Phlebotomy
This 13-week course is an excellent opportunity to enter the healthcare field. Learn more on page 19.

Computer Classes
Page 10

Dietetic Food Services
Page 17

Human Resource Specialist
Page 19

Spring 2018
Workforce Development-
Continuing Education Schedule
Many classes fill quickly, so early registration is encouraged!
Registration for Kilgore classes will begin on December 1, 2017.

Bert E. Woodruff Adult Education Center
220 N. Henderson Blvd.
Kilgore, TX 75662
(903) 983-8661

Kilgore College-Longview
300 S. High Street
Longview, TX 75601
(903) 753-2642
One of the primary missions of Kilgore College Continuing Education and Workforce Development is to provide opportunities for the life-long learning for adults in the community. Continuing Education and Workforce Development noncredit courses are designed with many different goals in mind. You may be interested in:

• Pursuing or resuming intellectual interests
• Increasing job efficiency
• Developing worthwhile hobbies
• Enriching leisure activities
• Learning a particular skill
• Retraining for a new career
• Improving self-image

We also offer many occupational courses and programs. In an effort to better serve the area, Workforce Development contracts with business and industry to provide noncredit courses and programs designed to meet specific industrial needs.

Additional information concerning Continuing Education offerings may be obtained by calling the Kilgore campus at (903) 983-8661 or KC-Longview at (903) 753-2642. To inquire about Workforce Development, call (903) 983-8288.

Bert E. Woodruff
Adult Education Center
220 N. Henderson Blvd.
Kilgore, TX 75662
(903) 983-8661

Kilgore College–Longview
300 S. High Street
Longview, TX 75601
(903) 753-2642

Whitten Applied Technology Center
1100 Broadway
Kilgore, TX 75662
(903) 988-7576

Spring Registration begins December 1, 2017 for the Kilgore Campus

Office Hours:
Mon.-Thurs., 7:45 a.m. - 7:00 p.m.
Friday, 7:45 a.m. - 3:45 p.m.

Mailing Address:
Kilgore College
Continuing Education and Workforce Development
1100 Broadway
Kilgore, TX 75662

Visit our website at www.kilgore.edu/CE
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General Information
Workforce Development-Continuing Education
Non-Academic Courses

Continuing Education and Workforce Development courses are open to interested persons without formal admission to Kilgore College. Generally there are no entrance requirements. Some programs may require proof of bacterial meningitis vaccination. Course descriptions include prerequisites when appropriate.

Books and Materials
Instructors will discuss materials and textbooks during the first class session. Books are available through the college bookstore located in the Devall Student Center or at Kilgore College-Longview for Longview Classes only. Some courses listed in the class schedule do not require textbooks or supplies. Supplies and texts are not included in the course fees unless stated in the course description. Books or supplies should not be purchased until you know exactly what the instructor will require.

Continuing Education Units (CEUs)
In compliance with guidelines from the Southern Association of Colleges and Schools, Kilgore College awards Continuing Education Units (CEUs) to students successfully completing various noncredit courses sponsored by the college. Kilgore College Continuing Education courses enhance employment skills and offer opportunities for personal enrichment. Short-term, non-credit courses help individuals learn and improve skills for both work and leisure. Professional skills courses offer curriculum for licensure and certification exam preparation for improving job efficiency, career advancement or retraining for new careers. Personal enrichment courses augment interests, improve self-image and stimulate lifelong learning enjoyment. The student should not interpret the CEU as a substitute for college credit. The CEU is a means of recording and accounting for various continuing education activities that a student has completed.

GED
Preparation for the GED (General Education Development) examination is offered to all adults age 18 and older at no cost. GED classes are available at many sites in Gregg, Rusk, and Upshur counties, as well as at the college. Please call (903) 236-2004 for more information on registration and dates.

ESL
Learn to read, write, speak, and understand English by enrolling in ESL classes that are offered to all adults age 18 and older at no cost. ESL classes are also available at many sites in Gregg, Rusk, and Upshur counties, as well as at the college. Please call (903) 236-2004 for more information on registration dates and times.

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<th>Course Number</th>
<th>Day of Class</th>
<th>Start Date</th>
<th>Time</th>
<th>Room #</th>
</tr>
</thead>
<tbody>
<tr>
<td>KC-Longview</td>
<td>KC097319.622 042Q</td>
<td>Wed.</td>
<td>Feb. 9</td>
<td>6:30-9:30 p.m.</td>
<td>AC109</td>
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</tbody>
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<table>
<thead>
<tr>
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<th>Location</th>
</tr>
</thead>
<tbody>
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<td>FC - James M. Parks Fitness Center</td>
</tr>
<tr>
<td>AT - M. Kenneth Whitten Applied Technology</td>
<td>FUMC/LGV - First United Methodist Church - Longview</td>
</tr>
<tr>
<td>HEND - Henderson</td>
<td>LH - KC–Longview Hendrix</td>
</tr>
<tr>
<td>FA - Anne Dean Turk Fine Arts Center</td>
<td>LN - KC–Longview North</td>
</tr>
</tbody>
</table>

Kilgore College Non-Discrimination Clause: Kilgore College is an equal opportunity/affirmative action employer in accordance with Titles VI and VII of the Civil Rights Act of 1964 (and as amended by the Equal Employment Opportunity Act of 1972); Executive Orders 11246 and 11758, as issued and amended; Title IX of the Education Amendments of 1972, as amended; the Age Discrimination in Employment Act of 1967, as amended; the Rehabilitation Act of 1974 (Sections 503 and 504); Texas Statutes 6252-14-V.A.T.S. and 6252-16-V.A.T.S.; the Vietnam Era Veteran’s Assistance Act of 1974; and the Americans with Disabilities Act of 1990, as amended. Kilgore College does not discriminate against employees, applicants, or students because of race, color, creed, national origin, religion, marital status, sex, disability, age or veteran status.
### AUTO BODY

**Graphic Design Media Techniques (Air Brush)**

$255

*Supplies: Air brush and compressor kit. (Approximate cost $90)*

Practical experience in the applications of various media in graphic design work production. This course will focus on the setup and use of an airbrush for various applications.

