

Spring and Summer 2012 Workforce Development Professional Skills Courses

Business

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

Accounting and Finance for Non-Financial Managers

8 hours, \$125

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

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

Kilgore Campus:

KC097368.203 113Q

Mon., April 16

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

3 weeks

KC097367.201 113Q

Fri., May 11

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

2 weeks

KC097367.202 114Q

Fri., Aug. 10

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

2 weeks

Business Writing and Grammar Skills Update

8 hours, \$125

(POFT 1004 – Business Writing)

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

Kilgore Campus:

KC097455.202 112Q

Tues., Jan. 24

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

3 weeks

KC097449.203 113Q

Fri., May 18

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

2 weeks

KC097455.204 114Q

Mon., Aug. 6

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

3 weeks

Change Management

8 hours, \$125

(BMGT 1012 – Fundamentals of Management)

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

Kilgore Campus:

KC097454.202 113Q

Fri., Apr. 27

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

2 weeks

KC097470.203 114Q

Mon., June 4

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

3 weeks

Cross-Cultural Training for U.S. Business Professionals

8 hours, \$125

(IBUS 2001 – International Business Communications)

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

Kilgore Campus:

KC093004.200 113Q

Thurs., Mar. 29

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

3 weeks

Registration deadline: March 19, 2012.

KC093005.201 114Q

Fri., June 1

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

2 weeks

Registration deadline: June 21, 2012.

Empowerment Through Delegation

8 hours, \$125

(BMGT 1003 – Delegation)

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

Kilgore Campus:

KC097464.200 113Q

Fri., Mar. 2

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

2 weeks

KC097463.201 113Q

Thurs., Apr. 26

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

3 weeks

Managing Conflict in the Workplace

8 hours, \$125

(BMGT 1010 – Introduction to Supervision)

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

Kilgore Campus:

KC097468.204 112Q

Mon., Feb. 13

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

3 weeks

KC097469.205 114Q

Fri., June 15

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

2 weeks

Managing Different Generations

8 hours, \$125

(BMGT 1012 – Fundamentals of Management)

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

Kilgore Campus:

KC097467.204 112Q

Mon., Jan. 23

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

3 weeks

KC097467.205 114Q

Thurs., May 24

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

3 weeks

KC097451.206 114Q

Fri., July 13

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

2 weeks

Project Management

18 hours, \$225

(ITSC 1018 – Introduction to Project Management Software)

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

Kilgore Campus:

KC097325.202 113Q

Mon., Mar. 5

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

5 weeks

KC202228.203 114Q

Tues., June 5

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

6 weeks

Spanish for the Workplace

24 hours, \$175

(FRNL 1001 – Occupational Specific Foreign Language)

This Command Spanish® course is intended for non-Spanish supervisors in the workplace who would like to communicate with their Spanish-speaking employees. Upon completion, participants will be able to use Spanish to do some or all of the following: compliment employees; discuss employment issues including hiring and dismissal; discuss time and schedule issues; discuss work rules and regulations; respond to medical emergencies; and address safety issues. Class limit: 20. **No prior knowledge of Spanish necessary. Training manual provided. Registration deadline:**

Mar. 27, 2012.

Kilgore Campus:

KC127092.207 113Q

Tues., Apr. 10

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

8 weeks

Speedwriting for the Business Professional I

15 hours, \$150

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

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

Kilgore Campus:

KC077062.210 112Q

Tues., Feb. 7

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

5 weeks

Speedwriting for the Business Professional II

15 hours, \$150

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

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

Business Professional I.

Kilgore Campus:

KC077065.211 113Q

Tues., Mar. 20

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

5 weeks

Stress Management – Balancing Your Personal and Professional Life

8 hours, \$125

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

This course covers organizational techniques that individuals can use to manage their time and reduce stress at work. Emphasis will be placed on stress reduction strategies that can be utilized to assist individuals in developing a balanced approach to personal and professional happiness.

Kilgore Campus:

KC097466.204 113Q

Fri., Mar. 23

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

2 weeks

KC097465.205 113Q

Tues., May 1

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

3 weeks

KC097465.206 114Q

Thurs., July 19

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

3 weeks

Supervisor's Survival Kit

8 hours, \$125

(BMGT 1010 – Introduction to Supervision)

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

Kilgore Campus:

KC097456.206 112Q

Thurs., Feb. 9

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

3 weeks

KC097450.207 113Q

Fri., Apr. 13

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

2 weeks

Time Management & Organization Skills

8 hours, \$125

(BMGT 1012 – Fundamentals of Management)

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

Kilgore Campus:

KC097458.207 112Q

Fri., Feb. 3

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

2 weeks

KC097457.208 113Q

Mon., May 7

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

3 weeks

Understanding Financial Operations

8 hours, \$125

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

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

Kilgore Campus:

KC097461.207 112Q

Fri., Feb. 17

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

2 weeks

KC097460.208 114Q

Thurs., June 14

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

3 weeks

KC097460.209 114Q

Mon., July 9

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

3 weeks



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 will 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 903-988-3731 or e-mail lwoodson@kilgore.edu

Date: Thurs., Jan 19, 2012

Time: 6:30 p.m.

Place: Bert E. Woodruff Adult Education Center, Kilgore Campus, AC 211

The following courses can be taken individually or as a certificate. These courses will help individuals who want to advance into a supervisory position, who are new to management or who are seeking employment as managers and need to enhance personal skills. 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 903-988-3731 or e-mail lwoodson@kilgore.edu

Communication Skills for Managers and Supervisors

18 hours, \$125

(BMGT 1022 – Workplace Communications)

This course covers 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:

KC097319.203 112Q

Mon., Jan. 30

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

6 weeks

KC097447.204 112Q

Sat., Feb. 4

8:00 a.m.-12:30 p.m., AC

4 weeks

Leadership Skills for Managers and Supervisors

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:

KC097311.202 112Q

Tues., Jan. 31

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

6 weeks

KC097445.203 113Q

Sat., Mar. 3

8:00 a.m.-12:30 p.m., AC

4 weeks

Performance Management Skills

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:

KC097310.202 112Q

Wed., Feb. 1

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

6 weeks

KC097444.203 113Q

Sat., Apr. 14

8:00 a.m.-12:30 p.m., AC

4 weeks

Professional Business Speaking Skills

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:

KC097330.201 112Q

Thurs., Feb. 2

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

6 weeks

KC097448.202 113Q

Sat., May 12

8:00 a.m.-12:30 p.m., AC

4 weeks

Quality Customer Service

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:

KC097307.201 113Q

Mon., Mar. 19

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

6 weeks

KC097441.202 114Q

Sat., June 16

8:00 a.m.-12:30 p.m., AC

4 weeks

Team Building in the Workplace

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:

KC097348.201 113Q

Tues., Mar. 20

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

6 weeks

KC097443.202 114Q

Sat., July 14

8:00 a.m.-12:30 p.m., AC

4 weeks

Workplace Critical Thinking and Problem Solving

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:

KC097347.201 113Q

Wed., Mar. 21

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

6 weeks

KC097446.202 114Q

Sat., Aug. 11

8:00 a.m.-12:30 p.m., AC

4 weeks

Workplace Issues for Managers and Supervisors

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 coping with stress in today's evolving workplace.

Kilgore Campus:

KC097351.203 113Q

Thurs., Mar. 22

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

6 weeks



Command Spanish®

Command Spanish® Information Session

You are invited to a free information session to learn about Command Spanish® classes offered by Kilgore College. You will 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 or e-mail bjbrown@kilgore.edu

Date: Mon., Jan. 23, 2012

Time: 6:30 p.m.

Place: Bert E. Woodruff Adult Education Center, Kilgore Campus, AC

Command Spanish® On-Line is available: For a course schedule call 903-983-8288 or e-mail bjbrown@kilgore.edu

Meeting the Needs of Hispanic

Students: Cross-Cultural Training for Schools

8 hours, \$125

(HRPO 1008 – Diversity in the Workplace)

This Command Spanish® course is intended for school employees working with students or parents in public, private or parochial schools. Upon completion, participants will be able to: develop an appreciation for Spanish-speaking and Hispanic cultural, educational, and family values; improve faculty/student relations; promote greater inclusion in the classroom; deal more effectively with disciplinary problems; and encourage greater participation by Hispanic students and parents in the educational process. Class limit: 20. **No prior knowledge of Spanish necessary. Training manual provided.**

Kilgore Campus:

KC227150.204 114Q

Thurs., June 7

8:00 a.m.-5:00 p.m., AC

Registration deadline: May 25, 2012.

KC227150.205 114Q

Tues., July 31

8:00 a.m.-5:00 p.m., AC

Registration deadline: July 17, 2012.

Spanish for First Responders

24 hours, \$175

(FRNL 1001 – Occupational Specific Foreign Language)

This Command Spanish® course is intended for first responders, paramedics, EMTs, uniformed patrol officers, rescue squads, firefighters, air medical pilots and nurses. It conforms to the requirements of the First Responder: National Standard Curriculum. Upon completion participants will be able to use Spanish to do some or all of the following: render immediate emergency aid; engage in triage protocol; make initial physical assessment of patient; issue phrases and commands for controlling scene; obtain pertinent information; calm victims and their families; explain treatment performed by EMT; determine patient's chief complaint; facilitate transport of injured person; pronounce key Spanish phrases clearly and correctly. Class limit: 20. **No prior knowledge of Spanish necessary. Training manual provided.**

Registration deadline: Jan. 26, 2012.

Kilgore Campus:

KC127112.206 112Q

Thurs., Feb. 9

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

8 weeks

Spanish for Human Resources

24 hours, \$175

(FRNL 1001 – Occupational Specific Foreign Language)

This Command Spanish® training course is intended for anyone involved in human resources. Upon completion, participants will be able to use Spanish to do some or all of the following: welcome and receive potential and actual employees; conduct a basic, initial job interview; fill out new employee paperwork, including W-2s and insurance forms; orient new hires to basic workplace rules; professionally conduct employee evaluations and corrective action plans; and appropriately dismiss or lay off employees. Class limit: 20. **No prior knowledge of Spanish necessary. Training manual provided. Registration deadline: Jan. 20, 2012.**

Kilgore Campus:

KC127102.205 112Q

Mon., Feb. 6

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

8 weeks

Spanish for Physical Therapists

15 hours, \$150

(SPNL 1001 – Health Care Spanish)

This Command Spanish® course is designed for non-Spanish-speaking physical therapists who may come in contact with Spanish-speaking patients. Upon completion, participants will be able to use Spanish to identify patients; introduce oneself; obtain diagnostic information; ask pertinent care questions; issue body positioning commands; issue commands for therapeutic exercises; motivate the patient; give directions for standing up, sitting down, walking, and stair climbing; and give recommendations to patients. Class limit: 20. **No prior knowledge of Spanish necessary. Training manual provided. Registration deadline: Jan. 20, 2012.**

Kilgore Campus:

KC127110.203 112Q

Tues., Feb. 7

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

5 weeks

Spanish for School Personnel

24 hours, \$175

(FRNL 1001 – Occupational Specific Foreign Language)

This Command Spanish® course is intended for classroom teachers, school administrators, front office personnel, school nurses, bus drivers, custodians, and security staff who have contact with Spanish-speaking students and visitors. Upon completion, participants will be able to use Spanish to: monitor and control non-classroom school settings; respond to medical emergencies; greet and give instructions to parents or visitors; engage in security measures; identify students' needs; and assist classroom teachers in classroom and instructional management. This course is NOT intended for bilingual teachers. Class limit: 20. **No prior knowledge of Spanish necessary. Training manual provided.**

Kilgore Campus:

KC127093.208 114Q

Mon./Tues., June 11

8:00 a.m.–12:00 p.m., AC

3 weeks

Registration deadline: May 29, 2012.

KC127093.209 114Q

Wed./Thurs., July 11

8:00 a.m.–12:00 p.m., AC

3 weeks

Registration deadline: June 27, 2012.

