## Curriculum

| Course Number | CLASS NAME | LENGTH | INTERNAL COST | EXTERNAL COST | CEU's |
|---|---|---|---|---|---|
| EBC-CUR-6001 | Administrative Skills Certificate Program | 17 courses /128hours | $533 | $1,050 | 12.8 |
| EBC-CUR-6002 | Administrative Skills Certificate Program: Preparatory Class | 4 sessions / 32 hours | $140 | $300 | 3.2 |
| EBC-CUR-5001 | Boot Camp for Managers | 5 Sessions / 40 hours | $200 | Not offered externally. | 4.0 |
| EBC-CUR-5002 | Boot Camp for Supervisors | 5 Sessions / 40 hours | $200 | Not offered externally. | 4.0 |
| EBC-CUR-5003 | City Accreditation Program (CAPS) | 18 sessions / 126 hours | $630 | Not offered externally. | 12.6 |
| BMS9130-HR | Compensation, Time and Attendance | 1 session / 4 hours | $35 | Not offered externally. | |
| BMS9120-HR | Employee Relations and the Discipline Process | 1 session / 7 hours | $35 | Not offered externally. | |
| BMS9160-HR | Equal Opportunity and the FMLA Program | 1 session / 7 hours | $35 | Not offered externally. | |
| EBC-CUR-5006 | Leadership Institute Program (LIP)  Senior Managers | 8 sessions / 84hours | $480 | Not offered externally. | 8.4 |
| EBC-CUR-5004 | Leadership Institute Program (LIP)  Frontline Supervisors | 8 sessions  / 84 hours | $480 | Not offered externally. | 8.4 |
| BMS9100-HR | HR Policy for Managers | 7 classes / 32 hours | $160 | Not offered externally. | |
| BMS9010-HR | Interviewing, Hiring and Promotions | 1 session / 4 hours | $35 | Not offered externally. | |
| EBC-CUR-5005 | Leadership Institute Program (LIP)  Middle Managers | 8 sessions / 84 hours | $480 | Not offered externally. | 8.4 |
| BMS9170-HR | The Employee Assistance Program (ERP) | 1 session / 2 hours | $35 | Not offered externally. | |
| BMS9150-HR | Workplace Violence | 1 session / 4 hours | $35 | Not offered externally. | |
| Off – Site Training | Any of the above class up to 20 students ($ 30.00 per students above  21) | | $600 | Not offered externally. | |

## School of General Studies - 1

| Course Number | CLASS NAME | LENGTH | INTERNAL COST | EXTERNAL COST | CEU's |
|---|---|---|---|---|---|
| EBC-GEN-1001 | Delivering Quality Customer Service (formally known as Devlivering Quality In Person Customer Service) | 1 session / 7 hours | $35 | $100 | 0.7 |
| EBC-GEN-1002 | Effective Telephone Skills (AM) | 1 session  / 4 hours | $35 | $100 | 0.4 |
| EBC-GEN-1003 | Effective Telephone Skills (PM) | 1 session  / 4 hours | $35 | $100 | 0.4 |
| EBC-GEN-1004 | FISH!  (AM) | 1 session / 4 hours | $35 | $100 | 0.4 |
| EBC-GEN-1005 | FISH!  (PM) | 1 session / 4 hours | $35 | $100 | 0.4 |
| EBC-GEN-1006 | Improving Communications at Work | 1 session / 7 hours | $35 | $100 | 0.7 |
| EBC-GEN-1007 | New Employee Orientation **Mandated by Mayor** | 1 session / 7 hours | No charge | Not offered externally. | |
| EBC-GEN-1008 | Dealing with the Stress Mess (formally known as Stress Management) | 1 session / 4 hours | $35 | $100 | 0.4 |
| EBC-GEN-1009 | P-Card Approving Managers Training (PWE Only) | 1 session / 1 ½ hours | No Charge | Not offered externally. | |
| Off – Site Training | Any of the above class up to 20 students ($ 30.00 per students above  21) | | $600 | Not offered externally. | |