**Kilgore College Auto Body Lab**

**ARTC 1051.001**

Tuesdays and Thursdays

March 27 to May 3, 2018

6:00 - 9:00 p.m.

6 weeks

### AUTOMOTIVE

**Automotive Service**

$350 Tuition, $50 Lab fee, $100 Textbook

*Supplies: Safety glasses*

Mastery of automotive service including competencies covered in related courses. May be taught manufacturer specific. Course will cover basic automotive maintenance, disc and drum brake service, as well as wheel, tire, steering and suspension inspection and repair.

**Kilgore College Automotive Lab**

**AUMT 2028.001**

Tuesdays and Thursdays

February 27 to May 24, 2018

6:00 - 9:00 p.m.

(no classes week of March 12)

12 weeks

### ART

**Watercolor**

20 hours, $91

*Supply list available at registration.*

Experience the fun of watercolor painting as you experiment with these rich paints, brushes, various watercolor papers and endless watercolor techniques. Work from subject matter such as still life, landscape, florals, abstraction and any other additional subject matter that truly inspires you. Watercolors are beautiful, rich and luminescent and have fascinated artists with their mysteries for centuries. Capture the essence of watercolor painting and learn how to express your own essence through the watercolors. This class is for beginners but ALL are welcome! Experience the fun of watercolor painting. Geared for beginner and intermediate painters.

**KC—Longview**

Hendrix Building, Room 227

**ARTV 1091.801 2018 Q3**

Tuesdays

February 27 to May 8, 2018

6:00 – 8:00 p.m.

10 weeks

**Acrylic Painting**

24 hours, $110

*Supply list available at registration.*

Acrylic painting, an art world full of versatility and bright, bold colors. Because acrylics are water based, it offers opacity (meaning you can paint right over your mistakes) that makes this medium especially appealing to beginners. On the other hand, experienced artists can take full advantage of the unique properties that acrylics offer and push the boundaries beyond their current artistic capabilities.

**KC—Longview**

Hendrix Building, Room 227

**ARTV 1091.802 2018 Q3**

Wednesdays

February 28 to May 23, 2018

6:00 – 8:00 p.m.

12 weeks
Kilgore College seeks to provide equal educational and employment opportunities without regard to race, color, religion, national origin, sex, age, disability, marital status, veteran status or genetic data.

300 S. High St. · Longview, TX 75601 · 903-753-2642 · Fax 903-753-3372 · www.kilgore.edu

**AVIATION**

**Private Pilot Ground School**

$255 Tuition

Course Description: Ground school for the Federal Aviation Administration Private Pilot Certificate, providing the student with the necessary aeronautical knowledge that can be used for Private Pilot Certification. Topics include principles of flight, radio procedures, weather, navigation, aerodynamics, and Federal Aviation Administration regulations.

Kilgore College ACT Building AIRP 1017.001

Mondays
March 5 to May 28, 6:00 – 10:00 p.m. (no classes week of March 12)
12 weeks

**BUSINESS**

For further information for the classes listed below, please call (903) 983-8288.

**Accounting and Finance for Non-Financial Managers**

8 hours, $125

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

BMGT 2006.001 Q4
Fri., June 1, 2018
8:00 a.m. - Noon., AC
2 weeks

Business Writing

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

POFT 1004.001 Q3
Tues., Feb. 20, 2018
6:30 – 9:30 p.m.
3 weeks

POFT 1004.002 Q3
Fri., April 6, 2018
8:00 a.m. – Noon
2 weeks

POFT 1004.003 Q3
Mon., May 7, 2018
6:30 – 9:30 p.m.
3 weeks
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  
BMGT 1003.001 Q3  
Monday, Feb. 19, 2018  
6:30 – 9:30 pm, AC  
3 weeks

Managing Different Generations  
8 hours, $125  
(BGMT 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  
BMGT.1012.001 Q3  
Thursday, Feb. 22, 2018  
6:30 – 9:30 p.m., AC  
3 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.