Spanish for the Workplace

24 hours, \$175

(FRNL 1001 – Occupational Specific Foreign Language)

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

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

Mar. 27, 2012.

Kilgore Campus:

KC127092.207 113Q

Tues., Apr. 10

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

8 weeks

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 or e-mail bjbrown@kilgore.edu

Commercial Driving Information Sessions

You are invited to a free information session to learn about commercial driving courses offered by Kilgore College. You will 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 or e-mail bjbrown@kilgore.edu*

Time: 6:30 p.m.

Place: Bert E. Woodruff Adult Education Center, Kilgore Campus, AC 220

Information Sessions Schedule:

Jan. 10

Feb. 28

Mar. 27

May 1

June 5

July 10

Experienced Drivers

A variety of courses designed for experienced drivers can be scheduled upon demand. For more information and a list of available topics, please call 903-983-8288 or e-mail bjbrown@kilgore.edu

Defensive Driving For Professional Truck Drivers

For a class schedule, call 903-983-8288 or e-mail bjbrown@kilgore.edu

CDL Exam Review

8 hours, \$125

(CVOP 1015 – Commercial Drivers License Exam Preparation)

This course prepares individuals for the federally mandated commercial driver's license examination. Topics include state and federal laws, air brakes, combination vehicles, tankers, doubles/triples, and hazmat.

Kilgore Campus:

KC557121.200 112Q

Sat., Jan. 28

8:00 a.m.-5:00 p.m., AC

KC557121.201 112Q

Tues./Wed., Feb. 7 & 8

6:00-10:00 p.m., AC

KC557121.202 112Q

Sat., Feb. 25

8:00 a.m.-5:00 p.m., AC

KC557121.203 113Q

Tues./Wed., Mar. 6 & 7

6:00-10:00 p.m., AC

KC557121.204 113Q

Sat., Mar. 24

8:00 a.m.-5:00 p.m., AC

KC557121.205 113Q

Tues./Wed., Apr. 3 & 4

6:00-10:00 p.m., AC

KC557121.206 113Q

Sat., Apr. 21

8:00 a.m.-5:00 p.m., AC

KC557121.207 113Q

Tues./Wed., May 1 & 2

6:00-10:00 p.m.

KC557121.208 113Q

Sat., May 19

8:00 a.m.-5:00 p.m., AC

KC557121.209 113Q

Tues./Wed., May 29 & 30

6:00-10:00 p.m., AC

KC557121.210 114Q

Sat., June 16

8:00 a.m.-5:00 p.m., AC

KC557121.211 114Q

Tues./Wed., June 26 & 27

6:00-10:00 p.m., AC

KC557121.212 114Q
Sat., July 14
8:00 a.m.-5:00 p.m., AC

KC557121.213 114Q
Tues./Wed., July 24 & 25
6:00-10:00 p.m., AC.

KC557121.214 114Q
Sat., Aug. 11
8:00 a.m.-5:00 p.m., AC

KC557121.215 114Q
Tues./Wed., Aug. 14 & 15
6:00-10:00 p.m., AC

CDL Refresher Training Program

50 hours, \$3100

(CVOP 2005 – Fundamental Driving Skills)

This course is designed for any individual who does not have recent trucking experience. This refresher training can get you back to what you love to do. If you have your license, but haven't had the opportunity to drive a truck for awhile and need to refresh your skills, this course is for you. The instructor will review pre-trip/post-trip inspections, brake tests, mirror usage and adjustment, city street driving, country/rural driving, interstate highway driving techniques, speed and space management, upgrades/downgrades, straight-line backing, parallel parking, defensive driving and more. Kilgore College pre-screens all applicants.

Kilgore Campus:

KC557145.200 112Q
Mon.-Fri., Feb. 6
7:00 a.m.-6:00 p.m., AC
1 week

KC557143.201 112Q
Sat., Feb. 11
7:00 a.m.-6:00 p.m., AC
5 weeks

KC557145.207 113Q
Mon.-Fri., Mar. 19
7:00 a.m.-6:00 p.m., AC
1 week

KC557143.202 113Q
Sat., Apr. 14
7:00 a.m.-6:00 p.m., AC
5 weeks

KC557145.208 113Q
Mon.-Fri., Apr. 16
7:00 a.m.-6:00 p.m., AC
1 week

KC557145.209 113Q
Mon.-Fri., May 21
7:00 a.m.-6:00 p.m., AC
1 week

KC557143.203 114Q
Sat., June 2
7:00 a.m.-6:00 p.m., AC
5 weeks

KC557145.204 114Q
Mon.-Fri., June 25
7:00 a.m.-6:00 p.m., AC
1 week

KC557143.205 114Q
Sat., July 28
7:00 a.m.-6:00 p.m., AC
5 weeks

KC557145.206 114Q
Mon.-Fri., July 30
7:00 a.m.-6:00 p.m., AC
1 week

CDL Class “A” Training Program

120 hours, \$3,750

(CVOP 1013 – Professional Truck Driver)

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:

KC557131.207 112Q
Sat./Sun., Jan. 28
8:00 a.m.-5:00 p.m., AC
8 weeks

KC557149.208 112Q
Mon.-Fri., Jan. 30
8:00 a.m.-5:00 p.m., AC
3 weeks

KC557149.209 113Q
Mon.-Fri., Mar. 5
8:00 a.m.-5:00 p.m., AC
3 weeks

KC557149.210 113Q
Mon.-Fri., Apr. 9
8:00 a.m.-5:00 p.m., AC
3 weeks

KC557149.213 114Q
Mon.-Fri., June 4
8:00 a.m.-5:00 p.m., AC
3 weeks

KC557149.212 113Q
Mon.-Fri., May 7
8:00 a.m.-5:00 p.m., AC
3 weeks

KC557149.214 114Q
Mon.-Fri., July 9
8:00 a.m.-5:00 p.m., AC
3 weeks

KC557131.211 114Q
Sat./Sun., May 19
8:00 a.m.-5:00 p.m., AC
8 weeks

KC557149.215 114Q
Mon.-Fri., Aug. 6
8:00 a.m.-5:00 p.m., AC
3 weeks

Construction

For questions about any of the following courses, please call 903-988-7426 or e-mail emcclellan@kilgore.edu

