

Fall 2010 Workforce Development Professional Skills Courses

Business

Accounting and Finance for Non-Financial Managers 8 hours, \$149

(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, analyzing profit and loss statements, recognizing and correcting financial problems, and utilizing formulas to determine organizational profitability. **Textbook required.**

Kilgore Campus:

KC097366.301101Q Fri., Oct. 15
8:00 a.m. – 5:00 p.m., AC
1 week

KC097367.300101Q Fri., Sept. 10
8:00 a.m. – 12:00 p.m., AC
2 weeks

Henderson Campus:

KC097367.302 101Q Fri., Oct. 22
8:00 a.m. – 12:00 p.m.
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 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:

KC097331.300 101Q Tues./Thurs., Sept. 14
8:00 a.m. – 12:00 p.m., AC

Project Management 6 weeks, 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:

KC097325.300101Q Weds., Aug. 18
6:30-9:30 p.m., AC 218



Business Leadership Skills Certificate

Business Leadership Skills Certificate Information Session

You are invited to a free information session to learn about the Business Leadership Skills Certificate offered by Kilgore College. You'll meet the instructors, review the course materials, and get your questions answered. More importantly you will find out how these courses can assist you with your career objectives, all without cost or obligation. *For reservations or for more information, please call 903-983-8288.*

Date: Tuesday, Aug. 10, 2010

Time: 6:30 p.m.

Place: AC211

The following courses can be taken individually or as a certificate. Participants successfully completing all 8 courses will receive a 144-hour Business Leadership Skills Certificate. For more information about this certificate and other training options, please call 903-983-8288.

Communication Skills for Managers and Supervisors 6 weeks, 18 hours, \$125
(BMGT 1022 – Workplace Communications)

This course covers those communication skills essential for supervisors and managers in today's workplace. Topics include communication styles, listening, and effective verbal and non-verbal communication skills as they relate to individuals and groups in the business environment.

Kilgore Campus:

KC097319.300 101Q Weds., Aug 25
6:30-9:30 p.m., AC

Leadership Skills for Managers and Supervisors 6 weeks, 18 hours, \$125
(BMGT 1020 – Leadership Skills for Supervisors/Managers)

This course is an overview of the necessary leadership skills required of supervisors and managers in today's workplace. Emphasis will be placed on the role and function of a leader, organizing time, space and information, understanding motivation and behavior, and developing your own leadership style.

Kilgore Campus:

KC097311.300 101Q Mon., Aug. 23
6:30-9:30 p.m., AC

Performance Management Skills

6 weeks, 18 hours, \$125

(BMGT 1011 – Employee Performance Review)

This course is designed to present the knowledge, skills and processes required for effective human performance with emphasis on the information and competencies required for leaders who are (or soon will be) in a supervisory or management position. Topics covered include setting performance goals, developing, coaching, and assisting employees, conducting performance appraisals, and handling performance problems.

*Kilgore Campus:***KC097310.300 101Q** Weds., Oct. 6

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

Professional Business Speaking Skills

6 weeks, 18 hours, \$125

(POFT 1002 – Business Speaking Skills)

This course covers effective techniques to improve presentation and public speaking skills. Topics include content, voice, body language, and use of visual aids. Emphasis will be placed on how to improve listeners' retention and eye contact when making business presentations.

*Kilgore Campus:***KC097330.300 101Q** Tues., Oct. 5

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

Quality Customer Service

6 weeks, 18 hours, \$125

(BUSG 1005 – Introduction to Customer Service)

This course covers the supervisor's role in the customer service process. Topics include dealing with angry customers, effectively handling customer complaints, and how to develop a quality customer environment in the workplace.

*Kilgore Campus:***KC097307.300 101Q** Thurs., Aug. 26

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

Team Building in the Workplace

6 weeks, 18 hours, \$125

(BMGT 1019 – Team Building in the Workplace)

This course covers the basic principles of building and sustaining teams in organizations. Topics include team dynamics, process improvement, trust and collaboration, group dynamics, the role of the individual in a team, and leadership in the workings of a team.

*Kilgore Campus:***KC097348.300 101Q** Thurs., Oct. 7

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

Workplace Critical Thinking and Problem Solving

6 weeks, 18 hours, \$125

(BMGT 1004 – Workplace Critical Thinking and Problem Solving)

This course emphasizes structured approaches to critical thinking and problem solving in the workplace. Emphasis will be placed on interpreting data for effective problem solving, recommending corrective action, critical thinking and problem-solving theories, and methods to improve productivity and profitability.

*Kilgore Campus:***KC097347.300 101Q** Tues., Aug 24

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

Workplace Issues for Managers and Supervisors

6 weeks, 18 hours, \$125

(BMGT 1010 – Introduction to Supervision)

This course is designed to present the knowledge, skills and processes required to effectively address today's workplace issues legally, productively, and with human sensitivity. Topics include managing workplace diversity, preventing workplace violence and harassment, employment law for leaders, and stress and coping in today's evolving workplace.

Kilgore Campus:

KC097351.300 101Q Mon., Oct. 11

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

Command Spanish®



Command Spanish® On-Line: Call 903-983-8288 for course schedule.

Command Spanish® Information Session

Wed., Aug 11, 6:30 p.m.

You are invited to a free information session to learn about Command Spanish® classes offered by Kilgore College. You'll meet the instructors, review the course materials, and get your questions answered. More importantly you will find out how these courses can assist you with your Spanish-speaking customers, all without cost or obligation. *For reservations or for more information, please call 903-983-8288.*

Spanish for Banking

6 weeks, 18 hours, \$150

(FRNL 1001 – Occupational Specific Foreign Language)

This Command Spanish® course is intended for bank tellers, account representatives, receptionists, and banking officers who assist their Spanish-speaking customers and clients with routine transactions. Upon completion, participants will be able to use Spanish to: greet customers and clients; express and receive dollar amounts and dates; cash checks; assist with deposits and withdrawals; change currency; sell money orders, certified checks, and traveler's checks; verify identification; and obtain basic information. **No prior knowledge of Spanish necessary. Training manual provided.** Class limit: 20.

Registration deadline: Aug. 13, 2010.

Kilgore Campus:

KC127072.300 101Q Thurs., Aug. 26

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

Spanish for Car Insurance Agents

8 weeks, 24 hours, \$175

(FRNL 1001 – Occupational Specific Foreign Language)

This Command Spanish® training program prepares non-Spanish-speaking car insurance agents, and others involved in the car insurance claims process to use Spanish language skills to enhance their ability to work professionally with their Spanish-speaking clients. Upon completion, participants will be able to use Spanish to do some or all of the following: welcome and receive potential applicants; discuss car insurance issues; explain types of coverage; collect information about drivers and their vehicles; determine the driver's qualifications; and assist the client in choosing the appropriate coverage. **No prior knowledge of Spanish necessary. Training manual provided.** Class limit: 20. **Registration deadline: Aug. 12, 2010.**

Henderson Campus:

KC127099.301 101Q Mon., Aug. 23

6:30-9:30 p.m.

Spanish for Dental Staff

8 weeks, 24 hours, \$175

(SPNL 1001 – Health Care Spanish)

This course is intended for dentists, dental assistants, dental hygienists, receptionists, office managers, oral surgeons, and surgical nurses. Upon completion, participants will be able to use Spanish to: register patients; obtain medical history; engage in office etiquette; explain routine procedures; give directions to patients during procedures; explain anesthesia, explain billing procedures; and instruct patients concerning medications. **No prior knowledge of Spanish necessary. Training manual provided.** Class limit: 20.

