

PROFESSIONAL AND PUBLIC PROGRAMS

PROFESSIONAL TRAINING AND DEVELOPMENT

Spring 2026 *course guide*





PROFESSIONAL *and* PUBLIC PROGRAMS

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

OUR VISION

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



SAVE WITH OUR
EARLY BIRD
10% DISCOUNT*

Receive 10% off eligible courses each semester when you register early.

For spring courses, enroll by December 15.

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

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for each semester's deadlines and other available discounts.

Don't miss your chance to save!



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

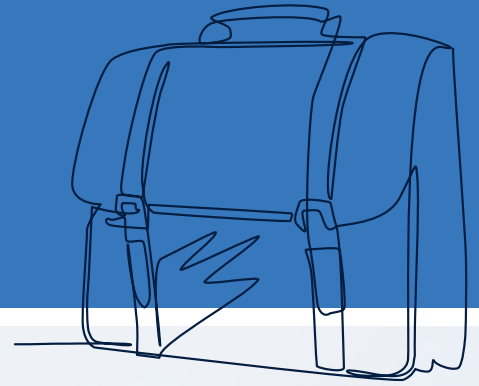
Can't come to us? We'll come to you!

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

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



PROFESSIONAL TRAINING AND DEVELOPMENT



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

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

Need a customized training program?

We can work with you on unique solutions to enhance your organization's capabilities.

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

GUIDE INDEX

Click a section to view courses.

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See pages 11-25

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CONTACT OUR TEAM



BY PHONE

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



BY EMAIL

Email us at
p3ptd@utep.edu

See pages 6-25 for a list of
available courses for
Spring 2026.

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



Refund Policies

Refund policies are available at
ppp.utep.edu/refund-policy

FEATURED COURSES

HUMAN RESOURCES CAREER TRAINING

SHRM-CP/SHRM-SCP Exam Preparation Program

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

24/7 access 02/09-05/04

Meets w/instructor on Mondays 6 - 7 p.m.

Fee: \$1545 Early Bird Registration Fee: \$1525

→ Click here to register

LEADERSHIP AND MANAGEMENT

Lean Six Sigma Green Belt Certificate

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

Saturdays 02/21-04/04

9 a.m. - 4 p.m.

Fee: \$1455

Early Bird Registration Fee: \$1350

→ Click here to register

Project Management Professional Certificate

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

PMP certification.

M, Tu and W 02/02-03/04

6 - 9 p.m.

Fee: \$1725

Early Bird Registration Fee: \$1575

→ Click here to register

TEST PREP

Foundations of Medicolegal Death Investigations

Prepare to understand cause and
manner of death so you can successfully
inform vital records, insurance claims
and criminal prosecution.

M and W 02/02-03/25

6:30 - 9 p.m.

Fee: \$675

Early Bird Registration Fee: \$600

→ Click here to register

TECHNOLOGY CAREER TRAINING

Introduction to Artificial Intelligence

Learn about various forms of AI and
how it works, its uses and applications
in different areas, and ethical factors
related to AI.

24/7 access

Self-paced

Fee: \$199

→ Click here to register

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FREE INFORMATIONAL WEBINARS AND SEMINARS



Want to try us out first? Attend our Free Informational Sessions.

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

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

FACE-TO-FACE INFORMATIONAL SEMINARS

A Guide to Project Management and Lean Six Sigma

Learn how Project Management and Lean Six Sigma work hand in hand. Discounts available for registering in select courses.

01/19/2026 Monday, 6 - 7 p.m. M.T.

→ [Click here to register](#)

LIVE/ONLINE INFORMATIONAL WEBINARS

A Guide to HR Essentials & The SHRM Exam Preparation

Study the key aspects of foundational knowledge in the Human Resources (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.

01/19/2026 Monday, 9 - 11 a.m. M.T.

→ [Click here to register](#)





FACE-TO-FACE COURSES



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

HUMAN RESOURCES CAREER TRAINING

Foundations of Compensation for HR

Learn how to write and create job descriptions for your organization, offer competitive jobs and salaries, and communicate with your employees about their compensation.

Saturdays 04/25-05/09 11 a.m. - 2 p.m.

Fee: \$345 Early Bird Registration Fee: \$299

→ [Click here to register](#)

SHRM-CP/SHRM-SCP Exam Preparation Program

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

Saturdays 02/07-05/09 9 a.m. - 1 p.m.

Fee: \$1675 Early Bird Registration Fee: \$1545

→ [Click here to register](#)

LEADERSHIP AND MANAGEMENT

Lean Six Sigma Green Belt Certificate

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

Saturdays 02/21-04/04 9 a.m. - 4 p.m.

Fee: \$1455 Early Bird Registration Fee: \$1350

→ [Click here to register](#)

Lean Six Sigma Yellow Belt

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

Saturdays 01/31-02/07 9 a.m. - 4 p.m.

Fee: \$499 Early Bird Registration Fee: \$450

→ [Click here to register](#)

Project Management Professional Certificate

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

M, Tu and W 02/02-03/04 6 - 9 p.m.

