YOUR CENTER FOR

- Career and Workforce Development
- Community Programs
- Corporate Training

PUBLISHED SPRING 2021

Look inside to see how you can upgrade your skills safely with our instructor-led online classes!

FINANCIAL ASSISTANCE AVAILABLE
CONTACT US FOR DETAILS!
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“The Business and Continuing Education, Adult Education and Literacy, and Direct Your Destiny programs at Temple College have all changed my life for the better. I am a stay at home mom and wanted to go back to school to better my life while I was not working. I knew I wanted to become a Phlebotomy Technician and the program fit perfectly into my busy family schedule.

The classes provided have helped me learn basic computer skills and communication skills, alongside my core Phlebotomy class. I completed the classes in the comfort of my own home all while the COVID pandemic was going on. Temple College did a great job at keeping us all safe during these times.

Not only have I gained so much from these programs, but so has my family. With everything that I have learned I can honestly say I am ready, and I am looking forward to getting a job as a Phlebotomy Technician. I am truly grateful to have had the opportunity to have been a part of these amazing programs and encourage more individuals like myself or anyone just wanting to continue their education, to do so!”

Amy Estrada, Direct Your Destiny Scholarship Recipient & Phlebotomy Technician student
## Course Types

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<td><strong>CLASSROOM</strong></td>
<td>Course activity is organized around scheduled class meetings on campus or at your organization.</td>
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<tr>
<td><strong>BLENDED ONLINE</strong></td>
<td>Most course activity is done online, but there are some required face-to-face instructional activities such as virtual meetings, lectures, discussions, labs, or other in-person learning activities.</td>
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<td><strong>ONLINE COURSE</strong></td>
<td>All course activity is done online and is instructor-led (unless designated as a self-paced course). There are no required face-to-face sessions within the course and no requirements for on-campus activity.</td>
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*Please note that due to the current situation regarding COVID-19, class formats are subject to change. Please check our website for up-to-date information on course offerings.*
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.
A college education opens 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®. 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:

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

TSI PREP BOOTCAMP
CE 2040 / CEUs: 0 / $149 / 
August 2-5 / Mondays - Thursdays
Class will meet face-to-face from 6 – 8 p.m.

ACT PREP BOOTCAMP
CE 2038 / CEUs: 0 / $149 / 
August 23-26 / Mondays - Thursdays
Class will meet face-to-face from 6 – 8 p.m.

SAT PREP BOOTCAMP
CE 2039 / CEUs: 0 / $149 / 
August 9-12 / Mondays - Thursdays
Class will meet face-to-face from 6 – 8 p.m.
ACHIEVING TOP SEARCH ENGINE POSITIONS
ED2GO (ONLINE COURSE) / $115
Instructor-led course begins each month and runs for six weeks.
Choose your start date: June 16, July 14, August 18 or September 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 will also explore how to select keywords, why you should amass as many potential keyword choices as possible, and which keywords hold the most potential.

CREATING A SUCCESSFUL BUSINESS PLAN
ED2GO (ONLINE COURSE) / $115
Instructor-led course begins each month and runs for six weeks.
Choose your start date: June 16, July 14, August 18 or September 15
For registration and information, visit www.ed2go.com/temple

Turn your business ideas into a solid plan for financing and long-term success. Committing your idea to paper in the form of a business plan not only increases your chances of obtaining financing, but also keeps your business strategically focused. You will work through all the major components of writing a business plan and emerge with your first draft in hand. And most importantly, you will have completed the first—and most difficult—step on the path to small business success.
Business, Sales and Marketing

EFFECTIVE BUSINESS WRITING
ED2GO (ONLINE COURSE) / $115
Instructor-led course begins each month and runs for six weeks.
Choose your start date: June 16, July 14, August 18 or September 15
For registration and information, visit www.ed2go.com/temple

Do you have a nagging suspicion that a small improvement in your writing skills might also 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.

CUSTOMER SERVICE SPECIALIST
BUSG 1005 / CEUs: 3.2 / $379
August 18-October 13 / Mondays and Wednesdays / 6 - 8 p.m.
Face-to-face

This course will cover the principles, strategies and techniques of exemplary customer service specialists. There will be an emphasis on learning skills, knowledge, attitudes and behaviors associated with customer relations. The course also emphasizes job-seeking skills including applications, resumes, cover letters, interview questions and techniques, and networking.

The final exam will be the Electronics Technicians Association (ETA) Customer Service Specialist exam. Successful completion of this exam will result in the student becoming a certified Customer Service Specialist (CSS), a nationally recognized lifetime certification.
Business, Sales and Marketing

PROJECT MANAGEMENT FOR INFORMATION TECHNOLOGY: PART 1
BMGT 1021 / CEUs: 3.2 / $589 /
August 18 - October 13 / Mondays and Wednesdays
Class will meet virtually from 6 - 8 p.m.

