

E. B. Cape Center Fee Schedule

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Introductory Notes:

1. All fees are based on the E. B. Cape Center Fee Policy.
2. PWE Fund 8300 does not pay fees for employee training. They own and pay for the facility.
3. The base fee for training of internal employees is \$35 per person per day the (FY08).
4. Fees for courses longer than 3 days have already been discounted, and will not be discounted further with the Adjunct Instructor discount. These courses are noted in the fee schedule with **“Will not discount further.”**
5. Per the E. B. Cape Fee Policy, departments that provide Adjunct Instructor support to the E. B. Cape Center will receive a 27% discount on the Internal Charge for a course (i.e. if \$35, then \$25.55). This applies to all employees in the department and all courses except those noted with **“Will not discount further.”** Departments currently receiving discounts are: Affirmative Action and Contract Compliance; Finance & Administration, Health, Housing and Community Development, Human Resources, Information Technology, Legal, Police, and Public Works & Engineering. **If you would like to explore Adjunct Instructor opportunities, please contact Pat Smith at 713-928-4541.**
6. External customers must register and pay for classes in advance. In emergencies, please turn the payment into the instructor on the first day of class. We accept money orders, cashier's checks, or institutional checks. We do NOT accept cash or personal checks. Please make payment out to “The City of Houston.” If mailing your payment, please mail payments to the attention of:

Carlos de Hoyos
Administration and Operations Manager
E. B. Cape Center
4501 Leeland
Houston, Texas 77023

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Core Competency – Technology

Technology Skills Development Program

Microsoft Applications

Class #	Class Name	LENGTH	INTERNAL CHARGE \$	EXTERNAL CHARGE \$
INF1432	MS Access2000 Level 1	1 session / 7 hours	\$35	\$100
INF1442	MS Access 2003 Level 1	1 session / 7 hours	\$35	\$100
INF1433	MS Access 2000 Level 2	1 session / 7 hours	\$35	\$100
INF1443	MS Access 2003 Level 2	1 session / 7 hours	\$35	\$100
INF1436	MS Access 2000 Level 3	1 session / 7 hours	\$35	\$100
INF1446	MS Access 2003 Level 3	1 session / 7 hours	\$35	\$100
INF1325	MS Excel 2000 Level 1	1 session / 7 hours	\$35	\$100
INF1335	MS Excel 2003 Level 1	1 session / 7 hours	\$35	\$100
INF1326	MS Excel 2000 Level 2	1 session / 7 hours	\$35	\$100
INF1336	MS Excel 2003 Level 2	1 session / 7 hours	\$35	\$100
INF1328	MS Excel 2003 Level 3	1 session / 7 hours	\$35	\$100
INF1338	MS Excel 2003 Level 3	1 session / 7 hours	\$35	\$100
INF1323	MS Excel Formulas 2000	1 session / 3 hours	\$35	\$100
INF1343	MS Excel Formulas 2003	1 session / 3 hours	\$35	\$100
INF1327	MS Excel Tips & Tricks	1 session / 3 hours	\$35	\$100
INF1801	MS Outlook 2000 Level 1	1 session / 7 hours	\$35	\$100
INF1811	MS Outlook 2003 Level 1	1 session / 7 hours	\$35	\$100
INF1802	MS Outlook 2003 Level 2	1 session / 7 hours	\$35	\$100
INF1812	MS Outlook 2003 Level 2	1 session / 7 hours	\$35	\$100
INF1522	MS PowerPoint 2000 Level 1	1 session / 7 hours	\$35	\$100

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INF1532	MS PowerPoint 2003 Level 1	1 session / 7 hours	\$35	\$100
INF1523	MS PowerPoint 2000 Level 2	1 session / 7 hours	\$35	\$100
INF1533	MS PowerPoint 2003 Level 2	1 session / 7 hours	\$35	\$100
INF1526	MS PowerPoint 2000 Level 3	1 session / 7 hours	\$35	\$100
INF1536	MS PowerPoint 2003 Level 3	1 session / 7 hours	\$35	\$100
INF1710	MS Project 2000 Level 1	1 session / 7 hours	\$35	\$100
INF1720	MS Project 2000 Level 2	1 session / 7 hours	TO BE DEVELOPED	
INF1730	MS Project 2000 Level 3	1 session / 7 hours	TO BE DEVELOPED	
INF1128	MS Windows and File Management	1 session / 7 hours	\$35	\$100
INF1227	MS Word 2000 Level 1	1 session / 7 hours	\$35	\$100
INF1237	MS Word 2003 Level 1	1 session / 7 hours	\$35	\$100
INF1228	MS Word 2000 Level 2	1 session / 7 hours	\$35	\$100
INF1238	MS Word 2003 Level 2	1 session / 7 hours	\$35	\$100
INF1229	MS Word 2000 Level 3	1 session / 7 hours	\$35	\$100
INF1239	MS Word 2003 Level 3	1 session / 7 hours	\$35	\$100

