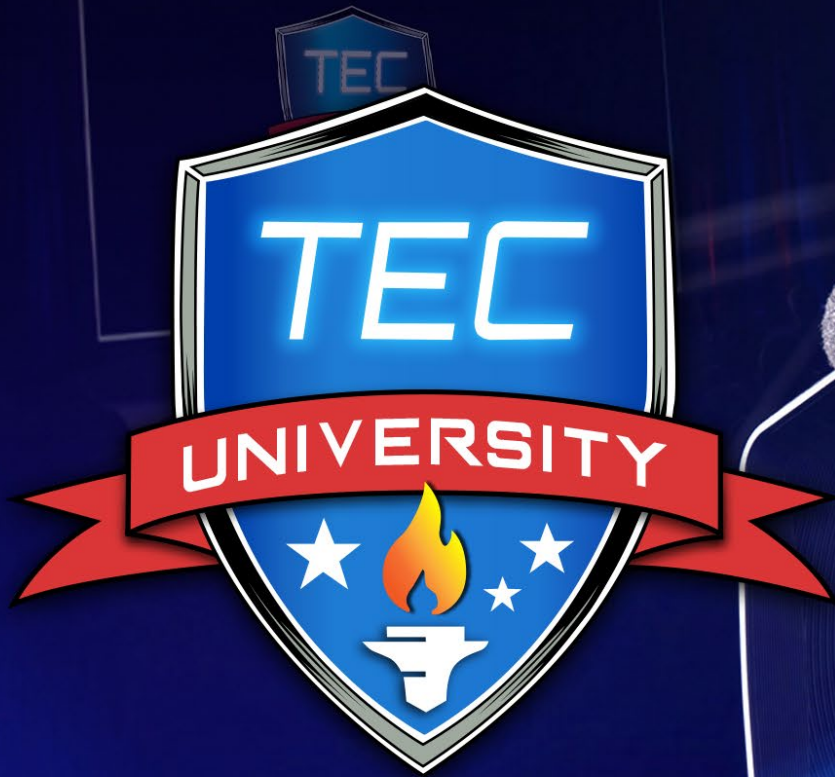


# TEC UNIVERSITY COURSE CATALOG



FY 25

# From the Chief

*Welcome to our TEC University Course Catalog for FY25! We are proud to offer a wide range of Professional Development courses taught by our highly talented and experienced group of professionals. Our instructors bring a wealth of real-world knowledge and passion from their fields, ensuring you receive top-notch education and practical insights.*

*Flexibility is at the heart of our approach. Whether you are looking for in-person, online learning, or virtual options, we have a variety of formats to fit your schedule and learning style. Our campus is a low-cost option for those looking to travel here. We also have Mobile Training Teams available to travel to your home unit, ensuring maximum participation. Our goal is to provide you with the tools, guidance and support needed to thrive in your professional development.*

*This year, we are excited to announce our new TEC Virtual Classroom and the brand-new Curriculum Development Course. Along with the courses listed in our catalog, our curriculum developers continue to build even more courses to meet the needs of our Air National Guardsmen.*

*Please don't hesitate to reach out if there's any way we can assist with your unit's training and education needs!*



*Best Regards,  
CMSgt Catharine Spence  
Chief, TEC University TEC-U  
DSN 266-3878 / Comm (865) 336-3878  
[Catharine.Spence@us.af.mil](mailto:Catharine.Spence@us.af.mil)*

## TEC University

TEC University is a division of the I.G. Brown Training and Education Center located at McGhee Tyson Air National Guard Base near Knoxville, Tennessee. The division assists in building the Air National Guard's future leaders using forward-leaning education and comprehensive audio-visual solutions for Airmen. Courseware includes instructor training and a multitude of personal and leadership development classes. The Learning Development Branch also offers academic advisement, providing guidance and assistance to customers who are currently instructing courses/classes by assisting instructors in converting teaching materials into educationally sound lesson plans to maximize educational potential. The Production Branch works with customers to convert ideas, requirements, data, and graphics into professional multimedia products.



