



PROFESSIONAL AND PUBLIC PROGRAMS  
CONTINUING EDUCATION

# PROFESSIONAL TRAINING *and* DEVELOPMENT



SUMMER  
**2026**

[PPP.UTEP.EDU](http://PPP.UTEP.EDU) | 915-747-5142



PROFESSIONAL AND PUBLIC PROGRAMS

# SUMMER KICKOFF

AT UTEP'S MEMORIAL GYM

**10 A.M.-2 P.M.**



Enjoy  
**free popcorn**  
while supplies last!

**SATURDAY  
APRIL  
25**

**FREE  
UTEP  
SWAG\***



**RECEIVE 10% OFF ON KIDZ ON CAMPUS CAMPS**

Sign up for any of our 8-week youth camps at UTEP and save 10% per camp!  
Discounts are available for **phone and in-person registrations only on this day.**  
Discounts can't be combined with other offers.

## Summer fun for the whole family!

Enroll in any summer course by May 15 and get 10% off\*\*  
Don't miss out on this Early Bird Discount!

Visit [ppp.utep.edu/summerkickoff](http://ppp.utep.edu/summerkickoff) for more details.

\* Youth t-shirts and swag available for first 50 on-site registrations. \*\* Exclusions apply.



# WELCOME!

This guide is designed to help you discover professional training and development opportunities that support career growth, skill enhancement, and lifelong learning.

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 (PT&D) 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.



## GUIDE INDEX

CLICK A SECTION TO NAVIGATE

Meet the Team .....	page 4
How to Register.....	page 4
Events, Discounts and More .....	page 5
Featured Courses .....	page 6

<b>Face-to-Face Courses .....</b>	<b>page 7</b>
<b>Live/Online Courses .....</b>	<b>page 8</b>
<b>Online Courses .....</b>	<b>pages 9-19</b>
Course Index.....	pages 20-24



We provide high-quality continuing education. This includes nontraditional academic and lifelong learning opportunities for professional development, personal enrichment and academic growth.

# MEET THE PROFESSIONAL TRAINING AND DEVELOPMENT MANAGER



**SYLVIA MONSISVAIS**  
PROGRAM MANAGER

## CONTACT US

 **ONLINE**  
Visit us at [ppp.utep.edu](http://ppp.utep.edu)

 **BY EMAIL**  
Email us at [p3ptd@utep.edu](mailto:p3ptd@utep.edu)

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

Connect with us to receive special offers, updates on courses and more!

 **UTEP.P3**

 **UTEP\_P3**

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 **UTEP-P3**

# REGISTER ONLINE

REGISTRATION IS QUICK AND EASY

1. Find your desired course
2. Click "Click here to register"
3. Click "Enroll"
4. Log in or create your profile
5. Checkout & pay
6. Check your email for confirmation

**NEED ASSISTANCE? CONTACT US!**

**DID YOUR PLANS CHANGE?**  
Refund policies are available at [ppp.utep.edu/refund-policy](http://ppp.utep.edu/refund-policy)

# EVENTS, DISCOUNTS & MORE

Stay up to date with everything going on! From our Summer Kickoff event to exclusive discounts and featured ads for instructors this is your go-to spot for the latest opportunities, updates, and ways to get involved.

## SUMMER KICKOFF



Join us for a day of fun, giveaways, and exclusive discounts!\*

[GO TO PAGE 2 FOR MORE INFORMATION.](#)

## EARLY BIRD 10% DISCOUNT \*



[GO TO PAGE 25 FOR MORE INFORMATION.](#)

## WE ARE HIRING INSTRUCTORS



[GO TO PAGES 24 & 25 FOR MORE INFORMATION.](#)

## 100% ONLINE DEGREES FROM UTEP

[GO TO PAGE 26 FOR MORE INFORMATION.](#)



# FEATURED COURSES

## LIVE/ONLINE HUMAN RESOURCES CAREER TRAINING

### SHRM Certification Prep+

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

24/7 access 09/14-12/07

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

Fee: \$1545

Early Bird Registration Fee: \$1525

→ [Click here to register](#)

## ONLINE BUSINESS DEVELOPMENT AND WORK SKILLS TRAINING

### Real Estate for Pre-Licensing, Exam Prep & Post-Licensing for any U.S. State (View link for course fee in each state)

Start or advance your real estate career with flexible, online courses designed to meet state requirements and support your professional growth.

