CORPORATE AND BUSINESS TRAINING
Course guide

FALL 2024

PROFESSIONAL and PUBLIC PROGRAMS
Continuing Education at UTEP

915-747-5142
ppp.utep.edu
Looking for a new job? Want to make a career change to pursue a newly-discovered passion? Eager to add to new skills you need? Whatever your reality, we promise our Corporate and Business Training (CBT) courses can help you. Our courses are flexible, affordable and taught by experienced professionals. They

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

Need a customized training program?

We can work with you to provide a unique solution to help you enhance your team’s performance and advance your organization’s priorities.

To learn more, email us at p3cbt@utep.edu.
FEATURED COURSES

LEADERSHIP & MANAGEMENT

Lean Six Sigma Green Belt Certificate
Strengthen your organization by employing the core concepts of Lean Six Sigma. Receive a LSS Green Belt Certificate upon completion.
Start date: October 5, 2024
Fee: $1350
Early Registration Fee: $1250
⇒ Click here to register

Lean Six Sigma Yellow Belt Certificate
Get an overview of Lean Six Sigma and an introduction to the core concepts of the LSS process improvement methodology, including problem identification and solution techniques. Receive a LSS Yellow Belt Certificate upon completion.
Start date: September 7, 2024
Fee: $475
Early Registration Fee: $430
⇒ Click here to register

LEGAL CAREER TRAINING

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.
Start date: September 23, 2024
Fee: $1999
Early Registration Fee: $1895
⇒ 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

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

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

For additional listings of our Fall 2024 leadership and management courses, click here.
How many students have attended and received the UTEP Paralegal Certification at the school since the start of the partnership?

Each year we have had between ten and twenty students receive the Paralegal Certification. Since our partnership began back in the spring of 2018, we have had the privilege of having over 50 students receive this certification.

What impact did this program make within your school?

The partnership with UTEP to create the Paralegal Certification class has impacted our campus by giving our students the skills and confidence to enter into positions in the corporate world and legal field right out of high school.

Have you heard from past students who have graduated and received this certification? How has this impacted their education/career?

Many former students have found success after graduation with their Paralegal Certification from UTEP. We have Franklin graduates who have found success in entry-level positions and legal internships at law firms and corporate businesses. We also have our first set of Franklin graduates who have obtained the Paralegal Certifications entering law schools across the country.
What have you liked about working with Professional and Public Programs?

As a campus administrator, it has been a pleasure working with Professional and Public Programs at UTEP. The department has been extremely responsive and willing to work with us to ensure our students have the best opportunity to achieve the Paralegal Certification. When there was any question that we had regarding the class or curriculum, someone was always one email or phone call away.

Would you recommend other school districts provide these types of programs to their students? If so, please elaborate.

I would recommend school districts look into working with UTEP’s Professional and Public Programs to build programs like this Paralegal Certification program, because it offers creative ways for students to gain certifications that are marketable right out of high school. UTEP’s Professional and Public Programs has been a great partner over the years in ensuring that our campus had a well-rounded curriculum to prepare all students for the professional certification exam at the end of the semester.
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.

A Guide to Project Management
Learn the role of project management knowledge/skills in achieving optimum business results. Discounts available for registering in select courses.
9/23 Monday, 6-7 p.m. MT
→ Click here to register

A Guide to Lean Six Sigma
Learn how to achieve optimum business results by focusing on the process of UTEP’s Lean Six Sigma (LSS) program using the Lean 14 Principles and the Six Sigma DMAIC Methodology. Discounts available for registering in select courses.
8/22 Thursday, 6-7 p.m. MT
→ Click here to register

A Guide to HR Essentials & The SHRM Exam Preparation
Study the key aspects of foundational knowledge in the Human Resource (HR) field and learn what you need to pass the SHRM-CP/SHRM-SCP Exam. Talk with veteran instructors to gain valuable information; for both new and experienced HR practitioners.
8/24 Saturday, 9-11 a.m. MT
→ Click here to register