Fee: \$1725 Early Bird Registration Fee: \$1575

→ [Click here to register](#)

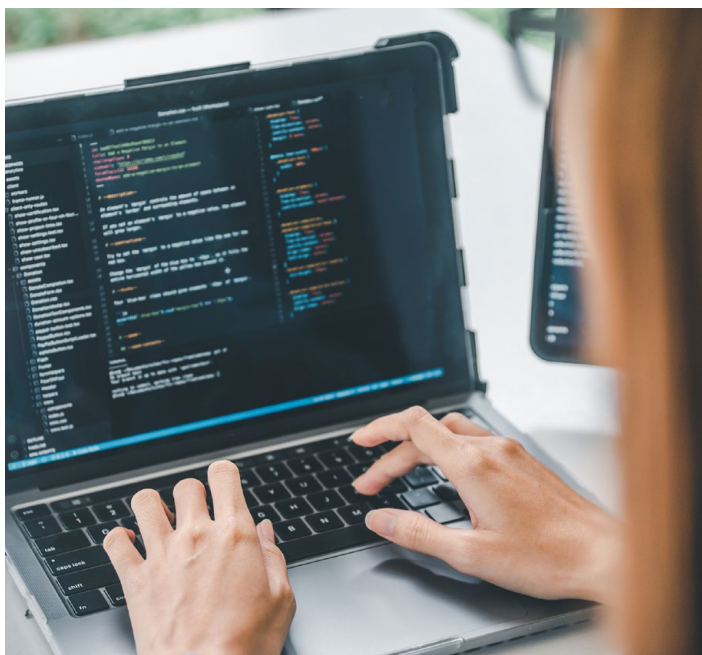
"I really enjoyed this course and instructor Amy Ross is very knowledgeable, professional and enthusiastic about the topic. [She] provides excellent exercises to help students learn different topics."

- **Julio B., PMP Course Participant**

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



TECHNOLOGY

CompTIA A+ With Optional 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.

Tu, Th and F 02/10-05/19 6-9:30 p.m.

Fee: \$2999 Early Bird Registration Fee: \$2799

➔ [Click here to register](#)



TEST PREPARATION

CLP/CDL Written Exam Prep Course

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

M, Tu and F 03/16-04/06 4:30-8:30 p.m.

Fee: \$685 Early Bird Registration Fee: \$630

➔ [Click here to register](#)



**Register by December 15
and receive**

**10% OFF
eligible courses.***

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

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



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

LIVE/ONLINE COURSES

HEALTHCARE CAREER TRAINING

Medical Administrative Assistant

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

M and W 01/26-04/15 5 - 8 p.m.

Fee: \$2309

→ [Click here to register](#)

Medical Assistant

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

M and W 02/02-05/20 5 - 8 p.m.

Fee: \$3495

→ [Click here to register](#)

Medical Billing and Coding

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

M and Th 02/09-06/08 5 - 8 p.m.

Fee: \$3749

→ [Click here to register](#)

Pharmacy Technician

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

Tu and Th 01/13-03/24 5 - 8 p.m.

Fee: \$1799

→ [Click here to register](#)

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.

Saturdays 02/07-03/07 9 a.m. - Noon

Fee: \$685 Early Bird Registration Fee: \$635

→ [Click here to register](#)



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



HUMAN RESOURCES CAREER TRAINING (CONT.)

SHRM-CP/SHRM-SCP Exam Preparation Program

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

24/7 access 02/09-05/04

Meets w/instructor on Mondays 6 - 7 p.m.

Fee: \$1545 Early Bird Registration Fee: \$1525

→ Click here to register

NOT FEELING WELL? STAY HOME!

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



LEGAL CAREER TRAINING

Foundations of Medicolegal Death Investigations

Prepare to understand cause and manner of death so you can successfully inform vital records, insurance claims and criminal prosecution.

M and W 02/02-03/25 6:30 - 9 p.m.

Fee: \$675 Early Bird Registration Fee: \$600

→ Click here to register

Paralegal Certificate Course

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

M, W and Sa 02/02-03/28 6:30 - 9:30 p.m.

Fee: \$2299 Early Bird Registration Fee: \$2095

→ Click here to register

WOMEN IN BUSINESS

What to Expect: An Intro to Women in the Corporate World

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

Fridays 01/30-05/01 3 - 5 p.m.

Fee: \$275 Early Bird Registration Fee: \$245

→ Click here to register

Saturdays 01/31-05/02 10 a.m. - Noon

Fee: \$275 Early Bird Registration Fee: \$245

→ Click here to register



UTEP
PROFESSIONAL AND
PUBLIC PROGRAMS
EXTENDED UNIVERSITY

WE ARE HIRING INSTRUCTORS

If you're interested in teaching an existing course or have an idea for a new course, **we'd love to hear from you!**

We are currently looking for instructors with expertise in the following subjects:
Artificial Intelligence (AI),
Excel Tips & Tricks, Management
and Grant Writing.