PC Enhancement Skills

Class #	Class Name	LENGTH	INTERNAL CHARGE \$	EXTERNAL CHARGE \$
INF1131	Basic Keyboarding	8sessions / 6 hrs per week (48 hours total)	\$65 Discounted already. Will not discount further.	\$100
INF1901	Crystal Reports 1	1 session / 7 hours	\$35	\$100
INF1122	Introduction to MS Office	1 session / 7 hours	\$35	\$100
INF1121	PC Literacy	1 session / 7 hours	\$35	\$100
INF9006	Performance Impact System (Web Application) Mandatory	1 session / 3 hours	No charge	Not offered externally.

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Core Competency - Technical

Technical Skills Development Program

PWE Technical Skills

Certifications / Licenses

Class #	Class Name	LENGTH	INTERNAL CHARGE \$	EXTERNAL CHARGE \$
TEC3093	Construction Inspector Training & Project Management Basics	7 sessions / 4 hrs per week (28 hours total)	No charge	No charge
Varies (see class below)	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	2 hours \$45
			4 hours No charge	4 hours \$50
			6-8 hours No charge	6-8 hours \$100
TEC4000	Basic Water Works Operations	3 sessions/ 20 hours	No charge	Not offered externally
TEC4001	Water Distribution	3 sessions/ 20 hours	No charge	Not offered externally
TEC4002	Valve and Hydrant Maintenance	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
TEC4005	Pump and Motor Operations Maintenance	3 sessions/ 20 hours	No charge	Not offered externally
TEC4006	Basic Wastewater Operations	3 sessions/ 20 hours	No charge	Not offered externally
TEC4007	Wastewater Collections	3 sessions/ 20 hours	No charge	Not offered externally
TEC4008	Water Laboratory	3 sessions/ 20 hours	No charge	Not offered externally
TEC4009	Utilities Management	3 sessions/ 20 hours	No charge	Not offered externally
TEC4010	TCEQ Review	3 sessions / 12 hours	No charge	Not offered externally

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Core Competency - Safety

Safety Skills Development Program

Central Safety – All Employees

Class #	Class Name	LENGTH	INTERNAL CHARGE \$	EXTERNAL CHARGE \$
SAF1024- HR	Protect Your Back (ARC)	1 session / 2 hours	\$35	N/A

PWE Safety – All Employees

Class #	Class Name	LENGTH	INTERNAL CHARGE \$	EXTERNAL CHARGE \$
SAF2001 SAF2001-S	CDL Preparatory Course	1 session / 7 hours	\$35	\$100
SAF3021 SAF3021-S	Chain Saw Safety	1 session / 3 hours	\$35	\$100
SAF1002 SAF1002-S	CPR / Medic First Aid /AED (MANDATORY for designated people)	1 session / 7 hours	\$35	\$100
SAF2005 SAF2005-S	Defensive Driving Course (DDC) State and Mayor Mandated.	1 session / 6 hours	No charge if for work. \$25 if for ticket dismissal.	Not offered externally
SAF3035 SAF3025-S	Hazard Communication Compliance	1 session / 2 hours	\$35	\$100
SAF3055	Hazardous Waste Emergency Response Overview Level 1	1 session / 8 hours	\$35	\$100
SAF3013	Safety Overview of Confined Space Entry	1 session / 4 hours	\$35	\$100
SAF3065 SAF3065-S	Work Zone & Flagging Safety	1 session / 5 hours	\$35	\$150 (vest provided)

Red Indicates Spanish Speaking only class

PWE Safety – Supervisors and Managers

Class #	Class Name	LENGTH	INTERNAL CHARGE \$	EXTERNAL CHARGE \$
SAF7002	Effective Accident Investigation	1 session / 5 hours	\$35	\$100
SAF7005	Safety and the Supervisor (MANDATORY)	1 session / 8 hours	No charge	\$100

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Human Resources Policy for Managers

BMS9100-HR	HR Policy for Managers	7 classes/ 32 hours	\$160.00	Not offered externally.
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Human Resources Policy Classes for Managers (Stand alone)

BMS9010-HR	Interviewing, Hiring and Promotions	4 hours	\$35	Not offered externally.
BMS9120-HR	Employee Relations and the Discipline Process	7 hours	\$35	Not offered externally.
BMS9130-HR	Compensation, Time and Attendance	4 hours	\$35	Not offered externally.
BMS9140-HR	Worker's Compensation and Safety	4 hours	\$35	Not offered externally.
BMS9150-HR	Workplace Violence	4 hours	\$35	Not offered externally.
BMS9160-HR	Equal Opportunity and the FMLA Program	7 hours	\$35	Not offered externally.
BMS9170-HR	The Employee Assistance Program (ERP)	2 hours	\$35	Not offered externally.