Clinical Medical Assistant and Medical Administrative Assistant
Speak with expert instructors, ask questions and gain a new perspective on what’s needed to excel as a clinical medical assistant or medical administrative assistant; discounts available for registering in select courses. Offered live/online through MS Teams.
8/27 Tuesday, 6-7 p.m. MT
→ Click here to register

EKG Technician and Phlebotomy Technician
Speak with expert instructors, ask questions and gain a new perspective on what’s needed to excel as an EKG or phlebotomy technician; discounts available for registering in select courses. Offered live/online through MS Teams.
9/3 Tuesday, 6-7 p.m. MT
→ Click here to register

Pharmacy Technician and Medical Billing and Coding
Talk to veteran instructors and learn what to expect during the Pharmacy Technician and Medical Billing and Coding courses. Discounts available for registering in select courses. Offered live/online through MS Teams.
9/4 Wednesday, 6-7 p.m. MT
→ Click here to register
HEALTHCARE CAREER TRAINING

Clinical Medical Assistant With Optional Clinical Externship
Train to assist physicians by preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, technical aspects of phlebotomy and the cardiac life cycle. Includes an optional clinical externship opportunity at a local healthcare provider.
Start date: September 10, 2024
Fee: $3250
Early Registration Fee: $2999
→ Click here to register

EKG Technician Certification Program
Learn the topics and processes critical to conducting and interpreting electrocardiograms (EKGs).
Start date: October 14, 2024
Fee: $1499
Early Registration Fee: $1299
→ Click here to register

Medical Administrative Assistant Program With Optional Clinical Externship
Prepare yourself to function effectively in many of the administrative and clerical positions in the health care industry.
Start date: October 15, 2024
Fee: $2100
Early Registration Fee: $1999
→ Click here to register

Medical Billing and Coding Program With Optional Clinical Externship
Acquire the skills needed to perform complex medical coding and billing procedures.
Start date: September 30, 2024
Fee: $2100
Early Registration Fee: $1999
→ Click here to register

Pharmacy Technician Training With Optional Clinical Externship
Prepare yourself to work as a pharmacy technician in a retail or other pharmacy setting.
Start date: September 23, 2024
Fee: $2100
Early Registration Fee: $1999
→ Click here to register

Phlebotomy Technician Certification With Optional Clinical Externship
Learn how to collect blood specimens from clients for the purpose of laboratory analysis.
Start date: September 17, 2024
Fee: $2100
Early Registration Fee: $1999
→ Click here to register

Some of the following courses may qualify for Military Education funding or Vocational Rehabilitation funding. Contact our team for more information.
HUMAN RESOURCES TRAINING AND DEVELOPMENT

Foundations of Compensation for HR
Learn how to write and create job descriptions for your organization, offer competitive jobs and salaries, and communicate with your employees about their compensation.
Start date: September 21, 2024
Fee: $295
Early Registration Fee: $245
Click here to register

SHRM-CP/SHRM-SCP Exam Preparation Program
Prepare for the content areas covered on the (SHRM) exam.
Start date: September 21, 2024
Fee: $1560
Early Registration Fee: $1410
Click here to register

LEADERSHIP & MANAGEMENT

Lean Six Sigma Green Belt Certificate
Strengthen your organization by employing the core concepts of Lean Six Sigma. Receive a LSS Green Belt Certificate upon completion.
Start date: October 5, 2024
Fee: $1350
Early Registration Fee: $1250
Click here to register

Lean Six Sigma Yellow Belt Certificate
Get an overview of Lean Six Sigma and an introduction to the core concepts of the LSS process improvement methodology, including problem identification and solution techniques. Receive a LSS Yellow Belt Certificate upon completion.
Start date: September 7, 2024
Fee: $475
Early Registration Fee: $430
Click here to register

PROJECT MANAGEMENT

Project Management Professional Certificate
Qualify for the 35 training contact credit hours required to register for the Project Management Institute (PMI®) Certified Associate Program Management (CAPM) or Project Management Professional (PMP) exam, or maintain current PMI® PMP certification.
Start date: October 14, 2024
Fee: $1650
Early Registration Fee: $1485
Click here to register

“The average Six Sigma Green Belt salary in Texas is $114,000 as of January 26, 2024, but the range typically falls between $92,000 and $120,600.”
Source: salary.com

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

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

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

Amy Ross
PMP Instructor

“[This project management training] was very informative and I feel prepared to take the [PMP certification exam with PMI].”
- PMP Course Participant

“The Project Management program] met and exceeded my expectations. Amy Ross was very friendly, knowledgeable and thorough throughout the course.”
- PMP Course Participant
BUSINESS DEVELOPMENT TRAINING

MOS Introductory Excel 2019
Gain competency in the fundamentals of creating and managing worksheets and workbooks, creating cells, ranges, tables, charts and objects, and applying formulas and functions.