## School of Licenses - 2

| Course Number | CLASS NAME | LENGTH | INTERNAL COST | EXTERNAL COST | |
|---|---|---|---|---|---|
| BMS5078 | Certified Public Manager (CPM) Program (State of Texas Certification) | 7 Tracks / 140 hours | Paid by Department or Employee | Paid by Employer or Participant | |

## School of Compliance - 3

| Course Number | CLASS NAME | LENGTH | INTERNAL COST | EXTERNAL COST | CEU's |
|---|---|---|---|---|---|
| LAW2057 | Equal Employment Opportunity Overview | 1 session / 2 hours | $35 | $100 | |
| LAW1211 | P-Card Training (PWE Only) | 1 session / 3 hours | No charge | Not offered externally. | |
| LAW2059 | Preventing Sexual Harassment (for managers and supervisors) | 1 session / 2 hours | $35 | $100 | |
| LAW2058 | Preventing Sexual Harassment (for non-management employees) | 1 session / 2 hours | $35 | $100 | |
| LAW1208 | Records Management Basic | 1 session / 2 hours | No charge | Not offered externally. | |
| LAW1209 | Records Management - Forms and Procedures (PWE Only) | | No charge | Not offered externally. | |
| BMS6042 | Removing Barriers and Providing Customer Service to People | 1 session / 2 hours | $35 | $100 | |

| Course Number | CLASS NAME | LENGTH | INTERNAL COST | EXTERNAL COST | CEU's |
|---|---|---|---|---|---|
| **LAW2056** | The Americans with Disabilities Act | 1 session / 3 hours | $35 | $100 | |
| **LAW2060** | Understanding Equal Employment Opportunity (for managers and supervisors) | 1 session / 4 hours | $35 | $100 | |

## School of Safety Operations - 4

| Course Number | CLASS NAME | LENGTH | INTERNAL COST | EXTERNAL COST | CEU's |
|---|---|---|---|---|---|
| **EBC-SAF-4001** | CDL Preparatory Course | 1 session / 6 hours | $35 | $100 | |
| **EBC-SAF-4002** | CDL Preparatory Course (Spanish) | 1 session / 6 hours | $35 | $100 | |
| **EBC-SAF-4003** | CPR / Medic First Aid /AED (MANDATORY for designated people) | 1 session / 7 hours | $35 | $100 | 0.7 |
| **EBC-SAF-4004-S** | CPR / Medic First Aid /AED (MANDATORY for designated people) (Spanish) | 1 session / 7 hours | $35 | $100 | 0.7 |
| **EBC-SAF-4005-S** | Defensive Driving Course (DDC in Spanish) State and Mayor Mandated. | 1 session / 4 hours | No charge | Not offered externally. | 0.4 |
| **EBC-SAF-4006** | Defensive Driving Course (DDC) State and Mayor Mandated. | 1 session / 4 hours | No charge | Not offered externally. | 0.4 |
| **EBC-SAF-4007** | Hazard Communication Compliance | 1 session / 2 hours | $35 | $100 | |
| **EBC-SAF-4008** | Hazard Communication Compliance (Spanish) | 1 session / 2 hours | $35 | $100 | |
| **EBC-SAF-4009** | Professional Truck Driver - Defensive Driving Course (PTD/DDC) **State and Mayor Mandated.** | 1 session / 4hours | No charge | Not offered externally. | |
| **SAF1024-HR** | HR - Protect Your Back (ARC) | 1 session / 2 hours | $35 | $100 | |
| **EBC-SAF-4010** | Safety Overview of Confined Space Entry | 1 session / 4 hours | $35 | $100 | |
| **EBC-SAF-4011** | Work Zone & Flagging Safety Course | 1 session / 5 hours | $35 | $150 | |
| **EBC-SAF-4012-S** | Work Zone & Flagging Safety Course (Spanish) | 1 session / 5 hours | $35 | $150 | |

