

Spring 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:

KC097367.301 093Q Fri., Feb. 26
8:00 a.m. – 12:00 p.m., AC
2 weeks

KC097366.300 092Q Fri., Mar. 26
8:00 a.m. – 5:00 p.m., AC
1 week

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. Most 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: Monday, Jan. 18, 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:

KC097319.301 093Q Mon., Feb. 15
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:

KC097311.301 093Q Wed., Feb. 17
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:

KC097310.301 093Q Mon., Apr. 5
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:***KC097330.301 093Q** Thurs., Apr. 8

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:***KC097307.301 093Q** Tues., Feb. 16

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:***KC097348.301 093Q** Tues., Apr. 6

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:***KC097347.301 093Q** Thurs., Feb. 18

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:***KC097351.302 093Q** Wed., Apr. 7

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

Command Spanish®



Spanish for Human Resources

8 weeks, 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. **No prior knowledge of Spanish necessary.**

Training manual provided. Class limit: 20. **Registration deadline: Feb. 4, 2010.**

Kilgore Campus:

KC127102.307 093Q Mon., Feb. 15

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

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:**

Feb. 5, 2010.

Kilgore Campus:

KC127035.302 093Q Tue., Feb. 16

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 that would like to communicate with their Spanish 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: Feb. 8, 2010.

KC-Longview:

KC127092.801 093Q Wed., Feb. 17

6:30-9:20 p.m., LV

Spanish for Banking

6 weeks, 18 hours, \$125

(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: Feb. 8, 2010.**

*Kilgore Campus:***KC127072.306 093Q** Thur., Feb.18

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. that 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 culture 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: Wed., Feb. 8, 2010.**

*KC- Longview:**KC- Longview:***KC127036.800 093Q** Thur., Feb. 18

6:30-9:20 p.m., LV

Commercial Driving



The Kilgore College Commercial Driving Academy offers courses to train individuals that 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. Most 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:

Jan. 6	Feb. 3	Mar. 3	Apr. 7
May 5	Jun. 2	Jul. 7	Aug. 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.

CDL Class "A" Training Program

120 hours, 3 weeks \$3,400

(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:

KC557149.302 092Q M/T/W/TH/F, Jan. 11
8:00 a.m. – 5:00 p.m., AC

KC557149.303 092Q M/T/W/TH/F, Feb. 1
8:00 a.m. – 5:00 p.m., AC

KC557149.304 093Q M/T/W/TH/F, March 1
8:00 a.m. – 5:00 p.m., AC

KC557149.305 093Q M/T/W/TH/F, March 22
8:00 a.m. – 5:00 p.m., AC

KC557149.306 093Q M/T/W/TH/F, April 12
8:00 a.m. – 5:00 p.m., AC

KC557149.307 093Q M/T/W/TH/F, May 3
8:00 a.m. – 5:00 p.m., AC

KC557149.308 093Q M/T/W/TH/F, May 24
8:00 a.m. – 5:00 p.m., AC

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

Construction

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 print reading 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:

KC459561.303 093Q Mon., Feb. 15
6:30-9:30 p.m., AC

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 093Q Wed., Feb. 17
6:30-9:30 p.m., AC

Spanish for Construction Sites 6 weeks, 16 hours, \$100
(FRNL 1001 – Occupational Specific Foreign Language)

This Command Spanish® course is intended for non-Spanish-speaking construction site supervisors and other construction site staff or office staff who may come into contact with Spanish-speaking employees. Upon completion, participants will be able to use Spanish to: greet and compliment employees; express numbers, measurements, and fractions; assist with employment and scheduling issues; control safety and medical situations; and issue commands for general and specific construction tasks. **No prior knowledge of Spanish necessary.**

Training manual provided. Class limit: 20. **Registration deadline: Mon., Feb 8, 2010**

KC-Longview:

KC127043.802 093Q Wed., Feb. 17
6:30-9:20 p.m. - LV

**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:

KC479585.304 093Q Tues., Feb. 23
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:

KC459570.305 093Q Thurs., Feb 25.

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

Education

Child Development Associate Training Program (CDA)

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. Most 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: Tue., Feb. 1

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 093Q Tue./Thur., Feb. 23
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 093Q Tue./Thur., Apr. 6
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 093Q Tue./Thur., May 11
6:30-9:30 p.m., AC105

Child Development Associate IV

5 weeks, 30 hours, \$200

(CDEC 1007 – Child Care Methods for Child Care Workers)

This course focuses on establishing productive relationships with families, managing an effective program; and the importance of maintaining your commitment to professionalism.

Kilgore Campus:

KC350012.300 094Q Tue./Thur., June 8
6:30-9:30 p.m., AC105

Cultural Diversity for School Personnel:

3 weeks, 8 hours, \$100

(POFT 1032 – Workplace Diversity))

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: better relate to Spanish-speaking students and their parents; differentiate among various Latino groups; 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. **Training manual provided. Registration deadline: Apr. 8, 2010.**

Kilgore Campus:

KC227151.300 093Q Mon., Apr. 19
6:30-9:30 p.m., AC

Spanish for School Personnel

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

Kilgore Campus:

KC127093.308 093Q Tue./Thur., Apr. 20
6:30-9:30 p.m., AC

Electrical

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:

KC477029.301 093Q Mon., Feb 22

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

Electrician Exam Review

6 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:

KC477031.301 093Q Tue./Thur., Feb. 23

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

Electric Power Technology Certificate



Electric Power Technology Course Information Sessions

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. Most 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 903-983-8290.