Kilgore Campus  
FRNL-1001.001 Q3  
Tuesday, March 13, 2018  
6:30 – 9:30 p.m.  
8 weeks  
Registration deadline: March 1, 2018

FRNL 1000.002 Q4  
Thursday, June 7, 2018  
6:30 – 9:30 p.m.  
8 weeks  
Registration deadline May 31, 2018
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 further information, please contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu

### Communication Skills for Managers and Supervisors
18 hours, $150  
(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**  
BMGT 1022.001 Q3  
Thursday, Feb. 15, 2018  
6:30 p.m. – 9:30 p.m.  
6 weeks

BMGT 1022.002 Q4  
Monday, July 16, 2018  
6:30 – 9:30 p.m.  
6 weeks

### Leadership Skills for Managers and Supervisors
18 hours, $150  
(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**  
BMGT 1020.001 Q3  
Monday, Feb. 19, 2018  
6:30 – 9:30 p.m.  
6 weeks

BMGT 1020.002 Q4  
Tuesday, July 17, 2018  
6:30 p.m. – 9:30 p.m.  
6 weeks

### Performance Management Skills
18 hours, $150  
(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**  
BMGT 1011.001 Q3  
Thursday, April 5, 2018  
6:30 p.m. – 9:30 p.m.  
6 weeks

### Professional Business Speaking Skills
18 hours, $150  
(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**  
POFT 1002.002 Q3  
Monday, April 16, 2018  
6:30 p.m. – 9:30 p.m.  
6 weeks

### Quality Customer Service
18 hours, $150  
(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**  
BUSG 1005.002 Q3  
Tuesday, Feb. 20, 2018  
6:30 p.m.–9:30 p.m.  
6 weeks

BUSG 1005.004 Q4  
Thursday, July 19, 2018  
6:30 p.m. – 9:30 p.m.  
6 weeks
Team Building in the Workplace
18 hours, $150
(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
BMGT 1019.001 Q3
Tues., April 10, 2018
6:30-9:30 p.m.
6 weeks

Workplace Critical Thinking and Problem Solving
18 hours, $150
(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:
BMGT 1004.001 Q3
Thurs., May 17, 2018
6:30-9:30 p.m.
6 weeks

Workplace Issues for Managers and Supervisors
18 hours, $150
(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
BMGT 1010.001 Q4
Tues., May 22, 2018
6:30-9:30 p.m.
6 weeks

Commercial Driving Academy
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 903-983-8170 or e-mail jalcan+art@kilgore.edu

CDL Class “A” Training Program
4 weeks, 160 hours, $4,250
(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 Driver’s 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.

CVOP 1013.006 Q2
Begins Jan. 3, 2018
8:00 a.m. – 5:00 p.m., AC
4 weeks

CVOP 1013.007 Q2
Begins Feb. 1, 2018
8:00 a.m. – 5 p.m., AC
4 weeks

CVOP 1013.008 Q3
Begins Mar 2, 2018
8:00 a.m. – 5 p.m., AC
4 weeks

CVOP 1013.009 Q3
Begins Apr. 2, 2018
8:00 a.m. – 5:00 p.m., AC
4 weeks

CVOP 1013.010 Q3
Begins May 1, 2018
8:00 a.m. – 5:00 p.m., AC
4 weeks

CVOP 1013.011 Q4
Begins May 29, 2018
8:00 a.m. – 5:00 p.m., AC
4 weeks

CVOP 1013.012 Q4
Begins June 26, 2018
8:00 a.m. – 5:00 p.m., AC
4 weeks

CVOP 1013.013 Q4
Begins Aug. 6, 2018
8:00 a.m. – 5:00 p.m., AC
4 weeks
### COMMERCIAL DRIVING ACADEMY • COMPUTER

**CDL Exam Review**  
8 hours, $125  
(CVOP 1015 – Commercial Driver's 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:**  
**CVOP 1015.001 Q3**  
Sat., Mar. 3, 2018  
8:00 a.m. – 5:00 p.m., AC

**CVOP 1015.002 Q3**  
Sat., Mar. 24, 2018  
8:00 a.m. – 5:00 p.m., AC

**CVOP 1015.003 Q3**  
Sat., Apr. 7, 2018  
8:00 a.m. – 5:00 p.m., AC

**CVOP 1015.004 Q3**  
Sat., Apr. 28, 2018  
8:00 a.m. – 5:00 p.m., AC

**CVOP 1015.005 Q3**  
Sat., May 12, 2018  
8:00 a.m. – 5:00 p.m., AC

**CVOP 1015.006 Q3**  
Sat., May 26, 2018  
8:00 a.m. – 5:00 p.m., AC

**CVOP 1015.007 Q4**  
Sat., June 9, 2018  
8:00 a.m. – 5:00 p.m., AC

**CVOP 1015.008 Q4**  
Sat., June 23, 2018  
8:00 a.m. – 5:00 p.m., AC

**CVOP 1015.009 Q4**  
Sat., July 7, 2018  
8:00 a.m. – 5:00 p.m., AC

(CContinued on next column)

**CVOP 1015.010 Q4**  
Sat., July 21, 2018  
8:00 a.m. – 5:00 p.m., AC

**CVOP 1015.011 Q4**  
Sat., Aug. 11, 2018  
8:00 a.m. – 5:00 p.m., AC

**CVOP 1015.012 Q4**  
Sat., Aug. 25, 2018  
8:00 a.m. – 5:00 p.m., AC

**Computer**  
**For questions about the courses listed below, please call (903)236-2044 or email dperkins@kilgore.edu**

---

### Internet Basics  
9 hours, $59  
**Supplies:** Flash drive optional  
The Internet may seem intimidating at first—a vast global communications network with billions of webpages. However, we simplify and explain the basics about the Internet using a conversational, non-technical style to make it understandable, useful and enjoyable. Don’t be left out! Come on!

**KC—Longview**  
Hendrix Building, Room 203  
ITNW 1007.800 2018 Q3  
Tuesdays & Thursdays  
March 27 to April 3, 2018  
6:00 – 9:00 p.m.  
1.5 weeks

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### Introduction to Computers  
18 hours, $119  
**Supplies:** Flash drive optional  
Overview of computer information systems. Introduces computer hardware, software, procedures. Use of common applications (Microsoft Office Suites, impact of computers on society, identify ethical use of computers and basic operating system functions. Information on how computers are used in today’s business environment.