Math for the Building Trades

24 hours, \$175

(TECM 1013 – Occupational Math)

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

Kilgore Campus:

KC479606.202 112Q

Mon./Wed., Jan. 30

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

4 weeks

KC479610.203 112Q

Sat., Feb 4

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

6 weeks

KC479606.204 114Q

Mon./Wed., June 4

9:00 a.m.-12:00 p.m., AC

4 weeks

Printreading for Construction I -- Residential

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:

KC479603.205 112Q

Tues./Thurs., Jan. 31

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

4 weeks

KC479609.206 112Q

Sat., Feb. 4

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

6 weeks

KC479603.211 114Q

Tues./Thurs., June 5

9:00 a.m.-12:00 p.m., AC

4 weeks

Printreading for Construction II -- Residential and Light Commercial

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:

KC479604.207 113Q

Tues./Thurs., Feb. 28

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

4 weeks

KC479608.208 113Q

Sat., Mar. 24

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

6 weeks

KC479604.212 114Q

Tues./Thurs., July 10

9:00 a.m.-12:00 p.m., AC

4 weeks

Printreading for Construction III -- Heavy Commercial

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:

KC479605.209 113Q

Tues./Thurs., Apr. 3

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

4 weeks

KC479607.210 114Q

Sat., May 19

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

6 weeks

KC479605.213 114Q

Tues./Thurs., Aug. 7

9:00 a.m.-12:00 p.m., AC

4 weeks

Education

Education Information Session

You are invited to a free information session to learn about child care courses offered by the Workforce Development Department at Kilgore College. You will 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 903-988-3731 or e-mail lwoodson@kilgore.edu*

Date: January 24, 2012

Time: 6:30 p.m.

Place: Bert E. Woodruff Adult Education Center, Kilgore Campus, AC 220

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

Child Development Associate (CDA) Training Program

The CDA program is 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.

Child Development Associate I

30 hours, \$200

(CDEC 1006 – Learning Theories 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:

KC350009.200 112Q

Tues./Thurs., Jan. 31

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

5 weeks

Child Development Associate II

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 positive practices that guide young children's behavior.

Kilgore Campus:

KC350010.205 113Q

Tues./Thurs., Mar. 20

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

5 weeks

Child Development Associate III

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:

KC350011.205 113Q

Tues./Thurs., Apr. 24

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

5 weeks

Child Development Associate IV

30 hours, \$200

(CDEC 1007 – Daily Routines for Child Care Providers)

This course focuses on establishing productive relationships with families, managing an effective program, and the importance of maintaining the childcare provider's commitment to professionalism.

Kilgore Campus:

KC350012.201 114Q

Tues./Thurs., May 29

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

5 weeks

Back to School

8 hours, \$35

(CDEC 1008 – Curriculum/Activities for Young Children)

Come learn new ideas to begin the new school year. Students will create a classroom that is appropriate and focused on “getting off on the right foot” to start a positive new year. The workshop prepares the caregiver with the skills of classroom management, child growth and development, and developmentally appropriate activities for the classroom.

Kilgore Campus:

KC350052.208 114Q

Sat., Aug. 4

8:00 a.m.-5:00 p.m., AC

Butterflies and Bugs

8 hours, \$35

(CDEC 1008 – Curriculum/Activities for Young Children)

Capture all of those spring ideas into a month of curriculum activities. All of your bugs will have a buzzing good time.

Kilgore Campus:

KC350049.203 112Q

Sat., Feb. 18

8:00 a.m.-5:00 p.m., AC

Literacy Skills for the Very Young

8 hours, \$35

(CDEC 1006 – Learning Theories for Child Care Providers)

This workshop will focus on the many strategies that can be used by preschool teachers in order to provide literacy activities to young learners. It will target the areas of literacy development and activities that enhance each area.

Kilgore Campus:

KC350047.201 113Q

Sat., Mar. 24

8:00 a.m.-5:00 p.m., AC

Literacy Through Music

8 hours, \$35

(CDEC 1006 – Learning Theories for Child Care Providers)

This workshop uses early childhood music and songs to promote phonemic awareness skills in young children. Music is always fun, but it can be so much more.

Kilgore Campus:

KC350019.202 114Q

Sat., July 14

8:00 a.m.-5:00 p.m., AC

Math for Little Learners

8 hours, \$35

(CDEC 1006 – Learning Theories for Child Care Providers)

This workshop will focus on teaching math skills to young learners in a developmental sequence. Activities that are “hands on” as well as relevant and interesting to them will be covered.

Kilgore Campus:

KC350046.207 113Q

Sat., May 12

8:00 a.m.-5:00 p.m., AC

More than Nursery Rhymes

8 hours, \$35

(CDEC 1008 – Curriculum/Activities for Young Children)

This workshop is designed to offer the early childhood teacher strategies using nursery rhymes to enhance vocabulary, comprehension and other literacy skills in the young learner.

Kilgore Campus:

KC350018.204 112Q

Sat., Feb. 25

8:00 a.m.-5:00 p.m., AC

Overview for Summer Help

8 hours, \$35

(CDEC 2000 – Professional Development: Child Care Provider/Assistant)

This workshop focuses on the professional development of the caregiver including how to manage time and stress, effective communication, goal setting, and minimum professional standards.

Kilgore Campus:

KC350048.201 114Q

Sat., June 16

8:00 a.m.-5:00 p.m., AC

Summer Plans

8 hours, \$35

(CDEC 1008 – Curriculum/Activities for Young Children)

This workshop will focus on developing summer curriculum plans that include nutrition, safety, and age appropriate observation and assessment.

Kilgore Campus:

KC350051.206 113Q

Sat., Apr. 28

8:00 a.m.-5:00 p.m., AC

Texas History Workshop for Child Care Facilities

8 hours, \$35

(CDEC 1008 – Curriculum/Activities for Young Children)

This workshop will focus on developing a month-long curriculum focused on Texas and cowhands. It is designed to include age appropriate activities and guidance, communicating with parents, observation and make and takes. Corral those cowhands and learn how to have fun with a theme and use it to develop curriculum.