# In-Residence Courses

To register for any of the below in-residence courses, please visit  
<https://form.jotform.com/243104159554151>

## **Air National Guard Instructor Course-ANGIC (80hrs)**

The Air National Guard Instructor Course (ANGIC) is a two-week course that is perfect for Total Force members who train or instruct as a primary or additional duty. Introduces the philosophy, methodologies, and practice of the Instructional Systems Design model. Students learn how to develop and deliver lesson plans using different teaching methodologies. They also learn how to develop evaluative instruments ensuring educational objectives have been met. The course is CCAF accredited and awards three credit hours in Instructor Methodology and 7.6 Continuing Education Units (CEUs). This two-week in-residence course is unit funded and is offered in-residence or Mobile Training Team. For inquiries, contact the Learning Development Branch Superintendent at 865-336-3803/DSN 266-3803 or email us at [TEC.TECU.Org@us.af.mil](mailto:TEC.TECU.Org@us.af.mil).

ANGIC 2025-1	Oct. 21- Nov. 1, 2024
ANGIC 2025-2	Dec. 2-13, 2024
ANGIC 2025-3	Feb. 3-14, 2025
ANGIC 2025-4	May 5-16, 2025
ANGIC 2025-5	June 2-13, 2025
ANGIC 2025-6	July 14-25, 2025
ANGIC 2025-7	Aug. 4-15, 2025

## **Curriculum Development Course (40Hrs)**

The Curriculum Development Course emphasizes the development of practical, hands-on training that engages learners and focuses on skill acquisition and retention. Participants will gain experience in analyzing training needs, planning instruction to meet those needs, and developing the tools necessary to deliver instruction. Students will explore how to apply learning science and a variety of evidenced based best practices to maximize learning. Students will also learn how training promotes the transfer of skills from the classroom to on-the-job performance. Participants will come away with the knowledge and skills needed to develop high quality training appropriate for a variety of settings.

CDC 2025-1	Sep. 15-19, 2025
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## Public Affairs Readiness Training - PART (40hrs)

The Public Affairs Readiness Training (PART) course is designed to elevate the skills and competencies of intermediate Public Affairs professionals within the Air National Guard. This intensive program caters to a diverse cohort, including enlisted Airmen in upgrade training, senior NCOs seeking to refresh and share their knowledge, Public Affairs officers at various stages of their careers, and executive officers who manage Public Affairs in a supervisory or additional role. The course awards 2.6 Continuing Education Units (CEUs) and is offered in-residence at McGhee Tyson ANGB. For inquiries, contact the Production Branch Superintendent at 865-336-3818/DSN 266-3818 or email us at [TEC.TECU.Org@us.af.mil](mailto:TEC.TECU.Org@us.af.mil).

PART 25-1	Nov. 18-22, 2024
PART 25-2	Feb. 24-28, 2025
PART 25-3	May 5-9, 2025
PART 25-4	Aug. 4-8, 2025

## After Effects Basics - AE (24Hrs)

This course enhances the skillsets of Public Affairs specialists by providing training on the basic foundations of Adobe's After Effects program. The program allows users to create stunning digital video effects and motion graphics that can be incorporated into Air National Guard video productions. This course walks students through the basics of the software and equips them with the knowledge and confidence to utilize Adobe After Effects effectively to dramatically enhance the overall quality of their video products. This course is offered in-residence at McGhee Tyson ANGB. For inquiries, contact the Production Branch Superintendent at 865-336-3818/DSN 266-3818 or email us at [TEC.TECU.Org@us.af.mil](mailto:TEC.TECU.Org@us.af.mil).

AE 25-1	Nov. 13-15, 2024
AE 25-2	May 12-14, 2025
AE 25-3	Aug. 11-13, 2025

## Leadership Advantage (16Hrs)

Leadership Advantage is a 2-day in-residence or MTT course that encompasses concepts for both emerging and advanced leaders. The first day of the program delivers instruction on basic leadership concepts centered on "tier-one" NCOs. This program provides the "bridge" between concepts learned in the Airman Leadership School and the NCO Academy. Day two of the program revolves around instructing advanced leadership principles geared toward senior leadership. The classes were created to assist senior leaders in the decision-making process and how to effectively engage with their people. This course is offered in-residence at McGhee Tyson ANGB and by MTT. For inquiries, contact the Learning Development Branch Superintendent at 865-336-3803/DSN 266-3803 or email us at [TEC.TECU.Org@us.af.mil](mailto:TEC.TECU.Org@us.af.mil).