**KC—Longview**  
Hendrix Building, Room 203  
ITSC 1012. 800 2018 Q3  
Tuesdays & Thursdays  
February 27 to March 22, 2018  
6:00 – 9:00 p.m.  
3 weeks

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### Computer File and Directory Management  
9 hours, $59  
**Supplies:** Flash Drive optional  
Learn the basics of getting your data files organized on a hard disk, memory stick, flash drive or external hard drives. Learn how to create and delete files and folders. Learn how to set up your data in a logical and organized manner. Tips and tricks on cutting, copying, and pasting data. Capture text and pictures from the internet. Have you ever created a file and not been able to find it? Learn creative shortcuts.

**KC—Longview**  
Hendrix Building, Room 203  
ITSC 1006.800 2018 Q3  
Tuesday & Thursday  
April 10 to April 17, 2018  
6:00 – 9:00 p.m.  
1.5 weeks

(Continued on next column)
**Introduction to Computers**  
18 hours, $119

**Supplies:** Flash drive optional  
Overview of computer information systems. Introduces computer hardware, software, procedures. Use of common applications (Microsoft Office Suites, impact of computers on society, identify ethical use of computers and basic operating system functions. Information on how computers are used in today’s business environment.

**KC—Longview**  
Hendrix Building, Room 203  
ITSC 1012.801 2018 Q3  
Tuesdays & Thursdays  
April 24 to May 10, 2018  
6:00 – 9:00 p.m.  
3 weeks

**Internet Basics**  
9 hours $59

**Supplies:** Flash drive optional  
The Internet may seem intimidating at first—a vast global communications network with billions of webpages. However, we simplify and explain the basics about the Internet using a conversational, non-technical style to make it understandable, useful and enjoyable. Don’t be left out! Come on!

**KC—Longview**  
Hendrix Building, Room 203  
ITNW 1007.801 2018 Q3  
Tuesdays & Thursdays  
May 15 to May 22, 2018  
6:00 – 9:00 p.m.  
1.5 weeks

**Computer File and Directory Management**  
9 hours, $59

**Supplies:** Flash drive optional  
Learn the basics of getting your data files organized on a disk, memory stick, flash drive or external hard drives. Learn how to create and delete files and folders. Learn how to set up your data in a logical and organized manner. Tips and tricks on cutting, copying, and pasting data. Capture text and pictures from the internet. Have you ever created a file and not been able to find it? Learn creative shortcuts.

**KC—Longview**  
Hendrix Building, Room 203  
ITSC 1006.801 2018 Q4  
Tuesdays & Thursdays  
May 29 to June 5, 2018  
6:00 – 9:00 p.m.  
1.5 weeks

**Excel 2016, Level I**  
12 hours, $79

Textbook required.  
Textbook information to be given at registration.  
**Supplies:** Flash drive optional  
This course is designed to introduce the student to basic spreadsheet creation. Instruction will include terminology, program parameters, display characteristics, formatting features, mathematical functions and printing. The student will be able to demonstrate basic spreadsheet concepts and create formulas/functions, charts, graphs and generate reports.

**KC—Longview**  
Hendrix Building, Room 205  
ITSW 1022.800 2018 Q3  
Wednesdays  
February 21 to March 21, 2018  
6:00 – 9:00 p.m.  
4 weeks

**Excel 2016, Level II**  
12 hours, $79

Textbook required.  
Textbook information to be given at registration.  
**Supplies:** Flash drive optional  
This course is designed to introduce the student to intermediate spreadsheet creation. Instruction will include moving and copying, cell contents, sorting mathematical, statistical and financial functions, date and time arithmetic, report generation and built-in graphics support. The student will be able to create macros, utilize data base features, apply data analysis features and utilize linked worksheets.

**KC—Longview**  
Hendrix Building, Room 205  
ITSW 1046.801 2018 Q3  
Wednesdays  
March 28 to April 18, 2018  
6:00 – 9:00 p.m.  
4 weeks

**Excel 2016, Level III**  
12 hours, $79

Textbook required.  
Textbook information to be given at registration.  
**Supplies:** Flash drive optional  
This course is designed to introduce the student to basic spreadsheet creation. Instruction will include terminology, program parameters, display characteristics, formatting features, mathematical functions and printing. The student will be able to demonstrate basic spreadsheet concepts and create formulas/functions, charts, graphs and generate reports.
**QuickBooks 2017, Level I**  
12 hours, $179

*Textbook information to be given at registration.*
QuickBooks is an accounting software. QuickBooks products are geared mainly toward small and medium-sized businesses and offer on-premises accounting applications as well as cloud based versions that accept business payments, manage and pay bills.

*KC—Longview*  
Hendrix Building, Room 105  
ITSC 1022.802 2018 Q3  
Tuesdays  
February 20 to April 3, 2018, 6:00 – 8:00 p.m.  
6 weeks

**QuickBooks 2017, Level II**  
12 hours, $179

*Textbook information to be given at registration.*  
A continuation of a study of common business software application, the computerized accounting cycle and some of the more important aspects of Payroll and Taxes. You will review the setup of accounting data, basic bookkeeping tasks and complete a wide range of specialized and advanced QuickBooks functions in order to meet the bookkeeping needs of a typical small business.