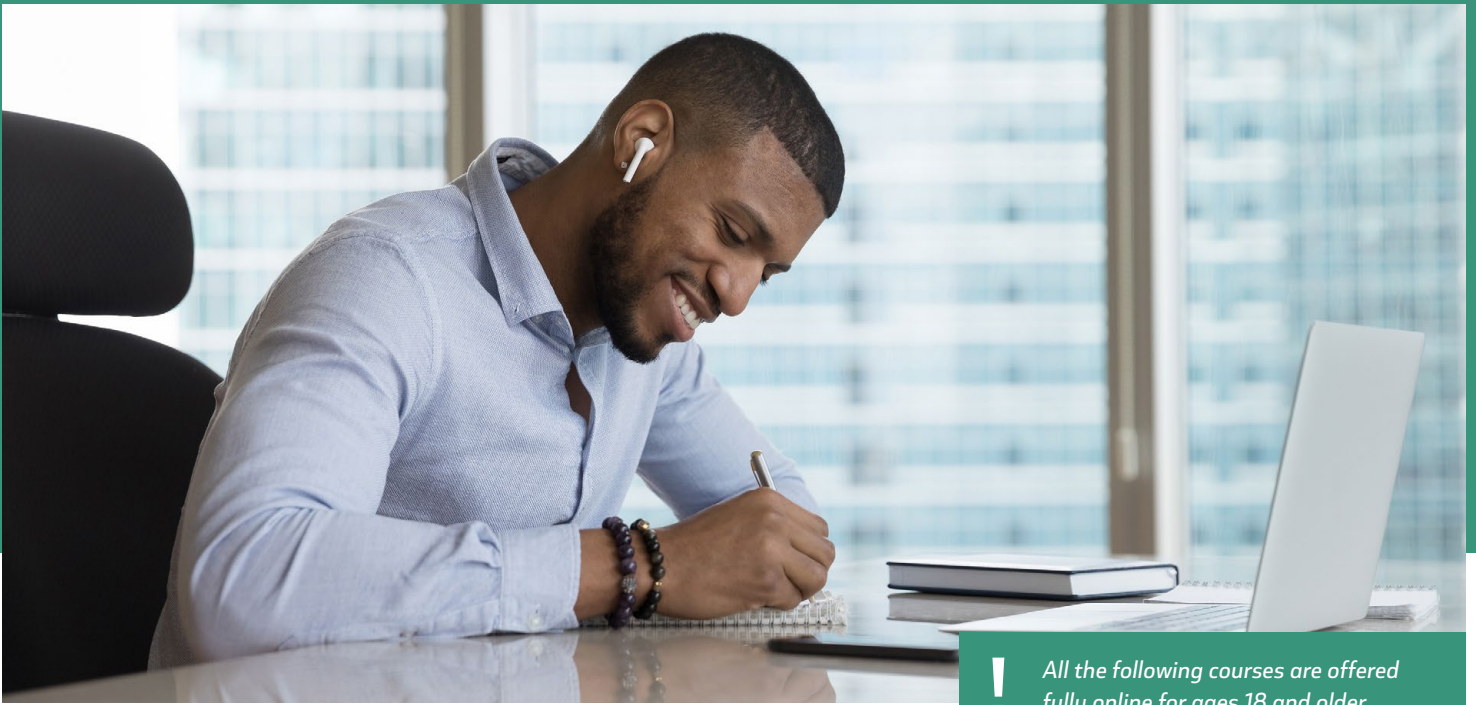


To learn more about becoming a **Professional and Public Programs instructor**,* call us at 915-747-5142 or email ppp@utep.edu.

**Must create own curriculum and course syllabus.*

Need a customized training program?

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



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

ONLINE COURSES

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

ACCOUNTING

Accounting Fundamentals

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

→ [Click here to register](#)

Accounting Fundamentals II

Acquire a solid understanding of accounting practices.

→ [Click here to register](#)

Accounts Payable Manager Certification (Exam Cost Included)

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

→ [Click here to register](#)

Accounts Payable Specialist Certification (Exam Cost Included)

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

→ [Click here to register](#)

Certified Bookkeeper (Exam Cost Included)

Acquire a high-level review of basic accounting concepts to prepare you to sit for and pass all four exams for the AIPB Certified Bookkeeper certification.

→ [Click here to register](#)

Professional Bookkeeping With QuickBooks Online (Voucher Included)

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

→ [Click here to register](#)

BOOT CAMPS

Cisco CCNA Associate & CyberOps Associate Training Boot Camp

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

→ [Click here to register](#)

CompTIA Network+ Training Boot Camp

Learn important networking administration and support skills in this comprehensive, five-day training.

→ [Click here to register](#)

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introductory page.



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

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



BOOT CAMPS (CONT.)

CompTIA PenTest+ Training Boot Camp

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

→ [Click here to register](#)

CompTIA Security+ Training Boot Camp

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

→ [Click here to register](#)

Cybersecurity Bootcamp

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

→ [Click here to register](#)

Microsoft Azure Dual Certification Boot Camp

Learn how to implement, monitor, maintain and secure Microsoft Azure solutions.

→ [Click here to register](#)

Software Engineering Boot Camp

Build your knowledge of networking and get hands-on experience installing, configuring, and operating network devices — all while preparing to earn the Cisco CCNA Associate and Cybersecurity Associate certifications.

→ [Click here to register](#)

BUSINESS DEVELOPMENT AND WORK SKILLS TRAINING

Certified Wedding Planner

Become a skilled wedding planner and help couples celebrate their special day.

→ [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.

→ [Click here to register](#)

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



BUSINESS DEVELOPMENT AND WORK SKILLS TRAINING (CONT.)

Freight Broker/Agent Training

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

→ [Click here to register](#)

Instructional Design Training

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

→ [Click here to register](#)

Introduction to InDesign CC

Learn how to use InDesign CC to design and create professional quality letterhead, business cards, brochures, forms, interactive PDF files, an eBook and more.

