



SPRING
2024

PROFESSIONAL AND PUBLIC PROGRAMS

CORPORATE AND BUSINESS TRAINING

Course guide



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.

FEATURED COURSES

IT BOOTCAMPS TRAINING

Prepare for in-demand IT careers *in six months or less.*

Our IT bootcamps will help you obtain the skills and credentials you need to apply for some of the highest-paying jobs on the market. Enroll today to get started!

- AI Machine Learning Bootcamp
- Cisco CCNA Associate & CyberOps Associate Training Bootcamp
- Cybersecurity Bootcamp
- Ethical Hacking Dual Certification Bootcamp (CHE and PenTest+)
- Full Stack Web Development Bootcamp

→ [Click here for more information](#)



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

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 4-27 for a list of our available courses for Spring 2024.

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.



FACE-TO-FACE COURSES

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

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 20, 2024

Fee: \$3,250

Early Bird Registration Fee: \$2,999

→ Click here to register

EKG Technician Certification Program

Prepare to function as an EKG Technician with this comprehensive 50-hour program.

Start date: March 18, 2024

Fee: \$1,499

Early Bird Registration Fee: \$1,299

→ Click here to register

Medical Administrative Assistant Program With Optional Clinical Externship

Function more 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 19, 2024

Fee: \$2,100

Early Bird Registration Fee: \$1,999

→ Click here to register

Medical Billing and Coding Program With Optional Clinical Externship

Acquire 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 externship available.

Start date: February 26, 2024

Fee: \$2,100

Early Bird Registration Fee: \$1,999

→ Click here to register

Pharmacy Technician Training With Optional Clinical Externship

Lay the groundwork to work as a pharmacy technician in a retail or other pharmacy setting; an optional externship of 80 hours is available.

Start date: February 26, 2024

Fee: \$2,100

Early Bird Registration Fee: \$1,999

→ Click here to register

Phlebotomy Technician Certification Program With Optional Clinical Externship

Learn how to collect blood specimens from clients for the purpose of laboratory analysis in this 90-hour course; program includes a 40-hour optional clinical externship opportunity.

Start date: February 27, 2024

Fee: \$2,100

Early Bird Registration Fee: \$1,999

→ Click here to register

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

After you take your SHRM-CP/SHRM-SCP Exam Preparation Program, **what is the first HR Certification you should get?**

The SHRM Certified Professional (SHRM-CP) is for individuals performing HR-related duties or pursuing a career in Human Resources. Basic working knowledge in HR is recommended. The majority of applicants, 77%, take the SHRM-CP first. The other 23% who have held strategic-level roles for a minimum of three years generally take the SHRM-SCP.



→ Click here to view frequently asked questions about HR certifications.

Ask about our *Early Bird registration discounts.*

HUMAN RESOURCES CAREER TRAINING

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 30, 2024

Fee: \$620

Early Bird Registration Fee: \$560

→ Click here to register

Foundations of Compensation for HR

Write and create effective job descriptions for your organization, offer competitive jobs and salaries, and communicate with your employees about their compensation.

Start date: February 10, 2024

Fee: \$295

Early Bird Registration Fee: \$245

→ Click here to register

SHRM-CP/SHRM-SCP Exam Preparation Program

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

Start date: February 3, 2024

Fee: \$1,550

Group Discount: \$1,200

Early Bird Registration Fee: \$1,400

→ Click here to register

ADVANCE YOUR HR CAREER

The majority of HR hiring managers list SHRM's certification as the preferred qualification and those who earn the SHRM certification report it was a key factor in their career advancement.

-SHRM



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

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

For complete details about our Spring 2024 courses, visit ppp.utep.edu/cbtcourses



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

LEADERSHIP AND MANAGEMENT

NEW Best-in-Class Leadership Skills

Create a self-portrait to assess your best-in-class skills and improve performance.

Start date: February 16, 2024

Fee: \$135

Early Bird Registration Fee: \$125

→ [Click here to register](#)

Lean Six Sigma White Belt

Boost your career, become an efficiency guru, and master the art of waste identification.

Start date: January 27, 2024

Fee: \$225

→ [Click here to register](#)

Lean Six Sigma Yellow Belt

Get a top-level 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: February 10, 2024

Fee: \$475

Early Bird Registration Fee: \$430

→ [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.



NEW Manage Conflict Within The Organization

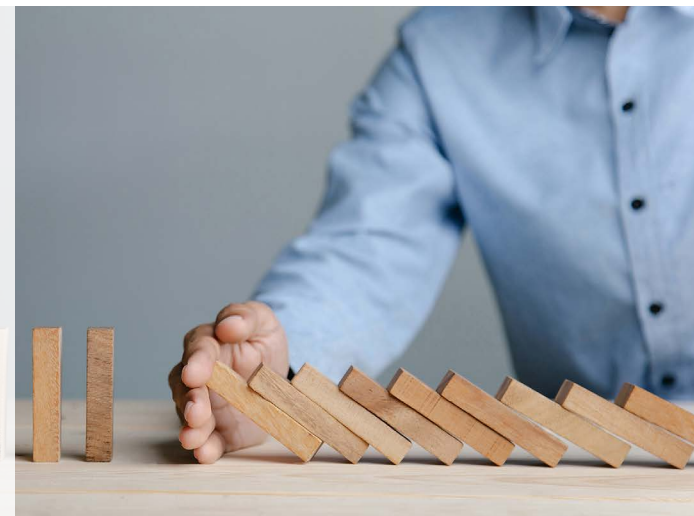
Acquire the leadership attributes needed to steer the organization through rough waters.

Start date: April 12, 2024

Fee: \$135

Early Bird Registration Fee: \$125

→ [Click here to register](#)



NEW Shape High-Performance Teams

Focus your team on day-to-day operations to create dynamic and accelerated growth.