Dates: January 14, 2010

Feb. 11, 2010

Time: 6:30 p.m.

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

Registration Deadline: Fri., Feb. 19, 2009

Mandatory Orientation for registered students:

Fri., Feb. 26 9-11 a.m.

Henderson Campus

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 permits 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 line workers. Topics include transmission fundamentals, distribution characteristics and nomenclature, and applied electrical mathematical calculations.

*Henderson Campus:***KC477053.300 093Q** M/T/W/R/F, Mar. 1

8:00 a.m. – 6:00 p.m., RCEC

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:***KC477045.303 093Q** M/T/W/R/F, Mar. 8

8:00 a.m. – 6:00 p.m., RCEC

Computer Applications for Line workers

1 week, 16 hours, \$175

(ITSW 1058 – Specialized Computer Applications)

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

*Kilgore Campus:***KC077078.301 093Q** M/T/W/R, Mar. 15

8:00 a.m. – 12:00 p.m., AC

Climbing Skills II

1 week, 15 hours, \$225

(LNWK 2000 – Professional Development: Lineworker)

This course is 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:***KC477059.302 093Q** M/T/W/R, Mar. 22

8:00 a.m. – 12:00 p.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.

*Kilgore Campus:***KC097401.301 093Q** M/T/W/R, Mar. 29

8:00 a.m. – 2:00 p.m., AC

Electrical Safety and Tools

1 week, 48 hours, \$350

(ELPT 1021 – Introduction to Electrical Safety and Tools)

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

*Henderson Campus:***KC477052.302 093Q** M/T/W/R/F, Apr. 5

8:00 a.m. – 6:00 p.m., RCEC

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. 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:***KC557140.301 093Q** M/T/W/R, Apr. 12

8:00 a.m. – 12:00 p.m., AC

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:***KC499627.302 093Q** M/T/W/R/F, Apr. 19

8:00 a.m. – 6:00 p.m., RCEC

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:***KC477044.302 093Q** M/T/W/R/F, Apr. 26

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:***KC477043.301 093Q** M/T/W/R/F, May 3

8:00 a.m. – 6:00 p.m., RCEC

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. Most 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., Jan. 18

Time: 6:30 p.m.

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

SHRM® Learning System

12 weeks, 36 hours, \$925

(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: Feb. 3, 2010.**

Kilgore Campus:

KC090509.301 093Q Mon., Feb. 15

6:30-9:30 p.m., AC211

Essentials of Human Resource 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 that have some human resource responsibilities in addition to their regular job duties. **SHRM training materials included. Registration deadline: Feb. 3, 2010.**

Kilgore Campus:

KC090508.301 093Q Tues., Feb. 16

6:30-9:30 p.m., AC211

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'll meet the instructors, review the course materials, and get your questions answered. Most 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., Jan. 18, 2010

Time: 6:30 p.m.

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

Required Prerequisites

Electrical Calculations

2 weeks, 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 overcurrent 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 093Q M/T/W/R/F., Jan 11

8:00 a.m.-12:00 p.m., AC220

Electrical Blueprint Reading

2 weeks, 36 hours, \$275

(DFTG 1023 – Electrical Blueprint Reading)

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

KC477025.307 093Q M/T/W/R/F, Jan 11

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

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 is required.**

Longview: TBA

KC450006.300 093Q Tue., Feb. 2

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

Certificate Courses

Industrial Electricity

1 week, 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

KC800110.301 093Q M/T/W/R/F, Mar. 1

8:00 a.m. – 5:00 p.m. AC220

Electrical Control Wiring

1 week, 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:

KC477036.301 093Q M/T/W/R, Mar. 8

8:00 a.m. – 2:00 p.m., AC220

Electric Motors

1 week, 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:

KC800108.301 093Q M/T/W/R/F, Mar. 15

8:00 a.m. – 6:00 p.m., AC220

Industrial Wiring

2 weeks, 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 093Q** M/T/W/R/F, Mar. 22

8:00 a.m. – 3:30 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 093Q** M/T/W/R, Apr. 5

8:00 a.m. – 12:00 p.m., AC

Electro-Hydraulics

1 week, 24 hours, \$225

(HYDR 1091 – Special Topics in Hydraulics Technology/Technician)

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 093Q** M/T/W/R, Apr. 12

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 093Q** M/T/W/R, Apr. 19

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:***KC477033.301 093Q** M/T/W/R/F, Apr. 26

8:00 a.m. – 6:00 p.m., RCEC

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 093Q** M/T/W/R/F, May 3

8:00 a.m. – 6:00 p.m., AC220

Troubleshooting Electrical Systems

1 week, 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:***KC800103.300 093Q** M/T/W/R, May 10

8:00 a.m. – 2:00 p.m., AC220

Industrial Skills

Measurement Techniques

4 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:

KC479582.302 093Q Mon./Wed., Feb. 22
6:30-8:30 p.m., AC

Printreading for Industry

4 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:

KC479559.306 093Q Tue./Thur., Feb. 23
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. **Textbooks required.**

Kilgore Campus:

KC479579.303 093Q Tue., Feb 23
6:30-9:30 p.m., AC

Machine and Metal Trades

Machine and Lathe Fundamentals

12 weeks, 64 hours, \$450

(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 093Q Mon., Feb. 15

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