



YOUR CENTER FOR

- **Career and Workforce Development**
- **Community Programs**
- **Corporate Training**

SPRING 2020
UPDATED: MARCH 30, 2020



**TEMPLE
COLLEGE**

BUSINESS AND
CONTINUING EDUCATION

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Remote learning occurs when the learner and instructor, or source of information, are separated by distance and therefore cannot meet in a traditional classroom setting. Information is typically transmitted via technology, with an instructor dedicated to the learner's success.



Testimonial

“When I first signed up for the EKG program I had no idea what I was getting myself into. I had Mr. Gomez as my instructor for that course and after the first lesson, I swear that my head felt like it was going to explode with all the information I had to take in. He did a really good job at explaining things to where anyone could understand it. I did not think I would make it through that class after the first day, but I stuck through it and I promise you it only gets easier as the lessons go by. I didn’t know anything about the heart before I took this program and now I find myself paying attention to everything in the hospital. If you are looking into applying for this program, do it! Do not hesitate! You will get a good career!”

Claudia Dominguez, Electrocardiography (EKG) Graduate

Your Center for Learning

Temple College's Business and Continuing Education (BCE) Division offers training for individuals and businesses throughout Temple, Belton, Hutto, Taylor, Cameron and the surrounding service area.

We are growing our services in:

- Career and Workforce Development
- Community Programs
- Corporate Training

Visit with us to learn about the exciting opportunities at Temple College. We look forward to working with you!

Temple College is committed to nondiscrimination practices based upon race, gender, gender identity and expression, disability, age, religion, national origin, genetic information, or veteran status.





ED2GO Online Courses

ED2GO ONLINE LEARNING

- Professional development and personal enrichment
- Sessions start monthly
- Convenient six-week format
- Interactive learning environment
- Instructors lead each course
- Award of completion with passing score

You can take all Ed2go courses from the comfort of your home or office at the times that are most convenient to you. More than 200 courses are on our website! Listed here are some examples of the categories of courses available:

- Business and Professional
- Healthcare and Fitness
- IT and Software Development
- Management and Corporate
- Computer Applications
- Media and Design
- Hospitality and Gaming
- Skilled Trades and Industrial

CAREER TRAINING PROGRAMS

- Prepare for industry certification or start a new career
- Start anytime
- Many programs completed in less than six months
- In-depth study, all learning materials provided
- Personal instructor assistance
- Certificate of completion awarded with passing score

HOW IT WORKS:

1. Visit our Online Instruction Center at www.ed2go.com/temple
2. Click the "Courses" link. Once you choose the department and course title in which you are interested, select the "Enroll Now" button. Follow the instructions to enroll and pay for your course. You will choose a username and password that will grant you access to the classroom.
3. When your course starts, return to our Online Instruction Center and click the "Classroom" link. To begin your studies, simply log in with the username and password you selected during enrollment.

ACT, SAT and TSI Prep Bootcamps

A college education opens up a world of opportunities for students. College graduates obtain better-paying jobs, experience less unemployment, and enjoy greater professional advancement. Unfortunately, many middle and high school students are inadequately prepared to achieve high scores on college entrance exams like the ACT® or SAT® test. Temple College is here to help all students enter and succeed in college. Utilizing a proven curriculum developed by Cambridge Educational Services, our program will help students to:

- Prepare for high-stakes college entrance tests.
- Understand standardized tests and how to master them.
- Build essential skills necessary for college and careers.
- Discover greater motivation for academic and personal success.

ACT PREP BOOTCAMP

CE 2038 / CEUs: 0 / (\$) \$249

February 4, 6, 11 and 13 / Tuesdays and Thursdays
6 – 9:15 p.m.

SAT PREP BOOTCAMP

CE 2039 / CEUs: 0 / (\$) \$249

February 18, 20, 25 and 27 / Tuesdays and Thursdays
6 – 9:15 p.m.

TSI PREP BOOTCAMP

CE 2040 / CEUs: 0 / (\$) \$249

Summer dates coming soon

Business, Sales and Marketing

ACHIEVING TOP SEARCH ENGINE POSITIONS

ED2GO (ONLINE COURSE) / 💰 \$115

Instructor-led course begins each month and runs for six weeks.

Choose your start date: **January 16, February 13, March 13, April 17 or May 15**

For registration and information, visit www.ed2go.com/temple

In this course, you will gain the knowledge you need to boost your website's visibility. You will discover how search engines crawl the Web, rank websites, find previously undiscovered sites and learn which HTML tags are key to getting sites on a search engine's radar. You also will explore how to select keywords, why you should amass as many potential keyword choices as possible, and which keywords hold the most potential.



MARKETING YOUR BUSINESS ON THE INTERNET

ED2GO (ONLINE COURSE) / 💰 \$115

Instructor-led course begins each month and runs for six weeks.

Choose your start date: **January 16, February 13, March 13, April 17 or May 15**

For registration and information, visit www.ed2go.com/temple

Throughout the course, you will learn to think strategically about marketing your website, products and services using Internet technologies. You will explore how to use an Internet marketing checklist and other tools and materials to develop a sound online business strategy. Before you know it, you will have the skills and knowledge you need to develop a winning Internet marketing plan for your own business.