Start date: February 23, 2024

Fee: \$135

Early Bird Registration Fee: \$125

→ [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: April 8, 2023

Fee: 1,650

Early Bird Registration Fee: \$1,485

→ [Click here to register](#)

Meet our Franklin High School

2023-2024 PARALEGAL PROGRAM STUDENTS

Since March 2018, Professional and Public Programs has collaborated with Franklin High School, a local magnet school, to offer a hybrid paralegal certification course. The course is offered in partnership with JER Online, a third-party partner, and provides Franklin High School students with the opportunity to graduate high school with a paralegal certification.



“ My goal is to become a successful lawyer. Besides learning the countless legal terms and insights into the rule of law here in the U.S., I also come out [of this program] with more confidence heading into the legal field. The program will benefit me in the future by allowing me to work in a firm outside of school.”

- William P.

“ [I] enrolled in the program because of the long-term benefits and the available opportunity. I gained valuable skills that I can use in law and in everyday life. This program can benefit my future, because now, as I go into college, I will be a working paralegal.”

- Alyssa G.

“ [I enrolled in this program because] I wanted to grow as a person. I learned how to become a successful future lawyer and now I can work part-time as a paralegal or a second-degree security guard.”

- E. Nevarez

“ I wanted to obtain my paralegal certification and to gain experience so I can call things out as I see them and do what is right, regardless of consequences. [This program has made me] more competitive and [provided me with] some fundamental knowledge of the law.”

- Elizabeth H.

“ I enrolled in [this] program because I wanted to see if I enjoyed law enough to pursue my dream career as a lawyer. [The program gave me] an understanding of the American system of law and how much work goes into navigating it. I learned about the importance of grammar and the power of words. This program has provided the building blocks for me to become a paralegal, a profession that will give me more experience to achieve my dream [of being a lawyer].”

- Samantha B.





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; offered live/online through MS Teams.

Start date: March 5, 2024

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; offered live/online through MS Teams.

Start date: April 9, 2024

Fee: \$325

Early Registration Fee: \$295

→ [Click here to register](#)

LIVE/ONLINE COURSES

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

Lean Six Sigma Green Belt Certificate

Learn how to strengthen an organization by employing the core concepts of Lean Six Sigma.

Start date: March 2, 2024

Fee: \$1,350

Early Registration Fee: \$1,250

→ [Click here to register](#)

Paralegal Certificate Course

Acquire all the skills needed to be a successful paralegal in this intensive, nationally acclaimed program is designed for beginning as well as advanced legal workers.

Start date: February 5, 2024

Fee: \$1,999

Early Registration Fee: \$1,895

→ [Click here to register](#)

“This class was very informative and Professor Ayala was excellent. He knew the content and how to teach it to his students. The online teaching was smooth and everyone was able to do their work, listen to lectures and participate efficiently.”

- Lean Six Sigma Green Belt participant



ONLINE COURSES

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

Our online courses are affordable, fun, fast and convenient.

Courses may be instructor-led or self-paced. **Pricing for the following courses is available on the course website**; simply follow the “→ Click here to register” link under each course description to get more information.

ACCOUNTING

Accounting Fundamentals

Learn accounting basics for career advancement or for personal use.

→ Click here to register

Accounting Fundamentals II

Gain a solid understanding of accounting practices.

→ Click here to register

Accounts Payable Manager Certification (EXAM COST INCLUDED)

Prepare for the Institute of Finance & Management's (IOFM) Accounts Payable Manager Certification.

→ Click here to register

Accounts Payable Specialist Certification (EXAM COST INCLUDED)

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

→ Click here to register

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.

→ Click here to register

Professional Bookkeeping With QuickBooks Online (VOUCHER INCLUDED)

Study bookkeeping with QuickBooks 2019 to organize your finances, stay on top of invoices, pay bills on time and track expenses efficiently.

→ Click here to register



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◆ ACCOUNTING (CONT.)

Program in Accounting & Bookkeeping Studies

Get a better understanding of basic accounting and bookkeeping procedures.

→ Click here to register

QuickBooks Bundle (2012 TO 2019)

Explore the advanced features of QuickBooks to take full advantage of the power and efficiency of this popular accounting tool.

→ Click here to register



Pricing for the courses on this page is available on the course website; simply follow the “→ Click here to register” link under each course description to get more information.

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.

→ 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 7-day boot camp; designed specifically for network engineers and administrators requiring full knowledge of Cisco router and switch configuration.

→ Click here to register

CompTIA Security + Training Boot Camp

Benefit from five days of training covering today's most critical information security issues and practices in this boot camp. Leave fully

The average artificial intelligence salary in the USA is **\$149,527 per year** or \$71.89 per hour. Entry-level positions start at \$115,000 per year.



→ Click here to view complete information.

prepared to pass the popular CompTIA Security+ SY0-601 exam and address real-world security challenges.

→ Click here to register

Cybersecurity Bootcamp

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

→ Click here to register



NOTE: Courses may be instructor-led or self-paced. **Instructor-led courses are NOT live/online** and have no required login time for classes. Students are encouraged to participate in weekly discussions, ask questions, and interact with their instructor and fellow students through the online discussion area.



Pricing for the following courses on is available on the course website; simply follow the “→ Click here to register” link under each course description to get more information.

◆ BOOTCAMPS (CONT.)

Ethical Hacking Dual Certification Boot Camp (CEH AND PENTEST+)

Learn tools and techniques used by cybercriminals to perform an ethical hack on your organization.

→ 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.

→ Click here to register

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.

→ Click here to register

Computer Skills for the Workplace

Earn the fundamental computer competencies you need to survive and prosper in today's fast-changing workplace.

→ Click here to register

Freight Broker/Agent Training

From licensing and operations to sales and marketing, learn how to get your broker license and start a successful freight brokerage, 100% online and at your own pace!