Kilgore Campus:

KC350050.202 112Q

Sat., Jan. 28

8:00 a.m.-5:00 p.m., AC

Meeting the Needs of Hispanic

Students: Cross-Cultural Training For Schools

8 hours, \$125

(HRPO 1008 – Diversity in the Workplace)

This Command Spanish® course is intended for anyone working with students or parents in public, private or parochial schools. Upon completion, participants will be able to: develop an appreciation for Spanish-speaking and Hispanic cultural, educational, and family values; improve faculty/student relations; promote greater inclusion in the classroom; deal more effectively with disciplinary problems; and encourage greater participation by Hispanic students and parents in the educational process. Class limit: 20. **No prior knowledge of Spanish necessary. Training manual provided.**

Kilgore Campus:

KC227150.204 114Q

Thurs., June 7

8:00 a.m.-5:00 p.m., AC

Registration deadline: May 25, 2012.

KC227150.205 114Q

Tues., July 31

8:00 a.m.-5:00 p.m., AC

Registration deadline: July 17, 2012.

Spanish for School Personnel

24 hours, \$150

(FRNL 1001 – Occupational Specific Foreign Language)

This Command Spanish® course is intended for classroom teachers, school administrators, front office personnel, school nurses, bus drivers, custodians, and security staff who have contact with Spanish-speaking students and visitors. Upon completion, participants will be able to use Spanish to: monitor and control non-classroom school settings; respond to medical emergencies; greet and give instructions to parents or visitors; engage in security measures; identify students' needs; and assist classroom teachers in classroom and instructional management. This course is NOT intended for bilingual teachers. Class limit: 20. **No prior knowledge of Spanish necessary. Training manual provided.**

Kilgore Campus:

KC127093.208 114Q

Mon./Tues., June 11

8:00 a.m.–12:00 p.m., AC

3 weeks

Registration deadline: May 29, 2012.

KC127093.209 114Q

Wed./Thurs., July 11

8:00 a.m.–12:00 p.m., AC

3 weeks

Registration deadline: June 27, 2012.

Electrical

For questions about any of the following courses, please call 903-988-7426 or e-mail emcclellan@kilgore.edu

Electrician Exam Review

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:

KC477092.202 113Q

Tues./Thurs., Apr. 3

6:00-9:45 p.m., AC

6 weeks

KC477092.203 114Q

Mon./Wed., July 19

6:00-9:45 p.m., AC

6 weeks

Electric Power Technology Certificate



Electric Power Technology Certificate Information Sessions

You are invited to a free information session to learn about the KC Electric Power Technology Certificate (KCEPT). You will 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 or e-mail bjbrown@kilgore.edu

Dates: Thurs., Jan. 12, 2012

Thurs., Feb. 9, 2012

Time: 6:30 p.m.

Place: Bert E. Woodruff Adult Education Center, Kilgore Campus, AC

Spring 2012 Class Dates: March 19 – May 25, 2012

For more information call 903-983-8288 or e-mail bjbrown@kilgore.edu

Schedule for Spring 2012

Feb. 27 **Application Deadline (application; DOT physical and drug screen; WorkKeys assessments)**

Mar. 12 **8-11 a.m.** **Climbing Assessment***
Rusk County Electric Cooperative, Henderson

1-2 p.m. **Mandatory Orientation for registered students of Fall 2011**
KC Campus, Henderson

*On Mar. 12 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. Students satisfying the assessment will report to the KC Campus in Henderson at 1:00 p.m. for the mandatory orientation.

Two of the classes listed below (Computer Applications for Lineworkers and Effective Communication Skills) are scheduled so that the students will have the afternoons to prepare for the CDL licensing process and schedule extra supervised climbing sessions. Students **MUST** obtain his/her CDL permit and complete the endorsements before week seven (Utility Vehicle Regulations).

Fundamentals of Electricity for Lineworkers

1 week, 48 hours, \$375

(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:

KC477053.200 113Q

Mon.-Fri., Mar. 19

8:00 a.m.-6:00 p.m., KC Henderson

Climbing Skills I

1 week, 48 hours, \$375

(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:

KC477045.200 113Q

Mon.-Fri., Mar. 26

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:

KC077078.202 113Q

Mon.-Thurs., Apr. 2

8:00 a.m.-12:00 p.m., AC 218

Climbing Skills II

1 week, 24 hours, \$275

(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:

KC477059.201 113Q

Mon.-Fri., Apr. 9

8:00 a.m.-2:00 p.m., RCEC

Effective Communications Skills

1 week, 15 hours, \$175

(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 placed on resume writing and job interviewing.

Henderson Campus:

KC097401.201 113Q

Mon.-Fri., Apr. 16

8:00-11:00 a.m., KC Henderson

Electrical Safety and Tools

1 week, 48 hours, \$375

(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:

KC477052.201 113Q

Mon.-Fri., Apr. 23

8:00 a.m.-6:00 p.m., KC Henderson

Utility Vehicle Regulations

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 utility vehicle operator. Topics included but not limited to: Work Zone Protection & Traffic Control, Construction and Maintenance, Drug and Alcohol Awareness, and the Whistleblower Act.

Henderson Campus:

KC557140.201 113Q

Mon.-Thurs., Apr. 30

8:00 a.m.-12:00 p.m., KC Henderson

Safety Regulations

1 week, 48 hours, \$375

(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:

KC499627.201 113Q

Mon.-Fri., May 7

8:00 a.m.-6:00 p.m., KC Henderson

Live Line Safety

1 week, 48 hours, \$375

(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:

KC477044.201 113Q

Mon.-Fri., May 14

8:00 a.m.-6:00 p.m., RCEC

Distribution Operations

1 week, 48 hours, \$375

(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:

KC477043.201 113Q

Mon.-Fri., May 21

8:00 a.m.-6:00 p.m., RCEC

Lineman Rodeo & Graduation: May 25, 2012



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 will meet the instructors, review the 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 or e-mail bjbrown@kilgore.edu*

Date: Tues., Jan. 17, 2012

Time: 6:30 p.m.