- Start date: October 17, 2024
- Fee: $325
- Early Registration Fee: $295

⇒ Click here to register

MOS Advanced Excel 2019
Demonstrate your expert-level competency with Microsoft Excel. Prepare in-depth for each MOS objective, with detailed procedures to help build the skills acquired, hands-on tasks to practice what you’ve learned, and ready-made practice files.

- Start date: November 14, 2024
- Fee: $325
- Early Registration Fee: $295

⇒ Click here to register

Follow us on Facebook!
Professional and Public Programs is always looking to improve itself. We would like to hear from you and see how our CBT fall courses are working for you. Follow us on Facebook and post a comment.
MEET Human Resources Instructor

FRED PEREA

Fred Perea is a Certified Human Resources Professional with over 20 years of experience leading people and organizations through his roles in HR. He holds a Bachelor of Arts degree in Sociology with a minor in Human Resources Management from New Mexico State University and a Master’s in Public Administration degree from The University of Texas at El Paso. Fred has held HR leadership business partner roles in nonprofits, and in the public and private sector for organizations including The Home Depot, the County of El Paso and Helen of Troy.

Fred currently is a consultant providing strategic HR direction and people solutions to organizations throughout the United States, and partners with leadership and boards on people operations, culture and engagement, and people leadership. He also serves on the Board of Directors for Project BRAVO.

Fred has taught HR topics, including a Society for Human Resources Management (SHRM) certified course for Professional and Public Programs for over 10 years.

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

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

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

Ask about our Early Bird registration discounts.

---

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

Start date: September 28, 2024
Fee: $665
Early Registration Fee: $610
→ Click here to register

HR Skills: Leadership Basics for New Supervisors
Frame your leadership style, explore team cultures and learn how to cultivate a workplace that is inclusive and productive.

Start date: August 10, 2024
Fee: $350
Early Registration Fee: $315
→ Click here to register

HR Skills: Building an Inclusive Workplace Culture
Discover what makes up a diverse workforce and the immediate impact of a focus on diversity, equity, inclusion and belonging.

Start date: November 2, 2024
Fee: $375
Early Registration Fee: $340
→ 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.

Start date: September 23, 2024
Fee: $1999
Early Registration Fee: $1895
→ Click here to register
Try our Supervisory Skills training to improve your communication, handle difficult conversations with ease, apply coaching best practices, set effective goals, and much more.

Have questions?

Contact us at p3cbt@utep.edu or call 915-747-5142 for more information.

Go to page 6 for more information.
ONLINE COURSES
All the following courses are offered fully online for ages 18 and older.

Our online courses are affordable, fun, fast and convenient. Courses may be instructor-led or self-paced.

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

ACCOUNTING

Accounting Fundamentals
Gain an understanding of accounting basics for career advancement or 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 Specialist (APS) associate-level certification and enhance your intermediate financial operations skills.
→ Click here to register

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

Program in Accounting & Bookkeeping Studies
Get a better understanding of basic accounting and bookkeeping procedures.
→ Click here to register

QuickBooks Bundle (2012 to 2019)
Learn the advanced features of QuickBooks to take full advantage of the power and efficiency of this popular accounting tool.
→ Click here to register
You **must be 18 or older** to register for our Corporate and Business Training courses.

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

For complete details about Fall 2024 courses, visit [ppp.utep.edu/cbtcourses](http://ppp.utep.edu/cbtcourses)

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.