Registration deadline: Aug. 12, 2010.*Kilgore Campus:***KC127034.300 101Q** Tues., Aug. 24
6:30-9:30 p.m., AC**Spanish for Mission Teams**

8 weeks, 24 hours, \$175

(FRNL 1001 – Occupational Specific Foreign Language)

This Command Spanish® course is intended for non-Spanish-speaking service, volunteer, and religious organizations traveling to Spanish-speaking countries to provide humanitarian assistance. Upon completion, participants will be able to use Spanish to: greet and compliment others; function in routine travel situations; provide basic medical, ophthalmologic, and dental services; assist in construction projects; dispense prescriptions; and give simple medication instructions. **No prior knowledge of Spanish necessary. Training manual provided.** Class limit: 20. **Registration deadline: Oct. 8, 2010.**

*Kilgore Campus:***KC127065.302 101Q** Tues., Oct. 19
6:30-9:30 p.m., AC**Spanish for Mortgage Loan Officers**

6 weeks, 18 hours, \$150

(FRNL 1001 – Occupational Specific Foreign Language)

This Command Spanish® course is intended for individuals who communicate with Spanish-speaking loan applicants. Upon completion, participants will be able to use Spanish to: greet customers and clients; discuss pre-approval issues; explain type of mortgage and terms of loan; collect information about property and the borrower's employment assets, and liabilities; handle refinancing; and assist the buyer during closing. **No prior knowledge of Spanish necessary. Training manual provided.** Class limit: 20. **Registration deadline: Aug. 13, 2010.**

*Kilgore Campus:***KC127087.303 101Q** Thurs., Aug. 26
6:30-9:30 p.m., AC

Spanish for Nursing

8 weeks, 24 hours, \$175

(SPNL 1002 – Medical Conversational Spanish)

This course is intended for practicing B.S.N.s, R.N.s, L.V.N.s/L.P.N.s, and C.N.A.s. who provide medical care and attention to Spanish-speaking patients in medical office settings and in hospitals. Upon completion, participants will be able to use Spanish to: obtain basic information and patient history; obtain vital signs; perform physical assessment; perform routine procedures; prepare patients for surgery or other procedures; administer medications and injections; feed and bathe patients; assist and interact with patient's family; honor patient's requests; assist in emergency situations; identify Hispanic cultural traits relating to medical care; reduce Hispanics' fear of hospital settings; and understand Hispanic health belief system. **No prior knowledge of Spanish necessary. Training manual provided.** Class limit: 20. **Registration deadline:**

Aug 12, 2010.

Henderson Campus:

KC127108.300 101Q Wed., Aug. 25
6:30-9:30 p.m.

Spanish for the Physician's Office

8 weeks, 24 hours, \$175

(SPNL 1001 – Health Care Spanish)

This Command Spanish® is designed for receptionists, office managers, support staff, nurses, lab technicians, and physicians. Upon successful completion, participants will be able to use Spanish to: engage in office etiquette and protocols; register a patient; explain payment options; obtain patient's history; determine patient's chief complaint; obtain vital signs; assess a patient's condition; explain diagnosis; explain treatment provided by the physician; explain workups and other procedures; give discharge information and follow-up instructions. **No prior knowledge of Spanish necessary. Training manual provided.** Class limit: 20. **Registration deadline:**

Aug 12, 2010.

Henderson Campus:

KC127109.301 101Q Thurs., Aug. 26
6:30-9:30 p.m.

Spanish for Tax Preparers

8 weeks, 24 hours, \$175

(FRNL 1001 – Occupational Specific Foreign Language)

This Command Spanish® training program prepares non-Spanish-speaking tax accountants, and tax preparers to use Spanish language skills to enhance their ability to work professionally with their Spanish-speaking clients. Upon completion, participants will be able to use Spanish to do some or all of the following: welcome and receive potential clients; discuss basic tax issues; explain types of deductions, expenses, and refunds; collect information about the client and his or her dependents; determine the client's tax bill; and assist the client with filing his or her federal taxes. **No prior knowledge of Spanish necessary. Training manual provided.** Class limit: 20. **Registration deadline: Aug. 12, 2010.**

Kilgore Campus:

KC127098.304 101Q Tues., Aug. 24
6:30-9:30 p.m., AC

Spanish for the Workplace

8 weeks, 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. **No prior knowledge of Spanish necessary. Training manual provided.** Class limit: 20. **Registration deadline: Oct. 7, 2010.**

*Kilgore Campus:***KC127092.305 101Q** Mon., Oct. 25

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

Commercial Driving



The Kilgore College Commercial Driving Academy offers courses to train individuals who are new to the field of commercial driving and to enhance and reinforce skills of experienced drivers. For more information, please call 903-983-8288.

Commercial Driving Information Sessions

You are invited to a free information session to learn about commercial driving courses offered by Kilgore College. You'll meet the instructors, review the course materials, and get your questions answered. More importantly you will find out how these courses can assist you with your career objectives, all without cost or obligation. All sessions are at 6:30 p.m. in room 220 of the Bert E. Woodruff Adult Education Center in Kilgore. *For reservations or for more information, please call 903-983-8288.*

Information Sessions Schedule:

Aug. 5 Sept. 2 Oct. 7 Nov. 4

Experienced Drivers

A variety of courses designed for experienced drivers will be scheduled upon demand. For more information and a list of available topics, please call 903-983-8288.

Defensive Driving For Professional Truck Drivers

Please call 903-983-8288 for class schedule.

CDL Class “A” Training Program
(CVOP 1013 – Professional Truck Driver)

3 weeks, 120 hours, \$3,400

This course is designed for individuals who have no prior experience in driving a commercial vehicle. Topics include an overview of the State of Texas Class A Commercial Drivers License written examination, truck safety, traffic congestion, general truck driving skills, and extreme driving conditions. Emphasis will be placed on air brake, hazmat, and trailer endorsements. Kilgore College pre-screens all applicants.

Kilgore Campus:

KC557149.317 094Q M/T/W/TH/F, Aug. 16
8:00 a.m. – 5:00 p.m., AC

KC557149.300 101Q M/T/W/TH/F, Sept. 13
8:00 a.m. – 5:00 p.m., AC

KC557149.301 101Q M/T/W/TH/F, Oct. 4
8:00 a.m. – 5:00 p.m., AC

KC557149.302 101Q M/T/W/TH/F, Oct. 25
8:00 a.m. – 5:00 p.m., AC

KC557149.303 101Q M/T/W/TH/F, Nov. 15
8:00 a.m. – 5:00 p.m., AC

FOR EVENING AND WEEKEND CLASS SCHEDULES, PLEASE CALL 903-983-8288

Construction

Math for the Building Trades

8 weeks, 24 hours, \$175

(TECM 1013 – Occupational Math)

This course reviews applied mathematics required in the various building trade occupations.

Textbook required.

Kilgore Campus:

KC097357.300 101Q Weds., Aug. 25

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

Printreading for Construction I – Residential

8 weeks, 24 hours, \$175

(DFTG 1023 – Blueprint Reading for Specific Occupations)

This course is designed for those individuals seeking knowledge of basic construction printreading or increased knowledge of construction drawings. Emphasis will be placed on interpreting and visualizing construction drawings. Topics include construction mathematics, dimensioning techniques, plot plans, floor plans, elevations, sections, and details. **Textbook required.**

Kilgore Campus:

KC459561.300 101Q Mon., Aug. 23

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

Printreading for Construction II

Residential and Light Commercial

8 weeks, 24 hours, \$175

(DFTG 1023 – Blueprint Reading for Specific Occupations)

This course covers printreading fundamentals, construction materials and light frame construction utilized in residential and light commercial buildings. Topics include brick-veneer residences, multifamily dwellings, and commercial buildings. **Textbook required.**

Kilgore Campus:

KC479585.301 101Q Tues., Sept. 28

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

Printreading for Construction III

Heavy Commercial

8 weeks, 24 hours, \$175

(DFTG 1023 – Blueprint Reading for Specific Occupations)

This course covers heavy commercial construction including: site work; mechanical and electrical systems; structural steel; reinforced concrete; and finish construction. **Textbook required.**

Kilgore Campus:

KC459570.302 101Q Thurs., Sept. 30

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

Education

Child Development Associate (CDA) Training Program

The CDA program represents a national effort to credential qualified caregivers who work with young children from birth to age five. This program consists of 120 instructional hours that link theory to practical application and is designed to successfully prepare adult students for the CDA assessment administered by the Council for Early Childhood Professional Recognition. In order to obtain this certification, all four courses must be successfully completed. **For more information call 903-983-8288.**

Child Development Associate (CDA) Information Session

You are invited to a free information session to learn more about the Child Development Associate (CDA) Credential program and other early childhood courses offered by Kilgore College. You'll meet the instructor, review the materials, and get your questions answered. More importantly, you'll find out how these courses can assist you with your career objectives, all without cost or obligation. **For reservations or for more information, please call 903-983-8288.**

Date: Thurs., Aug. 12 **Time:** 6:30 p.m. **Place:** AC105

Child Development Associate I 5 weeks, 30 hours, \$200

(CDEC 1006 – Child Care Learning Theory for Child Care Workers)

This course provides instruction in: the principles of child growth and development; the observation and recording of children's behavior; and planning for a safe, healthy learning environment.