Core Competency – Business Skills

Business Skills Development Program

Management Fundamental Skills

Class #	Class Name	LENGTH	INTERNAL CHARGE \$	EXTERNAL CHARGE \$
BMS5158	City Accreditation Program (CAPS) I	15 Sessions / 105 hours	\$525 Discounted already. Will not discount further.	Not offered externally
BMS5164	City Accreditation Program (CAPS) II Last class is January 2008	4 Sessions / 28 hours	\$140 Discounted already. Will not discount further.	Not offered externally
BMS5170	City Accreditation Program (CAPS) I & II	18 session / 126 hours	\$630	Not offered externally
BMS5750	Financial Literacy	1 session / 7 hours	\$35	Not offered externally
BMS4002	Employee Performance Evaluation (EPE)	1 session / 7 hours	\$35	Not offered externally
BMS5800	City Accreditation Middle Managers Program (CAMMP)	15 Sessions / 105 hours	\$525 Discounted already. Will not discount further.	Not offered externally

Supervisory and Management Enhancement Skills

Class #	Class Name	LENGTH	INTERNAL CHARGE \$	EXTERNAL CHARGE \$
BMS5720	Building A Collaborative Workplace (Management)	3 session / 21 hours	\$105	\$275

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BMS4100	Managing Change	1 session / 4 hours	\$35	\$100
BMS5115	Organizing Your Time and Work	1 session / 7 hours	\$35	\$100
LAW1210	P-Card Approving Managers Training (PWE Only)	1 session / 1 ½ hours	No Charge	Not offered externally.
BMS4101	Superior Performance Program I (PWE Only)	1 session / 7 hours	\$35	Not offered externally.
BMS4109	Superior Performance Program II (PWE Only)	2 sessions / 14 hours	\$70	Not offered externally.
BMS4016	Teamwork	1 session / 4 hours	\$35	\$100
BMS5063	Workplace Violence Prevention – Management	1 session / 4 hours	\$35	\$100

Executive Management Skills Certificate Programs

Class #	Class Name	LENGTH	INTERNAL CHARGE \$	EXTERNAL CHARGE \$
BMS5078	Certified Public Manager (CPM) Program (State of Texas Certification)	7 Tracks / 140 hours	Paid by Department or Employee	Paid by Employer or Participant
BMS5520	Executive CPM	7 Tracks / 140 hours	Paid By Department	Not offered externally.

Leadership Programs

Class #	Class Name	LENGTH	INTERNAL CHARGE \$	EXTERNAL CHARGE \$
BMS4115	Building a High Performance Team	1 session / 7 hours	\$35	Not offered externally
BMS4118	Continuous Quality Improvement	1 session / 7 hours	\$35	Not offered externally
BMS5088	Creating a Positive Workplace	1 session / 7 hours	\$35	Not offered externally
BMS4119	Leadership Communications	1 session / 7 hours	\$35	Not offered externally
BMS5165	Leadership: The Foundation of Organizational Excellence	1 session / 7 hours	\$35	Not offered externally
BMS3060	Project Management Overview	1 session / 7 hours	\$35	Not offered externally
BMS5700	Workforce and Organizational Development	1 session / 7 hours	\$35	Not offered externally

Procurement Academy

Class #	Class Name	LENGTH	INTERNAL CHARGE \$	EXTERNAL CHARGE \$
BMS5085	Managing Complex, High-Risk Procurements	1 session / 8 hours	\$35	Not offered externally
BMS5087	Win-Win Negotiations	2 sessions / 14 hours	\$70	Not offered externally

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PWE Leadership Programs

Class #	Class Name	LENGTH	INTERNAL CHARGE \$	EXTERNAL CHARGE \$
BMS5500	Frontline Leadership		No charge	Not offered externally.
BMS5510	Middle Manager Leadership		No charge	Not offered externally.