While the **average salary for an IT job is $48,738** in the U.S., time and experience can lead to significant increases. Many senior-level professionals in the United States make over six figures.  
→ [Source: Coursera](http://www.coursera.org)

### BOOT CAMPS

**Cisco CCNA Associate & CyberOps Associate Training Boot Camp**  
Gain hands-on experience by completing a series of labs in our Networking Cyber Range with this 7-day boot camp designed specifically for network engineers and administrators requiring full knowledge of Cisco router and switch configuration.  
→ Click here to register

**CompTIA Security + Training Boot Camp**  
Benefit from five days of 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 Boot Camp**  
Earn the skills and credentials required to enter the cybersecurity workforce.  
→ Click here to register

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

### BUSINESS DEVELOPMENT AND WORK SKILLS TRAINING

**Certificate in Computer Skills for the Office**  
Bring your office skills to a whole new level by diving into this set of powerful instructional courses.  
→ Click here to register
“Understanding the importance of computer skills in the workplace will help you keep your staff productive and efficient.”

Source: SmallBusiness.Chron.com

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.

BUSINESS DEVELOPMENT AND WORK SKILLS TRAINING (CONT.)

Computer Skills for the Workplace
Acquire the fundamental computer competencies you need to survive and prosper in today’s fast-changing workplace.

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!

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.

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.

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

Introduction to Microsoft Excel 2019
Learn the 2019 version of Microsoft Excel’s basic functions and uses.

PowerPoint for Business
Plan and design effective slideshow presentations using Microsoft’s PowerPoint software. Get practical tips and examples for mapping the presentation, incorporating research, using templates, selecting visual elements and delivering the presentation.

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.

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

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

DRONE OPERATIONS

Start your career as a future aviator and drone operator by learning good habits. No aviation knowledge necessary.
Click here to register

ENVIRONMENTAL SAFETY TRAINING

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

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 +AFAA Group Fitness Instructor (Vouchers Included)
Prepare for two of the most widely recognized industry certifications for fitness instructors: NASM Certified Personal Trainer and AFAA Certified Group Instructor. Certification exam fees included in the course cost.
Click here to register

NASM Certified Personal Trainer and Exam Preparation (Voucher Included)
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

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

UTEP.P3
COVID-19 PRECAUTION STATEMENT

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

The Center for Disease Control and Prevention recommends that people in areas of substantial or high COVID-19 transmission wear face masks when indoors in groups of people.

The best way that we can take care of ourselves and others is to get the vaccine. If you still need the vaccine, it is widely available in the El Paso area. For more information about the current rates, testing, and vaccinations, please visit epstrong.org.

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

- Employment of fitness trainers and instructors is projected to grow 19 percent from 2021 to 2031, much faster than the average for all occupations.
- About 65,500 openings for fitness trainers and instructors are projected each year, on average, over the decade.

→ Source: U.S. Bureau of Labor Statistics (BLS.gov)

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 get the opportunity to train the best.
→ Click here to register

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

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

→ Source: Money.USNews.com

<table>
<thead>
<tr>
<th>Healthcare Support Job</th>
<th>Number of Projected Jobs in the Next Decade</th>
<th>Median Salary</th>
</tr>
</thead>
<tbody>
<tr>
<td>Genetic Counselor</td>
<td>600</td>
<td>$89,990</td>
</tr>
<tr>
<td>Orthotist and Prosthetist</td>
<td>1,500</td>
<td>$77,070</td>
</tr>
<tr>
<td>Dental Hygienist</td>
<td>16,300</td>
<td>$81,400</td>
</tr>
<tr>
<td>Hearing Aid Specialist</td>
<td>1,500</td>
<td>$59,020</td>
</tr>
<tr>
<td>Veterinary Technologist and Technician</td>
<td>25,200</td>
<td>$38,240</td>
</tr>
<tr>
<td>Diagnostic Medical Sonographer</td>
<td>12,000</td>
<td>$81,550</td>
</tr>
<tr>
<td>Occupational Therapy Assistant</td>
<td>10,800</td>
<td>$64,250</td>
</tr>
<tr>
<td>Physical Therapist Assistant</td>
<td>26,500</td>
<td>$62,770</td>
</tr>
<tr>
<td>Massage Therapist</td>
<td>24,600</td>
<td>$49,860</td>
</tr>
<tr>
<td>Pharmacy Technician</td>
<td>25,900</td>
<td>$37,790</td>
</tr>
<tr>
<td>Licensed Practical and Licensed Vocational Nurse</td>
<td>34,900</td>
<td>$54,620</td>
</tr>
<tr>
<td>Medical Records Technician</td>
<td>16,500</td>
<td>$47,180</td>
</tr>
<tr>
<td>Ophthalmic Medical Technician</td>
<td>8,400</td>
<td>$38,860</td>
</tr>
<tr>
<td>Optician</td>
<td>2,000</td>
<td>$39,610</td>
</tr>
<tr>
<td>Clinical Laboratory Technician</td>
<td>16,800</td>
<td>$57,580</td>
</tr>
</tbody>
</table>
Welcome to Corporate and Business Training.