Kilgore Campus:

KC350009.300 094Q Tues./Thurs., Aug. 24
6:30-9:30 p.m., AC105

Child Development Associate II 5 weeks, 30 hours, \$200

(CDEC 1012 – Child Guidance and Discipline)

This course focuses on supporting the social and emotional development in young children by helping develop a child's sense of self by creating environments that foster friendly and cooperative behavior, and the positive practices that guide young children's behavior.

Kilgore Campus:

KC350010.300 101Q Tues./Thurs., Sept. 28
6:30-9:30 p.m., AC105

Child Development Associate III 5 weeks, 30 hours, \$200

(CDEC 1008 – Curriculum/Activities for Young Children)

This course provides a study of physical development and the environments that foster the following: gross and fine motor skills; communication and language development; creativity; cognitive (intellectual) development; curiosity, exploration and problem solving in young children.

Kilgore Campus:

KC350011.300 101Q Tues./Thurs., Nov. 2
6:30-9:30 p.m., AC105

Child Development Associate IV **(Spring 2011)**

Electrical

Electrician Exam Review

12 weeks, 36 hours, \$325

(ELPT 2001 – Journeyman Electrician Exam Review)

This course prepares individuals for journeyman, maintenance, and master electrician licensure with emphasis on electrical theory, calculations, wiring methods, and the National Electric Code (NEC). **Textbook required.**

Kilgore Campus:

KC477034.300 101Q Thurs., Aug. 26
6:30-9:30 p.m., AC

Residential Wiring I

16 weeks, 64 hours, \$450

(ELPT 1029 – Residential Wiring)

This hands-on course covers wiring methods used for single family, two family, and multi-family dwellings. Topics include: computation of circuit sizes needed for the installation of branch circuits, feeders, and service entrance conductors; proper installation of wiring devices according to electrical codes; grounding methods; installation of ground fault circuits; and residential wiring methods. Emphasis will be placed on safety requirements. **Textbook required.**

Kilgore Campus:

KC477083.300 101Q Weds., Aug. 25
6:00-10:00 p.m., AC220

Electric Power Technology Certificate



Spring 2011 courses begin Feb. 28, 2011

INFORMATION SESSIONS FOR SPRING 2011

You are invited to a free information session to learn more about the Electric Power Technology Certificate offered by Kilgore College. You'll meet the instructors, review the course materials, and get your questions answered. More importantly, you'll find out how this training certificate can assist you with your career objectives, all without cost or obligation.

For reservations or for more information, please call 903-983-8288.

Dates: Dec. 9, 2010 and Jan. 13, 2011

Time: 6:30 p.m.

Place: AC Room 220

Fall 2010 SCHEDULE

- | | |
|------------------|--|
| Aug. 16 | Registration Deadline (application, DOT physical and drug screen) |
| Aug. 20 | Mandatory Orientation for registered students of Fall 2010 |
| 8-11 a.m. | Climbing Assessment: Rusk County Electric Cooperative, Henderson |
| 1-2 p.m. | Orientation: KC Campus, Henderson |

On Aug. 20 at 8 a.m., a pre-qualifying, physical assessment of climbing skills (with restraint) will be conducted to test students' strength, agility and tolerance of heights. Appropriate clothing is required: jeans or slacks with no tears or frays, long-sleeved, collared shirt, closed-toe shoes (preferably boots), no jewelry or piercings.

Three of the classes listed below, Computer Applications for Line Workers, Climbing Skills II and Effective Communication Skills are scheduled so that the students will have the afternoons to prepare for the CDL licensing process. Students will have homework assignments related to the CDL permit and endorsements which students MUST have by week seven, Utility Vehicle Operations. Testing and passing the written permit is required during the week of the Effective Communications Skills. The afternoons of these three classes are purposely left free so that students can go to the Henderson DPS office and test for their CDL permits.

Fundamentals of Electricity

1 week, 48 hours, \$350

(ELPT 1019 – Fundamentals of Electricity I)

This course is an introduction to the electrical theory and concepts found in basic electrical systems encountered by lineworkers. Topics include transmission fundamentals, distribution characteristics and nomenclature, and applied electrical mathematical calculations.

Henderson Campus:

KC477055.305 094Q Mon.-Fri., Aug. 23
8:00 a.m. – 6:00 p.m., Henderson

Climbing Skills I

1 week, 48 hours, \$350

(LNWK 1011 – Climbing Skills)

This course is an introduction to the theory and applications of pole climbing. Topics include safety, climbing techniques, tool and pole inspection, pole top rescue, rigging, and fall protection devices.

Henderson - RCEC:

KC477045.300 101Q Mon.-Fri., Aug. 30
8:00 a.m. – 6:00 p.m., RCEC

Computer Applications for Lineworkers

1 week, 16 hours, \$175

(ITSW 1058 – Specialized Computer Applications)

This course is an overview of the basic computer operations used by lineworkers in the electrical industry. Topics include application software, functions, document formatting, directories, disk drives, and folder icons.

Kilgore Campus:

KC077078.300 101Q Tues.-Fri., Sept. 7
8:00 a.m. – 11:00 a.m., AC218

Climbing Skills II

1 week, 15 hours, \$225

(LNWK 2000 – Professional Development: Lineworker)

This course is a continuation of the theory and applications of pole climbing. Topics include safety, climbing techniques, tool and pole inspection, pole top rescue, rigging, and fall protection devices.

Henderson RCEC:

KC477059.300 101Q Mon.-Fri., Sept. 13
8:00 a.m. – 11:00 a.m., RCEC

Effective Communications Skills

1 week, 24 hours, \$200

(POFT 1020 – Communications Skills for Business and Industry)

This course is a study of the written, listening and speaking skills applicable to the duties and responsibilities of a lineworker. Topics include communication skills involved for interaction with customers, proper written communication skills, grammar, sentence structure, spelling, correct content and tone for e-mail communication, and rules for clear and concise telephone and face-to-face conversations. Emphasis is also placed on resume writing and job interviewing.

Henderson Campus:

KC097401.300 101Q Mon.-Fri., Sept. 20
8:00 a.m. – 2:00 p.m.

Electrical Safety and Tools

1 week, 48 hours, \$350

(ELPT 1021 – Introduction to Electrical Safety and Tools)

This course covers lineworker safety rules and regulations. Topics include the selection, inspection, use, and maintenance of common tools used by lineworkers.

Henderson Campus:

KC477052.300 101Q Mon.-Fri., Sept. 27
8:00 a.m. – 6:00 p.m.

Utility Vehicle Operations

1 week, 16 hours, \$175

(CVOP 2001 – Federal Motor Carrier Safety Regulations)

This course is an overview of Federal Motor Carrier Safety Regulations and their application to the commercial vehicle operator. Must have learner's permits prior to taking this class. Topics include driver's record of status, physical requirements, drug and/or alcohol testing, safety requirements of equipment, and defensive driving. Students will practice driving a utility truck and driving tests will be scheduled at Henderson DPS during this week. Students must have their CDL Class A license by week nine, Live line Safety.