# Online Courses

## Leadership Certificate Program (20Hrs)

The purpose of the TEC-U Leadership Certificate is to provide Air National Guard Airmen the skills needed to be effective and efficient leaders in today's Air Force. This online course provides the "bridge" between concepts learned in the Airman Leadership School and the NCO Academy. The concepts taught in this course were derived from the most current information across both military and corporate arenas and complements information provided in Enlisted Professional Military Education. This is important, especially to our traditional guardsmen, as these concepts can be used in both civilian and military leadership roles. The concepts explored in this course were selected based on feedback from leadership at field units, centered on the need for additional training for their emerging leaders. It is vital that leadership, at all levels, embrace the advancement of their emerging leaders and support their professional and personal development. This course is offered online.

## Online Professional Development classes and the Leadership Certificate Program

Go to the [tec.mediashareiq.com](http://tec.mediashareiq.com) website.

Register for an account (button at the bottom of the page).

Once you have an account, log in. This will take you to the "Dashboard".

On the dashboard, select the "Online Courses" button (upper left of the page). This will display all the classes available. Select the class you wish to take, then on the next page select "Start Course". If you wish to participate in the Leadership Certificate Program, select the class named "Certificate Program Instructions". This will give the student instructions to complete the program.

All classes award a certificate at the end of the class, except for the Leadership Certificate Program. The LCP certificate will be awarded by the Learning Development Branch Superintendent once the Capstone exercise has been successfully completed.

If you have any questions concerning the online classes, please contact the Learning Development Branch Superintendent at 865-336-3803/DSN 266-3803 or email us at [TEC.TECU.Org@us.af.mil](mailto:TEC.TECU.Org@us.af.mil).

## **Mobile Training Team (MTT)/Virtual Classes Professional Development Lessons**

A Mobile Training Team, or MTT, consists of a team of TEC-U Instructors traveling to a unit and delivering instruction. The cost of the TDY is unit funded and is established through a Cross Organizational Line of Accounting. As for virtual instruction, all the Professional Development classes are available via TEAMS. For inquiries, contact the Learning Development Branch Superintendent at 865-336-3803 /DSN 266-3803 or email us at [TEC.TECU.Org@us.af.mil](mailto:TEC.TECU.Org@us.af.mil).

### **Personal/Professional Development (1hr)**

Personal/Professional Development is a class designed to enhance the skills, knowledge, and competencies necessary for career advancement and personal growth. This class focuses on key areas such as leadership, communication, time management, and strategic thinking, providing participants with the tools and techniques to succeed in their professional journeys. Whether you are looking to improve your current job performance, prepare for a promotion, or pivot to a new career, this class offers valuable insights and practical strategies to achieve your goals. This class is offered online, virtually, and by MTT.

### **Fundamentals of Leadership (2hrs)**

The "Fundamentals of Leadership" lesson is designed to introduce participants to the core principles and practices that define effective leadership. This lesson explores various leadership styles, key qualities of successful leaders, and essential skills needed to inspire and guide teams toward achieving organizational goals. Participants will gain a foundational understanding of what it means to be a leader and how they can develop their leadership potential. The class focuses on common difficulties normally faced when transitioning into leadership positions, levels of leadership, behaviors of leadership, and styles of leadership. The class teaches the basic skills necessary to transition into a leadership position and understand the levels, behaviors, and styles of leadership vital to successful leadership. This class is offered online, virtually, and by MTT.

### **Effective Communication (1hr)**

Effective Communication equips a leader with the tools they need to navigate communicating, both up and down the chain of command and with peers, as they enter their new role. This class is designed to equip students with the essential skills and techniques needed to communicate effectively in various contexts, both personal and professional. The course will cover the fundamental principles of communication, including verbal and non-verbal communication, active listening, empathy, and feedback. This class is offered online, virtually, and by MTT.