Business, Sales and Marketing

CREATING YOUR BUSINESS SOLUTIONS

BMGT 2006 / CEUs: 0.8 / 💰 \$459

Future dates coming soon

Getting the results you want out of your business is not a function of the economy, right place at the right time, blind chance, or other exterior factors. It is based on decisions YOU make. In this workshop you will:

- Learn what works and doesn't work in your business – and why.
- Discover questions you should be asking yourself on a regular basis.
- Focus on WHY you need your business to succeed, and how this will change your drive.
- Develop actions steps, short and long term, that immediately change your thinking and results.

EFFECTIVE BUSINESS WRITING

ED2G0 (ONLINE COURSE) / 💰 \$115

Instructor-led course begins each month and runs for six weeks.

Choose your start date: **January 16, February 13, March 13, April 17 or May 15**

For registration and information, visit www.ed2go.com/temple

Do you have a nagging suspicion that a small improvement in your writing skills also might improve your career prospects? Don't let small gaps in your business writing skills prevent you from reaching your full potential!

It doesn't matter whether you're a clerical worker, an engineer, or an executive. If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you'll know the secret to developing powerful written documents that immediately draw readers in and keep them motivated to continue until your very last, well-chosen word.



Business, Sales and Marketing

PRESENTATION ACCELERATION

COMG 2030 / CEUs: 0.8 / 💰 \$459

Future dates coming soon

Successful communication is critical in all business. Whether standing in front of a large group, presenting at conference booths or sitting one-on-one with a client, being understood, and more importantly, having your audience take action, is a skill that can be learned. In this course you will:

- Learn the technique to know your presentation without using notes.
- Discuss what is the most important part of communicating your message.
- Reduce fear and replace apprehension with excitement.
- Learn how to deal with distractions and much more.
- Have the opportunity to demonstrate your new skills in front of others if you choose.

CDL Training

COMMERCIAL DRIVER'S LICENSE (CDL) TRAINING

CVOP 1013 / 💰 \$6,995 plus the cost of a drug test, physical, background check and learner's permit

Call for dates and times

Get on the road to a new career by earning your Commercial Driver's License (CDL). Temple College has partnered with ATDS Truck Driving School to offer CDL training in Temple. The program is five weeks long and includes 210 hours of instruction – 70 hours in the classroom and 140 hours on the road. The program is open to men and women over 21 years of age who have a good driving record.

Communication and Language

DISCOVER SIGN LANGUAGE:

ED2GO (ONLINE COURSE) / 💰 \$115

Instructor-led course begins each month and runs for six weeks.

Choose your start date: **April 17 or May 15**

For registration and information, visit www.ed2go.com/temple

Discover Sign Language will teach you how to sign basic phrases and complete sentences and how to put it all together, allowing you to introduce yourself and start a conversation.

Throughout the course, you will learn by watching videos that demonstrate how to make the signs and how to incorporate facial expressions to communicate in this beautiful language. This course is taught using the best practices of the industry with a minimum of audio support. Throughout it, you will be immersed in silence, which will help you gain an understanding of the perspective of Deaf people and sign language.

You will also gain an introduction to the world of the Deaf culture and explore topics such as lipreading, baby signs, and the career of interpreting.



BEGINNING CONVERSATIONAL FRENCH

ED2GO (ONLINE COURSE) / 💰 \$115

Instructor-led course begins each month and runs for six weeks.

Choose your start date: **January 16, February 13, March 13, April 17 or May 15**

For registration and information, visit www.ed2go.com/temple

This course has been carefully crafted to ensure you will have no trouble pronouncing French words correctly. The first three lessons introduce the basics needed for most conversations in French, such as “please” and “thank you.” You will also learn numbers, days of the week, months of the year, and telling time.



Computer Applications

ADOBE ACROBAT (PRO DC)

ITSW 1058 / CEUs: 0.8 / 💰 \$149

Future dates coming soon

By taking advantage of the functionality and features available in Adobe Acrobat, you will ensure the integrity of your electronic documents regardless of who views them. In this course, you will create and work with PDF documents. You will learn how to:

- Create and save PDF documents
- Navigate content in a PDF document
- Modify PDF documents
- Review PDF documents
- Convert PDF documents

ADOBE INDESIGN (CC)

ED2GO (ONLINE COURSE) / 💰 \$115

Instructor-led course begins each month and runs for six weeks.

Choose your start date: **April 17 or May 15**

For registration and information, visit www.ed2go.com/temple

Have you ever seen a terrific-looking brochure or newsletter and wondered how it was made? Chances are the designer used Adobe InDesign CC, the industry-standard desktop publishing software now available through the Creative Cloud.

Lesson by lesson, you will discover how the program features relate to producing actual usable documents. You will explore the best ways to create different types of material, how to reuse items such as colors and artwork, and how to produce publications for different page sizes and devices. You will come away knowing how to use this popular page layout software to design and create professional-quality letterhead, business cards, brochures, forms, interactive PDF files, an eBook, and more.