Corporate and Business Training

18

Fall 2024

Talk to us!

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

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

CERTIFICATES OF COMPLETION

VETERINARY COURSES

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 specialized skills that stables, equestrian centers, and large animal veterinary facilities look for.
→ 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.
The demand for medical assistants is expected to increase by 18.9 percent between 2020 and 2030, which is faster than average compared to other occupations.

→ Source: NursingProcess.org

HEALTHCARE CAREER TRAINING (CONT.)

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

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)
Acquire the essential skills and knowledge needed to become a dental assistant, including every aspect of professional dental assistance. Prepare to pass the radiology, infection control, and anatomy and physiology portions of the Dental Assisting National Board examinations – NELDA or CDA.
→ 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.
HEALTHCARE CAREER TRAINING (CONT.)

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
Learn how to find your way through both the CPT manual and the ICD-10-CM manual, and prepare for your career as a medical coder.
→ 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

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 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

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

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

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

For complete details about Fall 2024 courses, visit [ppp.utep.edu/cbtcourses](http://ppp.utep.edu/cbtcourses)

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.

**HEALTHCARE CAREER TRAINING (CONT.)**

**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

**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**

**Certified Internal Auditor With Microsoft Excel (Voucher Included)**
→ Click here to register

**Compensation and Benefits**
Consider issues surrounding the key aspects of pay policy: legal requirements, pay equity within an organization, competitive pay within the relevant industry, how and when to grant raises, and different ways payment can be structured.
→ Click here to register

**Employee Safety**
Learn about various workplace hazards and health issues and explore the relationship between employers and the Occupational Safety and Health Administration (OSHA).
→ Click here to register
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.

**HUMAN RESOURCES CAREER TRAINING (CONT.)**

**Equal Employment Opportunity**
Learn about many of the major employment laws, equal opportunity issues and the anti-discriminatory regulations employers must be aware of in hiring, promoting and firing employees.
→ Click here to register

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

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

**Payroll Practice and Management With Microsoft Excel**
Study all critical areas of payroll management and learn advanced practices for using Microsoft’s Excel software. Prepare to take the Fundamental Payroll Certification exam and the Microsoft Office Specialist (MOS) Expert certification exam for Microsoft Excel.
→ Click here to register

**Voucher Included option:**
→ Click here to register

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

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

**Leadership and Management**

**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

**Lean Six Sigma Black Belt With 1-on-1 Project Coaching (Exam Cost Included)**
Develop your process improvement, project management and leadership skills with this online Lean Six Sigma Black Belt training course; fees for the Lean Six Sigma Green Belt and Black Belt Certification exams are included.
→ Click here to register

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

“Leadership abilities can … help managers foresee goal expectations, make goal plans and develop their team in order to reach goals.”
→ Source: Indeed.com
LEADERSHIP DEVELOPMENT TRAINING

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

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

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

Fundamentals of Supervision and Management
Master the basics of business by learning the language of management.
→ Click here to register

Fundamentals of Supervision and Management II
Master the basics of communication to become a more effective manager or supervisor.
→ 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

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

"Leadership training can improve both your business’ and employees’ futures.”
→ Source: Indeed.com
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

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

Supervision and Management Series
Master the basics of business by learning the language of management; perfect for employees who have recently become supervisors.
→ Click here to register