## **Conflict Resolution (1hr)**

Conflict Resolution is designed for leaders to understand the basic skills needed to successfully resolve conflicts and focuses on what conflict is, why leaders should resolve conflict, when leaders should resolve, and how leaders should resolve conflict. This Conflict Resolution class is designed to provide students with the knowledge and skills necessary to effectively manage and resolve conflicts in both personal and professional settings. The class covers a range of topics including the nature and sources of conflict, conflict resolution styles and strategies, negotiation techniques, and mediation processes. This class is offered online, virtually, and by MTT.

## **Feedback (1hr)**

This Feedback class is designed to help students understand the critical role of feedback in personal and professional development. The course covers the principles of giving and receiving feedback, techniques for providing constructive criticism, and strategies for creating a feedback-friendly environment. In addition, leaders will be shown the guidelines for giving effective feedback as well as the strategies to use as a leader to ensure that feedback has positive outcomes. This class is offered online, virtually, and by MTT.

## **Coaching (1hr)**

This coaching lesson is designed to provide participants with the foundational skills and techniques required for effective coaching. The lesson covers the principles of coaching, the role of a coach, and various coaching models and strategies. In this lesson a step-by-step process will be covered to understand the process for coaching others. Leaders will learn the difference between coaching and supervision. A step-by-step coaching model will be covered to help develop those to be led. Also, the triggers that signal when to use coaching will be covered. This class is offered online, virtually, and by MTT.

## **Change Management (1hr)**

Change Management is a structured approach to transitioning individuals, teams, and organizations from a current state to a desired future state. This course provides comprehensive insights into the principles, practices, and tools necessary to effectively manage change and achieve organizational success. It is designed for leaders, managers, and change agents who are responsible for driving and managing change within their organizations. This class is offered online, virtually, and by MTT.

## **Team Culture (1hr)**

This lesson will create an understanding of how to develop an environment where leaders can build and maintain a strong team. In this lesson, factors essential to creating a strong team will be covered. Also, discovering strategies leaders can use to build each of these factors in your team will be addressed. This class is offered online, virtually, and by MTT.

## **Dichotomy of Leadership (1hr)**

This lesson will create an understanding on how to balance conflicting leadership. Being a leader often requires finding a balance between what may seem to be conflicting leadership attributes. For instance, leaders need to be disciplined but also flexible. In this lesson, how to find balance in three areas; yourself, your people, and your mission will be explored. This class is offered online, virtually, and by MTT.

## **Time Management (1hr)**

This Time Management class is designed to help students develop the skills and strategies necessary to manage their time effectively. The course covers a range of topics including setting priorities, goal setting, planning and scheduling, overcoming procrastination, and balancing work and personal life. This class is offered online, virtually, and by MTT.

## **Public Speaking for Today's Leaders (2hrs)**

This public speaking lesson is designed to help participants develop the skills and confidence needed to deliver effective and engaging presentations. The lesson covers the fundamental principles of public speaking, including speech preparation, organization, delivery techniques, and overcoming stage fright. Through interactive activities, practice sessions, and constructive feedback, participants will learn how to communicate their ideas clearly and persuasively to various audiences. This class is offered by MTT.

## **War and Tactics (1hr)**

This lesson was developed for first-term Airmen and tier one NCOs because it is important for personnel to fully understand why countries go to war. The Nature of War portion of the lesson covers what, why, and how of war. Airmen must totally embrace, and understand, why they are in such an environment. From there it goes into the Levels of War, which gives insight on how they fit into the tactical level of war. After this is covered, the lesson moves to the Tactics and Art of War. This portion of the lesson covers how war is not only tactical in nature, but also an art form. Airmen must understand only so much can be taught from a book and they will have also learned from experience and practice. They must exercise the insight that moves from the analytical to the intuitive aspects and be able to determine which tactics, techniques, and procedures are appropriate for a given situation. This class is offered online, virtually, and by MTT.

## **Narrative Writing (1hr)**

This lesson educates writers in the aspects of the new narrative writing format. The lesson includes the background of the Major Performance Areas and the Airman Leadership Qualities. It also covers how to write effective Performance Statements for EPBs, OPBs, and 1206s. Finally, it covers how to enter the information into MyEval 2.0. This class is offered virtually and by MTT.