*KC—Longview*  
Hendrix Building, Room 105  
ITSC 1043.802 2018 Q3  
Tuesdays  
April 10 to May 15, 2018  
6:00 – 8:00 p.m.  
6 weeks

**Microsoft Office Suites 2016, Level I**  
36 hours, $164

*Textbook information to be given at registration.*

**Supplies:** Flash drive optional  
Office suite software is a collection of commonly used applications. It typically includes word processing, spreadsheet, presentation and database software. Learn how these applications work together to increase productivity. (Word, Excel and PowerPoint Level I).

*KC—Longview*  
Hendrix Building, Room 308  
ITSC 1012.802 2018 Q3  
Mondays and Wednesdays  
February 26 to May 2, 2018  
5:30 – 7:30 p.m.  
9 weeks

**Microsoft Office Suites 2016, Level I**  
36 hours, $164

*Textbook information to be given at registration.*

**Supplies:** Flash drive optional  
Office suite software is a collection of commonly used applications. It typically includes word processing, spreadsheet, presentation and database software. Learn how these applications work together to increase productivity. (Word, Excel and PowerPoint Level I).

*KC—Longview*  
Hendrix Building, Room 308  
ITSC 1012.803 2018 Q3  
Tuesdays & Thursdays  
February 27 to May 3, 2018  
5:30 – 7:30 p.m.  
9 weeks

**Google Docs**  
12 hours, $79

*Supplies:* Flash Drive optional  
Introduction to Google Drive, Google Docs, Slides, Drawing, Sheets and Forms.  
Google Docs, Google Sheets and Google Slides are a word processor, a spreadsheet and a presentation program respectively, all part of a free, web-based software office suite offered by Google within its Google Drive service. The three apps are available as web applications and as mobile apps for Android and iOS. The apps are compatible with Microsoft Office file formats. The suites also consist of Google Forms, Google Drawings and Google Fusion Tables.

*KC—Longview*  
Hendrix Building, Room 105  
ITSW 1058.803 2018 Q3, Wednesdays  
February 28 to April 11, 2018  
6:00 – 8:00 p.m.  
6 weeks
## Google Docs

**12 hours, $79**

**Supplies:** Flash drive optional

Introduction to Google Drive, Google Docs, Slides, Drawing, Sheets and Forms.

Google Docs, Google Sheets and Google Slides are a word processor, a spreadsheet and a presentation program respectively, all part of a free, web-based software office suite offered by Google within its Google Drive service. The three apps are available as web applications and as mobile apps for Android and iOS. The apps are compatible with Microsoft Office file formats. The suites also consist of Google Forms, Google Drawings and Google Fusion Tables.

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### Word 2016, Level I

**12 hours, $79**

**Textbook information to be given at registration.**

**Supplies:** Flash Drive optional

Introduction to computerized presentation graphics that leads the participant through planning, design, and production of business graphics and charts. Presentation files are produced utilizing multimedia software. One of the most powerful ways to present an idea, plan or report to a group is to use a series of slides that illustrate the important points. This course includes tips and tricks to help you build a powerful presentation.

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### PowerPoint 2016, Level I

**12 hours, $79**

**Textbook information to be given at registration.**

**Supplies:** Flash Drive optional

Create and modify multimedia presentations complete with slides, charts, and special effects such as using visual and audio effects; and integrate other software applications into a presentation.

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### PowerPoint 2016, Level II

**12 hours, $79**

**Textbook information to be given at registration.**

**Supplies:** Flash Drive optional

Create and modify multimedia presentations complete with slides, charts, and special effects such as using visual and audio effects; and integrate other software applications into a presentation.

## Digital Photography Basics

**16 hours, $80**

**Supplies:** manual 35MM camera or digital camera

Learn the basics using 35MM manual or digital camera. Instruction in camera functions, types of lenses, flash photography; proper camera care; utilize camera techniques and correct camera settings for most lighting situations; use of supplemental lighting; demonstrate good composition for communicative images and outline printing procedures and print presentation.

---

### Digital Photography

**16 hours, $80**

**Textbook information to be given at registration.**

**Supplies:** manual 35MM camera or digital camera

Learn the basics using 35MM manual or digital camera. Instruction in camera functions, types of lenses, flash photography; proper camera care; utilize camera techniques and correct camera settings for most lighting situations; use of supplemental lighting; demonstrate good composition for communicative images and outline printing procedures and print presentation.
**DIGITAL PHOTOGRAPHY • CULINARY ARTS • DRAFTING**

**Smartphone Photography**
18 hours, $90

*Textbook information to be given at registration.*

**Supplies:** Smartphone, iPad, tablet, flash drive

With smartphone technology, the cameras we have access to are really advanced! Get help on taking, creating, manipulating and sharing photographs and videos on your smartphone. Delve into popular subjects such as children, pets, concerts, festivals, action and sports! Tips for producing more professional quality photos on your smartphone! Also, proper care of your smartphone and camera.

*KC—Longview*
Hendrix Building, Room 105
PHTC 1004.801  2018 Q3
Mondays
March 26 to April 30, 2018
6:00 – 9:00 p.m.
6 weeks

**Digital Media**
18 hours, $90

*Textbook information to be given at registration.*

**Supplies:** digital camera or smartphone, flash drive, personal headphones

For people who already know how to take pictures using their smartphone and/or digital camera. Explore software options of what you can use after your pictures are uploaded. Introduction to Adobe Lightroom software. We started to explore software options of what they can use for after their pictures are uploaded. Organize, perfect, and share; get the best from every pixel in your photos, whether you shot them with a pro DSLR camera or a camera phone; experiment fearlessly and share easily your best images for social media, the web, slideshows and prints.