Henderson Campus:

KC557140.300 101Q Mon.-Fri., Oct. 4
8:00 a.m. – 12:00 p.m.

Safety Regulations

1 week, 48 hours, \$350

(OSHT 1001 – Introduction to Safety and Health)

This course introduces basic concepts of safety and health. Topics include general OSHA compliance, safety training certification and 1910.269.

Henderson Campus:

KC499627.300 101Q Mon.-Fri., Oct. 11
8:00 a.m. – 6:00 p.m.

Live Line Safety

1 week, 48 hours, \$350

(LNWK 1091 – Special Topics in Line Worker)

This is a study of cover-up procedures and safety requirements for work on energized electrical circuits. Topics include use and care of insulating equipment and tools, minimum approach distances, nominal voltage recognition, system protection and operation basics, and equipment operation.

Henderson RCEC:

KC477044.300 101Q Mon.-Fri., Oct. 18
8:00 a.m. – 6:00 p.m., RCEC

Distribution Operations

1 week, 48 hours, \$350

(LNWK 1041 – Distribution Operations)

This course is a study of the theoretical and practical operation of electric utility distribution systems. Topics include the basics of single phase transformers, regulators, reclosers, capacitors, fusing, and overhead and underground distribution systems.

Henderson RCEC:

KC477043.300 101Q Mon.-Fri., Oct. 25
8:00 a.m. – 6:00 p.m., RCEC

Lineman Rodeo & Graduation, Oct. 29

Solar Technology

Coming soon. Call 903-983-8288 for course dates and schedule

Human Resources



SHRM® Information Session

You are invited to a free information session to learn more about the Society for Human Resource Management (SHRM®) courses offered by Kilgore College. You'll meet the instructors, review the materials, and get your questions answered. More importantly, you'll find out how these courses can assist you with your career objectives, all without cost or obligation. ***For reservations or for more information, please call 903-983-8288.***

Date: Thurs., Aug. 5

Time: 6:30 p.m.

Place: Bert E. Woodruff Adult Education Center in Kilgore – Room 211

SHRM Essentials of HR® Management Certificate 6 weeks, 18 hours, \$475
(HRPO 1000 – Understanding the Human Resource Function)

This Society of Human Resource Management (SHRM®) course is considered an entry-level human resource course. Topics covered include employment law in your workplace, effective recruitment and selection techniques, basics of compensation and benefits, orienting and training your employees, and ensuring quality performance. This course is designed specifically for individuals new to the human resource field or individuals who have some human resource responsibilities in addition to their regular job duties. **SHRM® training materials included.**

Registration deadline: Sept. 3, 2010.

Kilgore Campus:

KC090508.300 101Q Tues., Sept. 14
6:30-9:30 p.m., AC211

SHRM Learning System® 12 weeks, 36 hours, \$975
(HRPO 2030 – Human Resource Certification Test Preparation)

This Society of Human Resource Management (SHRM®) course is designed primarily as a certification preparation course for the Human Resource Certification Institute (HRCI) examinations. Topics include strategic management, workforce planning and employment, human resource development, compensation and benefits, employee and labor relations, human resource development, and occupational health, safety, and security. This course is recommended for individuals who have worked in exempt-level human resource positions for at least two years. **SHRM® training materials included. *Registration deadline: Aug. 20, 2010.***

Kilgore Campus:

KC090509.300 101Q Thurs., Sept. 2
6:30-9:30 p.m., AC211

Industrial Electrical Technology Certificate



Information Session

You are invited to a free information session to learn more about the Industrial Electrical Technology Certificate and other electrical courses offered by Kilgore College. You'll meet the instructors, review the course materials, and get your questions answered. More importantly, you'll find out how these courses can assist you with your career objectives, all without cost or obligation.

For reservations or for more information, please call 903-983-8288.

Date: Mon., Aug. 9

Time: 6:30 p.m.

Place: Bert E. Woodruff Adult Education Center in Kilgore – Room 220

Required Prerequisite courses:

Electrical Calculations

36 hours, \$275

(ELPT 1015 – Electrical Calculations I)

This course covers the mathematical applications utilized to solve problems in the electrical field. Topics include fractions, decimals, percentages, simple equations, ratio and proportion, and unit conversions. Emphasis will be placed on how to calculate the size of conductors, boxes, raceways, and over current protective devices for branch circuits supplying electrical equipment and building services and how to compute the size of branch circuits, feeders, and equipment for motors. **Textbook required.**

Kilgore Campus:

KC477035.300 094Q Mon.-Fri., Aug. 16, 2 weeks
8:00 a.m.-12:00 p.m., AC220

KC477082.300 101Q Mon., Aug. 23, 12 weeks
6:30-9:30 p.m., AC220

Hydraulics School

3 weeks, 12 hours, \$225

(HYDR 1000 – Fluid Power I)

This course is an overview of fluid power, covering principles, major components, and basic circuitry. It is designed to introduce the beginning student to fluid power concepts and at the same time show how fluid power relates to areas of manufacturing like metal forming, plastics, basic metals, and material handling. **Textbook required.**

Longview: TBA

KC465006.304 094Q Tues., Aug.17
8:00 a.m.-12:00 p.m.

Electrical Blueprint Reading

2 weeks, 36 hours, \$275

(DFTG 1023 – Blueprint Reading for Specific Occupations)

This course is an overview of electrical blueprint reading as it pertains to the applicable sections of the 2008 National Electric Code. **Textbook required.**

Kilgore Campus:

KC477025.31 094Q Mon.-Fri, Aug. 16, 2 weeks
1:00-5:00 p.m., AC

KC479600.303 101Q Mon., Aug. 23, 12 weeks
6:30-9:30 p.m., AC

Certificate Courses**Industrial Electricity**

36 hours, \$275

(IEIR 1014 – Basic Industrial Electricity)

This course covers the theory and application of electrical energy. Topics include AC and DC theory, voltage, current, resistance, power, electrical values for series, parallel and combination circuits, electrical generation, transmission, and distribution and switching. **Textbook required.**

Kilgore Campus:

KC800110.300 101Q Mon.-Fri., Mon. Aug. 30, 1 week
8:00 a.m. – 5:00 p.m. AC220

KC800109.301 101Q Tues., Aug. 24, 12 weeks
6:30-9:30 p.m. AC220

Electrical Control Wiring

24 hours, \$225

(ELPT 1002 – Introduction to Electrical Controls)

This course covers the general principles of electrical controls and their components in the electrical power and air conditioning industries. Topics include reading electrical schematics; identifying industrial switches and pilot devices; and reviewing NEC. **Textbook required.**

Kilgore Campus:

KC477036.300 101Q Tues.-Fri., Sept. 7, 1 week
8:00 a.m. – 3:00 p.m., AC220

KC477024.301 101Q Tues., Aug. 24, 8 weeks
6:30-9:30 p.m. AC220

Electric Motors

48 hours, \$350

(IEIR 1006 – Electric Motors)

This hands-on course covers the fundamentals of single phase and three phase alternating current motors and direct current motors including operating principles, characteristics, application, selection, installation, maintenance, troubleshooting and NEC review. **Textbook required.**

Kilgore Campus:

KC800108.300 101Q Mon.-Fri., Sept. 13, 1 week
8:00 a.m. – 6:00 p.m., AC220

KC800105.301 101Q Weds., Aug. 25, 12 weeks
6:00-10:00 p.m., AC 220

Industrial Wiring

64 hours, \$450

(ELPT 1057 – Industrial Wiring)

This hands-on course covers wiring methods using NEC guidelines for industrial installations. Topics include computation of circuit sizes, overcurrent protection for the installation of branch circuits, feeders, and service entrance conductors, proper installation of wiring devices, grounding methods, and conduit bending. Emphasis will be placed on safety requirements.