## Management Writing (3hrs)

This lesson instructs those in management positions how to properly write and review certain documents and other forms of professional communication. This Management Writing class is designed to enhance students' skills in writing clear, concise, and effective management documents. The course covers a range of topics including 1206s, Federal Award Citations, Memorandums, and email communication. This class is offered virtually and by MTT.

## Building and Maintaining Confidence (1hr)

This lesson covers the basic concepts of an individual building and maintaining confidence within themselves. It covers such aspects as confidence defined, common misconceptions, factors affecting human performance, learning to filter the past, creating a mental image, and when things go wrong. This class is a must for anyone who wants to have that sense of certainty about their ability by bypassing conscious thought and executing unconsciously. This class is offered online, virtually, and by MTT.

## Powell's Principles (1hr)

General Colin Powell (U.S Army) was considered one of the finest leaders of his generation. This lesson reviews and explains the retired Army General and former U.S. Secretary's original 18 Principles of Leadership. Powell's principles are lessons in-themselves, gleaned from his decades in uniform. The genius is in their simplicity. He compiled them in 1989 and since then they have become a popular reference for leadership principles. This lesson is offered online and virtually.

## TEC University's Virtual Classroom Offering Live Professional Development Lessons

Join the TEC University's Virtual Classroom on Teams to attend our monthly Professional Development lessons. [TEC University's Virtual Classroom | General | Microsoft Teams](#) Direct links to our classes will also be shared on the I.G. Brown Training and Education Center Facebook page a few days before the class. All classes will be held at 1500 EST/EDT.

Oct. 5, 2024:	Narrative Writing
Nov. 2, 2024:	Personal/Professional Development
Dec. 7, 2024:	Fundamentals of Leadership
Jan. 11, 2025:	Effective Communication
Feb. 1, 2025:	Conflict Resolution
March 1, 2025:	Feedback
April 5, 2025:	Coaching
May 3, 2025:	Change Management
June 7, 2025:	Team Culture
Aug. 2, 2025:	Building and Maintaining Confidence
Sept. 6, 2025:	Dichotomy of Leadership



# Air National Guard Instructor Course

## Sample Student Schedule



	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WEEK 1					
0800-0845	In Processing	Presentation Skills #1	Lesson Plan Development	Presentation Skills	Informal Lecture Evaluation
0900-0945	Course Overview				
1000-1045	Science of Learning	Learning Domains	Lecture Method & Example	Presentation Skills #2	
1100-1145		Objectives & Samples of Behavior			
	Lunch	Lunch	Lunch	Lunch	
1300-1345	Instructional Systems Development	Methods of Instruction	Visual Aids	Lesson Development Lab	Informal Lecture Evaluation
1400-1445		Planning & Organizing Presentations	Lesson Development Lab		
1500-1545	Adult Learners				
1600-1645		Questions for Learning			
Assignments					
	Explore Informal Lecture Topics	Specific Topic Due	Objectives & Samples of Behavior Due	Strategy Statement Due	Watch Video & Complete Self-Evaluation



# Air National Guard Instructor Course

## Sample Student Schedule



	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
WEEK 2					
0800-0845	Criterion Objectives	Fundamentals of Evaluation	Active Learning	Demo Perf/ Guided Disc Evaluation	Training Transfer
0900-0945		Evaluation Methods	Facilitation Skills		Evaluating Training
1000-1045	Demonstration Performance & Example		Feedback		Class Photo
1100-1145		Lesson Development Lab			
	Lunch	Lunch	Lunch		Lunch
1300-1345	Presentation Skills #3	Classroom Leadership	Lesson Development Lab	Demo Perf/ Guided Disc Evaluation	Course Feedback & Evaluation
1400-1445					
1500-1545	Guided Discussion & Example	Lesson Development Lab			Graduation
1600-1645					
Assignments					
	Specific Topic Due	Objectives & Samples of Behavior Due	Strategy Statement Due	Watch Video & Complete Self-Evaluation	