→ Click here to register

Instructional Design Training

Study the basics of instructional design and the phases of the design process, including conducting a needs assessment, designing and delivering training, and evaluating instruction.

→ Click here to register

Introduction to InDesign CC

Use InDesign CC to design and create professional quality letterhead, business cards, brochures, forms, interactive PDF files, an ebook and more.

→ Click here to register

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.

→ Click here to register

Introduction to Database Development

Go step-by-step through all the phases of a system development project to guarantee that the resulting product will not only work as it was designed to work, but also that the design truly responds to user needs.

→ Click here to register

Introduction to Microsoft Excel 2016

Master Microsoft Excel 2016 with dozens of shortcuts and tricks for setting up fully-formatted worksheets quickly and efficiently.

→ Click here to register

Introduction to Microsoft Excel 2019

Learn the 2019 version of Microsoft Excel's basic functions and uses.

→ Click here to register

Introduction to Microsoft Word 2016

Confidently use Microsoft Word 2016 to write and format reports and letters.

→ Click here to register

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.

→ Click here to register

Pricing for the following courses on is available on the course website; simply follow the “→ Click here to register” link under each course description to get more information.

◆ BUSINESS DEVELOPMENT AND WORK SKILLS TRAINING (CONT.)

Sales Training Suite

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

→ Click here to register

Using the Internet in the Classroom

Teach your students how to locate and evaluate Internet resources; improve the caliber and amount of discussion through the use of email and discussion boards; and safeguard your students and their personal information online.

→ Click here to register

Visual PowerPoint

Using Microsoft's PowerPoint 365 software, learn how 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.

→ 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.

→ Click here to register



• Employment of fitness trainers and instructors is projected to grow 14 percent from 2022 to 2032, much faster than the average for all occupations.

• About 45,200 openings for fitness trainers and instructors are projected each year, on average, over the decade.



→ Click here to view complete information.

FITNESS CAREER TRAINING

AFAA Group Fitness Instructor (VOUCHER INCLUDED)

Train to become an AFAA-certified group fitness instructor. This unique online course will teach you industry-recognized methods for leading group fitness classes.

→ Click here to register

Certificate in Food, Nutrition and Health

Gain insight into how food interacts with your body and how to make healthy changes for better nutrition. Get a holistic overview of current food and nutrition issues and their impact on physical, social, emotional and spiritual health.

→ Click here to register

NASM Certified Nutrition Coach (EXAM INCLUDED)

Learn how to incorporate nutrition coaching and behavior change into your fitness instruction. On course completion, you will become a Certified Nutrition Coach.

→ Click here to register

NASM Certified Personal Trainer - Spanish (VOUCHER INCLUDED)

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

→ Click here to register

NASM Certified Personal Trainer +AFAA Group Fitness Instructor (VOUCHERS INCLUDED)

Prepare for two of the most widely recognized industry certifications for fitness instructors: NASM Certified Personal Trainer and AFAA Certified Group Instructor. Certification exam fees included in the course cost.

→ Click here to register

NASM Certified Personal Trainer and Exam Preparation (VOUCHER INCLUDED)

Get prepared to pass the National Academy of Sports Medicine (NASM) exam and earn your NASM Certified Personal Trainer certification, one of the most respected certifications in the fitness industry.

→ Click here to register



Pricing for the courses on this page is available on the course website; simply follow the “→ Click here to register” link under each course description to get more information.



◆ FITNESS CAREER TRAINING (CONT.)

NASM Certified Weight Loss Coach (CPT,CNC, WLS): (VOUCHER INCLUDED)

Get ready to pass the National Academy of Sports Medicine (NASM) exams and earn your NASM Certified Personal Trainer, Certified Nutrition Coach certifications, and Weight Loss Specialization with this bundle.

→ Click here to register

NASM Corrective Exercise Specialist (CES): EXAM INCLUDED

Gain the knowledge, skills and ability to help clients at any fitness level address muscular imbalances and faulty movements.

→ Click here to register

NASM Performance Enhancement Specialist (PES): EXAM INCLUDED

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

→ Click here to register

NASM Weight Loss Specialist (WLS): VOUCHER INCLUDED

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

→ Click here to register

HEALTHCARE CAREER TRAINING

Become a Veterinary Assistant

Lay the foundation for a career as a veterinary assistant and learn about various pet-related issues including health, safety, nutrition, etc.

→ Click here to register

Become a Veterinary Assistant II: Canine Reproduction

Study the principles of sound dog breeding and the complexities of canine reproduction.

→ Click here to register

Become a Veterinary Assistant III: Practical Skills

Learn everything you need to be a valuable veterinary assistant or educated pet owner. This course is the third installment in the “Become a Veterinary Assistant” series.

→ Click here to register

Become an Optical Assistant

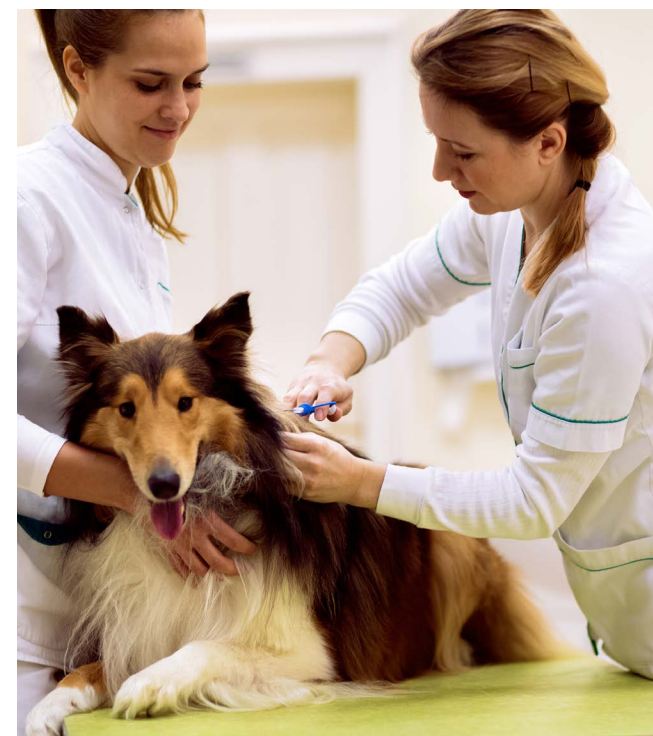
Gain entry into the world of optical assisting.