This course is an introduction to project management. The focus will be on the fundamentals of creating a strong project management plan. The course will teach you the proper ways to gather requirements, identify stakeholders, create a project charter, and build out a plan based on the guidelines found in the Project Management Institute’s Project Management Body of Knowledge (PMBOK) Guide. Students will finish the class with the understanding and ability to build a complete project management plan.

PROJECT MANAGEMENT FOR INFORMATION TECHNOLOGY: PART 2
BMGT 1040 / CEUs: 3.2 / $589 /
October 18 - December 8 / Mondays and Wednesdays
Class will meet virtually from 6 - 8 p.m.

This course will focus on the project management lifecycle. Now that you understand how to initiate and create a project management plan, this second course will focus on the principles of how to execute, monitor, control and close a project based on the Project Management Institute’s PMBOK guidelines. This course also focuses on the leadership aspect of project management and the right interpersonal skills needed to engage with multiple stakeholders and lead a project to a successful closure. *Introduction to Project Management: Part 1 is a prerequisite for this course.*
Business, Sales and Marketing

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: June 16, July 14, August 18 or September 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.

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
New class begins every month.
Choose your start date: June 21, July 19, August 16, or September 13

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: June 16, July 14, August 18 or September 15
For registration and information, visit www.ed2go.com/temple

It’s truly amazing how much you can communicate just by using your hands. Add in different facial expressions, and you have a full conversation! In this course, you will discover how to use this graceful, expressive language to communicate.

BEGINNING CONVERSATIONAL FRENCH
ED2GO (ONLINE COURSE) / $115
Instructor-led course begins each month and runs for six weeks.
Choose your start date: June 16, July 14, August 18 or September 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 also will learn numbers, days of the week, months of the year, and telling time.
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 applications 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.

Photoshop CC has a host of impressive new features for photographers, and you will encounter a number of them in an introduction to the Photoshop environment. Next, you will learn how to create simple digital paintings. Then you will be editing your own photographs to get rid of dust and scratches, fix the color, and correct image exposure. You will master techniques for switching the backgrounds on images and removing wrinkles and blemishes from photos, just like they do in magazines. You also will learn about the content-aware Move tools in CC that, like magic, let you move something on an image and intelligently replace the “hole” left behind at the same time.
ADOBE PHOTOSHOP – INTERMEDIATE (CC)

ED2GO (ONLINE COURSE) / $115 / 🌟

Instructor-led course begins each month and runs for six weeks.
Choose your start date: June 16, July 14, August 18 or September 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!

ADOBE ACROBAT

ED2GO (ONLINE COURSE) / $115 / 🌟

Instructor-led course begins each month and runs for six weeks.
Choose your start date: June 16, July 14, August 18 or September 15
For registration and information, visit www.ed2go.com/temple

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:
- Access information in a PDF document
- Create and save PDF documents
- Navigate content in a PDF document
- Modify PDF documents
- Review PDF documents
- Convert PDF documents
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: June 16, July 14, August 18 or September 15

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

The Windows 10 operating system from Microsoft 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 also will 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

ITSW 1022 / CEUs: 1.2 / $209

September 7-9 / Tuesday-Thursday
Class will meet face-to-face from 9 a.m. – 1 p.m.

Excel continues to be one of the most in-demand skills employers are seeking. Do you have a solid foundation in this software? If not, this hands-on 12-hour workshop is for you! You will learn how to:

- Create formulas and generate reports
- Perform mathematical functions
- Create charts and graphs
MS EXCEL 2016 - INTERMEDIATE
ITSW 1046 / CEUs: 1.2 / $209 / September 14-16 / Tuesday-Thursday
Class will meet face-to-face from 9 a.m. – 1 p.m.

Take your Excel skills to the next level! This class will teach you how to:
- Create informative, eye-catching charts and graphs
- Use data analysis tools and AutoFilter commands
- Create macros

MS EXCEL 2016 - ADVANCED
ITSW 2048 / CEUs: 0.8 / $179 / September 21-22 / Tuesday and Wednesday
Class will meet face-to-face from 9 a.m. – 1 p.m.

