides both English- and Spanish-speaking technicians access to preparatory materials delivered in an easy-to-use format, while ensuring learning and retention.
Self-Paced: $79
→ Click here to register

Diesel Technician Certification With Optional Externship
Gain the entry-level skills required to start a career in automotive repair and maintenance.
Fee: $3,999
→ Click here to register

Electrical Technician Certification With Optional Externship
Acquire broad, transferable skills, including an understanding of the electrical trade, the National Electrical Code® and more to prepare for entry-level careers in this growing field.
Fee: $3,750
→ Click here to register

HVAC/R Certified Technician Course (Voucher Included)
Earn NATE or HVAC Excellence certification in under 12 months with this course.
Fee: $3,295
→ Click here to register

HVAC Technician Certification With Optional Externship
Be prepared to perform entry-level HVAC maintenance and repair tasks in residential and commercial environments.
Fee: $3,750
→ Click here to register

LEED Green Associate (GA) Certification With Optional Externship
Prepare to pursue the national/industry-recognized certification exam(s) essential to entry-level employment in this fast-growing field: US Green Building Council (USGBC) LEED® Green Associate (GA). The exam fee is not included in the course fee.
Fee: $3,500
→ Click here to register

Plumbing Technician Certification With Optional Externship
Gain the entry level skills required to start a career in plumbing. Learn about safety issues and practices, personal protective equipment, use of critical safety information and confined-space safety.
Fee: $3,750
→ Click here to register

Residential Electrician
Prepare for an entry-level residential electrician apprenticeship.
Fee: $2,695
→ Click here to register

Welding Technician Certification With Optional Externship
Gain the welding skills needed to work in transportation, oil and gas, constructing, and many other industries.
Fee: $3,999
→ 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 spring courses are working for you. Follow us on Facebook and post a comment.
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

Certified Ethical Hacker (Voucher Included)
Learn advanced hacking tools and techniques so you can assess the security posture of an organization with the same approach malicious hackers use. Be prepared to sit for the Certified Ethical Hacker Exam 312-50, offered by EC-Council. This course also includes a voucher which covers the exam fee.

Fee: $2,995
⇒ 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: $2,195
⇒ Click here to register

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

Fee: $199
⇒ Click here to register

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

Fee: $3,999
⇒ Click here to register

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

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

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

Fee: $355
⇒ Click here to register

CompTIA A+ is a powerful and respected credential that employers trust and can get you hired for your first job in IT.

⇒ Click here to view complete information.
The salaries of
Certified Information Systems
Security Professionals (CISSPs) in the US range from $51,280 to $143,770, with a median salary of $90,120. The middle 60% of Certified Information Systems Security Professionals (CISSPs) makes $90,120, with the top 80% making $143,770.
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For complete details about our Spring 2023 courses, visit ppp.utep.edu/cbtcourses

**TEST PREPARATION**

**Certificate in Leadership for Women in Business**
Explore the social and psychological mechanisms that create challenges often faced by professional women; 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

**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

**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

For complete details about our Spring 2023 courses, visit ppp.utep.edu/cbtcourses
**WRITING**

**Business and Marketing Writing**
Learn how to write or identify copy that achieves business and marketing goals.
- **Instructor-Led:** $135
- **Self-Paced:** $135
  ➔ Click here to register

**Certificate Course in Technical Business Writing for Engineers**
Learn the necessary steps in planning, drafting, revising, editing and publishing/submitting technical content.
- **Fee:** $469
  ➔ 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

**Persuasive Writing: How to Get Instant Results**
Learn to write persuasively using both Rogerian and classical persuasive elements.
- **Fee:** $249
  ➔ Click here to register

**Professional Grant Writing**
Learn the essentials of writing or acquiring grants for private, public, or government use.
- **Fee:** $2,295
  ➔ Click here to register

**Ultimate Resume-Building**
Learn how to prepare a professional resume.
- **Fee:** $135
  ➔ Click here to register

**Talk to us!**

Professional and Public Programs is always looking to improve itself. We would like to hear from you and see how our CBT spring courses are working for you. Join our LinkedIn community or post a comment on our Facebook page.
FREE INFORMATIONAL SEMINARS AND WEBINARS

FACE-TO-FACE
FREE Informational Seminar: A Guide to Project Management
Learn the role of project management knowledge/skills in achieving optimum business results. Discounts available for registering in select courses.
1/11 Wednesday, 6-7 p.m. M.T.
→ Click here to register

FACE-TO-FACE
FREE Informational Seminar: A Guide to Lean Six Sigma
Learn how to achieve optimum business results by focusing on the process of UTEP’s Lean Six Sigma (LSS) program using the Lean 14 Principals and the Six Sigma DMAIC Methodology. Discounts available for registering in select courses.
1/18 Wednesday, 6:30-7:30 p.m. M.T.
→ Click here to register