→ Click here to register

Certified Clinical Medical Assistant + Certified Electronic Health Records Specialist (VOUCHER INCLUDED)

Become a clinical medical assistant and learn how to use Electronic Health Records (EHR) systems which are the central information repositories for patient care. This 100% online course will prepare you to sit for the National Healthcareer Association’s (NHA) CCMA (Certified Clinical Medical Assistant) and CEHR (Certified Electronic Health Records) certification exams.

→ Click here to register



For complete details about our Spring 2024 courses, visit ppp.utep.edu/cbtcourses



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◆ HEALTHCARE CAREER TRAINING (CONT.)

Certified Electronic Health Records Specialist (CEHRS)

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

→ Click here to register

Certified Medical Administrative Assistant With Medical Billing and Coding (VOUCHERS INCLUDED)

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

→ Click here to register

We want to hear from you!

Post a comment on our Instagram account.



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.



→ Click here to view complete information.

Certified Physical Therapy Aide (VOUCHER INCLUDED)

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

→ Click here to register

Certified Professional Life Coach (EXAM INCLUDED)

Get training to be a life coach and launch your own coaching practice. Become a Certified Professional Coach (CPC) upon course completion.

→ Click here to register

Clinical 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.

→ Click here to register

Clinical Dental Assistant (VOUCHERS INCLUDED)

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

→ Click here to register

Dental Assistant Certification With Optional Clinical Externship

Gain the skills needed for an entry-level position as a chair-side dental assistant.

→ Click here to register

Explore a Career as a Clinical Medical Assistant

Get an overview of the job duties and scope of practice of clinical medical assistants.

→ Click here to register

Explore a Career as an Administrative Medical Assistant

Establish a successful career as an administrative medical assistant and identify the aspect of medical information management that suits you best.

→ Click here to register



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.

Healthcare Support Job	Number of Projected Jobs in the Next Decade	Median Salary
Medical Assistant	117,800	\$37,190
Pharmacy Technician	22,400	\$36,740
Medical Records Technician	12,300	\$46,660
Licensed Practical and Licensed Vocational Nurse	41,300	\$48,070
Phlebotomist	13,900	\$37,380
Clinical Laboratory Technician	21,800	\$57,800

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.



Wash your hands often



Use tissue when cough/sneeze



Wear a face mask if you are sick



Avoid close contact with people who are sick



“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 be completed, and I was able to finish my course with time to spare.”

- Jealiany R., Online Student, Attended Phlebotomy Technician Course



Pricing for the courses on this page is available on the course website; simply follow the “→ Click here to register” link under each course description to get more information.

◆ HEALTHCARE CAREER TRAINING (CONT.)

Explore a Career in Healthcare Suite

Explore a career in several healthcare administrative areas, including jobs as a Medical Coder, Medical Administrative Assistant, and Medical Transcriptionist. By the end of the series, you will have a good understanding of a career in healthcare and which specific role is right for your future.

→ Click here to register

Medical Administrative Assistant Certification With Optional Clinical Externship

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

→ Click here to register

Medical Billing & Coding Certification With Optional Clinical Externship

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

→ Click here to register

Medical Terminology: A Word Association Approach

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

→ Click here to register

Medical Billing & Coding w/ Medical Administration Certification With Optional Clinical Externship

Understand and learn how to code healthcare services and procedures for third-party insurance reimbursement.

→ Click here to register

Medical Billing and Coding (VOUCHER INCLUDED)

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

→ Click here to register

Pharmacy Technician Certification With Optional Clinical Externship

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

→ 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.

→ 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.

→ Click here to register

NEW Registered Behavior Technician Training (VOUCHER INCLUDED)

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

→ Click here to register

Veterinary Assistant

Turn your love of animals into a rewarding career with this 100% online course.

→ Click here to register

Veterinary Assistant Series

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

→ Click here to register





HOSPITALITY

Catering Professional

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

→ [Click here to register](#)

Hotel Management

Gain an understanding of the complexities of hotel management and learn to consider the multiple interrelated aspects of successful hospitality service.

→ [Click here to register](#)

Hotel Management With Executive Housekeeper Training

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

→ [Click here to register](#)

Restaurant Management

Learn the practical components for successfully overseeing a restaurant or realizing a restaurant concept.

→ [Click here to register](#)



Pricing for the courses on this page is available on the course website; simply follow the “→ Click here to register” link under each course description to get more information.

HUMAN RESOURCES CAREER TRAINING

NEW Certificate for Human Resources Management

Learn the basics of managing the benefits and policies that support an effective staff.

→ [Click here to register](#)

Certified Internal Auditor With Microsoft Excel (VOUCHER INCLUDED)

Get training on the IIA's International Standards for the Professional Practice of Internal Auditing and advanced Microsoft Excel techniques. Be fully prepared to pass the IIA's Certified Internal Auditor exam and the Microsoft Office Specialist (MOS) Expert exam for Microsoft Excel 2019.

→ [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.

→ [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).

→ [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.

→ [Click here to register](#)

NEW HR Ethics Certificate

Explore the relationship between human resources and creating an ethical workplace.

→ [Click here to register](#)

NEW HR Management (ACE Credit®)

Gain an introduction to the basics of human resources management.