→ [Click here to register](#)

Introduction to Microsoft Excel 2016

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

→ [Click here to register](#)

Introduction to Microsoft Excel 2019

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

→ [Click here to register](#)

Introduction to Microsoft Word 2016

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

→ [Click here to register](#)

Nonprofit Manager

Develop the skills and strategies you need to become a leader in the nonprofit sector.

→ [Click here to register](#)

Office Manager (Voucher Included)

Train for a career as an office manager and acquire a highly transferable skill set.

→ [Click here to register](#)

Supervision and Management Series

Become a more effective manager, whether you are new to the role or a seasoned veteran, by mastering the language of management.

→ [Click here to register](#)

Travel and Tourism Agent

Study the tourism industry through the lens of business, specifically by considering the management, marketing, and finance issues most important to industry members.

→ [Click here to register](#)

Using the Internet in the Classroom

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

→ [Click here to register](#)



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



FITNESS CAREER TRAINING

AFAA Group Fitness Instructor (Voucher Included)

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

→ [Click here to register](#)

Certificate in Food, Nutrition and Health

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

→ [Click here to register](#)

NASM Certified Nutrition Coach (Exam Included)

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

→ [Click here to register](#)

NASM Certified Personal Trainer (Spanish): (Voucher Included)

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

→ [Click here to register](#)

NASM Certified Personal Trainer +AFAA Group Fitness Instructor (Voucher 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)

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

→ [Click here to register](#)

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

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

→ [Click here to register](#)

NASM Corrective Exercise Specialist (CES): (Exam Included)

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

→ [Click here to register](#)

NASM Performance Enhancement Specialist (PES): (Exam Included)

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

→ [Click here to register](#)

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

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

→ [Click here to register](#)

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

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



HEALTHCARE CAREER TRAINING

Become a Veterinary Assistant

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

→ [Click here to register](#)

Become a Veterinary Assistant II: Canine Reproduction

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

→ [Click here to register](#)

Become a Veterinary Assistant III: Practical Skills

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

→ [Click here to register](#)

Veterinary Assistant

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](#)

Veterinary Assistant With Horse Care Management

Learn the skills you need to work directly with horses.

→ [Click here to register](#)

Become an Optical Assistant

Gain entry into the world of optical assisting.

→ [Click here to register](#)

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

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

→ [Click here to register](#)

Certified Electronic Health Records Specialist (CEHRS)

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

→ [Click here to register](#)

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

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

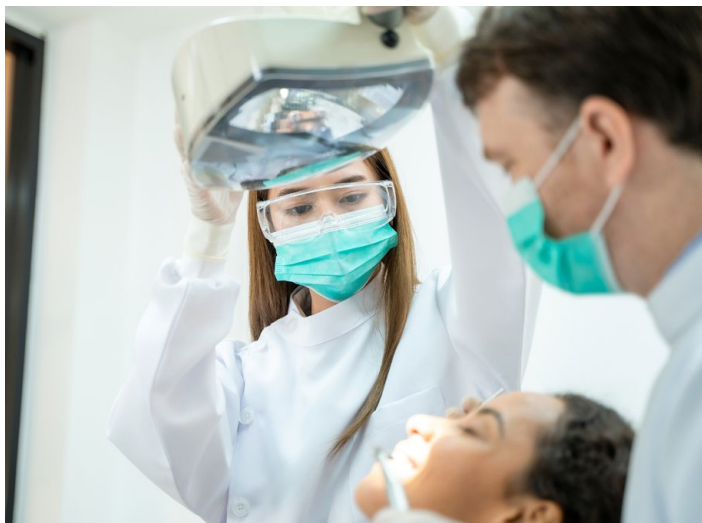
→ [Click here to register](#)

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

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



HEALTHCARE CAREER TRAINING (CONT.)

Certified Physical Therapy Aide (Voucher Included)

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

→ [Click here to register](#)

Certified Professional Life Coach (Exam Included)

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

→ [Click here to register](#)

Clinical Dental Assistant (Vouchers Included)

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

→ [Click here to register](#)

Clinical Medical Assistant Certification With Clinical Externship

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

→ [Click here to register](#)

Dental Assistant Certification With Clinical Externship

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

→ [Click here to register](#)

Explore a Career as a Clinical Medical Assistant

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

→ [Click here to register](#)

Explore a Career as an Administrative Medical Assistant

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

→ [Click here to register](#)

Explore a Career in Healthcare Suite

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

→ [Click here to register](#)

Medical Administrative Assistant Certification With Clinical Externship

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

→ [Click here to register](#)

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

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



HEALTHCARE CAREER TRAINING (CONT.)

Medical Billing & Coding Certification With Clinical Externship

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

→ [Click here to register](#)

Medical Billing & Coding With Medical Administration Certification With Clinical Externship

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

→ [Click here to register](#)

Medical Billing and Coding (Voucher Included)

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

→ [Click here to register](#)

Medical Interpreter (Spanish/English)

Prepare to work in hospitals, medical offices and in any healthcare environment where a Spanish interpreter is needed.

→ [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](#)

Pharmacy Technician Certification With Clinical Externship

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

→ [Click here to register](#)

Pharmacy Technician With Medical Administration Certification With Clinical Externship

Prepare to enter the pharmacy field and take the Pharmacy Technician Certification Board's PTCB exam. This program also includes a Medical Administration course covering key topics such as medical ethics and law, basics of insurance billing and coding, telephone techniques, scheduling appointments, and medical records management.