Wouldn’t it be great to learn how to effectively use all of the advanced Excel features? Through this hands-on workshop, you will learn how to:
- Add functional and eye-catching custom controls
- Use advanced techniques for PivotTables
- Master the art of conditional formatting
Microsoft Word is an essential skill for success in today’s business world, whether you are beginning your career in a support position or are an executive. This class will teach you how to:
- Create, format and edit basic business files
- Edit documents using spell check, dictionary and thesaurus
- Save files and print documents

Learn how to use the more advanced features of Microsoft Word 2016, including how to:
- Use the mail merge function
- Design and create a data source
- Create a newsletter
- Organize long documents
Computer Applications

MS WORD 2016 – ADVANCED
POFI 2037 / CEUs: 0.8 / $179 / 🗓
October 19-20 / Tuesday and Wednesday
Class will meet face-to-face from 9 a.m. – 1 p.m.

Dive deeper into Microsoft Word 2016 in this advanced class. This class will teach you how to:
- Track your changes to a document
- Review changes from multiple reviewers
- Modify document properties
- Embed and link Excel objects to Word
- Convert Word documents to web pages

QUICKBOOKS 2019 – INTRODUCTION
ED2GO (ONLINE COURSE) / $129 / 📚
Instructor-led course begins each month and runs for six weeks.
Choose your start date: June 16, July 14, August 18 or September 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.
Health Professions

CERTIFIED NURSE AIDE (CNA)
NURA 1001 / CEUs: 10.8 / $1,149 / Face-to-face
August 21 - December 11 / Saturdays / 8 a.m. - 5:30 p.m.

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 feeding, range of motion and ambulation using a transfer belt
- 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 DENTAL ASSISTANT
ED2GO (ONLINE COURSE) / $1,995 / Six-month instructor-led course.
Choose your start date: June 16, July 14, August 18 or September 15
For registration and information, visit www.ed2go.com/temple

Learn about every aspect of professional dental assisting, including anatomy and physiology, preventive dentistry, patient care and communication, radiology, pharmacology, anesthesia, assisting in specialty practices, employment strategies, and much more.

Toward the end of the course—or after completion—you will have the opportunity to apply for an externship, where you’ll get real-life clinical assistant experience. You’ll also be ready to pursue certification as a dental assistant by passing the radiology and infection control portions of the Dental Assisting National Board examination.
Health Professions

**CLINICAL MEDICAL ASSISTANT (CMA)**

MDCA 1017 / CEUs: 14.0 / $3,195

August 28 - March 12 / Saturdays / 9 a.m. - 2:30 p.m.
Blended Online / Temple and Taylor Campus

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).

**CPR FOR HEALTHCARE PROFESSIONALS**

CE 8512 / 4-hour training / $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.

**NHA exam voucher included.**
Health Professions

DIETARY MANAGEMENT PROGRAM
IFWA 1018 / CEUs: 4.0 / $280
Call for dates and times

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 one 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.

ELECTROCARDIOGRAPHY (EKG) TECHNICIAN
DSAE 1040 / CEUs: 8.4 / $1,845
September 11 - December 4 / Saturdays / 9 a.m. - 4:30 p.m.
Face-to-face / Temple and Taylor Campus (Call for Taylor dates)

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.

NHA exam voucher included.
Health Professions

MEDICAL BILLING & CODING
POFM 1000 / CEUs: 10.0 / $2,995 / August 2 - December 13 / Mondays and Wednesdays / 6 - 8 p.m.
Blended Online/ Temple and Taylor Campus
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:
- 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
AAPC Student membership fee and exam voucher included.

MENTAL HEALTH FIRST AID®
(P3-year certification)
PMHS 2000 / CEUs: 0.8 / $25
Call for dates and times
Mental health first aid training is designed to equip individuals with the skills needed to assist those experiencing a mental health crisis. Learn mental health crisis first aid and develop a mental health first aid action plan. Understand the resources available in your community to assist with the mental health crisis.
Health Professions

PHARMACY TECHNICIAN
PHRA 1001 / CEUs: 20.0 / $2,495
Registration begins November 2021

Learn the skills you need to become a pharmacy technician in a hospital or retail setting. After completion of this program, you will be able to:
- Understand the laws that govern pharmacy
- Prepare and distribute medications
- Define medical and pharmaceutical terms
- Understand the pharmacology of medications
- Perform pharmaceutical calculations

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

PTCB exam voucher included.

PHLEBOTOMY TECHNICIAN
PLAB 1023 / CEUs: 17.0 / $1,995
August 23 - December 1 / Mondays and Wednesdays / 6 - 9:15 p.m.
Face-to-face / Temple and Taylor Campus (Call for Taylor dates)

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.

NHA exam voucher included.
Human Resources and Leadership

COMMUNICATING FOR LEADERSHIP SUCCESS
INMT 1000 / CEUs: 0.8 / $189 (lunch included)

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.

This is an eight-hour training that can be delivered in all formats: classroom, blended online or online. If you would like this course offered at your organization, contact us for scheduling!