Computer Applications

ADOBE PHOTOSHOP (CC)

ED2GO (ONLINE COURSE) / 💰 \$115

Instructor-led course begins each month and runs for six weeks.

Choose your start date: **April 17 or May 15**

For registration and information, visit www.ed2go.com/temple

Adobe Photoshop CC is a powerful subscription software solution. In this course you will master techniques to edit and enhance your digital images. The course offers step-by-step instructions for basics like cropping, rotation, and sizing images. You will experiment with tools for correcting exposure, adjusting color and colorcasts and work with layer and selection tools. You will learn how to add text, retouch, and even clone away unwanted elements. You will discover how to work with raw images and prepare images for print or online use.

In this course, you will be guided through detailed explanations and instructions for using the tools. Whether you are a novice or accomplished photo editor, this course will give you a collection of useful techniques that will quickly show you amazing results in your images.



ADOBE PHOTOSHOP (CC) – INTERMEDIATE

ED2GO (ONLINE COURSE) / 💰 \$115

Instructor-led course begins each month and runs for six weeks.

Choose your start date: **April 17 or May 15**

For registration and information, visit www.ed2go.com/temple

Photoshop is the world's most popular photo-editing program. It's a fun and creative way to alter photographs and prepare them for print or the Web. If you're already familiar with Photoshop, this course will help you explore the program's more advanced features.

Whether you want to use Photoshop to edit photos, design scrapbook pages, or do original artwork, this class will give you the building blocks you need. You'll take a giant leap forward in creativity and productivity—and you'll also have a lot of fun!



Computer Applications

INTRODUCTION TO WINDOWS 10

ED2GO (ONLINE COURSE) / 💰 \$115

Instructor-led course begins each month and runs for six weeks.

Choose your start date: **April 17 or May 15**

For registration and information, visit www.ed2go.com/temple

Welcome to Windows 10, the completely new operating system from Microsoft, which offers a more robust, more powerful, and completely unique computing experience. In this course, you will gain the foundation you need to get started right away using Windows 10.

File Explorer can help you manage your files and create basic text documents using WordPad. From finding files and folders, to organizing and editing photos, to managing files on external drives, you will learn everything you need to know about getting the most from this operating system. And since security is important, you will also learn how to protect your files, as well as how to protect and update Windows 10.

By the time you finish this course, you will have mastered the basic skills you need to get the most from Windows 10 for both work and play.



MS EXCEL 2016 - INTRODUCTION

ED2GO (ONLINE COURSE) / 💰 \$129

Instructor-led course begins each month and runs for six weeks.

Choose your start date: **April 17 or May 15**

For registration and information, visit www.ed2go.com/temple

If you work with numbers, you need to master Microsoft Excel 2016! This hands-on course will teach you dozens of shortcuts and tricks for setting up fully-formatted worksheets quickly and efficiently. You will also learn the secrets behind writing powerful mathematical formulas and discover how to use the function wizard to quickly and automatically calculate statistics, loan payments, future value, and more.

In addition, you will get tips on sorting and analyzing data, designing custom charts and graphs, creating three-dimensional workbooks, building links between files, endowing your worksheets with decision-making capabilities, and automating frequently-repeated tasks with macros and buttons. You will also learn Excel 2016 features, including Quick Analysis, Flash Fill, and new charting capabilities.

This is not a tutorial, but an in-depth class. By the time you're done, you will be using this vital Office 2016 application like a pro.



Computer Applications

MS EXCEL 2016 - INTERMEDIATE

ED2GO (ONLINE COURSE) / 💰 \$129

Instructor-led course begins each month and runs for six weeks.

Choose your start date: **April 17 or May 15**

For registration and information, visit www.ed2go.com/temple

In this hands-on course, you will learn how to create informative, eye-catching charts and graphs, and harness the power of Excel's data analysis tools and AutoFilter commands. In addition, you will find out how easy it is to create macros that let you manipulate data with the push of a button. You will also discover how to use Goal Seek and Solver and apply them to real-world problems. Set yourself apart from the casual Excel user by adding VLOOKUP, INDEX & MATCH, and other time-saving functions to your repertoire.



MS EXCEL 2016 - ADVANCED

ED2GO (ONLINE COURSE) / 💰 \$129

Instructor-led course begins each month and runs for six weeks.

Choose your start date: **April 17 or May 15**

For registration and information, visit www.ed2go.com/temple

In this Microsoft Excel training, you'll see how to truly maximize this program's functions and capabilities. After all, most organizations rely heavily on Excel to consolidate, analyze, and report data and want their employees to be proficient in this important program.

With exercises, quizzes, and all the latest information, the best online Excel training is right here in this course. The lessons will simplify some of those tricky Excel concepts that might seem hard to grasp, so you can discover how Excel 2016 table tools actually take the complexity out of spreadsheet creation and management. When you've completed this course, you'll be able to accomplish just about everything Microsoft Excel has to offer in displaying, analyzing, reporting, and tracking data—and you'll understand it so well, you'll even be able to share your newfound skills with your friends and colleagues.