→ [Click here to register](#)



Payroll Manager

Prepare for a career as a payroll manager and get equipped with MBA-level business management skills; by course completion, you will understand key areas of payroll and be prepared to sit for the American Payroll Association's Fundamental Payroll Certification (FPC) exam.

→ [Click here to register](#)

Payroll Practice and Management

Navigate ever-changing payroll rules and regulations and prepare to pass the Fundamental Payroll Certification exam, developed by the American Payroll Association.

→ [Click here to register](#)

Payroll Practice and Management With Microsoft Excel

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

No Voucher Included

→ [Click here to register](#)

Voucher Included

→ [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.

→ [Click here to register](#)

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



Pricing for the courses on this page is available on the course website; simply follow the "→ Click here to register" link under each course description to get more information.

The Payroll Management Training & Certification Program

Learn requirements, processes, and procedures associated with payroll management; optional test for "Certified Payroll Management Administrator" included.

→ 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.

→ Click here to register

The estimated total pay for a Lean Six Sigma Green Belt is \$92,865 per year in the United States area, with an average salary of \$78,164 per year.



→ Click here for more information.

LEADERSHIP AND MANAGEMENT

Building Teams That Work

Examine the components of a successful team and the stages of its development; master the skills needed to effectively manage projects make decisions and solve problems in a team setting.

→ Click here to register

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

Develop your process improvement, project management, and leadership skills with this online Lean Six Sigma Black Belt training course; fees for the Lean Six Sigma Green Belt and Black Belt Certification exams are included.

→ Click here to register

Lean Six Sigma Green and Black Belts (EXAM COST INCLUDED)

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

→ Click here to register

LEADERSHIP DEVELOPMENT TRAINING

Achieving Top Search Engine Positions

Gain the knowledge you need to boost your website's visibility and master proven, step-by-step SEO strategies that you can implement right away.

→ Click here to register

Certificate in Supervisory and Managerial Skills

Acquire the fundamental skills required of both new supervisors and/or managers and those with experience to be positioned for maximum success.

→ 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.

→ Click here to register

For complete details about our Spring 2024 courses, visit ppp.utep.edu/cbtcourses



NOTE: Courses may be instructor-led or self-paced. **Instructor-led courses are NOT live/online** and have no required login time for classes. Students are encouraged to participate in weekly discussions, ask questions, and interact with their instructor and fellow students through the online discussion area.

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.

→ [Click here to register](#)

Supervision and Management Series

Master the basics of business by learning the language of management; perfect for employees who have recently become supervisors.

→ [Click here to register](#)

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.

→ [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.

→ [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.

→ [Click here to register](#)



Pricing for the following courses on is available on the course website; simply follow the “→ Click here to register” link under each course description to get more information.

◆ LEADERSHIP DEVELOPMENT TRAINING (CONT.)

Fundamentals of Supervision and Management

Master the basics of business by learning the language of management.

→ [Click here to register](#)

Fundamentals of Supervision and Management II

Master the basics of business by learning the language of management. Develop your interpersonal skills by understanding various personality traits and how they impact your ability to get the job done.

→ [Click here to register](#)

Keys to Effective Communication

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

→ [Click here to register](#)

Leadership

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

→ [Click here to register](#)

Management and Leadership Studies Certificate

Study the essentials of business management and leadership.

→ [Click here to register](#)

Managing Customer Service

Bring out your best and do the same for the people you work with as you learn about customer service, how to measure and evaluate it and build long-lasting customer service programs.

→ [Click here to register](#)

New Manager Suite

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

→ [Click here to register](#)



WE ARE HIRING INSTRUCTORS

Join our team!

Professional and Public Programs is always looking for certified subject matter experts to teach face-to-face courses and programs needed by individuals and professionals in our community.

Certified instructors are needed in the following areas:

- Lean Six Sigma
- Leadership
- Microsoft Software Training

To learn more about becoming a **Professional and Public Programs instructor*** call us at 915-747-5142 or email ppp@utep.edu



UTEP
**PROFESSIONAL AND
PUBLIC PROGRAMS**
EXTENDED UNIVERSITY

**Must create own curriculum and course syllabus.*



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 2024 courses, visit ppp.utep.edu/cbtcourses



Pricing for the courses on this page is available on the course website; simply follow the “→ Click here to register” link under each course description to get more information.

◆ LEGAL CAREER TRAINING (CONT.)

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.

→ Click here to register

Legal Research and Writing

Gain exposure to writing briefs, pleas and other basic legal correspondence.

→ Click here to register

Victim Advocacy Certificate Course

Be trained to work in victim advocacy arenas, such as domestic violence shelters, crisis centers, crisis hotlines, and with state and county governments to assist crime victims in progressing through the criminal justice system and toward successful recovery.

→ Click here to register



MANUFACTURING

Lean Manufacturing Personal Training Library

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

→ Click here to register

Manufacturing Fundamentals

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

→ Click here to register

Manufacturing Statistics Personal Training Library

Access and explore four core statistics courses: Basic SPC Training (basic SPC course), Advanced SPC, DOE: Screening Experiments and Measurement Systems Analysis.

→ Click here to register

“Amy is such an amazing instructor, it was a joy to be in her class.”

- Project Management Professional Certificate participant

PROJECT MANAGEMENT

Agile Project Management Training

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

→ 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.

→ Click here to register

Mastering Project Management With PMP® Prep

Study project management techniques and best practices based on the Project Management Institute's (PMI) *A Guide to the Project Management Body of Knowledge (PMBOK®)*. By course completion, you will be fully prepared to sit for and pass the PMP® certification exam.

→ Click here to register



NOTE: Courses may be instructor-led or self-paced. **Instructor-led courses are NOT live/online** and have no required login time for classes. Students are encouraged to participate in weekly discussions, ask questions, and interact with their instructor and fellow students through the online discussion area.