Place: Bert E. Woodruff Adult Education Center, Kilgore Campus, AC 211

SHRM Essentials of HR® Management Certificate

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 training program. 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.**

Kilgore Campus:

KC090508.203 112Q

Tues., Feb. 14

6:30-9:30 p.m., AC 211

6 weeks

Registration deadline: Jan. 31, 2012.

KC090508.202 114Q

Thurs., June 7

6:30-9:30 p.m., AC 211

6 weeks

Registration deadline: May 21, 2012.

SHRM Learning System®

36 hours, \$995

(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.**

Kilgore Campus:

KC090509.201 112Q

Thurs., Feb 2

6:30-9:30 p.m., AC 211

12 weeks

Registration deadline: Jan. 23, 2012.

Diversity in the Workplace

8 hours, \$125

(HRPO 1008 – Diversity in the Workplace)

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

Kilgore Campus:

KC090504.201 113Q

Fri., Mar. 23

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

2 weeks

KC090513.202 113Q

Thurs., May 3

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

3 weeks

KC090513.203 114Q

Mon., July 16

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

3 weeks

Employment Law for Supervisors

12 hours, \$225

(HRPO 1004 – Employment Law)

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

Kilgore Campus:

KC090502.201 113Q

Mon., Apr 30

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

4 weeks

KC090514.202 114Q

Fri., July 20

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

3 weeks

Interviewing Skills

8 hours, \$125

(HRPO 2008 – Interviewing Skills for Employers)

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

Kilgore Campus:

KC090507.201 113Q

Fri., Mar. 2

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

2 weeks

KC090515.202 113Q

Tues., Apr. 10

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

3 weeks

KC090507.203 114Q

Tues., June 5

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

2 weeks

Spanish for Human Resources

24 hours, \$175

(FRNL 1001 – Occupational Specific Foreign Language)

This Command Spanish® training course is intended for anyone involved in human resources. Upon completion, participants will be able to use Spanish to do some or all of the following: welcome and receive potential and actual employees; conduct a basic, initial job interview; fill out new employee paperwork, including W-2s and insurance forms; orient new hires to basic workplace rules; professionally conduct employee evaluations and corrective action plans; and appropriately dismiss or lay off employees. Class limit: 20. **No prior knowledge of Spanish necessary. Training manual provided. Registration deadline: Jan. 20, 2012.**

Kilgore Campus:

KC127102.205 112Q

Mon., Feb. 6

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

8 weeks

Industrial Electrical Technology Certificate



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 will 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 903-988-7426 or e-mail emcclellan@kilgore.edu*

Date: Tues., Jan. 17, 2012

Time: 6:30 p.m.

Place: Bert E. Woodruff Adult Education Center, Kilgore Campus, AC 220

KC's Industrial Electrical Technology Certificate consists of ten courses which train students to be job-ready for the manufacturing, industrial, and mechanical environments. Graduates are qualified to enter the workforce as an apprentice working under the direction of a licensed electrician.

Prerequisite courses are required before enrollment in the Industrial Electrical Technology Certificate courses.

Required Prerequisite Courses

Electrical Calculations

16 hours, \$150

(TECM 1013 – Occupational Math)

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, as well as how to compute the size of branch circuits, feeders, and equipment for motors. **Textbook required.**

Kilgore Campus:

KC477035.205 112Q

Sat., Jan. 28

1:00-3:00 p.m., AC

8 weeks

KC477035.206 112Q

Wed., Feb. 8

6:00-8:00 p.m., AC

8 weeks

Electrical Printreading

18 hours, \$150

(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 2011 National Electric Code. **Textbook required.**

Kilgore Campus:

KC477025.214 112Q

Sat., Jan. 28

3:00-5:00 p.m., AC

9 weeks

KC477025.215 112Q

Wed., Feb. 8

8:00-10:00 p.m., AC

9 weeks

Hydraulics School

16 hours, \$195

(HYDR 1000 – Fluid Power I)

This course is an overview of fluid power and covers 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.**

Kilgore Campus:

KC465011.200 112Q

Mon., Feb. 6

6:00-10:00 p.m., AC

4 weeks

KC465011.201 113Q

Sat., Apr. 14

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

4 weeks

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:

KC800120.202 112Q

Sat., Jan. 28

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

9 weeks

KC800109.201 112Q

Tues., Jan. 31

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

12 weeks

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:

KC477024.201 112Q

Thurs., Feb. 2

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

8 weeks

KC477024.202 113Q

Sat., Apr. 14

1:00-4:00 p.m., AC

8 weeks

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. Topics include operating principles, characteristics, application, selection, installation, maintenance, troubleshooting, and NEC review. **Textbook required.**

Kilgore Campus:

KC800105.200 112Q

Mon., Jan. 30

6:00-10:00 p.m., AC

12 weeks

KC800105.201 113Q

Sat., May 12

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

12 weeks

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:

KC477089.200 113Q

Tues./Thurs., May 22

6:30-10:00 p.m., AC

10 weeks

KC477028.201 114Q

Sat., June 9

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

16 weeks

National Electric Code (NEC)

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:

KC477094.200 113Q

Sat., Mar. 3

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

4 weeks

KC477094.201 113Q

Wed., May 2

6:00-10:00 p.m., AC

4 weeks

Electro-Hydraulics

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:

KC465012.200 113Q

Mon., Mar. 19

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

8 weeks

Programmable Logic Controllers

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:

KC477095.200 112Q

Thurs., Feb. 2

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

8 weeks

KC477095.201 114Q

Sat., Aug. 4

9:00 a.m.-12:00 p.m., AC

8 weeks

Electrical Power Distribution

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:

KC477096.200 113Q

Thurs., Apr. 5

6:00-10:00 p.m., AC220

12 weeks

Industrial Automation

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:

KC477093.200 113Q

Mon., May 14

6:00-10:00 p.m., AC220

12 weeks

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:

KC800119.200 112Q

Tues., Jan 31

6:30-9:30 p.m., AC220

8 weeks

Industrial Skills



For questions about any of the following courses, please call 903-988-7426 or e-mail emcclellan@kilgore.edu