## School of Management Skills - 5

| Course Number | CLASS NAME | LENGTH | INTERNAL COST | EXTERNAL COST | CEU's |
|---|---|---|---|---|---|
| **EBC-MGT-5001** | Applications of Project Management | 3 session / 21 hours | $105 | $300 | 2.1 |
| **EBC-MGT-5002** | Building a High Performance Team | 1 session / 7 hours | $35 | $100 | 0.7 |
| **EBC-MGT-5003** | Building and Leading Teams | 1 session / 7 hours | $35 | $100 | 0.7 |
| **EBC-MGT-5004** | Coaching, Modeling and Mentoring | 1 session / 7 hours | $35 | $100 | 0.7 |
| **EBC-MGT-5005** | Conflict Resolution for Managers and Supervisors | 1 session / 7 hours | $35 | $100 | 0.7 |
| **EBC-MGT-5006** | Continuous Quality Improvement | 1 session / 7 hours | $35 | $100 | 0.7 |
| **EBC-MGT-5007** | Counseling and Performance Feedback | 1 session / 7 hours | $35 | $100 | 0.7 |
| **EBC-MGT-5008** | Creating a Positive Workplace | 1 session / 7 hours | $35 | $100 | 0.7 |
| **EBC-MGT-5009** | Creating Effective Work Plans | 1 session / 7 hours | $35 | $100 | 0.7 |
| **EBC-MGT-5010** | Employee Development | 1 session / 7 hours | $35 | $100 | 0.7 |
| **EBC-MGT-5011** | Employee Performance Evaluation (EPE) | 1 session / 7 hours | $35 | Not offered externally. | 0.7 |
| **EBC-MGT-5012** | Financial Literacy | | | Not offered externally. | |
| **EBC-MGT-5013** | Fundamentals of Management | 1 session / 7 hours | $35 | $100 | 0.7 |
| **EBC-MGT-5014** | Fundamentals of Supervision | 1 session / 7 hours | $35 | $100 | 0.7 |
| **EBC-MGT-5015** | Getting Started: Planning & Organizing for Results | 1 session / 7 hours | $35 | $100 | 0.7 |
| **EBC-MGT-5016** | Leadership Communications | 1 session / 7 hours | $35 | $100 | 0.7 |
| **EBC-MGT-5017** | Leadership: The Foundation of Organizational Excellence | 1 session / 7 hours | $35 | $100 | 0.7 |
| **EBC-MGT-5018** | Managing Change | 1 session / 4 hours | $35 | $100 | 0.4 |
| **EBC-MGT-5019** | Managing Complex, High-Risk Procurements | 1 session / 7 hours | $35 | Not offered externally. | 0.7 |
| **EBC-MGT-5020** | Performance Impact Systems   (AM) | 1 session / 3 hours | No Charge | Not offered externally. | |
| **EBC-MGT-5021** | Performance Impact Systems   (PM) | 1 session / 3 hours | No Charge | Not offered externally. | |
| **EBC-MGT-5022** | Performance Management | 1 session / 7 hours | $35 | $100 | 0.7 |
| **EBC-MGT-5023** | Positive Discipline Program  (AM) | 1 session / 4 hours | $35 | Not offered externally. | |
| **EBC-MGT-5024** | Positive Discipline Program  (PM) | | | Not offered externally. | |
| **EBC-MGT-5025** | Problem Solving and Decision Making | 1 session / 7 hours | $35 | $100 | 0.7 |
| **EBC-MGT-5026** | Project Management Overview | 1 session / 7 hours | $35 | $100 | 0.7 |

| EBC-MGT-5027 | Staffing the Best! | 1 session / 7 hours | $35 | Not offered externally. | 0.7 |
| EBC-MGT-5028 | Supervising Difficult Employees | 1 session / 7 hours | $35 | Not offered externally. | 0.7 |
| EBC-MGT-5029 | The Do's and Don'ts of Delegation | 1 session / 7 hours | $35 | $100 | 0.7 |
| EBC-MGT-5030 | Tool Box for Supervisors | 1 session / 7 hours | $35 | Not offered externally. | 0.7 |
| EBC-MGT-5031 | Win-Win Negotiations | 2 sessions / 14 hours | $70 | Not offered externally | |
| EBC-MGT-5032 | Workforce and Organizational Development | 1 session / 7 hours | $35 | $100 | 0.7 |
| Off – Site Training | Any of the above class up to 20 students ($ 30.00 per students above 21) | | $600 | Not offered externally. | |
| | | | | | |

