

Spring and Summer 2012 Workforce Development Professional Skills Courses

Professional Business Courses

For questions about any of the following courses, please call 903-988-3731 or e-mail lwoodson@kilgore.edu

Accounting and Finance for Non-Financial Managers

8 hours, \$125

(BMGT 2006 – Specialized Training in General Business and Leadership)

This course places emphasis on the development and use of accounting information to support managerial decision-making processes in manufacturing, service, and for-profit settings. Topics include managing internal controls concerning cost and budgeting; review of profit and loss statements and accepted accounting principles; recognizing and correcting financial problems, and utilizing formulas to determine organizational profitability.

Kilgore Campus:

KC097368.203 113Q

Mon., April 16

6:00-9:00 p.m., AC

3 weeks

KC097367.201 113Q

Fri., May 11

1:00-5:00 p.m., AC

2 weeks

KC097367.202 114Q

Fri., Aug. 10

1:00-5:00 p.m., AC

2 weeks

Business Writing and Grammar Skills Update

8 hours, \$125

(POFT 1004 – Business Writing)

This course is designed for the development of written skills required for producing effective business communication and e-mail in a global environment. Topics include grammar, sentence structure, punctuation, capitalization, spelling, and composition of business letters, memos, and reports. Emphasis will be placed on the practical application of basic language skills including writing and editing for business.

Kilgore Campus:

KC097455.202 112Q

Tues., Jan. 24

6:00-9:00 p.m., AC

3 weeks

KC097449.203 113Q

Fri., May 18

8:00 a.m.-12:00 p.m., AC

2 weeks

KC097455.204 114Q

Mon., Aug. 6

6:00-9:00 p.m., AC

3 weeks

Change Management

8 hours, \$125

(BMGT 1012 – Fundamentals of Management)

This course covers how individuals and organizations can manage change. Topics include the roles of change agents, various stages of the change process, barriers to effective change, internal and external environments and the impact of stakeholders in the change process.

Kilgore Campus:

KC097454.202 113Q

Fri., Apr. 27

8:00 a.m.-12:00 p.m., AC

2 weeks

KC097470.203 114Q

Mon., June 4

6:00-9:00 p.m., AC

3 weeks

Cross-Cultural Training for U.S. Business Professionals

8 hours, \$125

(IBUS 2001 – International Business Communications)

This Command Spanish® course is intended for international executives, sales representatives, import/export representatives, marketing personnel, office personnel, financial/accounting staff, and corporate lawyers. It addresses cross-cultural related issues that are absolutely essential for successfully conducting business in Latin America. **Training manual provided.**

Kilgore Campus:

KC093004.200 113Q

Thurs., Mar. 29

6:00-9:00 p.m., AC

3 weeks

Registration deadline: March 19, 2012.

KC093005.201 114Q

Fri., June 1

8:00 a.m.-12:00 p.m., AC

2 weeks

Registration deadline: June 21, 2012.

Diversity in the Workplace

8 hours, \$125

(HRPO 1008 – Diversity in the Workplace)

This course is designed to show the impact of diversity on individual and organizational performance. Upon completion, participants will be able to: identify aspects of diversity; distinguish between bias, stereotyping, and discrimination; describe how individual differences impact performance and organizational outcomes; outline techniques that improve interaction and organizational effectiveness.

Kilgore Campus:

KC090504.201 113Q

Fri., Mar. 23

8:00 a.m.-12:00 p.m., AC

2 weeks

KC090513.202 113Q

Thurs., May 3

6:30-9:30 p.m. AC

3 weeks

KC090513.203 114Q

Mon., July 16

6:30-9:30 p.m. AC

3 weeks

Employment Law for Supervisors

12 hours, \$225

(HRPO 1004 – Employment Law)

This course is an overview of laws and legal issues related to employment practice. Upon completion, participants will be able to describe legal issues in employment and identify laws related to employment practice.

Kilgore Campus:

KC090502.201 113Q

Mon., May 7

6:30-9:30 p.m., AC

4 weeks

KC090514.202 114Q

Fri., July 20

8:00 a.m.-12:00 p.m. AC

3 weeks

Empowerment Through Delegation

8 hours, \$125

(BMGT 1003 – Delegation)

This course focuses on the concepts of delegation and the development of employee teams. Topics include effective delegation, fostering empowerment in employees, and types of authority.

Kilgore Campus:

KC097464.200 113Q

Fri., Mar. 2

8:00 a.m.-12:00 p.m., AC

2 weeks

KC097463.201 113Q

Thurs., Apr. 26

6:00-9:00 p.m., AC

3 weeks

Interviewing Skills

8 hours, \$125

(HRPO 2008 – Interviewing Skills for Employers)

This course covers behavioral-based interviewing techniques, pre-employment screening and other predictors. Upon completion, participants will be able to conduct a behavioral interview and identify interview questions that focus on job-related competencies.

Kilgore Campus:

KC090507.201 113Q

Fri., Mar. 2

8:00 a.m.-12:00 p.m., AC

2 weeks

KC090515.202 113Q

Tues., Apr. 10

6:30-9:30 p.m., AC

3 weeks

KC090507.203 114Q

Tues., June 5

8:00 a.m.-12:00 p.m. AC

2 weeks

Managing Conflict in the Workplace

8 hours, \$125

(BMGT 1010 – Introduction to Supervision)

This course focuses on the skills necessary to manage disagreement constructively, how to deal with difficult people in difficult situations, and how to get employees to work together productively.