*KC—Longview*
Hendrix Building, Room 105
PHTC 1004.802  2018, Q3
Mondays
May 7 to June 18, 2018
6:00 – 9:00 p.m.
6 weeks

**CULINARY ARTS**

**Dietetic Food Service Supervisor**
120 hours, $675

*No textbook required.*

This course is designed to fulfill the requirements of the Texas State Department of Health for Food Service Supervisors in healthcare institutions. It includes a study of the organization of food service departments, personal hygiene, sanitation, nutrition and diet therapy, menu planning, purchasing and storage of foods, food preparation and service, as well as housekeeping safety.

*Kilgore Campus*
M. Kenneth Whitten Applied Technology Center (WHITN), Room 101
IFWA 1043.800  2018 Q3
Wednesdays and Thursdays
February 28 to June 21, 2018
5:30 – 9:30 p.m.
16 weeks

**DRAFTING**

**Basic Computer-Aided Drafting**
$255 Tuition, $50 Lab Fee

Course Description: An introduction to computer-aided drafting. Emphasis is placed on setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating, and scaling objects, adding text and dimensions, using layers, coordinate systems, and plot/print to scale.

*Kilgore College ATC 203*
DFTG 1009.001
Mondays
March 5 to May 4, 6:00 – 10:00 p.m.
(no classes week of March 12)
16 weeks
Parametric Modeling and Design
$255 Tuition, $50 Lab Fee

Course Description: Parametric-based design software for 3D design and drafting.

Kilgore College ATC 203
DFTG 1045.001
Mondays
March 5 to June 29, 6:00-10:00 p.m. (no classes week of March 12)
16 weeks

GIS
Introduction to ArcView/ArcGIS
$200 Tuition, $50 Lab Fee

Course Description: An introduction to ArcView/ArcGIS querying and displaying data, tables, and charts, geocoding addresses, creating a thematic map (classifying map data), creating map layouts (suitable for presentation), creating and editing data in ArcView (shapefiles), working with tables, spatial analysis, and importing GPS and other data.

Kilgore College ATC 203
GISC 1005.001
Mondays
March 5 to May 4, 6:00 to 10:00 p.m. (no classes week of March 12)
8 weeks

GRAPHIC DESIGN
Adobe Illustrator
24 hours, $110

Textbook information to be given at registration.

Supplies: Personal headphones needed, Flash Drive optional

Illustrator is the industry-standard illustration software for creating logos, package designs, posters and virtually every kind of 2-D illustration (and even some 3-D).

KC—Longview
Hendrix Building, Room 105
ARTC 1000.800 2018, Q3
Thursdays for
February 15 to March 29, 2018
6:00 – 10:00 p.m.
6 weeks

Adobe Photoshop
21 hours, $100

Textbook information to be given at registration.

Supplies: Personal headphones needed, Flash Drive optional

Photoshop is a graphics and image editing software and paint program. It has become a mainstay with graphic designers, professional photographers and hobbyists, to edit graphics as well as create and manipulate images.

KC—Longview
Hendrix Building, Room 105
ITSW 1037.808 2018 Q4
Thursdays
May 24 to June 28, 2018, 6:00 – 10:00 p.m.
7 weeks

Adobe InDesign
24 hours, $110

Textbook information to be given at registration.

Supplies: Personal headphones needed, Flash Drive optional

InDesign is the industry-standard page layout program. You will learn to set and format type, work with paragraph styles, import images from Illustrator and Photoshop, define and apply color, apply graphic effects, create PDF’s and package files for printing.

KC—Longview
Hendrix Building, Room 105
BMGT 1017. 800 2018, Q3
Tuesdays
February 20 to April 17, 2018
6:00 -8:00 p.m.
8 weeks

MARKETING
Marketing for Small Business including Social Media
16 hours, $80

Textbook information will be given at registration

Introduces and evaluates types of advertising media, including print, electronic (which includes social media, internet, email, etc…), outdoor and other forms of advertising.

KC—Longview
Hendrix Building, Room 206
BMGT 1017. 800 2018, Q3
Tuesdays
February 20 to April 17, 2018
6:00 -8:00 p.m.
8 weeks
## ELECTRIC POWER TECHNOLOGY

**KCEPT – Lineman School**

$3,050

**Supplies cost varies**

Students looking for a good-paying career straight out of high school have a viable option through Kilgore College’s Electric Power Technology Certificate. The 10-week course of study will award those who graduate with an electrical power certificate which will allow them to go right to work for an electric power company or contractor. The Kilgore College Electric Power Technology Certificate is an approved WIOA program.

Monday-Friday  
March 5 - May 17, 8:00 - 5:00 p.m.  
10 Weeks

## FOREIGN LANGUAGE

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>American Sign Language</td>
<td>36</td>
<td>$164</td>
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</tbody>
</table>

Textbook required.  
An introduction to sign language, fingerspelling and numbers. Provides basic functional communication skills with individuals who are deaf.