EMPLOYMENT LAW FUNDAMENTALS
ED2GO (ONLINE COURSE) / $115

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

Choose your start date: June 16, July 14, August 18 or September 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: June 16, July 14, August 18 or September 15
For registration and information, visit www.ed2go.com/temple

Learn how to make a successful transition from employee to manager and how to manage your time so that you can deal with the constant demands of a managerial job. This course also will teach you 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: June 16, July 14, August 18 or September 15
For registration and information, visit www.ed2go.com/temple

Learn how you can 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, and more. You will be able to assess your own personality, as well as the personalities of your co-workers and boss, and you’ll develop a plan of action to improve both your interpersonal skills and your work relationships.
The SHRM Learning System certification preparation 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. The SHRM Learning System also is open to those not seeking certification. This course provides a comprehensive and accelerated option for professional development.

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.

This is an eight-hour training that may be delivered in different course types. If you would like this course offered at your organization, contact us so we can help you determine which course type is best for you and your business.
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
Do you own a digital camera and are still confused by its features? Are you looking to take your photography to the next level? This class is geared toward the beginner to intermediate photographer who owns a digital camera with interchangeable lens and wants to advance their photography skills. We will cover the basics operations of your digital camera including creative modes, white balance, ISO, metering modes and focusing modes.

Introduction to the basics of photography. Includes camera operation, techniques, knowledge of chemistry, and presentation skills. Emphasis on design, history, and contemporary trends as a means of developing an understanding of photographic aesthetics.
Personal Enrichment

PHOTOGRAPHY II
PHTC 2001 / CEUs: 4.8 / $377 / Call for dates and times!

Extends the student's knowledge of technique and guides them in developing personal outlooks toward specific applications of the photographic process.

SCULPTURE I
PHTC 1011 / CEUs: 4.8 / $377 / Call for dates and times!

Exploration of ideas using sculpture and techniques. You will learn how to form a figure out of clay using a solid-build technique. This class consists of both a lecture and a lab component.
We know that too much stress is bad for the body on all fronts. Yoga brings your stress levels down through increased focus on breath, 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 have a sticky mat for your practice.
Technology

**COMPTIA™ IT FUNDAMENTALS (ITF+)**

CPMT 1001 / CEUs: 4.0 / $1,049 / Face-to-face

October 18 - December 8 / Mondays and Wednesdays / 6:30 – 8:30 p.m.

The CompTIA IT Fundamentals class gives students an introduction to basic IT knowledge and skills. It can be a great starting point to see if a career in technology is right for you, or can give you a better understanding on the basics of how technology and computers work.

This 8-week course will help give students a basic understanding of technology, even for non-technical professionals. Students will learn what parts make up the computer and how they work together, how to install and set up programs, how to work with networks and the internet, and even some computer safety and maintenance.

*Exam voucher included.*

**COMPTIA™ A+**

CPMT 1049 / CEUs: 8.0 / $2,249 / Face-to-face

August 18 - December 8 / Tuesday and Thursday / 6:30 – 8:30 p.m.

The CompTIA A+ is the industry standard for IT professionals. It shows potential employers that you have the ability to support computer and mobile users, problem-solve and troubleshoot any issues that arise, and have the communication and customer interaction skills to be effective in the workplace.

This 16-week course will prepare you to complete both exams for the CompTIA A+ Certification (Exams 220-1001 & 220-1002). It will teach you the ins and outs of the computer with detailed lessons on how each part works independently and together to make a complete system. You also will learn how to install and maintain many different operating systems. Finally, you will explore the fields of wired and wireless networking, portable computing and mobile devices, and system security.

*Vouchers for both exams are included.*
Workplace Effectiveness

BUILDING EFFECTIVE TEAMS WITH “TOTALSDI”
QCTC 1002 / CEUs: 0.8 / $359 (lunch included)
Call for dates and times

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. This is an eight-hour training that may be delivered in different course types. If you would like this course offered at your organization, contact us so we can help you determine which course type is best for you and your business.

PROCESS EXCELLENCE FOR LEADERS: ACHIEVING CONTINUOUS IMPROVEMENT USING LEAN
INMT 1000 / CEUs: 0.8 / $339 (lunch included)
Call for dates and times

An introductory course for leaders seeking to enhance or create a culture of continuous improvement in their organizations using a lean approach. You will learn answers to 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?

This is an eight-hour training that may be delivered in different course types. If you would like this course offered at your organization, contact us so we can help you determine which course type is best for you and 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 classes in this catalog will be offered online. In-person classes will be held in Berry Hall on the Temple College campus in Temple.

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.
REFUND POLICY

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

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.
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:

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