Computer Applications

QUICKBOOKS 2019 – INTRODUCTION

ED2GO (ONLINE COURSE) / 💰 \$129

Instructor-led course begins each month and runs for six weeks.
Choose your start date: **April 17 or May 15**
For registration and information, visit www.ed2go.com/temple

From business owners to independent bookkeepers, millions use QuickBooks for payroll, inventory, reports, and other accounting needs. Now you can learn to manage your finances with QuickBooks in this introductory online course.

Introduction to QuickBooks 2019 is designed for those new to QuickBooks or those wanting a refresher with the latest version. You will learn how QuickBooks makes it easy to set up a chart of accounts; create and print invoices, receipts, and statements; track your payables, inventory, and receivables, and generate reports.



COMPUTER SKILLS FOR THE WORKPLACE

ED2GO (ONLINE COURSE) / 💰 \$15

Instructor-led course begins each month and runs for six weeks.
Choose your start date: **April 17 or May 15**
For registration and information, visit www.ed2go.com/temple

Most jobs today require a working knowledge of certain computer skills. Employers seek and reward employees with the skills and knowledge to send messages across the country via e-mail; use a spreadsheet to create a graph and paste it into a report; add and edit data in a database; understand the implications of file sizes, memory limitations, and network arrangements; and recognize the function and features of modern computer components.

This course will focus on practical application for software most common to the workplace. By the time you finish, you will have learned why employers consider technological literacy so critical to the success of any organization.



Computer Applications

MS POWERPOINT 2016 - INTRODUCTION

ED2GO (ONLINE COURSE) / 💰 \$129

Instructor-led course begins each month and runs for six weeks.

Choose your start date: **April 17 or May 15**

For registration and information, visit www.ed2go.com/temple

Take your PowerPoint presentations from ordinary to extraordinary! In these lessons, you'll learn how to use Microsoft PowerPoint 2016 to create professional-quality slide presentations that grab and hold your audience's attention from start to finish.

You'll see how to plan a presentation for your audience, format it with themes and color, and use slide and layout masters to make global changes. You'll embellish your slides with text and objects, including pictures, shapes, WordArt, and SmartArt, and learn to add multimedia effects to create animated presentations and more.



MS WORD 2016 - INTRODUCTION

ED2GO (ONLINE COURSE) / 💰 \$129

Instructor-led course begins each month and runs for six weeks.

Choose your start date: **April 17 or May 15**

For registration and information, visit www.ed2go.com/temple

One of the most basic skills needed in any job is writing reports and letters using Microsoft Word 2016, now available through Office 365.

Through hands-on instructions, you will learn how to add and edit text; move words from one part of your document to another; work on two or more documents simultaneously; and format your text. You will also see how to save, retrieve, copy, organize, and print your documents.

You will learn dozens of ways to modify the appearance and content of your documents by adjusting page margins, paragraph tab settings, and line spacing to create great-looking documents quickly and easily. If you need to type foreign language characters or symbols, you can do that in Word too.

By using Word's spell and grammar checker, you can catch typos and grammatical mistakes before you print or share your document with others. You will also explore the program's thesaurus feature, which can help you find exactly the right word.



Health Professions

CERTIFIED NURSE AIDE (CNA)

NURA 1001 / CEUs: 10.8 / 💰 \$929

Future dates coming soon

As the U.S. population continues to age, there is a growing need for those who are committed to the care of the elderly. This class provides the necessary information and skills to prepare students to become state-certified nurse aides and work in health care facilities where they will assist nurses in providing patient care. After completion of this program, you will be able to:

- Record measurements such as blood pressure, radial pulse, respirations, urine output or weight
- Assist with ambulation using a transfer belt, feeding and range of motion
- Give a modified bed bath

This program will prepare you to take the National Nurse Aide Assessment Program (NNAAP®) exam offered by Pearson VUE.

CLINICAL MEDICAL ASSISTANT (CMA)

MDCA 1017 / CEUs: 22.0 / 💰 \$2,895

April 25, 2020 - January 15, 2021

Remote learning course with skills lab

Medical assistants can perform a variety of skilled administrative and clinical tasks. After completion of this program, students will be able to perform the following skills:

- Prepare exam rooms and interview patients
- Measure and record vital signs
- Administer injections, as well as topical or oral medications
- Perform venipuncture and point-of-care testing

Upon completion of this program, you will be prepared to take the Certified Clinical Medical Assistant (CCMA) exam offered by the National Healthcareer Association (NHA).

Health Professions

CPR FOR HEALTHCARE PROFESSIONALS

CE 8512 / CEUs: 0 / 💰 \$65

Offered monthly at various dates and times

Call for dates and times

Learn lifesaving skills of respiratory (choking and near drowning) and cardiac emergencies involving adults, children and infants. This course meets the requirements of the American Heart Association.

DIETARY MANAGEMENT PROGRAM

IFWA 1018 / CEUs: 4.0 / 💰 \$280

Future dates coming soon

Temple College offers a three-part Dietary Manager's Certification Program for food service employees in health care facilities. Learn menu planning, food production and service, food safety and sanitation, kitchen safety and HACCP methods. Students also will take the ServSafe Food Safety exam. This is part three of a three-part series.