Textbook required.*Kilgore Campus:*

KC477030.300 101Q Mon.-Fri., Sept. 20, 2 weeks
8:00 a.m. – 3:30 p.m. AC220

KC477028.301 101Q Weds., Aug. 25, 16 weeks
6:00-10:00 p.m., AC220

National Electric Code (NEC)

1 week, 16 hours, \$150

(ELPT 1001 – Electrical Code)

This course is a study of the electrical requirements specified in the National Electric Code (NEC). Topics will include the minimum requirements for approval of electrical installations.

Textbook required.*Kilgore Campus:*

KC477037.300 101Q Mon.-Fri., Oct. 4
8:00 a.m. – 12:00 p.m., AC

Electro-Hydraulics

1 week, 24 hours, \$225

(HYDR 2050 – Fluid Power III)

This course introduces participants to the electrical control of hydraulic circuits. Topics include a review of hydraulic principles and fundamentals, electrical theory related to circuit design, amplifier theory and control concepts, and proportional, servo, and electro-hydraulic valve systems. **Textbook required.**

Kilgore Campus:

KC465008.300 101Q Mon.-Fri., Oct. 11
8:00 a.m. – 2:00 p.m., AC

Programmable Logic Controllers

1 week, 24 hours, \$225

(ELPT 1003 – Programmable Logic Controllers)

This course covers basic hardware and software applications for industrial Programmable Logic Controllers (PLC). Topics include power supplies, discrete Input/Output (IO) modules, programming devices, processors, basic logic elements, timers, and counters. **Textbook required.**

Kilgore Campus:

KC477032.300 101Q Mon.-Fri., Oct. 18
8:00 a.m. – 2:00 p.m., AC220

Electrical Power Distribution

1 week 48 hours, \$350

(ELPT 2039 – Electrical Power Distribution)

The course covers the design, operation, and technical details of modern power distribution systems including generating equipment, transmission lines, plant distribution, and protective devices. Topics include calculations of fault current, system load analysis, rates, and power economics. **Textbook required.**

Kilgore Campus:

KC477033.300 101Q Mon.-Fri., Oct. 25
8:00 a.m. – 6:00 p.m.

Industrial Automation

1 week, 48 hours, \$350

(ELPT 1019 – Special Topics in Electrical and Power Transmission Installer, General)

This course covers electrical control systems, applications, and interfacing utilized in industrial automation. **Textbook may be required.**

Kilgore Campus:

KC477039.300 101Q Mon.-Fri., Nov. 1
8:00 a.m. – 6:00 p.m., AC220

Troubleshooting Electrical Systems

24 hours, \$225

(EECT 2043 – Troubleshooting and Maintenance)

This course covers the application of troubleshooting techniques to correct electrical system problems.

Textbook may be required.*Kilgore Campus:*

KC800117.302 101Q Mon.-Fri., Nov. 8, 1 week
8:00 a.m. – 2:00 p.m., AC220

KC800103.301 101Q Tues./Thurs., Nov. 16, 4 weeks

6:30-9:30 p.m., AC 220



Measurement Techniques

6 weeks, 16 hours, \$125

(MCHN 1042 – Machine Shop Mathematics)

This course focuses on the selection and use of precision measurement tools in industrial settings. Emphasis will be placed on measurement techniques using metric and inch micrometers, dial calipers, and other precision devices. Topics include: common methods of measurement conversion; determining the degree of precision measurement required; and converting English numbers to metric numbers, and metric to English.

Kilgore Campus:

KC479599.300 101Q Tues., Aug. 24
6:30-9:30 p.m., AC

Printreading for Industry

8 weeks, 24 hours, \$175

(DFTG 1023 – Blueprint Reading for Specific Industries)

This course is a study of industrial blueprints with emphasis placed on terminology, symbols, graphic descriptions, procedures, and industry standards. Emphasis will be placed on interpretation of plans and drawings used by various industries. **Textbook required.**

Kilgore Campus:

KC479572.304101Q Tues., Oct 12
6:30-9:30 p.m., AC

Shop Math

8 weeks, 24 hours, \$175

(MCHN 1042 – Machine Shop Mathematics)

This course covers applied mathematics required for the machine trades occupation. Topics include measurement, whole numbers, mixed numbers, fractions, decimals, and selected algebra, geometry, and trigonometry applications used in machine shop employment. Emphasis will be placed on defining the use of formulas and identifying conversion methods of numbering systems. **Textbook required.**

Kilgore Campus:

KC479579.301 101Q Weds., Oct. 13
6:30-9:30 p.m., AC

Machine and Metal Trades

Machine and Lathe Fundamentals

16 weeks, 64 hours, \$475

(MCHN 1038 – Basic Machine Shop I)

This course focuses on machine shop theory and terminology, shop math applications, basic bench work and part layout using a variety of common measuring tools, engine lathe components, cutting speeds, basic lathe set up, metal removing operations such as turning, facing, drilling, grooving, and turning on center, threading, and machine maintenance. Emphasis will be placed on shop safety, housekeeping and preventive maintenance. **Textbook required.**

Kilgore Campus:

KC479591.300 101Q Mon., Aug. 23
6:00-10:00 p.m., AC MS



WORKFORCE DEVELOPMENT RISK MANAGEMENT INSTITUTE

**AUGUST 2010
REVISED**

Conducting Safety Audits

8 hrs FREE

Tuesday and Wednesday

August 3 and 4 / 5:30 p.m. -- 9:30 p.m.

Learn how to evaluate industrial safety and how to effectively document findings.

8-Hour HazWoper Refresher

8 hrs FREE

Tuesday

August 3 / 8:00 a.m. -- 5:00 p.m.

This course covers the requirements of the Occupational Safety and Health Administration's Hazardous Waste Operations and Emergency Response Standard (HazWoper), OSHA 29 CFR 1910.120 annual refresher training for workers at hazardous waste sites. Enrollment is open to those who have completed either the 40-hour or 24-hour HazWoper OSHA Training.

24-Hour HazWoper

24 hrs FREE

Wednesday, Thursday, and Friday

August 4, 5, and 6 / 8:00 a.m. – 5:00 p.m.

This course fulfills the Occupational Safety and Health Administration's Hazardous Waste Operations and Emergency Response Standard (HazWoper), OSHA 29 CFR 1910.120(q), or other applicable state regulations for Occasional Site Worker 24-hour Certification. Employees exposed, or potentially exposed, to hazardous substances or waste on the jobsite, will learn about HazWoper regulations, safety and health plans, hazardous chemicals, safety hazards, air monitoring, medical surveillance, site control, decontamination, personal protective equipment and respiratory equipment.

Keeping Your Contractors Safe

8 hrs FREE

Monday

August 9 / 8:00 a.m. -- 5:00 p.m.

Keep contractors safe and liability at a minimum. Discover the power and pitfalls of subcontractors and cover bases with pre-project meetings. Determine what key elements to look for in a contractor inspection.

30-Hour OSHA Construction

30 hrs FREE

Tuesday, Wednesday, Thursday, and Friday

August 10, 11, 12, and 13 / 8:00 a.m. -- 5:00 p.m.

This course covers the Occupational Safety and Health Administration (OSHA) construction regulations covering 29 CFR Part 1926. Topics include: introduction to OSHA; general duty clause; general safety and health provisions; electrical hazards; fall protection; scaffolding; materials handling, storage, use and disposal; hand and power tools; welding; trenching and excavating; stairways and ladders; and other topics. Training cards will be issued by OSHA.

Behavioral Based Safety Program

8 hrs FREE

Tuesday and Wednesday

August 17 and 18 / 6:00 p.m. -- 10:00 p.m.

This course helps employees identify and choose safe behavior. Discussion will explore the three measurable components of safety in the workplace: the person, their environment, and their behavior.

10-Hour General Industry

10 hrs FREE

Thursday and Friday

August 19 and 20 / 8:00 a.m. -- 5:00 p.m.