LEGAL CAREER TRAINING

Advanced Paralegal Certificate Course
Build upon your knowledge of law and paralegal studies with classes in specialized facets of contemporary law and gain a strong competitive edge over other paralegals.
→ Click here to register

Alternative Dispute Resolution Certificate Course
Get qualified or participate in conflict mediation processes. This online course focuses on both traditional and nontraditional dispute resolution options.
→ Click here to register

Employment Law Fundamentals
Learn the basics of employment law so you can legally hire, evaluate and manage employees as a manager, supervisor, small business owner, human resource specialist or corporate executive.
→ Click here to register

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

Legal Research and Writing
Gain exposure to writing briefs, pleas and other basic legal correspondence.
→ Click here to register

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

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

For complete details about Fall 2024 courses, visit ppp.utep.edu/cbtcourses
WE ARE HIRING INSTRUCTORS

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

Certified instructors are needed in the following areas:

• Computer Skills
• Information Technology (IT)
• Lean Six Sigma
• Microsoft Office 365

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.
MANUFACTURING

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

Manufacturing Fundamentals
Study and understand the basic skills required to work in the manufacturing field.
→ Click here to register

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

PROJECT MANAGEMENT

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

Microsoft Project Basics
Get an introduction to Microsoft’s project management software, MS Project, and master the basic functions essential to managing any project
→ Click here to register

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

Project Management Fundamentals II
Get 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

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.

“[This training was] very informative. The professor covered all the material and was very helpful.”
- PMP Course Participant

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

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

For complete details about Fall 2024 courses, visit ppp.utep.edu/cbtcourses
SKILLED TRADES CAREER TRAINING

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

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

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

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

Want to learn other languages to more effectively communicate with your clients and colleagues?
Learn French, Italian, Japanese, Korean, Spanish and more with our language classes for adults.

For details, visit ppp.utep.edu/languages

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

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

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

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

For complete details about Fall 2024 courses, visit ppp.utep.edu/cbtcourses
You must be 18 or older to register for our Corporate and Business Training courses.

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

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

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)
Acquire the knowledge and skills you need to launch an IT career via the CompTIA’s A+, Network+ and Security+ certifications.
→ Click here to register

Ethical Hacking v10: Learn Hacking
Study the ethical hacking of networks and system penetration testing.
→ Click here to register

Forensic Investigator in Computer Hacking
Gain knowledge in the specific security discipline of computer forensics from a vendor-neutral perspective.
→ Click here to register

Full Stack Software Developer
Develop your skills as an industry-ready full stack software developer and build a professional portfolio of real-world projects to showcase.
→ Click here to register

Introduction to SQL
Learn 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

Oracle SQL and PL/SQL Developer + Python Developer + Java Programmer
Get trained to develop databases with Oracle SQL, PL/SQL, and program with Python and Java.
→ Click here to register

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

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

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

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

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

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

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

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)
Acquire the knowledge and skills you need to launch an IT career via the CompTIA’s A+, Network+ and Security+ certifications.
→ Click here to register

Ethical Hacking v10: Learn Hacking
Study the ethical hacking of networks and system penetration testing.
→ Click here to register

Forensic Investigator in Computer Hacking
Gain knowledge in the specific security discipline of computer forensics from a vendor-neutral perspective.
→ Click here to register

Full Stack Software Developer
Develop your skills as an industry-ready full stack software developer and build a professional portfolio of real-world projects to showcase.
→ Click here to register

Introduction to SQL
Learn the most powerful and widely used database programming language.
→ Click here to register

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

Java Developer Suite
Create practical and sophisticated computer programs using both Java and XML.
→ Click here to register

Oracle SQL and PL/SQL Developer + Python Developer + Java Programmer
Get trained to develop databases with Oracle SQL, PL/SQL, and program with Python and Java.
→ Click here to register

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

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

Certificate in Emerging Technology for Managers
Learn about blockchain, artificial intelligence and robotics, and how each technology affects business processes and contributes to a discussion about the future of labor.
→ Click here to register
NOTE: Courses may be instructor-led or self-paced. Instructor-led courses are NOT live/online and have no required login time for classes. Students are encouraged to participate in weekly discussions, ask questions, and interact with their instructor and fellow students through the online discussion area.