Students are eligible for Student ANFP (Association of Nutrition & Foodservice Professionals) membership, and graduates of the program are eligible for active ANFP membership and the Dietary Manager's Credentialing Exam. This program also meets regulatory requirements for training of food service supervisors in nursing facilities and provides the ServSafe Food Safety Certification.

Health Professions

ELECTROCARDIOGRAPHY (EKG) TECHNICIAN

DSAE 1040 / CEUs: 8.4 / 💰 \$1,845

April 18 - July 11

Remote learning course with skills lab

EKG technicians perform EKG testing, coordinate Holter monitoring and perform stress tests in a hospital laboratory, doctor's office or clinic. This course provides instruction in EKG unit operation and troubleshooting, lead placement utilizing 12 lead EKG, use and understanding of EKG grid paper, recognizing normal and abnormal EKG patterns in all 12 leads, and plotting EKG axis.

Additionally, graduates will be qualified for the optional certification examination offered by the National Center for Competency Testing (NCCT), as well as the Certified Cardiographic Technician (CCT) exam offered by Cardiovascular Credential International and the Certified EKG Technician (CET) examination offered by the National Healthcareer Association.

MEDICAL BILLING & CODING

POFM 1000 / CEUs: 10.0 / 💰 \$2,139

April 15 - October 9

Remote learning course

This combined 100-hour billing and coding course offers the skills needed to solve insurance billing problems, manually file claims, complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures. The course provides instruction in the following areas:

- Current Procedural Terminology (CPT)
- Healthcare Common Procedure Coding System (HCPCS)
- Specialty fields such as surgery, radiology and laboratory
- International Classification of Diseases (ICD)
- Basic claims processes for medical insurance and third-party reimbursements

Health Professions

PHARMACY TECHNICIAN

PHRA 1001 / CEUs: 32.0 / 💰 \$2,350

April 21 - November 5

Remote learning course with externship

Learn the skills you need to become a pharmacy tech in a hospital or retail setting. After completion of this program, you will be able to:

- Understand the laws that govern pharmacy, whether federal or state-mandated
- Prepare and distribute medications
- Define medical and pharmaceutical terms and common abbreviations
- Understand the pharmacology of medications in relation to the anatomy affected
- Perform pharmaceutical calculations

This course will prepare you to take the Pharmacy Technician Certification Exam (PTCE) with the Pharmacy Technician Certification Board.

PHLEBOTOMY TECHNICIAN

PLAB 1023 / CEUs: 21.0 / 💰 \$1,829

April 27 - August 19

Remote learning course with skills lab and externship

Phlebotomy is the practice of drawing blood from patients and taking the blood specimens to the laboratory to prepare for testing. Phlebotomy technicians work in hospitals, physician offices and other health facilities, and are an important member of the clinical laboratory team. Duties of a phlebotomy technician may include drawing blood, preparing specimens for storage or testing, assembling equipment and verifying patients' records. A phlebotomist also may conduct patient interviews and screen donors at a blood bank.

Human Resources and Leadership

ACHIEVING SUCCESS WITH DIFFICULT PEOPLE

ED2GO (ONLINE COURSE) / 💰 \$115

Instructor-led course begins each month and runs for six weeks.

Choose your start date: **January 16, February 13, March 13, April 17 or May 15**

For registration and information, visit www.ed2go.com/temple

This course will teach you how to see things from others' viewpoints based on their needs, values, beliefs, experiences, skills, knowledge, and self-interests. You will learn to approach difficult situations by answering the questions: who? what? where? when? how? and why? And by answering these questions, you will understand who your difficult people are, what they're like, how you react to them, and their response to your actions. By observing others closely, you will learn to read their identifying characteristics and be able to choose appropriate reactions to their behaviors that meet your needs and preserve the dignity and rights of others.



ADMINISTRATIVE ASSISTANT APPLICATIONS

ED2GO (ONLINE COURSE) / 💰 \$115

Instructor-led course begins each month and runs for six weeks.

Choose your start date: **January 16, February 13, March 13, April 17 or May 15**

For registration and information, visit www.ed2go.com/temple

Discover how time management, accounting, business law, organizational behavior, and management affect administrative assistant responsibilities and activities. Learn the basics of accounting, including the general ledger and key accounting terms, and see how financial statements and controls help keep your organization moving in a positive direction. Understand the fundamentals of business law, contracts, and the principal-agency relationship; discover ethics and organizational politics; and understand the basics of human resources management.



Human Resources and Leadership

COMMUNICATING FOR LEADERSHIP SUCCESS

INMT 1000 / CEUs: 0.8 / 💰 \$189 (lunch included)

Contact us for dates or to have this course offered at your organization!

Looking for leadership training for your frontline supervisors? Join us! Organizations need leaders who can do more and be more in order to succeed in today's complex environment. They need frontline leaders with strong interpersonal skills who can get things done by mobilizing and engaging others. This foundation course helps leaders communicate effectively so they can spark action in others. This course teaches leaders the interaction essentials they need to handle the variety of challenges and opportunities they encounter every day in the workplace.