24/7 access

→ [Click here to register](#)

## ONLINE PROJECT MANAGEMENT

### 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.

24/7 access

→ [Click here to register](#)



# FACE-TO-FACE COURSES



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

## 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.

**06/20-08/08**

**Saturdays 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.

**06/06-06/13**

**Saturdays 9 a.m. - 4 p.m.**

**Fee: \$499**

*Early Bird Registration Fee: \$450*

→ [Click here to register](#)

## TECHNOLOGY CAREER TRAINING

### 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.

**06/16-09/24**

**Tu, Th and F 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).

**06/08-06/25**

**M, Tu and Th 5-9 p.m.**

**Fee: \$685**

*Early Bird Registration Fee: \$630*

→ [Click here to register](#)



# LIVE/ ONLINE COURSES

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



## HUMAN RESOURCES CAREER TRAINING

### Essentials of Human Resources

Learn to advance your HR knowledge and effectiveness regardless of whether you are new to human resources or need to strengthen your employee management skills.

**Saturdays**      07/11-08/08      9 a.m. - 1 p.m.  
**Fee: \$685**      *Early Bird Registration Fee: \$635*

→ [Click here to register](#)

## LEGAL CAREER TRAINING

### Paralegal Certificate Course

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

**M and W**      07/06-07/29      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 in the corporate world that impact women, regardless of your current title, experience level or age.

**Wednesdays**      06/03-08/05      5:45 - 6:45 p.m.  
**Fee: \$275**      *Early Bird Registration Fee: \$245*

→ [Click here to register](#)

**Saturdays**      06/13-08/04      10:30 a.m. - 12:30 p.m.  
**Fee: \$275**      *Early Bird Registration Fee: \$245*

→ [Click here to register](#)

## TECHNOLOGY CAREER TRAINING

### CompTIA Network+

Acquire the knowledge and skills required to transform business requirements in support of data-driven decisions through mining and manipulating data, applying basic statistical methods, and analyzing complex datasets, while adhering to governance and quality standards throughout the entire data life cycle.

**Tu and Th**      06/09-07/09  
**5 - 8 p.m.**  
**Fee: \$1999**

→ [Click here to register](#)

### CompTIA Security+

Learn the skills necessary to troubleshoot common network problems and ensure network security.

**Tu and Th**      07/28-08/27  
**5 - 8 p.m.**  
**Fee: \$1999**

→ [Click here to register](#)



# ONLINE COURSES

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

**Note:** Courses may be instructor-moderated or self-guided.

**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 Series

Gain an understanding of accounting basics for career advancement or for personal use in Accounting Fundamentals. Then build on that in Accounting Fundamentals II to acquire a solid understanding of corporate 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

### 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

### Comprehensive Tax Course With Business Guide

Learn to prepare tax returns for most Form 1040 individual, non-business taxpayers and small business taxpayers (self-employed/Schedule C); also learn how to research tax issues.

→ 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

### CompTIA PenTest+ Training Boot Camp

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

→ Click here to register



## BOOT CAMPS (CONT.)

### CompTIA Security + Training Boot Camp

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

→ [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](#)

### 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](#)

### 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](#)

### Real Estate for Pre-Licensing, Exam Prep & Post-Licensing for any U.S. State

([View link for course fee in each state](#))

Start or advance your real estate career with flexible, online courses designed to meet state requirements and support your professional growth.

→ [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 (Exam Cost Included)

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](#)



## 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](#)

### 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 club de salud, 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](#)

## HEALTHCARE CAREER TRAINING

### 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](#)



# HEALTHCARE CAREER TRAINING (CONT.)

## Certified Electronic Health Records Specialist (CEHRS): Voucher Included

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](#)

## 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](#)

## 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 Certification Training (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](#)

## 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](#)

## Veterinary Assistant Certification

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](#)

## Veterinary Medical Terminology

Learn the definition and uses of veterinary medical terminology.

→ [Click here to register](#)

For complete details about Summer 2026 courses for business professionals, visit [ppp.utep.edu/ptdcourses](http://ppp.utep.edu/ptdcourses)



## 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.

→ [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](#)

## HUMAN RESOURCES CAREER TRAINING

### 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.

→ [Click here to register](#)

### Payroll Practice and Management With Microsoft Excel (Voucher Included)

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.

→ [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](#)

### Spanish for Manufacturing and Warehousing

Build your workplace Spanish vocabulary and conversation skills; designed for managers, supervisors, team leaders, or anybody who works with Spanish-speaking employees and co-workers in a manufacturing and/or warehousing setting.