This course fulfills the Occupational Safety and Health Administration, OSHA Construction regulations 29 CFR 1926. Topics include: an introduction to OSHA; general duty clause; safety and health provisions; electrical hazards; fall protection; scaffolding; materials handling storage, use and disposal; hand and power tools; welding; trenching and evacuation; stairways and ladders; and other pertinent topics. Training cards will be issued by OSHA.

Healthcare and Nursing Home Safety

8 hrs FREE

Saturday

August 21 / 8:00 a.m. -- 5:00 p.m.

Topics include: bloodborne pathogens; infection control; hazardous chemicals within the healthcare workplace; tuberculosis relating to OSHA standards; respiratory protection; facility inspections; personal protective equipment; back injury protection; slip/trips/falls; no-lift and lifting alternatives; and life safety.

Disaster Management

16 hrs FREE

Tuesday and Wednesday

August 24 and 25 / 8:00 a.m. -- 5:00 p.m.

This course provides the tools necessary to understand how and why incidents and disasters occur. It is designed for safety managers to help them develop an emergency response contingency plan for a facility or business. It includes information about who to call, where help can be obtained for both pre-planning and recovery, and how to effectively resolve issues following an incident or disaster.

Coaching the Lift Truck Operator

8 hrs FREE

Tuesday and Wednesday

August 24 and 25 / 6:00 p.m. -- 10:00 p.m.

This comprehensive course is designed for both new and experienced lift truck operators. Some of the modules include: pre-start safety inspection; design considerations; picking up the load; moving the truck; and setting down the load. Upon completion participants will receive a certificate indicating that they have received formal instruction in Lift Truck Operation.

Small Business Safety/Basic Industrial Hygiene

8 hrs FREE

Thursday

August 26 / 8:00 a.m. -- 5:00 p.m.

This course helps businesses set up and/or improve safety departments. Topics include: recordkeeping; OSHA training guidelines; developing a safety program; behavior-based safety; respiratory protection; personal protective equipment; hazard recognition; hazard abatement; safety inspection point; accident report; accident investigation; workplace H2S; and other pertinent topics.

Confined Space/Gas Detection/Meters

8 hrs FREE

Tuesday and Wednesday

August 31 and September 1 / 5:30 p.m. – 9:30 p.m.

This class is designed to help employers ensure that their employees have the specific skills, knowledge and abilities to assess confined space hazards. It is geared toward the recognition, evaluation and control of dangerous atmospheres and potential fire hazards. Class will train students to anticipate and successfully deal with confined space hazards. The course includes hands-on exercises in the use, calibration and maintenance of gas detection instrumentation.



WORKFORCE DEVELOPMENT RISK MANAGEMENT INSTITUTE

SEPTEMBER
2010

http://www.kilgore.edu/risk_management.asp

Environmental Concepts for Industry

8 hrs FREE

Wednesday and Thursday

September 1 and 2 / 5:30 p.m. – 9:30 p.m.

This course introduces the history of the environmental movement and covers the basic requirements for compliance. Topics included are: identifying major environmental regulations, their applicability and major provisions; understanding the impact on workplace practices and business decisions; identifying notifications; recordkeeping; and training requirements for compliance.

It's Not Just the OSHA Log/Worker's Compensation

8 hrs FREE

Tuesday and Wednesday

September 7 and 8 / 6:00 p.m. – 10:00 p.m.

Don't be left behind! The Occupational Safety and Health Administration (OSHA) announced a National Emphasis Program (NEP) on recordkeeping and this course will bring you up-to-date on their new rule, 29CFR 1904. Changes in 2010 will affect businesses and industry. With knowledge of the new regulations your business can avoid potentially stiff fines. Learn about the basics of injury and illness tracking and industrial hygiene plans. It is more than keeping track in the OSHA 300 Log. This class will also eliminate confusion about eligible vs. ineligible claims from worker's compensation. It will also include a discussion of entitlement to income benefits, rights and responsibilities.

Nine Elements of a Successful Safety and Health System

12 hrs FREE

Wednesday, Thursday and Friday

September 8, 9 and 10 / 5:30 p.m. – 9:30 p.m.

Learn about how to design a safety management system that gives your organization a core element to protect the health and safety of employees. An articulated systematic process of safety management results in individual accountability to manage safety through goal setting, definition of roles and responsibilities, and development of proactive performance measures. After a safety system is implemented, employees and management must meet stated safety goals in the same manner they are expected to meet other company goals such as production, quality and sales. Learning how to integrate a safety management system into everyday processes is the focus of this class. Safety systems require continuous implementation, but in the long-run this management tool will reduce hazards and prevent incidents.

Warehouse and Storage Safety

8 hrs FREE

Monday and Tuesday

September 13 and 14 / 5:30 p.m. -- 9:30 p.m.

Employment in warehousing operations presents many situations for hazards and injuries. The Occupational Safety and Health Administration (OSHA) identified Public Storage and Warehousing as one of seven industries with a high lost-time claims rate. This course will focus on techniques to recognize hazards and prevent accidents. Discussion will include safety issues related to: powered industrial trucks; material handling; lifting/ergonomics; hazardous communications; walking and working surfaces; exit routes; and fire protection.

30 hour General Industry in SPANISH

30 hrs FREE

Tuesday, Wednesday, Thursday and Friday

September 14, 15, 16 and 17 / 8:00 am – 5:00 pm

The Occupational Safety and Health Administration (OSHA) regulations which apply to general industry and key compliance standards will be taught in SPANISH. Topics include: citations and penalties; walking and working surfaces; means of egress and fire protection; electrical hazards; flammable and combustible liquids; personal protective equipment; machine guarding; hazardous communication; industrial hygiene/bloodborne pathogens; and health and safety programs. This course will be taught in Spanish. Training cards will be issued by OSHA.

Making Return-to-Work Succeed for You and Your Employees

8 hrs FREE

Wednesday and Thursday

September 15 and 16 / 6:00 a.m. – 10:00 p.m.

This course helps employers develop an effective return-to-work program that fits their organization. Long workplace absences caused by employee' injuries have a significant negative impact on employees, their family and the business. Employees who continue to work while recovering from an injury, even with restrictions, contribute to the success of the business. Production levels and quality standards are maintained as is the morale of workers who must cover for their injured co-worker. This not only results in lowering workers' compensation costs for the company but also it helps the injured employee to recover more quickly and with better health results.

Defensive Driving

8 hrs FREE

Friday

September 17 / 8:00 a.m. – 5:00 p.m.

The National Safety Council's Defensive Driving Course (DDC) is designed to improve road safety. Drivers who have completed the DDC received 13% fewer negligent driving arrests and 19% fewer collisions. It is appropriate for organizations that want a driver improvement course for their employees and for individuals who are experienced licensed drivers. This course teaches accident avoidance behavior and safe driving practices. Techniques to break bad driving habits and increase awareness of surroundings include: recognizing driver fatigue; avoiding alcohol impairment; driving in unpredictable conditions; reviewing traffic rules; and developing safe driving habits. Students will receive official Defensive Driving Certificates of Completion from the National Safety Council.

Heat Emergencies

8 hrs FREE

Monday

September 20 / 8:00 a.m. – 5:00 p.m.

Recognizing heat hazards and learning about Occupational Safety and Health Administration (OSHA) requirements to prevent heat incidents will be the focus of this class. Topics include: recognizing heat emergencies such as heat cramps and heat stroke; proper response and immediate first aid; preventing or mitigating conditions conducive to heat emergencies.

30 Hour General Industry

30 hrs FREE

Tuesday, Wednesday, Thursday and Friday

September 21, 22, 23 and 24 / 8 a.m. - 5 p.m.

This course covers the Occupational Safety and Health Administration (OSHA) regulations which apply to general industry and key compliance standards. Topics include: citations and penalties; walking and working surfaces; means of egress and fire protection; electrical hazards; flammable and combustible liquids; personal protective equipment; machine guarding; hazardous communication; industrial hygiene and bloodborne pathogens; and health and safety programs. Training cards will be issued by OSHA.