## School of Business Skills - 6

| Course Number | CLASS NAME | LENGTH | INTERNAL COST | EXTERNAL COST | CEU's |
|---|---|---|---|---|---|
| EBC-BUS-6001 | Business Grammar | 4 sessions / 24.5 hours | $120 | $350 | 2.45 |
| EBC-BUS-6002 | Business Writing: A Ticket to Empowerment  (formally known as Business Writing) | 4 sessions / 28 hours | $140 | $400 | 2.8 |
| EBC-BUS-6003 | Conflict Resolution: Building Workplace Relationships | 1 session / 7 hours | $35 | $100 | 0.7 |
| EBC-BUS-6004 | Effective Presentation Skills | 3 sessions / 21 hours | $105 | $300 | 2.1 |
| EBC-BUS-6005 | Organizational Time Management | 1 session  / 7 hours | $35 | $100 | 0.7 |
| EBC-BUS-6006 | Organizing Your Time and Work  (AM)  (formally known as how to get more organized at work) | 1 session / 4 hours | $35 | $100 | 0.4 |
| EBC-BUS-6007 | Organizing Your Time and Work  (PM)    formally known as how to get more organized at work) | 1 session / 4 hours | $35 | $100 | 0.4 |
| EBC-BUS-6008 | Overcoming  the Challenges of Change (formally known as Coping with Change) | 1 session / 4 hours | $35 | $100 | 0.4 |
| EBC-BUS-6009 | Preparing Written Customer Correspondence   (formally known as Preparing On Target Written Customer Correspondence) | 2 sessions / 14 hours | $70 | $200 | 1.4 |
| EBC-BUS-6010 | Team Dynamics (formally known as Teamwork) | 1 session / 4 hours | $35 | $100 | 0.4 |
| Off – Site Training | Any of the above class up to 20 students ($ 30.00 per students above 21) | | $600 | Not offered externally. | |
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## School of Technology Operations - 7

| Course  Number | CLASS NAME | LENGTH | INTERNAL COST | EXTERNAL COST | CEU's |
|---|---|---|---|---|---|
| EBC-CIS-7001 | MS Access 2007 - Transition (AM) | 1 session / 3 hours | $25 | $45 | |
| EBC-CIS-7002 | MS Access 2007 - Transition (PM) | 1 session / 3 hours | $25 | $45 | |
| EBC-CIS-7003 | MS Excel  2007 - Transition (AM) | 1 session / 3 hours | $25 | $45 | |
| EBC-CIS-7004 | MS Excel  2007 - Transition (PM) | 1 session / 3 hours | $25 | $45 | |
| EBC-CIS-7005 | MS Outlook 2007 - Transition (AM) | 1 session / 3 hours | $25 | $45 | |
| EBC-CIS-7006 | MS Outlook 2007 - Transition (PM) | 1 session / 3 hours | $25 | $45 | |
| EBC-CIS-7007 | MS PowerPoint 2007 - Transition (AM) | 1 session / 3 hours | $25 | $45 | |
| EBC-CIS-7008 | MS PowerPoint 2007 - Transition (PM) | 1 session / 3 hours | $25 | $45 | |
| EBC-CIS-7009 | MS Word 2007 - Transition (AM) | 1 session / 3 hours | $25 | $45 | 0 |
| EBC-CIS-7010 | MS Word 2007 - Transition (PM) | 1 session / 3 hours | $25 | $45 | 0 |