Pricing for the following courses on is available on the course website; simply follow the “→ Click here to register” link under each course description to get more information.

◆ PROJECT MANAGEMENT (CONT.)

Microsoft Project Basics

Learn Microsoft’s project management software, MS Project. Use a step-by-step tutorial to master basic functions that are essential for any project. This course will focus on the Microsoft Office 2019 version of MS Project. You must have access to MS Project 2019 to complete this course.

→ Click here to register

Project Management Fundamentals

Acquire the fundamental skills needed for success in project management, whether you are seeking a job as a project manager or someone responsible for managing projects in addition to your other responsibilities.

→ Click here to register

Project Management Fundamentals II

Gain quick training in project management if you are a part-time or accidental project manager.

→ Click here to register

Project Management Fundamentals Series

Study the essentials of project management and learn to plan, implement, control and close any type of project with the help of an experienced project management professional.

→ Click here to register

SKILLED TRADES CAREER TRAINING

Diesel Technician Certification With Optional Externship

Get the entry-level skills required to start a career in automotive repair and maintenance.

→ Click here to register

Electrical Technician Certification With Optional Externship

Acquire broad, transferable skills, including an understanding of the electrical trade, the National Electrical Code® and more to prepare for entry-level careers in this growing field.

→ Click here to register

HVAC Technician Certification With Optional Externship

Be prepared to perform entry-level HVAC maintenance and repair tasks in residential and commercial environments.

→ Click here to register

LEED Green Associate (GA) Certification With Optional Externship

Prepare to pursue the national/industry-recognized certification exam(s) essential to entry-level employment in this fast-growing field: US Green Building Council (USGBC) LEED® Green Associate (GA). The exam fee is not included in the course fee.

→ Click here to register



Want to learn other languages to communicate with your clients and colleagues better?

Learn French, Italian, Japanese, Korean, Spanish and more with our language classes for adults.

For details, visit
ppp.utep.edu/languages

For complete details about our Spring 2024 courses, visit
ppp.utep.edu/cbtcourses



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For complete details about our Spring 2024 courses, visit ppp.utep.edu/cbtcourses



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◆ SKILLED TRADES CAREER TRAINING (CONT.)

Plumbing Technician Certification With Optional Externship

Examine and acquire the entry-level skills required to start a career in plumbing. Learn about safety issues and practices, personal protective equipment, use of critical safety information and confined-space safety.

→ Click here to register

Residential Electrician

Prepare for an entry-level residential electrician apprenticeship.

→ Click here to register

Welding Technician Certification With Optional Externship

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

→ Click here to register

We want to hear from you!

Post a comment on our Instagram account.



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.

→ Click here to register

A Manager's Guide to Blockchain

Learn about 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.

→ 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.

→ Click here to register

Certificate in Emerging Technology for Managers

Explore blockchain, artificial intelligence, and robotics, how each technology affects business processes and contributes to a discussion about the future of labor.

→ Click here to register

Certified Ethical Hacker (CEH)

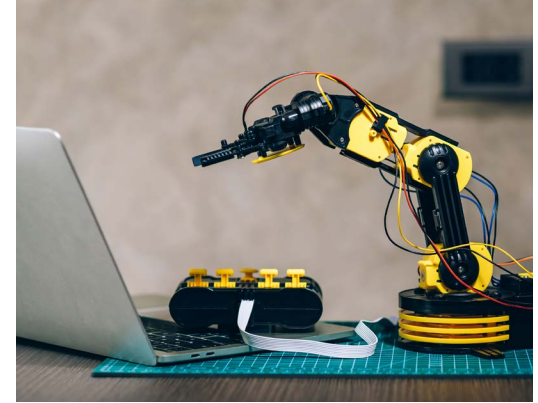
Learn advanced hacking tools and techniques so you can assess the security posture of an organization with the same approach malicious hackers use. Be prepared to sit for the Certified Ethical Hacker Exam 312-50, offered by EC-Council.

No Voucher Included

→ Click here to register

Voucher Included

→ Click here to register



Certified Information Systems Security Professional (CISSP)

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

→ Click here to register

CompTIA A+ Certification Program With Optional Externship

Get the basic knowledge and skills necessary for a career in PC support and get prepared to sit for and pass the CompTIA A+ 220-801 and 220-802 certification exams.

→ Click here to register

CompTIA™ Certification Training: A+, NETWORK+, SECURITY+ (VOUCHERS INCLUDED)

Gain the knowledge and skills you need to launch an IT career via the CompTIA's A+, Network+ and Security+ certifications.

→ Click here to register

CompTIA™ Certification Training: NETWORK+, SECURITY+ (VOUCHERS INCLUDED)

Acquire the knowledge and skills you need to launch an IT career via the CompTIA's Network+ and Security+ certifications.

→ 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.

NOTE: Courses may be instructor-led or self-paced. **Instructor-led courses are NOT live/online** and have no required login time for classes. Students are encouraged to participate in weekly discussions, ask questions, and interact with their instructor and fellow students through the online discussion area.



Pricing for the courses on this page is available on the course website; simply follow the “→ Click here to register” link under each course description to get more information.

◆ TECHNOLOGY CAREER TRAINING (CONT.)

Computer Networking Suite

Build a foundation to begin training for computer certification in a technical field, or employment in a computer networking career

→ Click here to register

Computer Technician CompTIA A+ w/ Clinical Externship

Gain the essential skills and technical expertise necessary to install, upgrade, configure, troubleshoot, optimize, repair and perform preventative maintenance on basic personal computer hardware and operating systems. Prepare to sit for and pass the CompTIA A+ (Core 1 and Core 2) Certification exams. Note: Students are eligible for an optional externship with a local employer on completion.

→ Click here to register

Forensic Investigator in Computer Hacking

Study the specific security discipline of computer forensics from a vendor-neutral perspective.