→ [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](#)

## 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 (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 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 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](#)

## 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](#)

# 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

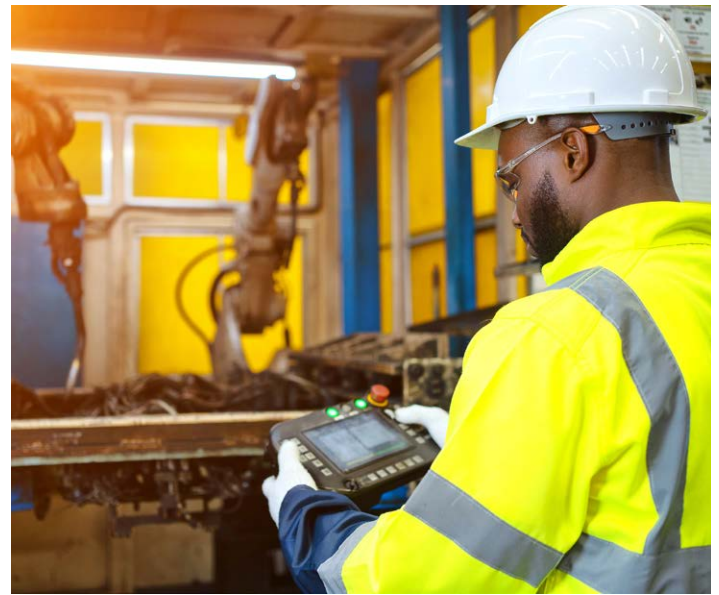
Get qualified to participate in conflict mediation processes. This online course focuses on both traditional and nontraditional dispute resolution options.

→ [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](#)



## LEGAL CAREER TRAINING (CONT.)

### 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](#)

### Paralegal Certificate Course<sup>®</sup>

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

→ [Click here to register](#)

### 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.

→ [Click here to register](#)

## MANUFACTURING

### Certified Manufacturing Associate (CMfgA):

#### Voucher Included

Acquire a basic knowledge of manufacturing and become an ideal candidate for entry-level manufacturing employment.

→ [Click here to register](#)

### Certified Manufacturing Engineer (CMfgE):

#### Voucher Included

Acquire the skills and knowledge needed to succeed as a manufacturing engineer.

→ [Click here to register](#)



## MANUFACTURING (CONT.)

### Certified Manufacturing Technologist (CMfgT):

#### Voucher Included

Prepare to become an SME-certified manufacturing technologist and enter a high-demand career field.

→ [Click here to register](#)

### 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](#)

### 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 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](#)

### 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.

→ [Click here to register](#)

## SKILLED TRADES CAREER TRAINING

### BPI Building Science Principles Certificate of Knowledge

Take your first step into the world of energy-efficient home performance with the Building Science Principles certificate.

→ [Click here to register](#)

### Diesel Technician Certification With Optional Externship

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

→ [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](#)

### NABCEP PV Installation Professional (PVIP) Exam Prep

Prepare for the NABCEP PV Installation Professional (PVIP) certification exam. Acquire all the essential knowledge and skills required to design, install and maintain photovoltaic (PV) systems safely and effectively.

→ [Click here to register](#)



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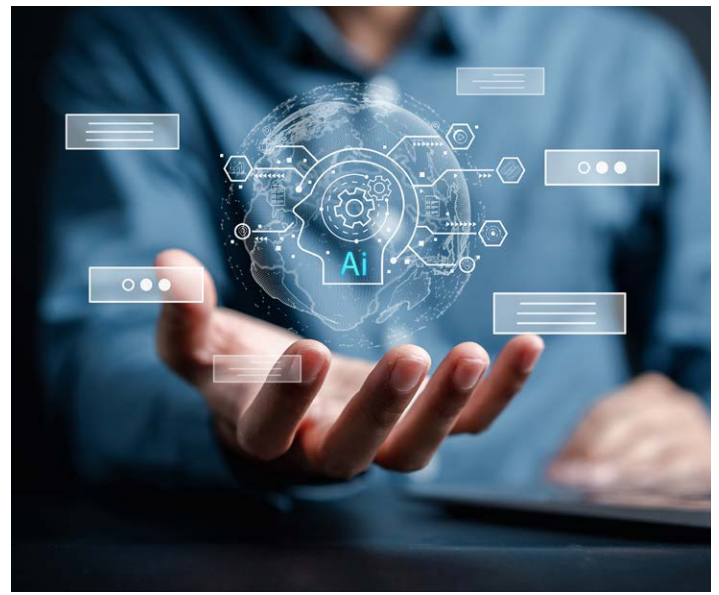


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## SKILLED TRADES CAREER TRAINING (CONT.)