**Kilgore College—Longview**  
Hendrix Building, Room 114  
**SLNG 1001.800  2018 Q3**  
Wednesdays  
February 21 to May 16, 2018  
6:00 - 9:00 p.m.  
12 weeks

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<tr>
<th>Course</th>
<th>Hours</th>
<th>Fee</th>
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<tbody>
<tr>
<td>Spanish—Beginner Conversational/Business German—Beginner</td>
<td>36</td>
<td>$164</td>
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</tbody>
</table>

Textbook information available at registration.  
Emphasis is on conversation while developing German vocabulary, phraseology used for business travel and other communication needs. Instruction includes work in selected vocabulary, pronunciation and basic structures. Learn to order meals, greet people and make inquiries in German. Topics address recently identified current events, skill, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

**Kilgore College—Longview**  
Hendrix Building, Room 114  
**FRNL 1001.800  2018 Q3**  
Tuesdays and Thursdays  
February 27 to April 12, 2018  
6:00 – 9:00 p.m.  
6 weeks

## Spanish—Beginner Conversational/Business

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<tr>
<th>Hours</th>
<th>Fee</th>
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<tbody>
<tr>
<td>36</td>
<td>$164</td>
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</table>

Textbook required.  
Emphasis is on conversation while developing Spanish vocabulary, phraseology used for business travel and other communication needs. Instruction includes work in selected vocabulary, pronunciation and basic structures. Learn to order meals, greet people and make inquiries in Spanish. Topics address geography, difference in Latin America, Central America and South America, culture, travel.

**Kilgore College—Longview**  
Hendrix Building, Room 114  
**FRNL 1001.801  2018 Q3**  
Tuesdays  
February 15 to May 10, 2018  
6:00 – 9:00 p.m.  
12 weeks

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health Care Spanish</td>
<td>16</td>
<td>$80</td>
</tr>
</tbody>
</table>

Textbook required.  
Development of practical Spanish communication skills for the health care employee including medical terminology, greetings, common expressions and phrases normally used in within a hospital or a physicians’ office.

**Kilgore College—Longview**  
Hendrix Building, Room 302  
**SPNL 1001.800  2018 Q3**  
Thursdays  
February 15 to April 12, 2018  
6:00 – 8:00 p.m.  
8 weeks
Health Care Spanish
16 hours, $80

Textbook required.
Development of practical Spanish communication skills for the health care employee including medical terminology, greetings, common expressions and phrases normally used in within a hospital or a physicians’ office.

KC—Longview
Hendrix Building, Room 302
SPNL 1001.801 2018 Q3
Thursdays
April 19 to June 7, 2018
6:00 -8:00 p.m.
8 weeks

DIVISION OF SCIENCE AND HEALTH SCIENCES
CONTINUING EDUCATION CLASSES

Spring 2018 Schedule

HEALTH AND MEDICAL RELATED

CPR/First-Aid:
American Heart Association
7 hours, $65

This course is designed for individuals who are not healthcare providers or professional rescuers. Instruction includes basic life support skills for adults and will satisfy childcare licensing requirements.

Kilgore College-Adult Education Center-Kilgore Campus
NURA 1013-Medication Administration for Nurse Aide/ Home Health Aide
Tuesdays-Thursdays
February 27, 2018-May 18, 2018
8:30a.m.-12:30 p.m.

Basic Life Support-Health Care Provider
4 hours, $65

This course is designed for individuals who are in the healthcare/Medical field and for professional rescuers. Instruction includes basic/advanced life support skills for adults and children.

Kilgore College-Adult Education Center-Kilgore Campus
EMSP 1019-CPR Adult
Saturdays
Mar. 03, 2018-Apr. 07, 2018
8:00a.m.-12:00 p.m.

Medication Administration
140 hours, $675

Students must registrar at the Kilgore Campus. This course is designed to prepare nurse aides who are currently employed in health care institutions to meet the requirements necessary to qualify them to administer certain medication to patients in licensed health care institutions.
Prerequisite: Each student who is not a Certified Nurse Aide is required to have worked 90 days in a facility (facilities included are: assisted living, personal care, state schools for mental barriers, ICF-MR, or the Texas Department of Criminal Justice facilities) licensed under Health and Safety Code chapters prior to the beginning of the first class day as a non-licensed direct care staff person. If the student is a Certified Nursing Assistant, he/she must be active on the Texas Nurse Aide Registry and must be employed in the capacity of a CNA in a facility licensed under chapter 242 by the first class day. All students must be at least 18 years of age and have a high school diploma or GED.
For application information call (903) 983-8645 or email fmosley@kilgore.edu

EMSP 1020-CPR Adult
4 hours, $65

Kilgore College-Adult Education Center-Kilgore
EMSP 1020-CPR Adult
Saturdays
Mar. 03, 2018-Apr. 07, 2018
8:00a.m.-12:00 p.m.
### Medication Administration Update
- **7 hours, $65**

**Requirements** - Medication Aide Permit, Internet access and email address for online course.
Students must register at the Kilgore Campus. This course is required for medication aides to retain their medication administration certification. **Class limit: 24.** For application information call (903) 983-8645 or email fmosley@kilgore.edu

*Kilgore College-Adult Education Center-Kilgore Campus*

**NURA 1041—Professional Development: Medication Aide**
- Classroom-Jan. 12, Feb 17, Mar. 23, April 14, May 11, June 09, July 13, Aug. 11
- Online: Jan. 18-25, Feb.22-Mar.01, Mar.29-Apr. 05, Apr. 19-26, May 17-24, June 14-21, July 19-26, Aug. 16-23 (7 days allowed for online Course—Total 7 hours)

### Nursing Assistant (Aide)
- **105 hours, $299 tuition, $15 required insurance**

Students must register at the Longview Campus. This course teaches concepts and skills required to provide basic patient care in a health care facility. Successful completion of course entitles one to test for registration as a nursing assistant. For more information, call the Nurse Aide information phone line (903) 236-2028 or for additional questions contact Adrienne Jackson at (903)-236-2036.