Pricing for the 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.

TEST PREPARATION

Complete Enrolled Agent (EA) Review Program and Exam Prep
Prepare for all three parts of the IRS Special Enrollment Exam and become an IRS Enrolled Agent; Adaptive Learning Test Prep Software package for all three parts and Tax Guide are included.
→ Click here to register

Communication for Women in Business
Get a general overview for effective communication at work especially for women. Review tips and strategies for communicating with small and large groups, being heard in meetings, projecting confidence and more.
→ Click here to register

Issues Facing Women in Business
Assess the representation of women in various domains and review challenges that many working women face, together with strategies for addressing those challenges.
→ Click here to register

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

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

WOMEN IN BUSINESS

Body Language for Women in Business
Learn about and use body language to communicate in a way that builds and sustains positive relationships with employees, clients and business partners.
→ Click here to register

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

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

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

**WRITING**

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

→ Click here to register

**Certificate Course in Technical Business Writing for Engineers**
Study the necessary steps in planning, drafting, revising, editing and publishing/submitting technical content.

→ Click here to register

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

→ Click here to register

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

→ Click here to register

---

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

→ Click here to register

**Ultimate Resume Building**
Learn how to prepare a professional resume.

→ Click here to register

---

**Talk to us!**

Professional and Public Programs is always looking to improve itself. We would like to hear from you and see how our CBT fall courses are working for you. Join our LinkedIn community or post a comment on our Facebook page.
When taking your education further is a top priority, everyone wins.

Professional and Public Programs – Continuing Education at UTEP

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

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

For more information visit our website at ppp.utep.edu to learn more or contact our team via email at: p3cbt@utep.edu
FACE-TO-FACE COURSES

HEALTHCARE CAREER TRAINING
- Clinical Medical Assistant With Optional Clinical Externship
- EKG Technician Certification Program
- Medical Administrative Assistant Program With Optional Clinical Externship
- Medical Billing and Coding Program With Optional Clinical Externship
- Pharmacy Technician Training With Optional Clinical Externship
- Phlebotomy Technician Certification With Optional Clinical Externship

HUMAN RESOURCES TRAINING AND DEVELOPMENT
- Foundations of Compensation for HR
- SHRM-CP/SHRM-SCP Exam Preparation Program

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

PROJECT MANAGEMENT
- Project Management Professional Certificate

HUMAN RESOURCES CAREER TRAINING
- Essentials of Human Resources
- HR Skills: Building an Inclusive Workplace Culture
- HR Skills: Leadership Basics for New Supervisors

LEGAL CAREER TRAINING
- Paralegal Certificate Course

ONLINE COURSES

ACCOUNTING
- Accounting Fundamentals
- Accounting Fundamentals II
- Accounts Payable Manager Certification (Exam Cost Included)
- Accounts Payable Specialist Certification (Exam Cost Included)
- IRS Tax Preparer Bundle - Annual Filing Season Program (AFSP)

DRONE OPERATIONS

ENVIRONMENTAL SAFETY TRAINING
- OSHA 8-Hour Hazwoper Refresher

FITNESS CAREER TRAINING
- AFAA Group Fitness Instructor (Voucher Included)
- Certificate in Food, Nutrition and Health
- NASM Certified Nutrition Coach (Exam Included)
- NASM Certified Personal Trainer (Spanish): Voucher Included

BUSINESS DEVELOPMENT TRAINING
- MOS Introductory Excel 2019
- MOS Advanced Excel 2019

BUSINESS DEVELOPMENT AND WORK SKILLS TRAINING
- Certificate in Computer Skills for the Office
- Complete Enrolled Agent (EA) Review Program and Exam Prep
- 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
- PowerPoint for Business
- Using the Internet in the Classroom
- Visual PowerPoint

BOOT CAMPS
- Cisco CCNA Associate & CyberOps Associate Training Boot Camp
- CompTIA Security + Training Boot Camp
- Cybersecurity Bootcamp
- Ethical Hacking Dual Certification Boot camp (CEH and PenTest+)

LIVE/ONLINE COURSES

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

PROJECT MANAGEMENT
- Project Management Professional Certificate
FITNESS CAREER TRAINING (CONT.)