→ Click here to register

Full Stack Software Developer

Develop your skills as an industry-ready full stack software developer and build a professional portfolio of real-world projects to showcase.

→ Click here to register

Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language.

→ Click here to register

Introduction to XML

Master the essentials of XML through easy-to-follow, real-world examples and produce powerful code even if you are new to computer programming.

→ Click here to register

Java Developer Suite

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

→ Click here to register

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

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

→ Click here to register

TEST PREPARATION

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.

→ 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 2024 courses, visit ppp.utep.edu/cbtcourses



Pricing for the courses on this page is available on the course website; simply follow the “→ Click here to register” link under each course description to get more information.

WOMEN IN BUSINESS

Body Language for Women in Business

Learn about and use body language to communicate in a way that builds and sustains positive relationships with employees, clients, and business partners.

→ 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.

→ 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.

→ Click here to register



25

Corporate and Business Training

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.

→ 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.

→ 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.





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◆ WOMEN IN BUSINESS (CONT.)

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.

→ 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.

→ 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.

→ Click here to register

“Good training. Enjoyed the exercises as those helped with the learning. Thanks!”

- Writing Skills course participant

WRITING

Business and Marketing Writing

Acquire the skills needed to write or identify copy that achieves business and marketing goals.

→ Click here to register

Certificate Course in Technical Business Writing for Engineers

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

→ 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.

→ Click here to register

Persuasive Writing: How to Get Instant Results

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

→ Click here to register

Professional Grant Writing

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

→ Click here to register

Ultimate Resume Building

Learn how to prepare a professional resume.

→ Click here to register

FREE INFORMATIONAL SEMINARS AND WEBINARS

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

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

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

FACE-TO-FACE INFORMATIONAL 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.

3/25 Wednesday, 6-7 p.m. MT

→ [Click here to register](#)

LIVE-ONLINE INFORMATIONAL WEBINARS

A Guide to HR Essentials & SHRM Exam Preparation

Study the key aspects of foundational knowledge in the Human Resource (HR) field and learn what you need to pass the SHRM-CP/SHRM-SCP Exam. Talk with veteran instructors to gain valuable information; for both new and experienced HR practitioners. Offered live/online using MS Teams.

1/20 Saturday, 9-11 a.m. MT

→ [Click here to register](#)

A Guide to Lean Six Sigma

Get a top-level view of the Lean Six Sigma (LSS) program and understand the role and value of LSS in your workplace. Discounts available for registering in select courses.

1/27 Saturday, 10-11 a.m. MT

→ [Click here to register](#)

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. Offered live/online using MS Teams.

2/12 Monday, 6-7 p.m. MT

→ [Click here to register](#)

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. Offered live/online using MS Teams.

2/13 Tuesday, 6-7 p.m. MT

→ [Click here to register](#)

EKG Technician and Phlebotomy Technician

Learn about popular jobs in healthcare; speak with expert instructors, ask questions and gain a new perspective on what's needed to excel in these fields. Offered live/online using MS Teams.

2/15 Thursday, 6-7 p.m. MT

→ [Click here to register](#)





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further is a top priority,
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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.

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ppp.utep.edu to learn more or contact our
team via email at: p3cbt@utep.edu

COURSE INDEX

FACE-TO-FACE COURSES

HEALTHCARE CAREER TRAINING

Clinical Medical Assistant With Optional Clinical Externship

EKG Technician Certification Program

Medical Administrative Assistant Program With Optional Clinical Externship

Medical Billing and Coding Program With Optional Clinical Externship

Pharmacy Technician Training With Optional Clinical Externship

Phlebotomy Technician Certification 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 AND MANAGEMENT

NEW Best-in-Class Leadership Skills

Lean Six Sigma White Belt

Lean Six Sigma Yellow Belt

NEW Manage Conflict Within The Organization

NEW Shape High-Performance Teams

PROJECT MANAGEMENT

Project Management Professional Certificate

LIVE/ONLINE COURSES

BUSINESS DEVELOPMENT TRAINING

MOS Introductory Excel 2019

MOS Advanced Excel 2019

Lean Six Sigma Green Belt Certificate

Paralegal Certificate Course

ONLINE COURSES

ACCOUNTING

Accounting Fundamentals

Accounting Fundamentals II

Accounts Payable Manager Certification (Exam Cost Included)

Accounts Payable Specialist Certification (Exam Cost Included)

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

Professional Bookkeeping With QuickBooks Online (Voucher Included)

Program in Accounting & Bookkeeping Studies

QuickBooks Bundle (2012 to 2019)

BOOT CAMPS

AI Machine Learning Boot Camp

Cisco CCNA Associate & CyberOps Associate Training Boot Camp

CompTIA Security + Training Boot Camp

Cybersecurity Bootcamp

Ethical Hacking Dual Certification Boot Camp (CEH and PenTest+)

Full Stack Web Development 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

Intermediate InDesign CC

Introduction to InDesign CC

Introduction to Microsoft Excel 2016

Introduction to Microsoft Excel 2019

Introduction to Microsoft Word 2016

PowerPoint for Business

Sales Training Suite

Using the Internet in the Classroom

Visual PowerPoint

ENVIRONMENTAL SAFETY TRAINING

OSHA 8-Hour Hazwoper Refresher

FITNESS CAREER TRAINING

AFAA Group Fitness Instructor (Voucher Included)

Certificate in Food, Nutrition and Health

NASM Certified Nutrition Coach (Exam Included)

NASM Certified Personal Trainer - Spanish (Voucher Included)

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

COURSE INDEX



NASM Certified Personal Trainer and Exam Preparation (Voucher Included)

NASM Certified Weight Loss Coach (CPT,CNC, WLS) (Voucher Included)