→ [Click here to register](#)

Phlebotomy Technician Certification With Clinical Externship

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

→ [Click here to register](#)

Registered Behavior Technician Training (Voucher Included)

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

→ [Click here to register](#)

Sterile Processing Technician (Voucher Included)

Play a critical role in preventing infection by sterilizing, cleaning, processing, assembling, storing and distributing medical supplies

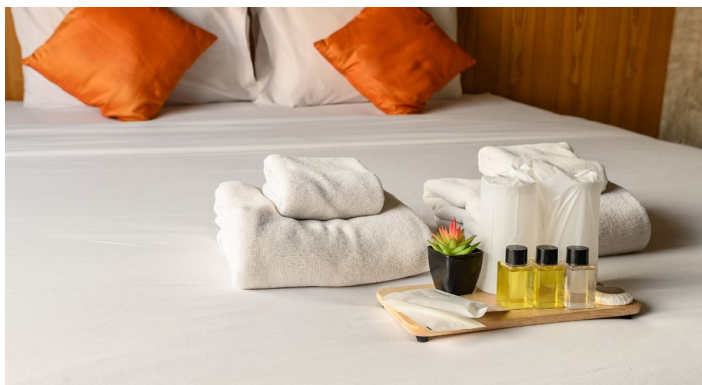
→ [Click here to register](#)

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

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



HOSPITALITY

Catering Professional

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

→ [Click here to register](#)

Hotel Management

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

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Hotel Management With Executive Housekeeper Training

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

→ [Click here to register](#)

Restaurant Management

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

→ [Click here to register](#)

HUMAN RESOURCES CAREER TRAINING

Certified Internal Auditor With Microsoft Excel (Voucher Included)

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

→ [Click here to register](#)

Human Resources Professional With Payroll Practice and Management

Master the skills you need to gain an entry-level position in human resources and prepare to take the aPHR (Associate Professional in Human Resources) certification exam, the PHR (Professional in Human Resources) certification exam, or the SHRM-CP (Society for Human Resource Management's Certified Professional) certification exam.

→ [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.

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Payroll Practice and Management With Microsoft Excel

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

NON-VOUCHER OPTION

→ [Click here to register](#)

VOUCHER OPTION

→ [Click here to register](#)

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



LANGUAGES

Professional Interpreter

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

→ [Click here to register](#)

LEADERSHIP AND MANAGEMENT

Achieving Top Search Engine Positions

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

→ [Click here to register](#)

Building Teams That Work

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

→ [Click here to register](#)

Fundamentals of Supervision and Management

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

→ [Click here to register](#)

Fundamentals of Supervision and Management II

Develop your interpersonal skills by understanding and dealing with various personality traits, and learning how they impact your ability to get the job done.

→ [Click here to register](#)

Keys to Effective Communication

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

→ [Click here to register](#)

Leadership

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

→ [Click here to register](#)

Lean Six Sigma Black Belt

(Exam Cost Included)

Develop your process improvement, project management, and leadership skills with this online Lean Six Sigma Black Belt training course.

→ [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 certification exam are included.

→ [Click here to register](#)

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

Develop your process improvement, project management, and leadership skills with this online Lean Six Sigma 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 Belt

(Exam Cost Included)

Learn Lean Six Sigma process improvement projects from start to finish; fees for the certification exam are included.

→ [Click here to register](#)

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

Learn the principles and applications of Lean Six Sigma process improvement projects with this online Black Belt and Green Belt training course.

→ [Click here to register](#)

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get back to the
introductory page.



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

LEADERSHIP AND MANAGEMENT (CONT.)

Lean Six Sigma Yellow Belt and Green Belt

(Exam Cost Included)

Earn your Lean Six Sigma Yellow Belt certification and Lean Six Sigma Green Belt certification.

→ [Click here to register](#)

Managing Customer Service

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

→ [Click here to register](#)

New Manager Suite

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

→ [Click here to register](#)

Sales Training Suite

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

→ [Click here to register](#)

Six Sigma Black Belt Exam Prep

Prepare to take the IASSC Lean Six Sigma Black Belt or the ASQ Six Sigma Black Belt national certification exams.

→ [Click here to register](#)

LEGAL CAREER TRAINING

Advanced Legal Research & Writing Certificate Course

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

→ [Click here to register](#)

Advanced Paralegal Certificate Course

Build upon your knowledge of law and paralegal studies with classes in specialized facets of contemporary law and gain a strong competitive edge over other paralegals.

→ [Click here to register](#)

Alternative Dispute Resolution Certificate Course

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

→ [Click here to register](#)

eDiscovery for Paralegals

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

→ [Click here to register](#)

Employment Law Certificate Course

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

→ [Click here to register](#)

Employment Law Fundamentals

Learn the basics of employment law so you can legally hire, evaluate and manage employees.

→ [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.

→ [Click here to register](#)

Legal Nurse Consultant Training Course

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

→ [Click here to register](#)

Legal Secretary Certificate Course

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

→ [Click here to register](#)

Medical Professional Legal Consultant

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

→ [Click here to register](#)

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.

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

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LEGAL CAREER TRAINING (CONT.)

