

BUSINESS AND COMMUNITY EDUCATION

Business and Community Education is an important component of the total education program at Temple College. Temple College, as one of 72 community and technical colleges of the state, is designated by the Texas Legislature as the primary provider of workforce education and training for our Central Texas area. Temple College Business and Community Education partners with local Workforce Board representatives to meet local businesses' demands for trained workers. Temple College Business and Community Education creates workforce development strategies that respond to current and future needs of a diverse population, providing the community with quality resources that stimulate personal, workforce and economic development. Temple College Business and Community Education provides workforce skills training in two primary ways:

Business and Industry Customized Training

The Temple College Business and Community Education Department serves as an educational and skills development resource for businesses and industry in the Central Texas area. It is our goal to improve the prosperity of our region through partnerships with business, government, and community organizations. Temple College Workforce Directors are available to meet with individual businesses, work collaboratively to identify specific training needs, develop goals for employee and organizational improvement, and create plans to enhance employees' skills and overall effectiveness. We provide an agreement that spells out our services and proposes dates, times and locations. With our workforce education expertise, we provide on-site pre-evaluations, qualified instructors for specific business needs, appropriate instructional materials and class design, and post-test evaluations to measure success. Programs can be tailored to suit the needs of any employer, and training can be provided at times and locations most convenient for the specific organization. As a local, qualified resource and partner we are able to deliver customer-focused training to address the needs of a diverse workforce, leading to improvement in employee performance and productivity and overall organizational effectiveness.

Community Education

In addition to providing customized training for specific organizations, Temple College Business and Community Education offers open-enrollment classes to the general public as another strategy for improving the prosperity of our region. These open-to-the-public classes are designed to give adults an opportunity to keep up with new developments related to their present occupations, to train for new career paths, or to explore activities for personal and professional growth.

Most non-credit courses are open to interested persons without specific admission requirements. Persons who register for and successfully complete these courses are awarded Continuing Education Units (CEU's); normally one CEU is awarded for each ten hours of training. Many courses offered meet the mandatory continuing education requirements for re-licensure and educational advancement in professions.

Temple College Business and Community Education offers courses in a variety of areas. Specific offerings vary depending on current local workforce needs. They may include:

- Information Technology such as computer applications, word processing, spreadsheets, database, Internet, Web Page design, and eBay
- Leadership Development for those new to a supervisory role as well as for more experienced, mid-to-high level leaders
- Manufacturing occupation specific skills such as welding and machining, and "Lean Manufacturing"
- Healthcare specific skills such as Phlebotomy, Medical Terminology and Coding, CPR
- Spanish and other language skills
- Real Estate
- Human Resources
- Customer Service
- Other professional and personal development opportunities

Most of these classes meet at Temple College Downtown Center or at Temple College Business Training Center. Some are available online or as "blended learning" with portions completed online and other segments in the classroom.

Non-credit concurrent enrollment is also available through Business and Community Education for some technical or business-related classes offered through the credit side of the college. Neither transcripts nor college entrance exams are required. Costs are comparable to the credit class, but students are exempt from exams and grades. Students receive the same level and quality of instruction for the same length as credit classes. This type of

enrollment is available in subjects such as business, computer-aided design, and computer information systems. Contact the Community Education Department at the time of registration to enroll in this manner.

A minimum of ten students is usually required for a class to be offered. The tuition and fees for many non-credit classes start as low as \$4.00 per class hour, with additional costs for labs, supplies, or insurance. A one hundred percent refund will be given if Temple College cancels the class. A full refund will also be granted if a student officially withdraws in writing through the Community Education Office prior to the second class meeting, depending on the class length. No refunds will be granted after the class has met for the second time.

Contact Business and Community Education for more information.