| Course Number | CLASS NAME | LENGTH | INTERNAL COST | EXTERNAL COST | CEU's |
|---|---|---|---|---|---|
| EBC-CIS-7011 | Computer Lab | 1 session / 3 hours | $35 | Not offered externally. | |
| EBC-CIS-7012 | PC Literacy | 1 session / 7 hours | $35 | $100 | |
| EBC-CIS-7013 | MS Excel 2007 - 1 | 1 session / 7 hours | $35 | $100 | 0.7 |
| EBC-CIS-7014 | MS Excel 2007 - 2 | 1 session / 7 hours | $35 | $100 | 0.7 |
| EBC-CIS-7015 | MS Excel 2007 - 3 | 1 session / 7 hours | $35 | $100 | 0.7 |
| EBC-CIS-7016 | MS Excel 2007 Macros (AM) | 1 session / 7 hours | $35 | $100 | 0.3 |
| EBC-CIS-7017 | MS Excel 2007 Formulas (AM) | 1 session / 3 hours | $35 | $100 | 0.3 |
| EBC-CIS-7018 | MS Excel 2007 Formulas (PM) | 1 session / 3 hours | $35 | $100 | 0.3 |
| EBC-CIS-7019 | MS Excel 2007 Tips & Tricks (AM) | 1 session / 3 hours | $35 | $100 | 0.3 |
| EBC-CIS-7020 | MS Excel 2007 Tips & Tricks (PM) | 1 session / 3 hours | $35 | $100 | 0.3 |
| EBC-CIS-7021 | MS Outlook 2007 - 1 | 1 session / 7 hours | $35 | $100 | 0.7 |
| EBC-CIS-7022 | MS Outlook 2007 - 2 | 1 session / 7 hours | $35 | $100 | 0.7 |
| EBC-CIS-7023 | MS PowerPoint 2007 - 1 | 1 session / 7 hours | $35 | $100 | 0.7 |
| EBC-CIS-7024 | MS PowerPoint 2007 - 2 | 1 session / 7 hours | $35 | $100 | 0.7 |
| EBC-CIS-7025 | MS PowerPoint 2007 - 3 | 1 session / 7 hours | $35 | $100 | 0.7 |
| EBC-CIS-7026 | MS Word 2007 - 1 | 1 session / 7 hours | $35 | $100 | 0.7 |
| EBC-CIS-7027 | MS Word 2007 - 2 | 1 session / 7 hours | $35 | $100 | 0.7 |
| EBC-CIS-7028 | MS Word 2007 - 3 | 1 session / 7 hours | $35 | $100 | 0.7 |
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| Off – Site Training | Any of the above class up to 20 students ($ 30.00 per students above 21) | | $600 | Not offered externally. | |
| | | | | | |

## School of Technical Operations - 8

| Course Number | CLASS NAME | LENGTH | INTERNAL COST | EXTERNAL COST | CEU's |
|---|---|---|---|---|---|

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|---|---|---|---|---|---|
| **PDH** | Professional Development Hours (PDH) for Professional Engineers. Offered to all COH PE's. (Texas Mandatory Licensing) | Varies: 2-8 hours each | 2 hours No charge 4 hours No charge 6-8 hours No charge | 2 hours $45 4 hours $50 6-8 hours $100 | 1 Contact Hour = 1 PEU |
| **CPE** | Continuing Professional Education (CPE) for Texas State Board Accountancy. Offered to all COH CPA's. (Texas Mandatory Licensing) | Varies: 2-8 hours each | 2 hours No charge 4 hours No charge 6-8 hours No charge | 2 hours $XX 4 hours $XX 6-8 hours $XX | 1 Contact Hour = 1 PEU |
| **TEC4006** | Basic Wastewater Operations | 3 sessions/ 20 hours | No charge | Not offered externally | |
| **TEC4000** | Basic Water Works Operations | 3 sessions/ 20 hours | No charge | Not offered externally | |
| **TEC4012** | Groundwater Production | 3 sessions/ 20 hours | No charge | Not offered externally | |
| **TEC4005** | Pump and Motor Operations Maintenance | 3 sessions/ 20 hours | No charge | Not offered externally | |
| **TEC4010** | TCEQ Review | 3 sessions/ 20 hours | No charge | Not offered externally | |
| **TEC4009** | Utilities Management | 3 sessions/ 20 hours | No charge | Not offered externally | |
| **TEC4002** | Valve and Hydrant Maintenance | 3 sessions/ 20 hours | No charge | Not offered externally | |
| **TEC4007** | Wastewater Collections | 3 sessions/ 20 hours | No charge | Not offered externally | |
| **TEC4001** | Water Distribution | 3 sessions/ 20 hours | No charge | Not offered externally | |
| **TEC4008** | Water Laboratory | 3 sessions/ 20 hours | No charge | Not offered externally | |
| **TEC1017** | Water Treatment | 3 sessions/ 20 hours | No charge | Not offered externally | |
| **TEC4003** | Water Utilities Calculations | 3 sessions/ 20 hours | No charge | Not offered externally | |
| **TEC4004** | Water Utilities Safety | 3 sessions/ 20 hours | No charge | Not offered externally | |