Paralegal Certificate Course

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

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Personal Injury for Paralegals

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

→ [Click here to register](#)

Victim Advocacy Certificate Course

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

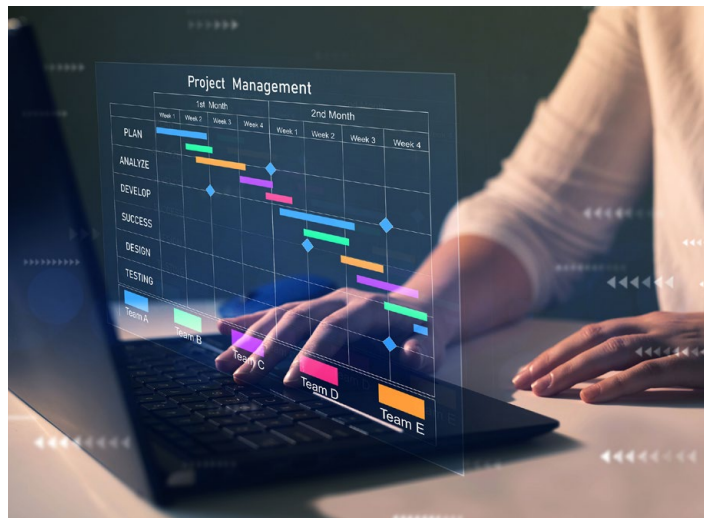
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MANUFACTURING

Manufacturing Fundamentals

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

→ [Click here to register](#)



PROJECT MANAGEMENT

Agile Project Management

Ensure that you have all the tools you need to improve projects and performance through earlier visibility.

→ [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

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

→ [Click here to register](#)

Project Management Basics With PMP Exam Prep Suite

The Project Management Professional PMP Prep course provides comprehensive online training to help prepare you for the prestigious Project Management Professional (PMP) certification exam offered by the PMI.

→ [Click here to register](#)

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PROJECT MANAGEMENT (CONT.)

Project Management Essentials With CAPM® Prep

Acquire a solid foundation of the most common terms and concepts you will need and helping you prepare for the Certified Associate In Project Management (CAPM®) certification exam. CAPM® and PMI® are registered marks of Project Management Institute, Inc.

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Project Management Fundamentals

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

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Project Management Fundamentals II

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

→ [Click here to register](#)

Project Management Fundamental Series

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

→ [Click here to register](#)

Project Management Professional Exam Prep With Organizational Leadership

Gain the knowledge and skills necessary to successfully complete the Project Management Institute's nationally recognized Project Management Professional (PMP) exam and also learn the basic principles of leadership.

→ [Click here to register](#)

The Complete Project Manager With CAPM® and PMP Prep

Expand your knowledge and application of project management concepts, grow your skills and prepare for either the CAPM® or PMP® certifications.

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SKILLED TRADES CAREER TRAINING

Diesel Technician Certification With Optional Externship

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

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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.

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HVAC Technician Certification With Optional Externship

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

→ [Click here to register](#)

LEED Green Associate (GA) Certification With Optional Externship

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

→ [Click here to register](#)

Plumbing Technician Certification With Optional Externship

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

→ [Click here to register](#)

Residential Electrician

Prepare for an entry-level residential electrician apprenticeship.

→ [Click here to register](#)

Welding Technician Certification With Optional Externship

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

→ [Click here to register](#)

TECHNOLOGY CAREER TRAINING

AI for Business Course: ChatGPT & Copilot

Grab this opportunity to stay ahead of the curve by discovering the transformation of AI in the workplace and how you can use it to grow your career, sharpen your skills and unlock your full potential.

→ [Click here to register](#)

AutoCAD Fundamentals Certificate

Learn all aspects of 2D Computer Aided Drafting and Design with the latest versions of AutoCAD. It also includes an introduction to basic 3D modeling concepts.

→ [Click here to register](#)

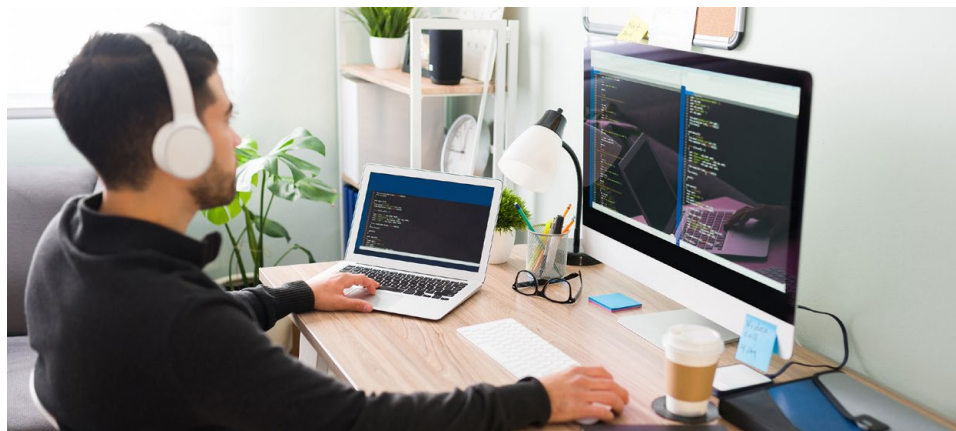
Certified Ethical Hacker (Voucher Included)

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.

→ [Click here to register](#)

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TECHNOLOGY CAREER TRAINING (CONT.)

Certified Information Systems Security Professional (CISSP)

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

→ Click here to register

CompTIA A+ Certification Program With Externship

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

→ Click here to register

CompTIA Certification Training: A+, Network+, Security+ (Vouchers Included)

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

→ Click here to register

CompTIA Certification Training: Network+, Security+ (Vouchers Included)

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

→ Click here to register

CompTIA Security+ Certification Training (Vouchers Included)

Study a broad range of security topics and be well-prepared to take the Security+ certification exam.