NASM Corrective Exercise Specialist (CES): Exam Included

NASM Performance Enhancement Specialist (PES): Exam Included

NASM Weight Loss Specialist (WLS): Voucher Included

HEALTHCARE CAREER TRAINING

Become a Veterinary Assistant

Become a Veterinary Assistant II: Canine Reproduction

Become a Veterinary Assistant III: Practical Skills

Become an Optical Assistant

Certified Clinical Medical Assistant + Certified Electronic Health Records Specialist (Voucher Included)

Certified Electronic Health Records Specialist (CEHRS)

Certified Medical Administrative Assistant With Medical Billing and Coding (Vouchers Included)

Certified Physical Therapy Aide (Voucher Included)

Certified Professional Life Coach (Exam Included)

Clinical Dental Assistant (Vouchers Included)

Clinical Medical Assistant Certification With Optional Clinical Externship

Dental Assistant Certification With Optional Clinical Externship

Explore a Career as a Clinical Medical Assistant

Explore a Career as an Administrative Medical Assistant

Explore a Career in Healthcare Suite

Medical Administrative Assistant Certification With Optional Clinical Externship

Medical Billing & Coding Certification With Optional Clinical Externship

Medical Billing & Coding w/Medical Administration Certification With Optional Clinical Externship

Medical Billing and Coding (Voucher Included)

Medical Terminology: A Word Association Approach

Pharmacy Technician Certification With Optional Clinical Externship

Pharmacy Technician w/Medical Administration Certification With Optional Clinical Externship

Phlebotomy Technician Certification With Optional Clinical Externship

NEW Registered Behavior Technician Training (Voucher Included)

Veterinary Assistant

Veterinary Assistant Series



HOSPITALITY

Catering Professional

Hotel Management

Hotel Management With Executive Housekeeper Training

Restaurant Management

HUMAN RESOURCES CAREER TRAINING

NEW Certificate for Human Resources Management

Certified Internal Auditor With Microsoft Excel (Voucher Included)

Compensation and Benefits

Employee Safety

Equal Employment Opportunity

NEW HR Ethics Certificate

NEW HR Management (ACE Credit®)

Payroll Manager

Payroll Practice and Management

COURSE INDEX

Payroll Practice and Management With Microsoft Excel

- ▶ No Voucher Included
- ▶ Voucher Included

Payroll Wage & Hour Training & Certification Program

The Payroll Management Training & Certification Program

LANGUAGES

Professional Interpreter

LEADERSHIP AND MANAGEMENT

Building Teams That Work

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

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

LEADERSHIP DEVELOPMENT TRAINING

Achieving Top Search Engine Positions

Certificate in Supervisory and Managerial Skills

Coaching Your Team to Higher Performance

Fundamentals of Supervision and Management

Fundamentals of Supervision and Management II



Keys to Effective Communication

Leadership

Management and Leadership Studies Certificate

Managing Customer Service

New Manager Suite

Supervising and Managing Workplace Employees (Bud to Boss Toolkit)

Supervision and Management Series

LEGAL CAREER TRAINING

Advanced Paralegal Certificate Course

Alternative Dispute Resolution Certificate Course

Employment Law Fundamentals

Legal Investigation Certificate Course

Legal Research and Writing

Victim Advocacy Certificate Course

MANUFACTURING

Lean Manufacturing Personal Training Library

Manufacturing Fundamentals

Manufacturing Statistics Personal Training Library

PROJECT MANAGEMENT

Agile Project Management Training

High Speed Project Management

Mastering Project Management With PMP® Prep

Microsoft Project Basics

Project Management Fundamentals

Project Management Fundamentals II

Project Management Fundamentals Series

For complete details about our
Spring 2024 courses, visit
ppp.utep.edu/cbtcourses

COURSE INDEX

SKILLED TRADES CAREER TRAINING

Diesel Technician Certification With
Optional Externship

Electrical Technician Certification With
Optional Externship

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 Manager's Guide to Robotics

Certificate in Emerging Technology for
Managers

Certified Ethical Hacker (CEH)

- No Voucher Included
- Voucher Included

Certified Information Systems Security
Professional (CISSP)

CompTIA A+ Certification Program
With Optional Externship

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

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

Computer Networking Suite

Computer Technician CompTIA A+ w/
Clinical Externship

Forensic Investigator in Computer Hacking

Full Stack Software Developer

Introduction to SQL

Introduction to XML

Java Developer Suite

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

TEST PREPARATION

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

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

FACE-TO-FACE FREE INFORMATIONAL SEMINARS

FACE-TO-FACE Informational Seminar:
A Guide to Project Management

LIVE/ONLINE Informational Seminar:
A Guide to Lean Six Sigma

LIVE/ONLINE Informational Webinar:
A Guide to HR Essentials & SHRM Exam
Preparation

LIVE/ONLINE Informational Webinar:
Pharmacy Technician and Medical Billing
and Coding

LIVE/ONLINE Informational Webinar:
Clinical Medical Assistant and Medical
Administrative Assistant

LIVE/ONLINE Informational Webinar:
EKG Technician and Phlebotomy
Technician

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We are happy to assist any UTEP department, unit, or program by evaluating, processing and awarding CEUs.



The **Continuing Education Unit (CEU)** is a uniform unit of measurement to record participation in non-academic, professional and vocational programs. It is based upon attendance in short courses and other noncredit continuing educational programs. Learn more about CEUs at <https://www.utep.edu/extendeduniversity/professional-and-public-programs/Resources/continuing-education-units.html>.

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Liliana Oaxaca

Program Manager

Liliana (Lily) has been with Professional and Public Programs for the past nine years. She holds a Bachelor of Science in Business with a concentration in Management from the University of Phoenix and has over 25 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 daughter, Emily, a proud UTEP undergraduate student. Go Miners!

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*



SPRING 2024 COURSE GUIDE

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Writing/editing by Arathi Kylasam

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