EMPLOYMENT LAW FUNDAMENTALS

ED2GO (ONLINE COURSE) / 💰 \$115

Instructor-led course begins each month and runs for six weeks.

Choose your start date: **January 16, February 13, March 13, April 17 or May 15**

For registration and information, visit www.ed2go.com/temple

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. This course will explain the difference between an employee and independent contractor: the basic types of employee benefits; effective hiring; evaluation, and termination procedures; methods to resolve employment disputes in and out of court; discrimination and union laws; and workplace safety rules.



Human Resources and Leadership

FUNDAMENTALS OF SUPERVISION AND MANAGEMENT

ED2GO (ONLINE COURSE) / 💰 \$115

Instructor-led course begins each month and runs for six weeks.

Choose your start date: **January 16, February 13, March 13, April 17 or May 15**

For registration and information, visit www.ed2go.com/temple

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

You will learn the skills required to delegate responsibility and motivate your employees. A large part of a manager's job involves getting things done through other people, and this course will help you understand how to influence and direct other people's performance.



FUNDAMENTALS OF SUPERVISION AND MANAGEMENT II

ED2GO (ONLINE COURSE) / 💰 \$115

Instructor-led course begins each month and runs for six weeks.

Choose your start date: **January 16, February 13, March 13, April 17 or May 15**

For registration and information, visit www.ed2go.com/temple

Develop your interpersonal skills by understanding and dealing with the various people issues that arise at work. You will see how you can understand various personality traits—in yourself and in others—and how they impact the ability to get the job done. These traits include emotional intelligence, the need for power, conscientiousness, agreeableness. You will be able to assess your own personality, as well as the personalities of your co-workers and boss, and develop a plan of action to improve your interpersonal skills and your work relationships.



Human Resources and Leadership

SHRM LEARNING SYSTEMS (SHRM CERTIFICATION PREPARATION)

HRPO 2030 / CEUs: 4.0 / 💰 \$1,429

Orientation session: Thursday, **September 3**, 6 – 8 p.m

Followed by six, six-hour Saturday sessions:

**September 12 and 26, October 10 and 24,
November 7 and 21**, 9:15 a.m. – 3:45 p.m.p.m.

Final exam: Thursday, **December 3**, 6– 8 p.m.

Register by Monday, August 17 to avoid a \$75 late fee.



This course focuses on identifying and testing the knowledge and practical real-life experiences HR professionals around the world need to excel in their careers today. For those who qualify, earning your SHRM Certified Professional (SHRM-CP™) or SHRM Senior Certified Professional (SHRM-SCP™) credential establishes you as a recognized expert in the HR field.

For those not seeking certification, this course provides a comprehensive and accelerated option for professional development.

THE A.R.T. OF INTERVIEWING

HRPO 2008 / CEUs: 0.8 / 💰 \$199

Contact us for dates or to have this course offered at your organization!

Looking for best practices when interviewing candidates? Join us! Research shows that how an interviewer conducts interviews has a huge impact on an organization in terms of its reputation as an employer of choice and the quality of hires. This course focuses learners on the responsibility of the interviewer to provide the job candidate with a quality experience and explores the consequences of interviewer behaviors. It raises learners' awareness of the important role that they play, and equips them with skills to run an effective interview that yields meaningful behavioral data.

If you would like this course offered at your organization, contact us for scheduling!

Human Resources and Leadership

LEADERSHIP ONLINE

💰 \$99 (for each)

To enroll, call 254-298-8625 or write BCE@templejc.edu



Consider taking our high-quality web-based Development Dimensions International (DDI) leadership training. Each of the following topics, and many more, is presented in a highly engaging manner to enhance learning for improved on-the-job leadership performance.

- Adaptive Leadership
- Addressing Poor Performance
- Building and Sustaining Trust
- Coaching for Peak Performance
- Conversations to Inspire Performance
- Developing Yourself and Others
- Driving Change
- Engaging and Retaining Talent
- Interaction Essentials for Leaders
- Leading Virtually
- Making Meetings Work
- Maximizing Team Performance
- Resolving Workplace Conflict
- Your Leadership Journey

Manufacturing and Trades

BASIC RESIDENTIAL ELECTRICAL SYSTEMS

ELPT 1091 / CEUs: 0.8 / 💰 \$109

February 29

Saturday / 8 a.m. - 5 p.m.

Learn how a residential electrical system works! In this course, students will explore the operation of a home or apartment electrical system from the electric meter to electrical outlets and light switches. Students will learn how to install circuit breakers, wall outlets, light switches and run electrical wiring. In addition, students will learn safety precautions to use when working with live electrical circuits.

INTRODUCTION TO HVAC SYSTEMS

HART 1091 / CEUs: 0.8 / 💰 \$109

Future dates coming soon

This introductory course in heating and air conditioning systems teaches the homeowner or technician how to perform basic maintenance such as changing filters or thermostats, and steps to take before calling in a professional to repair a malfunctioning system.

Manufacturing and Trades

PLUMBING MAINTENANCE SKILLS

PFPB 1011 / CEUs: 0.8 / 💰 \$109

Future dates coming soon

A must for every home maintenance professional or homeowner! This is an introductory course in the function and operation of a residential plumbing system. The course includes instruction in the maintenance of plumbing common in all structures including replacement of components, repair and replacement of fixtures, and use of equipment.