→ Click here to register

CompTIA Security+ SYO-701

Prepares to take the CompTIA Security+ SYO-701 national certification exam by using the official CompTIA course content, hands-on virtual labs and practice exam.

→ Click here to register

Computer Networking Suite

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

→ Click here to register

Computer Technician CompTIA A+ With Externship

Gain the essential skills and technical expertise necessary to install, upgrade, configure, troubleshoot, optimize, repair and perform preventative maintenance on basic personal computer hardware and operating systems. Prepare students to sit for and pass the CompTIA A+ (Core 1 and Core 2) Certification exams. Note:

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

→ Click here to register

Data Science & Artificial Intelligence Course

Prepare to obtain training in Python programming, machine learning, data analysis, automation and SQL.

→ 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 Artificial Intelligence

Learn about various forms of AI and how it works, its uses and applications in different areas, and ethical factors related to AI.

→ 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

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TECHNOLOGY CAREER TRAINING (CONT.)

Management for IT Professionals

Learn leadership skills that will help you succeed as a manager in the IT field by exploring different decision-making techniques.

→ [Click here to register](#)

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

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

→ [Click here to register](#)

Python for AI: Create AI Apps With Flask & OpenAI

This intermediate-level Python course is designed to help you build AI-powered web applications using Flask and OpenAI.

→ [Click here to register](#)

WRITING

Business and Marketing Writing

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

→ [Click here to register](#)



Fiction Writer Course

Learn how to write realistic, believable fiction.

→ [Click here to register](#)

Professional Editor Course

Transform your passion for words into a rewarding career as a professional editor by learning essential hard and soft skills in this comprehensive online editing course.

→ [Click here to register](#)

Professional Grant Writing

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

→ [Click here to register](#)

Technical Writer Manager

Prepare for a technical writing manager position.

→ [Click here to register](#)

Technical Writing Course

Examine the field of technical writing, learn how to write within any technical writing context, and develop your own portfolio.

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FREE INFORMATIONAL SEMINARS & WEBINARS

FACE-TO-FACE

A Guide to Project Management
and Lean Six Sigma

LIVE/ONLINE

A Guide to HR Essentials &
The SHRM Exam Preparation

FACE-TO-FACE COURSES

HUMAN RESOURCES CAREER TRAINING

Foundations of Compensation
for HR

SHRM-CP/SHRM-SCP Exam
Preparation Program

LEADERSHIP AND MANAGEMENT

Lean Six Sigma Green Belt
Certificate

Lean Six Sigma Yellow Belt

Project Management Professional
Certificate

TECHNOLOGY

CompTIA A+ With Optional
Externship

TEST PREPARATION

CLP/CDL Written Exam Prep Course

LIVE/ONLINE COURSES

HEALTHCARE CAREER TRAINING

Medical Administrative Assistant

Medical Assistant

Medical Billing and Coding

Pharmacy Technician

HUMAN RESOURCES CAREER TRAINING

Essentials of Human Resources

SHRM-CP/SHRM-SCP Exam
Preparation Program

LEGAL CAREER TRAINING

Foundations of Medicolegal Death
Investigations

Paralegal Certificate Course

WOMEN IN BUSINESS

What to Expect: An Intro to
Women in the Corporate World

Start Date: January 30, 2026

Start Date: January 31, 2026

ONLINE COURSES

ACCOUNTING

Accounting Fundamentals

Accounting Fundamentals II

Accounts Payable Manager
Certification (Exam Cost Included)

Accounts Payable Specialist
Certification (Exam Cost Included)

Certified Bookkeeper (Exam Cost
Included)

Professional Bookkeeping
With QuickBooks Online
(Voucher Included)

BOOT CAMP

Cisco CCNA Associate & CyberOps
Associate Training Boot Camp

CompTIA Network+ Training
Boot Camp

CompTIA PenTest+ Training
Boot Camp

CompTIA Security + Training
Boot Camp

Cybersecurity Bootcamp

Microsoft Azure Dual Certification
Boot Camp

Software Engineering Boot Camp

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ONLINE COURSES

BUSINESS DEVELOPMENT AND WORK SKILLS TRAINING

Certified Wedding Planner
Computer Skills for the Workplace
Freight Broker/Agent Training
Instructional Design Training
Introduction to InDesign CC
Introduction to Microsoft Excel 2016
Introduction to Microsoft Excel 2019
Introduction to Microsoft Word 2016
Nonprofit Manager
Office Manager (Voucher Included)
Supervision and Management Series
Travel and Tourism Agent
Using the Internet in the Classroom

FITNESS CAREER TRAINING

AFAA Group Fitness Instructor (Voucher Included)
Certificate in Food, Nutrition and Health
NASM Certified Nutrition Coach (Exam Included)
NASM Certified Personal Trainer (Spanish): Voucher Included
NASM Certified Personal Trainer +AFAA Group Fitness Instructor (Vouchers Included)

NASM Certified Personal Trainer and Exam Preparation (Voucher Included)