### Photovoltaic Technician

Study the principles of photovoltaics and how to effectively incorporate PV systems into standalone or interconnected electrical systems.

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### 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](#)

### Solid Waste Operations

Get a comprehensive look at solid waste management; combining the aspects of landfill, composting and household hazardous waste operations.

→ [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.

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### Wind Energy Technician

Get an overview of wind-energy history, basic concepts, costs and uses.

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## 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](#)

### AI for Students: Ensuring Appropriate & Effective Use

Learn about popular AI tools that can be used to support your students in the classroom; also explore the limitations of AI and how to ensure that students are utilizing technology in appropriate ways.

→ [Click here to register](#)

### AI for Teachers: Increase Productivity & Improve Instruction

Understand how to use artificial intelligence (AI) to enhance your instruction and streamline your planning.

→ [Click here to register](#)



# TECHNOLOGY CAREER TRAINING (CONT.)

## Artificial Intelligence and Machine Learning Suite

Acquire a foundation of practical knowledge on artificial intelligence (AI) and machine learning with this course bundle.

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## 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](#)

## 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™ 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+ 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](#)

## ICT Introduction to Artificial Intelligence

Acquire a basic understanding of AI, its subsets, types, history, benefits and implications.

→ [Click here to register](#)

## Intensive Cybersecurity Training Program

Go from beginner to cybersecurity expert and prepare for the CompTIA Security+ exam with 640 hours of instruction, hands-on labs and career coaching.

→ [Click here to register](#)

## Introduction to Artificial Intelligence

Build your artificial intelligence practical knowledge foundation.

→ [Click here to register](#)

## 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](#)



PRICING FOR THE COURSES ON THESE PAGES 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.)

### 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](#)

### Robotics in Manufacturing Fundamentals (RMF): Voucher Included

Gain a solid foundation in the fundamentals of robotics, which is essential for any career pathway you may choose.

→ [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.

→ [Click here to register](#)



# COURSE INDEX

INTERESTED IN A COURSE? CLICK ON THE COURSE TITLE TO LEARN MORE AND REGISTER!

## FACE-TO-FACE COURSES

### LEADERSHIP AND MANAGEMENT

Lean Six Sigma Green Belt Certificate

Lean Six Sigma Yellow Belt

### TECHNOLOGY

CompTIA A+ With Optional Externship

### TEST PREPARATION

CLP/CDL Written Exam Prep Course

Start Your Own Edible Garden

## LIVE/ONLINE COURSES

### HUMAN RESOURCES CAREER TRAINING

Essentials of Human Resources

SHRM-CP/SHRM-SCP Exam Preparation Program

### LEGAL CAREER TRAINING

Paralegal Certificate Course

### TECHNOLOGY

CompTIA Network+

CompTIA Security+

### WOMEN IN BUSINESS

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

June 3, 2026

June 13, 2026

“ I completed my test and found out that I passed my SHRM exam, and I truly believe your SHRM class and your support played a big role in that. I really appreciate the time and effort the instructor put into teaching and helping us succeed. It definitely made a difference for me.”

*Anonymous Online Participant*

Classes attended: SHRM



**INTERESTED IN A COURSE? CLICK ON THE COURSE TITLE TO LEARN MORE AND REGISTER!**

## ONLINE COURSES

### ACCOUNTING

Accounting Fundamentals Series  
 Accounts Payable Manager Certification ([Exam Cost Included](#))  
 Accounts Payable Specialist Certification ([Exam Cost Included](#))  
 Certified Bookkeeper ([Exam Cost Included](#))  
 Certified Internal Auditor With Microsoft Excel ([Exam Cost Included](#))  
 Comprehensive Tax Course with Business Guide  
 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

### BUSINESS DEVELOPMENT AND WORK SKILLS TRAINING

Certified Wedding Planner  
 Computer Skills for the Workplace  
 Freight Broker/Agent 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](#))

Real Estate for Pre-Licensing, Exam Prep & Post-Licensing for any U.S. State ([view link for course fee in each state](#))

Supervision and Management Series  
 Travel and Tourism Agent ([Exam Cost Included](#))  
 Using the Internet in the Classroom

### FITNESS CAREER TRAINING

AFAA Group Fitness Instructor ([Voucher Included](#))  
 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