# Public Affairs Readiness Training Course

## Sample Student Schedule



TIME	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
0800-0850	Welcome, In-Processing	Studio Tour Class Photo	Interview Review	Major Accident Response Exercise (MARE)	Freedom Friday Fun Run
0900-0950	Ethics	Equipment/ Budget	Crisis Communication		CFM Time
1000-1050	Community Engagement	Media Ops			
1100-1150					Student Best Practices
1200-1300	Lunch	Lunch	Lunch	Lunch	Lunch
1300-1350	Social media	Communication Planning	Major Accident Response Exercise (MARE)	MARE – Press Conference	Student Best Practices
1400-1450					Certificates
1500-1600	Ai for PA				



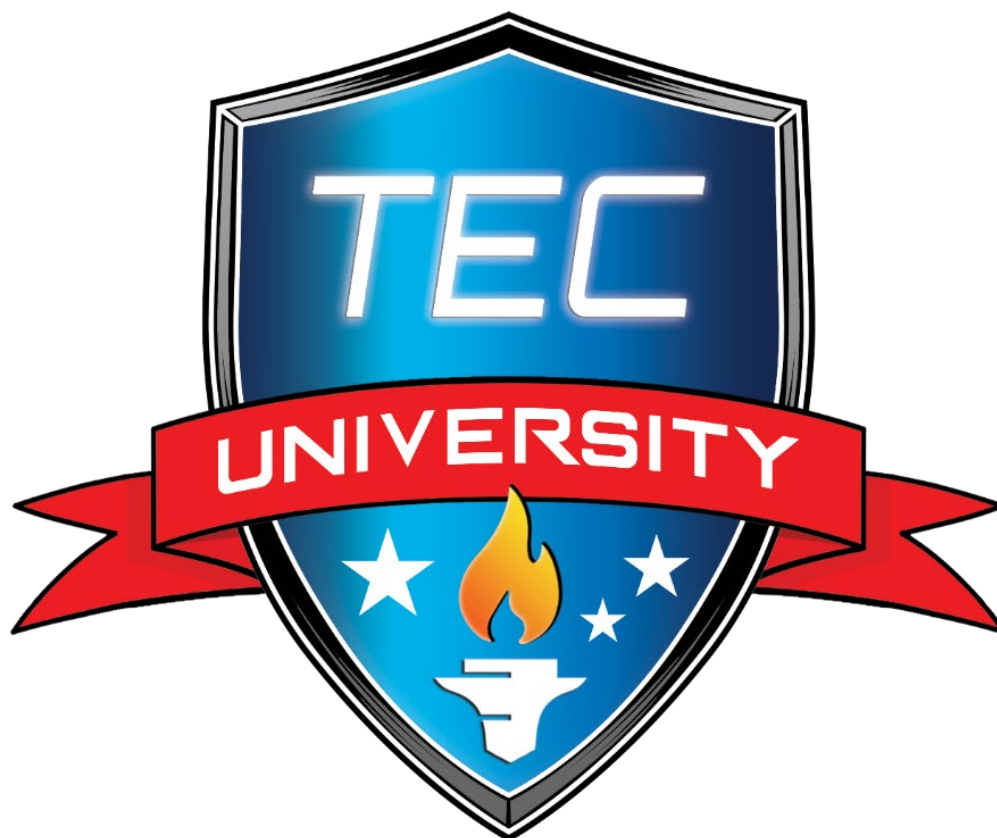


# After Effects Basics Course

## Sample Student Schedule



TIME	MONDAY	TUESDAY	WEDNESDAY
0800-0850	Welcome, In-Processing	Studio Tour/ Class Photo	CAPSTONE Project
0900-0950	Getting Started with AE	Shape Layers: Designing a Lower Thirds	
1000-1050	Project Management: Initial Steps, File Maint. & Optimizing Memory	3-D Camera Tracking: Working in 3-D Space	
1100-1150			
1200-1300	Lunch	Lunch	Lunch
1300-1350	Working w/ Photoshop: Importing Layered files	World Building: Creating Spheres and Light Effects	CAPSTONE Project
1400-1450			CAPSTONE Review
1500-1550	Text Animation: Exploring Various Text Effects & Transitions	Working with Masks: Mask Creation & Uses	GRADUATION AWARDING CERTIFICATES
1600-1630			



# TEC University

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