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

NASM Corrective Exercise Specialist (CES): Exam Included

NASM Performance Enhancement Specialist (PES): Exam Included

NASM Weight Loss Specialist (WLS): Voucher Included

HEALTHCARE CAREER TRAINING

Become a Veterinary Assistant
Become a Veterinary Assistant II: Canine Reproduction
Become a Veterinary Assistant III: Practical Skills
Veterinary Assistant
Veterinary Assistant Series
Veterinary Assistant with Horse Care Management
Become an Optical Assistant
Certified Clinical Medical Assistant + Certified Electronic Health Records Specialist (Voucher Included)
Certified Electronic Health Records Specialist (CEHRS)
Certified Medical Administrative Assistant With Medical Billing and Coding (Vouchers Included)
Certified Physical Therapy Aide (Voucher Included)
Certified Professional Life Coach (Exam Included)
Clinical Dental Assistant (Vouchers Included)

Clinical Medical Assistant Certification With Clinical Externship

Dental Assistant Certification With Clinical Externship

Explore a Career as a Clinical Medical Assistant

Explore a Career as an Administrative Medical Assistant

Explore a Career in Healthcare Suite

Medical Administrative Assistant Certification With Clinical Externship

Medical Billing & Coding Certification With Clinical Externship

Medical Billing & Coding With Medical Administration Certification With Clinical Externship

Medical Billing and Coding (Voucher Included)

Medical Interpreter (Spanish/English)

Medical Terminology: A Word Association Approach

Pharmacy Technician Certification With Clinical Externship

Pharmacy Technician With Medical Administration Certification With Clinical Externship

Phlebotomy Technician Certification With Clinical Externship

Registered Behavior Technician Training (Voucher Included)

Sterile Processing Technician (Voucher Included)

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ONLINE COURSES

HOSPITALITY

Catering Professional

Hotel Management

Hotel Management With Executive Housekeeper Training

Restaurant Management

HUMAN RESOURCES CAREER TRAINING

Certified Internal Auditor With Microsoft Excel (Voucher Included)

Human Resources Professional With Payroll Practice and Management

Payroll Manager

Payroll Practice and Management

Payroll Practice and Management With Microsoft Excel

Payroll Practice and Management With Microsoft Excel (Voucher Included)

LANGUAGES

Professional Interpreter

LEADERSHIP AND MANAGEMENT

Achieving Top Search Engine Positions

Building Teams That Work

Fundamentals of Supervision and Management

Fundamentals of Supervision and Management II

Keys to Effective Communication

Leadership

Lean Six Sigma Black Belt (Exam Cost Included)

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

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

Lean Six Sigma Green Belt (Exam Cost Included)

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

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

Managing Customer Service

New Manager Suite

Sales Training Suite

Six Sigma Black Belt Exam Prep

LEGAL CAREER TRAINING

Advanced Legal Research & Writing Certificate Course

Advanced Paralegal Certificate Course

Alternative Dispute Resolution Certificate Course

eDiscovery for Paralegals

Employment Law Certificate Course

Employment Law Fundamentals

Legal Investigation Certificate Course

Legal Nurse Consultant Training Course

Legal Secretary Certificate Course

Medical Professional Legal Consultant

Paralegal Certificate Course

Personal Injury for Paralegals

Victim Advocacy Certificate Course

MANUFACTURING

Manufacturing Fundamentals

PROJECT MANAGEMENT

Agile Project Management

High Speed Project Management

Mastering Project Management With PMP® Prep

Project Management Basics With PMP Exam Prep Suite

Project Management Essentials With CAPM® Prep

Project Management Fundamentals

Project Management Fundamentals II

Project Management Fundamental Series

Project Management Professional Exam Prep With Organizational Leadership

The Complete Project Manager With CAPM® and PMP Prep

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ONLINE COURSES

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

AI for Business Course: ChatGPT &
Copilot

AutoCAD Fundamentals Certificate

Certified Ethical Hacker (Voucher
Included)

Certified Information Systems
Security Professional (CISSP)

CompTIA A+ Certification Program
With Externship

CompTIA Certification Training:
A+, Network+, Security+ (Vouchers
Included)

CompTIA Certification Training:
Network+, Security+ (Vouchers
Included)

CompTIA Security+ Certification
Training (Vouchers Included)

CompTIA Security+ SY0-701

Computer Networking Suite

Computer Technician CompTIA A+
With Externship

Data Science & Artificial Intelligence
Course

Full Stack Software Developer

Introduction to Artificial
Intelligence

Introduction to SQL

Introduction to XML

Java Developer Suite

Management for IT Professionals

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

Python for AI: Create AI Apps With
Flask & OpenAI

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Business and Marketing Writing

Fiction Writer Course

Professional Editor Course

Professional Grant Writing

Technical Writer Manager

Technical Writing Course



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meet THE *team*



SYLVIA MONSISVAIS
PROGRAM MANAGER

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

During the course of her career, Sylvia has worked as an SOS Program Coordinator, Trainer and certified Crime Prevention Practitioner with the El Paso County Sheriff's Office, and a Special Promotions Coordinator for the El Paso Police Department. She has received several commendation awards from El Paso's Chief of Police and multiple awards for her volunteer work with various nonprofit organizations, including the DEA, Job Corps, United Blood Services, Cook Children's Medical Center and Girl Scouts of the Rio Grande.

Sylvia resides in El Paso with her husband and two children.

Favorite inspirational quote:

"Don't let anyone ever make you feel like you don't deserve what you want. Go for it."

- **Heath Ledger**

Spring 2026 *course guide*



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