Supervisors' Safety Development Program

12 hrs FREE

Tuesday, Wednesday and Thursday

September 21, 22 and 23 / 5:30 p.m. – 9:30 p.m.

Supervisors and managers who need to incorporate safety best practices into their management activities will benefit from this course. Participants not only will acquire the knowledge, leadership skills and methods to apply safety as part of their responsibilities but also will become effective safety leaders and advocates. Topics are informative for new supervisors and managers who are unfamiliar with safety responsibilities. It is also a refresher safety course for experienced supervisors and managers who need to develop specialized skills.

Safety Techniques for Different Generations

8 hrs FREE

Tuesday

September 28 / 8:00 a.m. – 5:00 p.m.

This course will increase awareness about generational differences in attitude and work ethics. Recognizing traits of both older and youthful workers can help to mitigate safety risks caused by misunderstandings. It will assist managers of a multi-generational workforce as well as bring insight to employees who are peers. Recognizing the benefits that older and younger workers bring to the workplace will incorporate mutual respect and understanding of safety issues. In addition, the organizational structure of companies who wish to recruit, train, mold and retain younger employees will be examined.

10 Hour General Industry

10 hrs FREE

Wednesday, Thursday and Friday

September 29, 30 & October 1/ 6:00 pm–10:00 pm

This course covers the Occupational Safety and Health Administration (OSHA) regulations which apply to general industry and key compliance standards. Topics include: citations and penalties; walking and working surfaces; means of egress and fire protection; electrical hazards; flammable and combustible liquids; personal protective equipment; machine guarding; hazardous communication; industrial hygiene and bloodborne pathogens; and health and safety programs. Training cards will be issued by OSHA.

10 Hour General Industry in SPANISH

10 hrs FREE

Wednesday and Thursday

September 29 and 30 / 8:00 a.m. – 5:00 p.m.

The Occupational Safety and Health Administration (OSHA) regulations which apply to general industry and key compliance standards will be taught in SPANISH. Topics include: citations and penalties; walking and working surfaces; means of egress and fire protection; electrical hazards; flammable and combustible liquids; personal protective equipment; machine guarding; hazardous communication; industrial hygiene and bloodborne pathogens; and health and safety programs. Training cards will be issued by OSHA.

**You may register by e-mail
emcclellan@kilgore.edu**

The Risk Management Institute at Kilgore College will add you to our e-mail database for notification of future classes.

Reminder: There is no cost, but pre-registration is required.

**For more information or to register by phone or fax, please call 903-988-7426.
http://www.kilgore.edu/risk_management.asp**

Classes and topics are added periodically.

**For further information or to inquire about course topics,
call 903-988-7426**

e-mail emcclellan@kilgore.edu

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TEXAS MUTUAL INSURANCE COMPANY HEADQUARTERED IN AUSTIN, TEXAS.**



WORKFORCE DEVELOPMENT RISK MANAGEMENT INSTITUTE

**OCTOBER
2010**

http://www.kilgore.edu/risk_management.asp

8 Hour HazWoper Refresher

8 hrs FREE

Monday

October 4 / 8:00 a.m. – 5:00 p.m.

This course covers the requirements of the Occupational Safety and Health Administration's (OSHA) Hazardous Waste Operations and Emergency Response Standard (HazWoper), OSHA 29 CFR 1910.120 annual refresher training for workers at hazardous waste sites. Enrollment is open to those who have completed either the 40-hour or 24-hour HazWoper OSHA Training.

24 Hour HazWoper

24 hrs FREE

Tuesday, Wednesday and Thursday

October 5, 6 and 7 / 8:00 a.m. – 5:00 p.m.

This course fulfills the Occupational Safety and Health Administration's (OSHA) Hazardous Waste Operations and Emergency Response Standard (HazWoper), OSHA 29 CFR 1910.120(q), or other applicable state regulations for Occasional Site Worker 24-hour Certification. Employees exposed, or potentially exposed, to hazardous substances or waste on the jobsite, will learn about: HazWoper regulations; safety and health plans; hazardous chemicals; safety hazards; air monitoring; medical surveillance; site control; decontamination; personal protective equipment; and respiratory equipment.

Egress and Evacuation/Walking and Working Surfaces

8 hrs FREE

Tuesday

October 5 / 8:00 a.m. – 5:00 p.m.

The Occupational Safety and Health Administration (OSHA) Standards and requirements will be covered in detail. Included will be instruction on how to: maintain adequate means of egress; identify hazards; avoidance; and control. Also covered will be OSHA Standards for walking and working surfaces applicable to all permanent places of employment.

Workplace Violence

8 hrs FREE

Tuesday and Wednesday

October 5 and 6 / 5:30 p.m. – 9:30 p.m.

This course will outline the three Rs of workplace violence: Reality – Reaction – Result. Identifying what constitutes workplace violence and recognizing potential indicators are the Reality. Learning techniques to defuse violence is the Reaction. Preventing workplace violence and maintaining a safe environment is the Result.

Spanish for Safety Supervisors

24 hrs FREE

Thursdays

October 7 – December 2 / 6:30 p.m. – 9:30 p.m.

This course is for supervisors who are responsible for safety, training and/or emergency management at worksites where physical work occurs. Upon completion, participants will be able to: use Spanish to communicate safety rules to Spanish-speaking workers; provide basic information regarding work safety and OSHA compliance; discuss hazardous situations; train about personal protective equipment; explain the use and misuse of tools; instruct about forklift, scaffolding, electrical and explosive operations; give instructions on medical emergencies; and describe emergency preparations and evacuation procedures.

Conducting Effective Safety Inspections

8 hrs FREE

Thursday

October 7 / 8:00 a.m. – 5:00 p.m.

Inspecting your facility for safety hazards is the first line of defense to prevent accidents. Different types of inspections are appropriate for varying situations. Learn which inspections may, and should, be performed in your workplace. Discussion will also focus on who can, and/or should, perform safety inspections, what tools are needed to be effective, and how the results of inspections should be used.

30 Hour General Industry

30 hrs FREE

Saturdays

October 9, 16 and 23 / 8:00 a.m. – 6:00 p.m.

This course covers the Occupational Safety and Health Administration (OSHA) regulations which apply to general industry and key compliance standards. Topics include: citations and penalties; walking and working surfaces; means of egress and fire protection; electrical hazards; flammable and combustible liquids; personal protective equipment; machine guarding; hazardous communication; industrial hygiene and bloodborne pathogens; and health and safety programs. Training cards will be issued by OSHA.

How to Prevent Injuries and Accidents in the Hispanic Workforce

8 hrs FREE

Tuesday and Wednesday

October 12 and 13 / 6:00 p.m. – 10:00 p.m.

Spanish-speaking employees accounted for a disproportionate number of workplace fatalities in 2006. The Occupational Safety and Health Administration (OSHA) policies state that OSHA-required employee training must be presented in a manner that employees can understand. Cultural differences which prevent understanding will be examined, as well as tips and techniques on how to present the required OSHA standards regarding safety and health aspects to Spanish-speaking workers.

10 Hour General Industry

10 hrs FREE

Thursday and Friday

October 14 and 15 / 8:00 a.m. -- 5:00 p.m.

This course covers the Occupational Safety and Health Administration (OSHA) regulations which apply to general industry and key compliance standards. Topics include: citations and penalties; walking and working surfaces; means of egress and fire protection; electrical hazards; flammable and combustible liquids; personal protective equipment; machine guarding; hazardous communication; industrial hygiene and bloodborne pathogens; and health and safety programs. Training cards will be issued by OSHA.

Industrial Electrical Safety

8 hrs FREE

Tuesday

October 19 / 8:00 a.m. – 5:00 p.m.

Basic electrical terminology is the foundation for understanding electrical hazards workers may face. The course will cover electrical definitions, safety standards, work rules, and arc flash requirements. Workers will leave with a fundamental knowledge of electricity and an awareness of how to safely function in the industrial environment.