FACE-TO-FACE
FREE Informational Seminar: A Guide to HR Essentials and SHRM Exam Preparation
This FREE seminar will provide an overview and highlight the key aspects of foundational knowledge in the Human Resource (HR) field. HR practitioners will learn what they need to study to pass the SHRM-CP/SHRM-SCP Exam. Both new and experienced HR practitioners will gain valuable information by talking with our veteran instructors. Discounts available for registering in select courses.
1/21 Saturday, 9-11 a.m. M.T.
→ Click here to register

FACE-TO-FACE
FREE Informational Seminar: Clinical Medical Assistant and Medical Administrative Assistant
Speak with expert instructors, ask questions and gain a new perspective on what’s needed to excel as a clinical medical assistant or medical administrative assistant; discounts available for registering in select courses.
2/7 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. Discounts available for registering in select courses.
2/13 Monday, 6-7 p.m. M.T.
→ Click here to register

ONLINE
FREE Informational Webinar: Certified Personal Fitness Trainer
Learn more about the Personal Fitness Trainer Certification course in this webinar; one-hour webinar recording available on registration.
1/14 Saturday, 10-11 a.m. M.T.
→ Click here to register

Want to try us out first?
Attend our free informational sessions.

Not sure if this course is right for you? Have questions? Want to meet our instructors? We have you covered.

Our informational sessions are a chance for you to ask questions, meet the instructors behind our programs and get advice on what course is right for you. If you decide to move forward and register, you will be eligible for a special discount.
When taking your education further is a top priority, everyone wins.

Take your organization to the next level. Develop and retain a high-performing workforce.

Our instructors are experts in their fields, experienced in both the classroom and the workplace. Help your employees uncover their potential, and grow talent into the future leaders.

For more information visit our website at ppp.utep.edu to learn more or contact our team via email at: p3cbt@utep.edu
COURSE INDEX

FACE-TO-FACE COURSES

FITNESS CAREER TRAINING
Certified Personal Fitness Trainer

HEALTHCARE CAREER TRAINING
Clinical Medical Assistant With Optional Clinical Externship
Medical Administrative Assistant Program With Optional Clinical Externship
Medical Billing and Coding Program With Optional Clinical Externship
Pharmacy Technician Certificate Program With Optional Clinical Externship

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

LEADERSHIP & MANAGEMENT
Lean Six Sigma Green Belt Certificate
Lean Six Sigma Yellow Belt

PROJECT MANAGEMENT
Project Management Professional Certificate

LIVE/ONLINE COURSES

BUSINESS DEVELOPMENT TRAINING
MOS Introductory Excel 2019
MOS Advanced Excel 2019

LEADERSHIP AND 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
Supervisory Skills With Hybrid Teams

LEGAL CAREER TRAINING
Paralegal Certificate Course

ONLINE COURSES

ACCOUNTING
Accounting Fundamentals II
Accounting Fundamentals
Accounts Payable Specialist Certification (Exam Cost Included)
Accounts Payable Manager Certification (Exam Cost Included)
Certificate in Accounting & Bookkeeping Studies

PROJECT MANAGEMENT
Professional Bookkeeping With QuickBooks Online (Voucher Included)
IRS Tax Preparer Bundle - Annual Filing Season Program (AFSP)
QuickBooks Bundle (2012 to 2019)

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

BUSINESS DEVELOPMENT AND WORK SKILLS TRAINING
Certificate in Computer Skills for the Office
Computer Skills for the Workplace
Freight Broker/Agent Training
Instructional Design Training
Introduction to Microsoft Excel 2019/Office 365
Introduction to InDesign CC
Introduction to Microsoft Word 2016
Intermediate InDesign CC
PowerPoint for Business
Sales Training Suite
Using the Internet in the Classroom
Visual PowerPoint
DRONE OPERATIONS

ENVIRONMENTAL SAFETY TRAINING
OSHA 8-Hour Hazwoper Refresher

FITNESS CAREER TRAINING
Finance and Budgets: What Every Fitness Professional Should Know
Personal Fitness Trainer Certification - Online GOLD CPT Course
Lifestyle Wellness Coaching Certification
Senior Fitness Specialist Program
Group Fitness Instructor Certification
Attracting Club Members
Business Success for Fitness Professionals
Insider Secrets of Advertising and Marketing for the Successful Fitness Professional
Retaining Club Members
The Future of Your Fitness Business
Introduction to Exercise for Cancer Patients
Exercise Program Design for Special Populations

HEALTHCARE CAREER TRAINING
Become an Optical Assistant
Become a Veterinary Assistant
Become a Veterinary Assistant II: Canine Reproduction
Become a Veterinary Assistant III: Practical Skills
Clinical Dental Assistant (Vouchers Included)
Explore a Career in Healthcare Suite
Explore a Career as an Administrative Medical Assistant
Explore a Career as a Clinical Medical Assistant
Certified Clinical Medical Assistant + Certified Electronic Health Records Specialist (Voucher Included)
Certified Electronic Health Records Specialist (CEHRS)
Certified Physical Therapy Aide (Voucher Included)
Certified Professional Life Coach
Clinical Medical Assistant Certification With Optional Clinical Externship
Dental Assistant Certification With Optional Clinical Externship
Medical Billing & Coding w/Medical Administration Certification With Optional Clinical Externship
Pharmacy Technician w/Medical Administration Certification With Optional Clinical Externship
Medical Administrative Assistant Certification With Optional Clinical Externship
Medical Billing & Coding Certification With Optional Clinical Externship
Phlebotomy Technician Certification With Optional Clinical Externship
Pharmacy Technician Certification With Optional Clinical Externship
Medical Terminology: A Word Association Approach
Medical Billing and Coding (Voucher Included)
Certified Medical Administrative Assistant With Medical Billing and Coding (Vouchers Included)
Veterinary Assistant
Veterinary Assistant Series