Fundamental Skills For Non-Management

Class #	Class Name	LENGTH	INTERNAL CHARGE \$	EXTERNAL CHARGE \$
BMS5710	Building A Collaborative Workplace (Non Management)	2 session / 14 hours	\$70	\$180
BMS4114	How To Get More Organized At Work	1 session / 4 hours	\$35	\$100
BMS4104	Superior Performance Program I – Employee Overview (PWE Only)	1 session / 2 hours	\$35	Not offered externally.
BMS4016	Teamwork	1 session / 4 hours	\$35	\$100
BMS4093	Workplace Violence Prevention – Non-Management	1 session / 4 hours	\$35	\$100

Administrative Skills Certificate Program

Class #	Class Name	LENGTH	INTERNAL CHARGE \$	EXTERNAL CHARGE \$
BMS7817	Administrative Skills Certificate Program	13 courses / 102 hours	\$533	Not offered externally.

Communication Skills Development Program

Class #	Class Name	LENGTH	INTERNAL CHARGE \$	EXTERNAL CHARGE \$
BMS2048	Business Grammar	3 sessions / 21 hours	\$105	\$275
BMS2087	Business Writing	4 sessions / 28 hours.	\$120 Discounted already. Will not discount further.	\$310
BMS2133	Group Facilitation Skills	3 sessions / 21 hours	\$105	\$275
BMS2032	Effective Telephone Skills	1 session / 4 hours	\$35	\$100

Communication Skills Certificate Program

Class #	Class Name	LENGTH	INTERNAL CHARGE \$	EXTERNAL CHARGE \$
BMS2102	Conflict Resolution: Building Workplace Relationships	1 session / 7 hours	\$35	\$100
BMS2024	Effective Presentation Skills	3 sessions / 18 hours	\$95 Discounted already.	\$275

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BMS2094	Improving Communications at Work	1 session / 7 hours	Will not discount further. \$35	\$100
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Workplace Effectiveness Courses

Class #	Class Name	LENGTH	INTERNAL CHARGE \$	EXTERNAL CHARGE \$
BMS4106	Coping With Change	1 session / 4 hours	\$35	\$100
BMS7405- HR	New Employee Orientation Mandated by Mayor	1 session / 7 hours	No charge	Not offered externally.
LAW1211	P-Card Training (PWE Only)	1 session / 3 hours	No charge	Not offered externally.
BMS4070	Stress Management	1 session / 4 hours	\$35	\$100
BMS7416	Train-the-Trainer: A Guide to On-the-Job Training	1 session / 7 hours	\$35	\$100

Languages Program

Class #	Class Name	LENGTH	INTERNAL CHARGE \$	EXTERNAL CHARGE \$
BMS2137	Spanish As A Second Language – Basic	12 sessions / 24 hours	\$100 Discounted already. Will not discount further.	\$200
BMS2138	Spanish As A Second Language – Intermediate	12 sessions / 24 hours	\$100 Discounted already. Will not discount further.	\$200

Quality Customer Service Skills Certificate Program

Class #	Class Name	LENGTH	INTERNAL CHARGE \$	EXTERNAL CHARGE \$
BMS6500	Customer Service at the City – Vision, Philosophy, and Strategies	1 session / 7 hours	TO BE DEVELOPED	
BMS6001	Delivering Quality In-Person Customer Service	1 session / 4 hours	TO BE DEVELOPED	
BMS2067	Telephone Skills That Make a Difference	1 session / 4 hours	TO BE DEVELOPED	
BMS2061	Preparing Written Customer Correspondence	2 sessions / 11 hours	\$75	\$100

Affirmative Action Program

Class #	Class Name	LENGTH	INTERNAL CHARGE \$	EXTERNAL CHARGE \$
LAW2057	Equal Employment Opportunity Overview	1 session / 2 hours	\$35	\$100
BMS4112	Managing Diversity (for managers and supervisors)	1 session / 3 hours	\$35	\$100

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LAW2058	Preventing Sexual Harassment (for non-management employees)	1 session / 2 hours	\$35	\$100
LAW2059	Preventing Sexual Harassment (for managers and supervisors)	1 session / 2 hours	\$35	\$100
BMS6042	Removing Barriers and Providing Customer Service to People with Disabilities	1 session / 2 hours	\$35	\$100
LAW2056	The Americans with Disabilities Act	1 session / 3 hours	\$35	\$100
BMS4113	Understanding Diversity	1 session / 2.5 hours	\$35	\$100
LAW2060	Understanding Equal Employment Opportunity (for managers and supervisors)	1 session / 4 hours	\$35	\$100