Certified Clinical Medical Assistant + Certified Electronic Health Records Specialist ([Voucher Included](#))  
 Certified Electronic Health Records Specialist (CEHRS): [Voucher Included](#)  
 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](#))



**INTERESTED IN A COURSE? CLICK ON THE COURSE TITLE TO LEARN MORE AND REGISTER!**

## ONLINE COURSES

### HEALTHCARE CAREER TRAINING (CONT.)

Medical Billing & Coding With Medical Administration Certification With Clinical Externship

Medical Billing & Coding Certification Training (Voucher Included)

Medical Interpreter (Spanish/English)

Medical Terminology: A Word Association Approach

Registered Behavior Technician Training (Voucher Included)

Sterile Processing Technician (Voucher Included)

Veterinary Assistant Certification

Veterinary Assistant Series

Veterinary Assistant With Horse Care Management

Veterinary Medical Terminology

### HOSPITALITY

Catering Professional

Hotel Management

Hotel Management With Executive Housekeeper Training

Restaurant Management

### HUMAN RESOURCES CAREER TRAINING

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

Spanish for Manufacturing and Warehousing

### LEADERSHIP AND MANAGEMENT

Achieving Top Search Engine Positions

Building Teams That Work

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 (Exam Cost Included)

Lean Six Sigma Green Belt and Black 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

### LEGAL CAREER TRAINING

Advanced Paralegal Certificate Course

Alternative Dispute Resolution Certificate Course

eDiscovery for Paralegals

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



**INTERESTED IN A COURSE? CLICK ON THE COURSE TITLE TO LEARN MORE AND REGISTER!**

## ONLINE COURSES

### MANUFACTURING

Certified Manufacturing Associate (CMfgA): **Voucher Included**

Certified Manufacturing Engineer (CMfgE): **Voucher Included**

Certified Manufacturing Technologist (CMfgT): **Voucher Included**

Manufacturing Applications

Manufacturing Fundamentals

### PROJECT MANAGEMENT

Agile Project Management

Mastering Project Management With PMP® Prep

Project Management Fundamental Series

The Complete Project Manager With CAPM® and PMP Prep

### SKILLED TRADES CAREER TRAINING

BPI Building Science Principles Certificate of Knowledge

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

NABCEP PV Installation Professional (PVIP) Exam Prep

Photovoltaic Technician

Plumbing Technician Certification With Optional Externship

Residential Electrician

Solid Waste Operations

Welding Technician Certification With Optional Externship

Wind Energy Technician

### TECHNOLOGY CAREER TRAINING

AI for Business Course: ChatGPT & Copilot

AI for Students: Ensuring Appropriate & Effective Use

AI for Teachers: Increase Productivity & Improve Instruction

Artificial Intelligence and Machine Learning Suite

## FOR FACE-TO-FACE COURSES:

# 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.



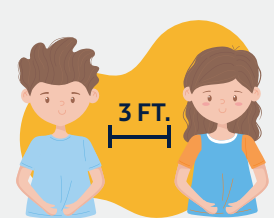
Wash your hands often



Use tissue when cough/sneeze



Wear a face mask if you are sick



Avoid close contact with people who are sick



**INTERESTED IN A COURSE? CLICK ON THE COURSE TITLE TO LEARN MORE AND REGISTER!**

## ONLINE COURSES

### TECHNOLOGY CAREER TRAINING

- Certified Ethical Hacker (Voucher Included)
- Certified Information Systems Security Professional (CISSP)
- CompTIA Certification Training: A+, Network+, Security+ (Vouchers Included)
- CompTIA Certification Training: Network+, Security+ (Vouchers Included)
- CompTIA Security+ SY0-701
- CompTIA™ Certification Training: A+, Network+, Security+ (Vouchers Included)
- CompTIA™ Certification Training: Network+, Security+ (Vouchers Included)
- Computer Networking Suite
- Computer Technician CompTIA A+ With Externship
- Data Science & Artificial Intelligence Course
- Full Stack Software Developer
- ICT Introduction to Artificial Intelligence
- Intensive Cybersecurity Training Program
- Introduction to Artificial Intelligence
- Management for IT Professionals
- Oracle SQL and PL/SQL + Python Developer + Java Developer
- Python for AI: Create AI Apps With Flask & OpenAI
- Robotics in Manufacturing Fundamentals (RMF): Voucher Included

### WRITING

- Business and Marketing Writing
- Fiction Writer Course
- Professional Editor Course
- Professional Grant Writing
- Technical Writer Manager
- Technical Writing Course

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