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

HUMAN RESOURCES CAREER TRAINING
Certificate for Human Resources Management
Certified Internal Auditor With Microsoft Excel (Voucher Included)
Compensation and Benefits
Professional and Public Programs

Corporate and Business Training

COURSE INDEX

Employee Safety
Equal Employment Opportunity
HR Ethics Certificate
HR Management (ACE Credit)
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Payroll Manager
Payroll Practice and Management
Payroll Practice and Management With Microsoft Excel
Payroll Practice and Management With Microsoft Excel (Voucher Included)
Payroll Wage & Hour Training & Certification Program
The Payroll Management Training & Certification Program
Senior Professional in Human Resources
Senior Professional in Human Resources With Payroll Practice and Management

LANGUAGES

Professional Interpreter

LEADERSHIP & MANAGEMENT

Achieving Top Search Engine Positions
Building Teams That Work

Certificate in Supervisory and Managerial Skills
Coaching Your Team to Higher Performance
Developing Your Business Strategy
Fundamentals of Supervision and Management
Fundamentals of Supervision and Management II
Keys to Effective Communication
Leadership
Lean Six Sigma Green and Black Belts (Exam Cost Included)
Lean Six Sigma Black Belt With 1-on-1 Project Coaching (Exam Cost Included)
Managing Customer Service
Management and Leadership Studies Certificate
New Manager Suite
Supervising and Managing Workplace Employees (Bud to Boss Toolkit)
Supervision and Management Series

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Advanced Paralegal Certificate Course
Alternative Dispute Resolution Certificate Course
Employment Law Fundamentals
Legal Investigation Certificate Course
Legal Research and Writing
Software Essentials for the Law Office
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Microsoft Project Basics
Project Management Fundamentals
Project Management Fundamentals II
Project Management Fundamentals Series
SKILLED TRADES CAREER TRAINING

ASE Technician Test Preparation 2.0 (TTP2): Automotive Service Consultant (C1)

Diesel Technician Certification With Optional Externship

Electrical Technician Certification With Optional Externship

HVAC/R Certified Technician Course (Voucher Included)

HVAC Technician Certification With Optional Externship

LEED Green Associate (GA) Certification With Optional Externship

Plumbing Technician Certification With Optional Externship

Residential Electrician

Welding Technician Certification With Optional Externship

TECHNOLOGY CAREER TRAINING

A Manager’s Guide to Artificial Intelligence

A Manager’s Guide to Blockchain

A Managers Guide to Robotics

Certified Ethical Hacker (Voucher Included)

Certified Information Systems Security Professional (CISSP)

Certificate in Emerging Technology for Managers

CompTIA A+ Certification Program With Optional Externship

CompTIA™ Certification Training: NETWORK+, SECURITY+ (Vouchers Included)

CompTIA™ Certification Training: A+, NETWORK+, SECURITY+ (Vouchers Included)

Computer Networking Suite

Computer Technician CompTIA A+ With Optional Externship

Ethical Hacking 10: Learn Hacking

Full Stack Software Developer

Forensic Investigator in Computer Hacking

Java Developer Suite

Introduction to Database Development

Introduction to XML

Introduction to SQL

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

TEST PREPARATION

Certificate in Leadership for Women in Business

Communication for Women in Business

Complete Enrolled Agent (EA) Review Program and Exam Prep

WOMEN IN BUSINESS

Body Language 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

Business and Marketing Writing

Certificate Course in Technical Business Writing for Engineers

Certificate Course in Writing for a Global Market

Persuasive Writing: How to Get Instant Results

Professional Grant Writing

Ultimate Resume-Building
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Professional and Community Education Corporate and Business Training (CBT) provides professional development and training in several high-demand areas.

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- Emotional Intelligence
- Women in Business
- Women in Leadership
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CORPORATE AND BUSINESS TRAINING & CUSTOMIZED CORPORATE TRAINING

Liliana Oaxaca
Program Manager

Liliana (Lily) has been with Professional and Public Programs 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 19-year-old daughter, Emily.

Favorite inspirational quote: “Life is not measured by the number of breaths you take but by the moments that take your breath away.” – Maya Angelou

Sylvia Monsisvais
Program Coordinator

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

CONTACT US

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

BY EMAIL
Email us at p3cbt@utep.edu with your questions.

BY ONLINE
Visit us at ppp.utep.edu

SPRING 2023 COURSE GUIDE

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