RESIDENTIAL CONSTRUCTION FUNDAMENTALS

CNBT 1091 / CEUs: 0.8 / 💰 \$109

Future dates coming soon

Learn how to frame a window or door, replace shingles and repair drywall. The course also covers painting tools and techniques.

Personal Enrichment

PHOTOGRAPHY I

PHTC 1011 / CEUs: 4.8 / 💰 \$321

January 13 – May 8

Mondays and Wednesdays / 1 – 3:45 p.m.

This studio course is an introduction to black and white photography as an artistic medium. You will learn fundamental photographic theory, methods, materials, and equipment. Classroom and lab work will address the craft, aesthetics, and history of black and white photography by utilizing traditional techniques and devices such as exposure/development of negatives, printing and general darkroom procedures, and finishing/presentation. Student must provide a FILM camera.

YOGA

CE 7006 / CEUs: 0 / 💰 \$90

January 21 – June 2

Tuesdays / 3:30 – 4:30 p.m.

We know that too much stress is bad for the body on all fronts. Yoga brings your stress levels down through increased focus on breathing, body movement, and various states of meditation. Studies show that reducing stress levels improves blood pressure, relieves headaches, improves sleep quality, and boosts mood for people suffering depression and anxiety. Yoga is a whole body, mind healing, and fitness discipline. Enjoy an hour of your day in a relaxed, tranquil environment, while giving your attention to YOU! Please bring a sticky mat for your practice.

Personal Enrichment

BEGINNING JEWELRY MAKING AND DESIGN

CE 7006 / CEUs: 0.0 / 💰 \$90

March 19 & 26 and April 3

Thursdays / 6 - 9 p.m.

This three-part class is intended to provide students with the basic skills and knowledge required to begin creating unique, one-of-a-kind jewelry pieces. This class will cover the beginning jewelry design, tool and materials selection, and basic color theory. Students will complete three projects in class, including necklaces, earrings and bracelets. Hands-on skills and techniques learned will include bead stringing on thread and beading wire, finishing knots and crimping, basic wire wrapping, working with chain and findings, and troubleshooting common problems. A supply list for each project will be supplied upon registration.

Technology

COMPTIA NETWORK+ CERTIFICATION PREP 1 AND PREP 2

ED2GO (ONLINE COURSES) / 💰 \$115 EACH

Instructor-led courses begin each month and run for six weeks.

Choose your start date: **January 16, February 13, March 13, April 17 or May 15**

For registration and information, visit www.ed2go.com/temple

These courses cover the key terminology and concepts you need to know to ace the CompTIA® Security+ certification exam. All of the content is geared toward helping you pass the SY0-501 exam so you can leave the test center with your Security+ certificate in hand, whether you are taking the exam for the first time, or using it as a refresher to renew your certification. The courses provide helpful study tools including games and practice questions to aid with learning.



Workplace Effectiveness

BUILDING EFFECTIVE TEAMS WITH “TOTALSDI”

QCTC 1002 / CEUs: 0.8 / 💰 \$359 (lunch included)

**Contact us for dates or to have this course offered
at your organization!**

Want to increase your team’s effectiveness? This training is for intact teams; bring yours and join us! People are complex, and that can make interacting with people challenging. Honed through research and attuned to human potential, the TotalSDI approach is a powerful way of looking at the motives that drive behaviors. The approach utilizes assessments to help people understand themselves and others, when things are going well and when important relationships slide into conflict. This understanding can lead to meaningful, practical changes in leaders and teams that minimize conflict and maximize effectiveness.

INTRODUCTION TO PROJECT MANAGEMENT

BMGT 1021 / CEUs: 0.8 / 💰 \$199 (lunch included)

**Contact us for dates or to have this course offered
at your organization!**

Looking for ways to get your projects delivered on time and on budget? This course provides an overview to the basic principles of project management. Successful project management is achieved by the strategic planning and application of these principles. This course will equip participants with the ability to apply these basic principles to real projects.

Workplace Effectiveness

PROCESS EXCELLENCE FOR LEADERS: ACHIEVING CONTINUOUS IMPROVEMENT USING LEAN

INMT 1000 / CEUs: 0.8 / 💰 \$339 (lunch included)

Contact us for dates or to have this course offered at your organization!

An introductory course for leaders seeking to enhance or create a culture of continuous improvement in their organizations using a lean approach. This course will give you an understanding of what lean is and how lean creates the most value for your customers. It will enable leaders to answer the following questions:

- What is lean and how can it benefit my organization?
- What is the role of a leader in creating a successful lean culture?
- What are Ohno Circles, 5S, Root Cause Analysis, Value Stream Mapping, PDCA and Standardized Work?
- How do I begin a lean journey?

START YOUR OWN SMALL BUSINESS

ED2GO (ONLINE COURSE) / 💰 \$115

Instructor-led course begins each month and runs for six weeks.