ATTENTION NEEDED

| PREREQUISITES |
| --- |
| Yes (Preparatory Classes) |
| No |
| Yes |
| Yes |
| Yes |
| No |
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| Yes |
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| Yes |
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| PREREQUISITES |
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| Yes (CDL Licence) |
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| PREREQUISITES |
| Yes (Project Management Overview) |
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| **PREREQUISITES** |
| Yes |
| Yes (Business Grammar Workshop with a score of 75% or above) |
| No |
| Yes (Power Point Level 1 or equivalent knowledge) |
| No |
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| No |
| No |
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| **PREREQUISITES** |
| Yes (Access 2003 Level 1, 2 or equivalent knowledge) |
| Yes (Access 2003 Level 1, 2 or equivalent knowledge) |
| Yes (Excel 2003 - 2 or equivalent knowledge) |
| Yes (Excel 2003 - 2 or equivalent knowledge) |
| Yes (MS outlook 2003 - 2 or equivalent knowledge) |
| Yes (MS outlook 2003 - 2 or equivalent knowledge) |
| Yes (MS Powerpoint 2003 -2 or equivalent knowledge) |
| Yes (MS Powerpoint 2003 -2 or equivalent knowledge) |
| Yes (MS Word 2003 - 2 or equivalent knowledge) |
| Yes (MS Word 2003 - 2 or equivalent knowledge) |

**Yes (Attendance in the MS Office Application (s) for which they are seeking help.)**

**Yes ( Basic PC Knowledge using a keyboard and a mouse. Ability to type appx. 20 wpm)**

**Yes (MS Excel 2007 - 1 or equivalent knowledge. Ability to type appx. 20 wpm)**

**Yes (MS Excel 2007 - 2 or equivalent knowledge. Ability to type appx. 20 wpm)**

**Yes (MS Excel 2007- 3 or equivalent knowledge. Ability to type appx. 20 wpm)**

**Yes (MS Excel 2007 - 2 or equivalent knowledge)**

**Yes (MS Excel 2007 - 2 or equivalent knowledge)**

**Yes (MS Excel - 2 or equivalent knowledge Ability to type appx. 20 wpm)**

**Yes (MS Excel - 2 or equivalent knowledge Ability to type appx. 20 wpm)**

**Yes ((MS Word 2007 - 2 / Excel 2007 - 2 or equivalent knowledge)**

**Yes ((MS Outlook 2007 - 1 or equivalent knowledge)**

**Yes (MS Word 2007 - 2 / Excel 2007 - 2 or equivalent knowledge)**

**Yes (MS Powerpoint 2007 - 1 or equivalent knowledge)**

**Yes (MS Powerpoint 2007 - 2 or equivalent knowledge)**

**Yes (Basic Computer Skils, and Typeing Speed of 20 wpm or more)**

**Yes (MS Word 2007 - 1  or  equivalent knowledge)**

**Yes (MS Word 2007 - 2 or equivalent knowledge)**

**PREREQUISITES**

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