Measurement Techniques

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:

KC479599.204 112Q

Wed., Feb. 1

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

6 weeks

KC479599.205 113Q

Thurs., Apr. 5

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

6 weeks

KC479582.207 114Q

Tues./Thurs., July 31

6:30-8:30 p.m., AC

4 weeks

Printreading for Industry

24 hours, \$175

(DFTG 1023 – Blueprint Reading for Specific Occupation)

This course studies aspects of industrial blueprints with a focus 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:

KC479572.216 112Q

Thurs., Feb. 2

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

8 weeks

KC479572.218 114Q

Sat., June 9

9:00 a.m.-12:00 p.m., AC

8 weeks

KC479559.217 114Q

Tues./Thurs., June 19

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

4 weeks

Shop Math

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:

KC479579.202 112Q

Tues., Jan 31

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

8 weeks

KC479611.203 112Q

Sat., Feb. 4

1:00-3:00 p.m., AC

12 weeks

KC479588.206 113Q

Tues./Thurs, May 15

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

4 weeks

Machine and Metal Trades

For questions about any of the following courses, please call 903-988-7426 or e-mail emcclellan@kilgore.edu

Machine and Lathe Fundamentals

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. Students will use 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:

KC479591.200 112Q

Mon., Jan 30

6:00-10:00 p.m., AC MS

16 weeks

KC479591.201 112Q

Sat., Feb. 4

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

16 weeks

Petroleum Technology

KILGORE COLLEGE IS CERTIFIED BY MEDIC FIRST AID INTERNATIONAL, INC. AS A TRAINING CENTER AND BY PETROLEUM EDUCATION COUNCIL (PEC) PREMIER AS A CONTRACTOR ASSISTANCE PROGRAM PARTICIPANT.

For questions about any of the following courses, please call 903-988-7426 or e-mail emcclellan@kilgore.edu

Medic First Aid

7 hours, \$65

8:00 a.m.-4:00 p.m., AC

(EMSP 1020 – CPR-Adult)

This Medic First Aid course includes instruction in CPR, first aid for adults and Automatic External Defibrillator (AED) equipment. It includes all Medic First Aid BasicPlus topics and is designed specifically for the occupational first aid provider. This extremely flexible program will help employers meet OSHA and other federal and state regulatory requirements to train employees on how to respond and care for medical emergencies at work. **Textbook and pocket mask included.** Medic First Aid cards will be issued.

Kilgore Campus:

KC267148.213 112Q

Sat., Feb. 4

KC267148.212 112Q

Tues., Feb. 7

KC267148.219 113Q

Thurs., Mar. 8

KC267148.214 113Q

Sat., Mar. 10

KC267148.220 113Q

Tues., Apr. 3

KC267148.215 113Q

Sat. Apr. 28

KC267148.221 113Q

Tues., May 8

KC267148.216 113Q

Sat., May 19

KC267148.217 114Q

Sat., June 9

KC267148.218 114Q

Tues., June 12

KC267148.222 114Q

Sat. July 21

KC267148.223 114Q

Thurs., July 26

KC267148.224 114Q

Sat., Aug. 11

KC267148.225 114Q

Thurs., Aug. 23

Petroleum Education Council (PEC) Basic - Safeland

8 hours, \$130

(PTRT 2025 – Petroleum Safety and Environmental Hazards)

The PEC Basic - SafeLand is a safety awareness orientation. It is designed to give each student an overview of life and safety issues in the oil and gas industry. The course instills a basic understanding and awareness of general safety information that each employee needs to know before entering a company facility or while performing assigned work duties. The one-day program meets the American Petroleum Institute's Recommended Practices (API RP) #75 and #-1, as well as the Occupational Safety and Health Administration (OSHA) and Minerals Management Service (MMS) standards. The PEC orientation also meets the employee and contractor safety orientation requirements for 25 leading oil and gas operators including Shell, ExxonMobil, ChevronTexaco, and British Petroleum. **Textbook included.**

PEC picture ID certification cards will be issued.

Kilgore Campus:

KC133247.246 112Q

Sat., Feb. 11

8:00 a.m.-5:00 p.m., AC

KC133247.247 112Q

Mon., Feb. 13

8:00 a.m.-5:00 p.m., AC

KC133247.248 112Q

Tues., Feb. 21

8:00 a.m.-5:00 p.m., AC

KC133247.249 112Q

Sat., Feb. 25

8:00 a.m.-5:00 p.m., AC

KC133247.250 112Q

Mon./Tues., Feb. 27 & 28

6:00-10:00 p.m., AC

KC133247.251 113Q

Sat., Mar. 3

8:00 a.m.-5:00 p.m., AC

KC133247.252 113Q
Wed., Mar. 7
8:00 a.m.-5:00 p.m., AC

KC133247.255 113Q
Wed./Thurs., Mar. 28 & 29
6:00-10:00 p.m., AC

KC133247.258 113Q
Sat., Apr. 21
8:00 a.m.-5:00 p.m., AC

KC133247.261 113Q
Sat., May 5
8:00 a.m.-5:00 p.m., AC

KC133247.264 113Q
Mon., May 21
8:00 a.m.-5:00 p.m., AC

KC133247.267 114Q
Sat., June 9
8:00 a.m.-5:00 p.m., AC

KC133247.270 114Q
Mon./Tues., June 25 & 26
6:00-10:00 p.m., AC

KC133247.273 114Q
Tues./Wed., July 24 & 25
6:00-10:00 p.m., AC

KC133247.276 114Q
Mon./Tues., Aug 13 & 14
6:00-10:00 p.m., AC

KC133247.279 114Q
Tues., Aug. 28
8:00 a.m.-5:00 p.m., AC

KC133247.253 113Q
Mon., Mar. 19
8:00 a.m.-5:00 p.m., AC

KC133247.256 113Q
Wed., Apr. 11
8:00 a.m.-5:00 p.m., AC

KC133247.259 113Q
Mon./Tues., Apr. 23 & 24
6:00-10:00 p.m., AC

KC133247.262 113Q
Tues./Wed., May 15 & 16
6:00-10:00 p.m., AC

KC133247.265 113Q
Sat., May 26
8:00 a.m.-5:00 p.m., AC

KC133247.268 114Q
Mon., June 18
8:00 a.m.-5:00 p.m., AC

KC133247.271 114Q
Sat., July 14
8:00 a.m.-5:00 p.m., AC

KC133247.274 114Q
Sat., July 28
8:00 a.m.-5:00 p.m., AC

KC133247.277 114Q
Sat., Aug. 18
8:00 a.m.-5:00 p.m., AC

KC133247.254 113Q
Sat., Mar. 24
8:00 a.m.-5:00 p.m., AC

KC133247.257 113Q
Sat., Apr. 14
8:00 a.m.-5:00 p.m., AC

KC133247.260 113Q
Mon., Apr. 30
8:00 a.m.-5:00 p.m., AC

KC133247.263 113Q
Thurs., May 17
8:00 a.m.-5:00 p.m., AC

KC133247.266 114Q
Mon., June 4
8:00 a.m.-5:00 p.m., AC

KC133247.269 114Q
Sat., June 23
8:00 a.m.-5:00 p.m., AC

KC133247.272 114Q
Tues., July 17
8:00 a.m.-5:00 p.m., AC

KC133247.275 114Q
Mon., July 30
8:00 a.m.-5:00 p.m., AC

KC133247.278 114Q
Sat., Aug. 25
8:00 a.m.-5:00 p.m., AC

Petroleum Education Council (PEC) Refresher

8 hours, \$130

(PTRT 2025 – Petroleum Safety and Environmental Hazards)

This course is essential for any employee who has previously completed the PEC Core Compliance program. It is designed to refresh an employee's Health, Safety and Environment (HSE) training certifications. The PEC Core Compliance Refresher course can be utilized to keep an employee's training records current. A student **must** have previously completed the PEC Core Compliance program.

Kilgore Campus:

KC133248.280 112Q

Tues./Wed., Feb. 7 & 8
6:00-10:00 p.m., AC

KC133248.281 112Q

Sat., Feb. 18
8:00 a.m.-5:00 p.m., AC

KC133248.282 112Q

Mon., Feb. 20
8:00 a.m.-5:00 p.m., AC

KC133248.283 112Q

Wed., Feb. 22
8:00 a.m.-5:00 p.m.

KC133248.284 113Q

Tues./Wed., Mar. 6 & 7
6:00-10:00 p.m.

KC133248.285 113Q

Sat., Mar. 10
8:00 a.m.-5:00 p.m., AC

KC133248.286 113Q

Mon., Mar 19
8:00 a.m.-5:00 p.m., AC

KC133248.287 113Q

Mon., Mar. 26
8:00 a.m.-5:00 p.m., AC

KC133248.288 113Q

Mon./Tues., Apr. 9 & 10
6:00-10:00 p.m., AC

KC133248.289 113Q

Mon., Apr. 16
8:00 a.m.-5:00 p.m., AC

KC133248.290 113Q

Sat., Apr. 21
8:00 a.m.-5:00 p.m., AC

KC133248.291 113Q

Wed., Apr. 25
8:00 a.m.-5:00 p.m., AC

KC133248.292 113Q

Mon., May 7
8:00 a.m.-5:00 p.m., AC

KC133248.293 113Q

Sat., May 12
8:00 a.m.-5:00 p.m., AC

KC133248.294 113Q

Tues./Wed., May 22 & 23
6:00-10:00 p.m., AC

KC133248.295 113Q

Tues., May 29
8:00 a.m.-5:00 p.m., AC

KC133248.297 114Q

Sat., June 2
8:00 a.m.-5:00 p.m., AC

KC133248.296 114Q

Wed., June 6
8:00 a.m.-5:00 p.m., AC

KC133248.298 114Q

Wed., June 13
8:00 a.m.-5:00 p.m., AC

KC133248.299 114Q

Tues./Wed., June 19 & 20
6:00-10:00 p.m., AC

KC133248.300 114Q

Mon., July 9
8:00 a.m.-5:00 p.m., AC

KC133248.301 114Q

Sat., July 14
8:00 a.m.-5:00 p.m., AC

KC133248.302 114Q

Wed./Thurs., July 18 & 19
6:00-10:00 p.m., AC

KC133248.303 114Q

Mon., July 23
8:00 a.m.-5:00 p.m., AC

KC133248.304 114Q

Mon., Aug. 6
8:00 a.m.-5:00 p.m., AC

KC133248.305 114Q

Wed., Aug 8
8:00 a.m.-5:00 p.m., AC

KC133248.306 114Q

Mon./Tues., Aug. 20 & 21
6:00-10:00 p.m., AC

KC133248.307 114Q

Sat., Aug. 25
8:00 a.m.-5:00 p.m., AC

PEC Core Compliance

24 hours, \$250, 8:00 a.m.-5:00 p.m.

(PTRT 2025 – Petroleum Safety and Environmental Hazards)

This PEC Core Compliance brings together the health, safety, and environmental training certifications most requested by oilfield operators and other host employers. PEC Core Compliance is SafeGulf and SafeLand accredited and is accepted by every major and most mid-major operators in the USA and Canada. This in-depth training program will ensure your employees are compliant with your customers’ OSHA and BOEMRE (Bureau of Ocean Energy Management, Regulation and Enforcement) safety training requirements. The instructor led interactive training will certify students in training levels beyond basic awareness. Students receive documentation of completion in the form of a PEC picture IDs and certificates of completion.

Kilgore Campus:

KC133249.308 112Q

Thurs./Fri./Sat., Feb. 23, 24 & 25

KC133249.309 113Q

Thurs./Fri./Sat., Apr. 12, 13 & 14

KC133249.310 113Q

Thurs./Fri./Sat., May 17, 18 & 19

KC133249.311 114Q

Thurs./Fri./Sat., June 28, 29 & 30

KC133249.312 114Q

Thurs./Fri./Sat., Aug. 9, 10 & 11