Choose your start date: **January 16, February 13, March 13, April 17 or May 15**

For registration and information, visit www.ed2go.com/temple

Learn how to take your dream of starting a business and put it into action. In this class, you will learn everything you need to know about starting a business. You will begin by discovering the tricks to picking the right opportunity for you. Next, you will learn how to develop proven marketing techniques to build sales easily. Since every business needs money, this course discusses traditional and nontraditional financing options. Finally, you will learn easy-to-implement employee management procedures and how to write business policies that help you build your business.



Information and Reminders

LOVE TO HELP ADULTS LEARN?

If you have expertise in a career or work-related skills, and experience in facilitating adult learning, please visit: <http://www.templejc.edu/about/human-resources/> to apply. We're always looking for quality instructors to assist us in our center for workplace learning.

MIRROR CLASSES

Did you know that you can take some college credit courses as Continuing Education Unit (CEU) classes? These are called mirror classes. They provide a number of benefits for those who want to build their work-related knowledge and skills without working on a degree plan. Call us to learn more about this option.

FAQ

Q: WHO IS ELIGIBLE TO TAKE BUSINESS AND CONTINUING EDUCATION CLASSES?

A: Our classes are open to the general public without regard to race, gender, gender identity and expression, disability, age, religion, national origin, genetic information, or veteran status.

Q: WHAT ARE THE CLASS REQUIREMENTS?

A: This varies from class to class. Some classes do have pre-requisites and pre-assessments, so be sure to check before registering.

Q: WHERE ARE CLASSES HELD?

A: Most of our classes are held in Berry Hall on the Temple College main campus. Class location will be noted at time of registration.

Q: WHAT ARE CEUS?

A: Continuing Education Units (CEUs) are nationally recognized to record satisfactory completion of certain approved occupationally related programs. Generally one CEU is awarded for each 10 contact hours of instruction included in a specified continuing education program or activity. Successful completion is grade and attendance-based. Eighty percent attendance is required for most classes. Some classes require 100 percent attendance.

WAYS TO REGISTER



Online:
templejc.edu/bce



Phone:
Call our office at 254-298-8625



Fax:
**Fill out the registration form at
templejc.edu/bce and
fax it to 254-298-8317**



In Person:
Temple College, Berry Hall



Office Hours:
**Monday through Thursday
8 a.m. – 6 p.m.**

**Friday
8 a.m. – Noon**

REFUND POLICY

Upon written request to the Division of Business and Continuing Education, and

- For classes meeting more than two sessions and prior to the second class meeting, a 100% refund will be granted. After the class has met a second time, no refund will be granted.
- For classes meeting only one or two sessions and prior to the start of class, a 100% refund will be granted.

Courses that incur administrative and materials costs may only be eligible for reduced refunds, depending on costs incurred by the college. Payment plan set-up fees are non-refundable. An administrator must approve exceptions to the tuition refund policy.

CLASS CANCELLATION

If Temple College cancels the class, a one hundred percent (100%) refund will be granted. Each class must meet minimum enrollment. To ensure enrollment requirements are met, paid registrations are required at least 48 hours prior to the first class day. The Business and Continuing Education Division makes every effort to notify students if a class will not be held due to insufficient enrollment. It is recommended that students call to verify that the class will be held as scheduled. Refunds are processed automatically.

CUSTOMIZED TRAINING

We partner with business and other organizations within our service area to:

- Identify specific employee or team development needs
- Create a targeted plan for addressing these needs
- Find the right facilitator to lead the sessions
- Measure the results

We can host classes on campus or deliver them at your location. Contact our office to learn more. For more information about customized services to fit your needs, contact:

Jody Askins

Executive Director of Business and Continuing Education, 254-298-8312

Julie Escamilla

Director, Workforce Development, 254-298-8616



SKILLS FOR SMALL BUSINESS

Temple College has an exciting opportunity for small business owners!

If you have at least one, but fewer than 100 employees, contact us to find out how you can get training provided for your employees at no cost to you.

WE HAVE MORE!

- Contact us for a copy of our full catalog if you need a class that is not in this schedule. We can usually schedule a class on short notice as long as your business has a minimum of five registrants.
- Still can't find what you need? We can create a new course or customize an existing course to meet your organization's training needs.

CAMPUS MAP

Twenty-minute parking is available for visitors. Students attending classes should obtain a no-cost temporary parking pass in Berry Hall, Room 209, prior to class.

Business and Continuing Education classes are held in:



Berry Hall

2600 South 1st Street, Temple, Texas 76504

- 2** Instructional Services Center (ISC)
- 3** Hubert M. Dawson Library (HDL)
- 4** Arnold Student Union (ASU)
- 5** Math and Biomedical Science Building (MBS)
- 6** Newton Science Building (NSB)
- 7** Science Laboratory Building (SLB)
- 8** One College Centre (OCC)
- 9** Barron Student Success Center (BSSC)





**TEMPLE
COLLEGE**

BUSINESS AND
CONTINUING EDUCATION

TEMPLE COLLEGE

Berry Hall
2600 S 1st St.
Temple, TX 76504
254-298-8625
bce@templejc.edu
templejc.edu/bce

FOLLOW