Nine Elements of a Successful Safety and Health System

12 hrs FREE

Wednesday, Thursday and Friday

October 20, 21 and 22 / 5:30 p.m. – 9:30 p.m.

Learn about how to design a safety management system that gives your organization a core element to protect the health and safety of employees. An articulated systematic process of safety management results in individual accountability to manage safety through goal setting, definition of roles and responsibilities, and development of proactive performance measures. After a safety system is implemented, employees and management must meet stated safety goals in the same manner they are expected to meet other company goals such as production, quality and sales. Learning how to integrate a safety management system into everyday processes is the focus of this class. Safety systems require continuous implementation, but in the long-run this management tool will reduce hazards and prevent incidents.

Leadership and Management Skills for Safety Supervisors

8 hrs FREE

Monday and Tuesday

October 25 and 26 / 5:30 p.m. – 9:30 p.m.

This course will focus on leadership skills for safety supervisors to prepare them for an active role during a crisis event such as workplace violence, natural disasters, pandemics and terrorism. Topics include safety principles and effective compliance management communications.

Entry Level Pipeline Safety

16 hrs FREE

Tuesday and Wednesday

October 26 and 27 / 8:00 a.m. – 5:00 p.m.

Students will be introduced to the basics of the pipeline industry and its specific safety issues. Topics will include training tasks required; performance verifications; Contren Learning Series; IsnetWorld documentation; NCCER; and Southland Safety Services. Discussion will cover performing new “One Calls”-why, when, how and where. The Occupational Safety and Health Administration (OSHA) regulations related to pipeline safety will be covered: Excavation 1926.650-652; Soil Classification 1926 Subpart P Appendix A; and Sloping and Benching 1926 Subpart P, Appendix B.

Basic Industrial Hygiene

8 hrs FREE

Thursday

October 28 / 8:00 a.m. – 5:00 p.m.

This course helps businesses set up and/or improve safety departments. Topics will include: record keeping; Occupational Safety and Health Administration (OSHA) training guidelines; developing a safety program; behavior based safety; respiratory protection; personal protection equipment; hazard recognition; hazard abatement; safety inspection point; accident reporting; accident investigation; and workplace H2S.

You may register by e-mail

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WORKFORCE DEVELOPMENT RISK MANAGEMENT INSTITUTE

**NOVEMBER
2010**

http://www.kilgore.edu/risk_management.asp

Hazardous Chemicals in the Workplace

8 hrs FREE

Monday and Tuesday

November 1 and 2 / 5:30 p.m. – 9:30 p.m.

The Safety and Health Administration (OSHA) has identified workers' exposure to hazardous chemicals as a health problem of increasing concern. Preparing, manufacturing and disposing of hazardous chemicals in the workplace may expose employees to potential harm which can compromise their health.

Focus Four in Construction, Oil & Gas, and General Industry

16 hrs FREE

Wednesday and Thursday

November 3 and 4 / 8:00 a.m. - 5:00 p.m.

Four highest risk activities at construction, general industry and oil and gas sites will be examined: falls; electrocutions; caught-in hazards; and struck-by hazards. Identifying dangerous situations and implementing safe measures can help prevent accidents in the workplace. In July the Occupational Safety and Health Administration (OSHA) increased the number of inspectors in Texas to reduce and prevent injuries and fatalities at construction and oil and gas sites. OSHA topics will include Severe Violator Enforcement Program and Enforcement Policy for Flame-Resistant Clothing in Oil and Gas operations including drilling, production and well servicing.

Hydrogen Sulfide (H₂S) Safety Awareness Training

8 hrs FREE

Wednesday and Thursday

November 3 and 4 / 5:30 p.m. – 9:30 p.m.

This course provides a basic understanding of H₂S, its properties and health hazards. Topics include: detection of H₂S; proper handling and disposal; warning signs of exposure; personal protective equipment; and more.

10 Hour General Industry

10 hrs FREE

Saturdays

November 6 and 13 / 8:00 a.m. – 6:00 p.m.

This course covers the Occupational Safety and Health Administration (OSHA) regulations which apply to general industry and key compliance standards. Topics include: citations and penalties; walking and working surfaces; means of egress and fire protection; electrical hazards; flammable and combustible liquids; personal protective equipment; machine guarding; hazardous communication; industrial hygiene and bloodborne pathogens; and health and safety programs. Training cards will be issued by OSHA.

30 Hour General Industry

30 hrs FREE

Tuesday, Wednesday, Thursday and Friday

November 9, 10, 11 and 12 / 8:00 a.m. – 5:00 p.m.

This course covers the Occupational Safety and Health Administration (OSHA) regulations which apply to general industry and key compliance standards. Topics include: citations and penalties; walking and working surfaces; means of egress and fire protection; electrical hazards; flammable and combustible liquids; personal protective equipment; machine guarding; hazardous communication; industrial hygiene and bloodborne pathogens; and health and safety programs. Training cards will be issued by OSHA.

Existing and Emerging Industrial Hygiene Issues in the Workplace

8 hrs FREE

Tuesday and Wednesday

November 9 and 10 / 6:00 p.m. – 10:00 p.m.

Topics include long-established but persistent occupational health hazards such as noise, silica, and welding fumes. Emerging safety issues such as those associated with food flavorings will also be discussed.

Accident Investigation/Fall Protection/Ladder Safety

16 hrs FREE

Thursday and Friday

November 11 and 12 / 8:00 a.m. -- 5:00 p.m.

This course will cover “how and why” accidents occur. Learning to conduct an accident investigation that produces valuable information can prevent a similar or even more disastrous accident. Topics include: why accidents should be investigated; when should accidents be investigated; and what should accident investigators look for. Accidents involved heights are common in the workplace and the home, so fall protection and ladder safety will be included in the course.

Keeping Your Contractors Safe

8 hrs FREE

Monday

November 15 / 8:00 a.m. – 5:00 p.m.

Keep your contractors safe and liability at a minimum. Discover the power and pitfalls of subcontractors and cover your bases with pre-project meetings. Determine what key elements to look for in a contractor inspection.

Basic Water and Wastewater Regulations

8 hours

Tuesday

November 16 / 8:00 a.m. – 5:00 p.m.

The Environmental Protection Agency (EPA) regulates water and wastewater treatment under the National Pollutant Discharge Elimination System (NPDES) and Clean Water Act. This course will be an overview of the NPDES regulations and discuss required permit types including: storm water; industrial wastewater; publicly owned treatment works; and pre-treatment.

Healthcare and Nursing Home Safety

8 hrs FREE

Tuesday and Wednesday

November 16 and 17 / 5:30 p.m. – 9:30 p.m.

Topics include: bloodborne pathogens; infection control; hazardous chemicals within the healthcare workplace; tuberculosis relating to OSHA standards; respiratory protection; facility inspections; personal protective equipment; back injury protection; slip/trips/falls; no-lift and lifting alternatives; and life safety.

Instructional Design & Training Tips

8 hrs FREE

Thursday and Friday

November 18 and 19 / 5:30 p.m. – 9:30 p.m.

If you are a safety trainer looking for engaging techniques, this course is for you. Are your safety meetings boring? Do you want entertaining meetings with lots of energy? This course will cover basic theories and techniques for conducting effective safety training. Topics include: adult learning theories; generational differences in training needs; the use of games and demonstrations; and using feedback mechanisms, such as tests and course evaluations.

**You may register by e-mail
emcclellan@kilgore.edu**

The Risk Management Institute at Kilgore College will add you to our e-mail database for notification of future classes.

Reminder: There is no cost, but pre-registration is required.

**For more information or to register by phone or fax, please call 903-988-7426.
http://www.kilgore.edu/risk_management.asp**

Classes and topics are added periodically. Please check the website for updates:

http://www.kilgore.edu/risk_management.asp

To suggest topics or for more information
e-mail **emcclellan@kilgore.edu** or call **903-988-7426**

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