Kilgore Campus:

KC097468.204 112Q

Mon., Feb. 13

6:00-9:00 p.m., AC

3 weeks

KC097469.205 114Q

Fri., June 15

8:00 a.m.-12:00 p.m., AC

2 weeks

Managing Different Generations

8 hours, \$125

(BGMT 1012 – Fundamentals of Management)

This course covers management functions focusing on diversity in the workplace, colliding generations, communicating with fellow employees, listening, and courtesy.

Kilgore Campus:

KC097467.204 112Q

Mon., Jan. 23

6:00-9:00 p.m., AC

3 weeks

KC097467.205 114Q

Thurs., May 24

6:00-9:00 p.m., AC

3 weeks

KC097451.206 114Q

Fri., July 13

8:00 a.m.-12:00 p.m., AC

2 weeks

Project Management

18 hours, \$225

(ITSC 1018 – Introduction to Project Management Software)

This course places emphasis on the use of project management software for developing a project plan including timelines, milestones, scheduling, life cycle phases, management frameworks, skills, processes, and tools.

Kilgore Campus:

KC097325.202 113Q

Mon., Mar. 5

5:30-9:30 p.m., AC

5 weeks

KC202228.203 114Q

Tues., June 5

6:30-9:30 p.m., AC

6 weeks

Spanish for the Workplace

24 hours, \$175

(FRNL 1001 – Occupational Specific Foreign Language)

This Command Spanish® course is intended for non-Spanish supervisors in the workplace who would like to communicate with their Spanish-speaking employees. Upon completion, participants will be able to use Spanish to do some or all of the following: compliment employees; discuss employment issues including hiring and dismissal; discuss time and schedule issues; discuss work rules and regulations; respond to medical emergencies; and address safety issues.

Class limit: 20. **No prior knowledge of Spanish necessary. Training manual provided. Registration deadline:**

Mar. 27, 2012.

Kilgore Campus:

KC127092.207 113Q

Tues., Apr. 10

6:30-9:30 p.m., AC

8 weeks

Speedwriting for the Business Professional I

15 hours, \$150

(BMGT 2006 – Specialized Training in General Business and Leadership)

This course offers an easy abbreviated writing system which helps improve performance in note taking for producing minutes of meetings. Participants learn to use letters of the alphabet, abbreviations, and other shortcuts to write faster.

Kilgore Campus:

KC077062.210 112Q

Tues., Feb. 7

6:00-9:00 p.m., AC

5 weeks

Speedwriting for the Business Professional II

15 hours, \$150

(BMGT 2006 – Specialized Training in General Business and Leadership)

Speedwriting II places emphasis on the speed of note taking and transcription of notes to produce accurate minutes and documents for written distribution. **Prerequisite: A student must have previously completed Speedwriting for the**

Business Professional I.

Kilgore Campus:

KC077065.211 113Q

Tues., Mar. 20

6:00-9:00 p.m., AC

5 weeks

Stress Management – Balancing Your Personal and Professional Life

8 hours, \$125

(BMGT 2006 – Specialized Training in General Business and Leadership)

This course covers organizational techniques that individuals can use to manage their time and reduce stress at work.

Emphasis will be placed on stress reduction strategies that can be utilized to assist individuals in developing a balanced approach to personal and professional happiness.

Kilgore Campus:

KC097466.204 113Q

Fri., Mar. 23

8:00 a.m.-12:00 p.m., AC

2 weeks

KC097465.205 113Q

Tues., May 1

6:00-9:00 p.m., AC

3 weeks

KC097465.206 114Q

Thurs., July 19

6:00-9:00 p.m., AC

3 weeks

Supervisor's Survival Kit

8 hours, \$125

(BMGT 1010 – Introduction to Supervision)

This course is designed for individuals new to first-line supervision. The performance of basic supervisory, decision making, and problem solving tasks will be discussed. Topics include performance skills, common problems and effective solution strategies. Emphasis will be placed on effectively fulfilling technical, administrative, and employee relation roles, quality improvement, cost reduction, increasing productivity and harmonizing human relations.

Kilgore Campus:

KC097456.206 112Q

Thurs., Feb. 9

6:00-9:00 p.m., AC

3 weeks

KC097450.207 113Q

Fri., Apr. 13

8:00 a.m.-12:00 p.m., AC

2 weeks

Time Management & Organization Skills

8 hours, \$125

(BMGT 1012 – Fundamentals of Management)

This course is designed to provide the tools and techniques to organize, time, space, and information.

Kilgore Campus:

KC097458.207 112Q

Fri., Feb. 3

8:00 a.m.-12:00 p.m., AC

2 weeks

KC097457.208 113Q

Mon., May 7

6:00-9:00 p.m., AC

3 weeks

Understanding Financial Operations

8 hours, \$125

(BMGT 2006 – Specialized Training in General Business and Leadership)

This course provides an understanding of the processes and procedures used when planning, executing, and assessing efforts to integrate financial operations within an organization. It provides the fundamental principles and techniques related to financial operations.

Kilgore Campus:

KC097461.207 112Q

Fri., Feb. 17

8:00 a.m.-12:00 p.m., AC

2 weeks

KC097460.208 114Q

Thurs., June 14

6:00-9:00 p.m., AC

3 weeks

KC097460.209 114Q

Mon., July 9

6:00-9:00 p.m., AC

3 weeks