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

NASM Certified Personal Trainer and Exam Preparation (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

CERTIFICATES OF COMPLETION

VETERINARY COURSES

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 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)

HOSPITALITY

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

HUMAN RESOURCES CAREER TRAINING

Certificate for Human Resources Management
Certified Internal Auditor With Microsoft Excel (Voucher Included)
COURSE INDEX

HUMAN RESOURCES CAREER TRAINING (CONT.)
Compensation and Benefits
Employee Safety
Equal Employment Opportunity
HR Ethics Certificate
HR Management (ACE Credit)
Payroll Manager
Payroll Practice and Management
Payroll Practice and Management With Microsoft Excel

LEADERSHIP & MANAGEMENT
Building Teams That Work
Lean Six Sigma Black Belt With 1-on-1 Project Coaching (Exam Cost Included)
Lean Six Sigma Green and Black Belts (Exam Cost Included)

LEADERSHIP DEVELOPMENT TRAINING
Achieving Top Search Engine Positions
Certificate in Supervisory and Managerial Skills
Coaching Your Team to Higher Performance
Fundamentals of Supervision and Management
Fundamentals of Supervision and Management II
Keys to Effective Communication Leadership
Management and Leadership Studies Certificate
Managing Customer Service
New Manager Suite
Sales Training Suite
Supervising and Managing Workplace Employees (Bud to Boss Toolkit)
Supervision and Management Series

LEGAL CAREER TRAINING
Advanced Paralegal Certificate Course
Alternative Dispute Resolution Certificate Course
Employment Law Fundamentals
Legal Investigation Certificate Course
Legal Research and Writing
Victim Advocacy Certificate Course

MANUFACTURING
Lean Manufacturing Personal Training Library
Manufacturing Fundamentals
Manufacturing Statistics Personal Training Library

PROJECT MANAGEMENT
Agile Project Management Training
High Speed Project Management
Mastering Project Management With PMP® Prep
Microsoft Project Basics
Project Management Fundamental Series
Project Management Fundamentals
Project Management Fundamentals II

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

For complete details about Fall 2024 courses, visit ppp.utep.edu/cbtcourses
SKILLED TRADES CAREER TRAINING (CONT.)

Plumbing Technician Certification With Optional Externship
Residential Electrician
Welding Technician Certification With Optional Externship

TECHNOLOGY CAREER TRAINING

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)
Computer Networking Suite
Computer Technician CompTIA A+ With Externship
Ethical Hacking v10: Learn Hacking
Forensic Investigator in Computer Hacking
Full Stack Software Developer
Introduction to SQL
Introduction to XML
Java Developer Suite
Oracle SQL and PL/SQL Developer + Python Developer + Java Programmer
Certificate Course in Writing for a Global Market
Persuasive Writing: How to Get Instant Results
Professional Grant Writing
Ultimate Resume Building

TEST PREPARATION

Complete Enrolled Agent (EA) Review Program and Exam Prep

WOMEN IN BUSINESS

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

WRITING

Business and Marketing Writing
Certificate Course in Technical Business Writing for Engineers

FACE-TO-FACE FREE INFORMATIONAL SEMINARS

FACE-TO-FACE A Guide to Project Management
LIVE/ONLINE A Guide to Lean Six Sigma
FACE-TO-FACE A Guide to HR Essentials & The SHRM Exam Preparation
LIVE/ONLINE Clinical Medical Assistant and Medical Administrative Assistant
LIVE/ONLINE EKG Technician and Phlebotomy Technician
LIVE/ONLINE Pharmacy Technician and Medical Billing and Coding
100% online degrees from UTEP

All the online programs offered are of the same great quality and academic rigor as face-to-face degree programs and are taught by the same faculty who teach on-campus courses.

Pick the program you’re interested in and fill out a form or call us. We promise you won’t be disappointed!

APPLY NOW!

Have questions? Contact us today.

utepconnect.utep.edu
1-800-684-UTEP

Scan QR code for more information.
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