*Kilgore College Longview Campus*

**NURA-1001—Nurse Assistant**
- KC Longview Campus
- DATES: Day Program classes-- Jan. 16- Feb 08, Feb 12-Mar. 07, Mar. 19-Apr. 11, Apr. 12-May 08, May 09-June 05, June 06-June 28, 2018
- Evening Program: Jan. 16-Feb 19, Feb.20-Apr.02, Apr. 03-May 07, May 08-June 12, 2018
- 4 Weeks-Day Program-Time-7:45 a.m. to 4:15 p.m. (Mon-Fri)
- 4 Weeks-Evening Program-Time-4-10 p.m. (Mon-Fri):

### Nursing Home Activity Professional
- **96 hours, $675**

Students must register at the Kilgore Campus. This course is designed to fulfill state requirements for nursing home activity directors. Students do not have to be employed in a nursing home, but have to complete all 12 weeks of study as listed below along with 112 hours of outside classroom practicum for nursing home activity director before graduation. Prerequisites: All students must be able to read and write English and must have a high school diploma or GED. Work-keys assessment required—**Class limit: 20.** - **Textbook required.** For more information, please call Frank Mosley at (903) 983-8645 or fmosley@kilgore.edu

*Kilgore College-Adult Education Center-Kilgore Campus*

**GERS 1004—Activity Directing I**
- **DATES: SAT. March 24-April 28 2018-8:00 a.m.-5:00 p.m.**
- SAT. May 12-June 06-2018-8:00 a.m.-5:00 p.m.
- **6 weeks**
HEALTH AND MEDICAL RELATED • HR SPECIALIST CERTIFICATE

**Phlebotomy**
200 hours, $795 tuition and $30 required insurance

Learn the medical practice of opening a vein and drawing blood. Students must register at the Kilgore Campus. This course is 200 hours consisting of 80 hours’ classroom lecture, 20 hours’ classroom clinicals and 100 hours of site clinical. Prerequisites: 18 years of age, high school diploma or GED, Work Keys Assessments, current immunization records, drug and background check. Students must first take the Work Keys Assessment and next be invited for an interview before allowed to apply for program. Class limit 15. For more information, call (903) 983-8645 or email fmosley@kilgore.edu.

**HR SPECIALIST CERTIFICATE**

Classes in human resources can lead to an HR career or can enhance small-business owners’ knowledge of employee-management. The HR Specialist Certificate can put job applicants a step ahead of the competition when applying for HR positions. It can also save resources when employers and supervisors know the proper regulatory requirements for managing their workforce. For more information, please call (903) 983-8288 or e-mail bjbrown@kilgore.edu.

**Benefits and Compensation**
48 hours, $375

(PLAB 1023-Phlebotomy), PLAB 1060-Clinical Phlebotomy/Phlebotomist

**Customer Service Essentials for Human Resources**
12 hours, $150

This course covers techniques for providing excellent human resource support and service to a diverse customer base. This course will focus on types of customers and their needs, creative strategies to provide quality customer service, and how to apply problem-solving techniques to resolve both internal and external customer human resource challenges.

**Employee Training & Development**
12 hours, $150

Classes in human resources can lead to an HR career or can enhance small-business owners’ knowledge of employee-management. The HR Specialist Certificate can put job applicants a step ahead of the competition when applying for HR positions. It can also save resources when employers and supervisors know the proper regulatory requirements for managing their workforce. For more information, please call (903) 983-8288 or e-mail bjbrown@kilgore.edu.

**Benefits and Compensation**

48 hours, $375

(Kilgore College-Adult Education Center-Kilgore Campus)

(PLAB 1023-Phlebotomy), PLAB 1060-Clinical Phlebotomy/Phlebotomist

**DATES:** Spring 2018-Feb. 27 – May 22, 2018 9am – 2pm
Summer 2018- May 1 – July 24, 2018 9am – 2pm-Tuesday classes in the month of May 1,8,15, and 22 will meet from 3pm – 8pm. All other classes 9am – 2pm

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**BUSG 1005.001 Q3**
Mon., April 9, 2018
6:30-9:30 p.m.
4 weeks

**Employee Training & Development**
12 hours, $150

(PLAB 1003 – Employee Training & Development)

This course explores theories and techniques for training and developing employees. Topics include types of learners and methods to address different learning styles, the differences between mentoring, coaching, and counseling, and how to create a meaningful training plan for an organization.

**BUSG 1005.001 Q3**
Mon., April 9, 2018
6:30-9:30 p.m.
4 weeks

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**Kilgore Campus**

**HRPO 2006.001 Q3**
Tues., Feb. 20, 2018
6:30 p.m.-9:30 p.m.
16 weeks

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**Kilgore Campus**

**HRPO 1003.001 Q4**
Thurs., June 7, 2018
6:30-9:30 p.m.
4 weeks
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Duration</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment Law</td>
<td>24 hours</td>
<td>$150</td>
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</table>
| (HRPO 1004 – Employment Law)  
This course is an overview of laws and legal issues related to employment practice. |          |      |
| Kilgore Campus                                  |          |      |
| HRPO 1004.001 Q4                                | Mon., May 14, 2018 | 6:30-9:30 p.m. | 8 weeks |

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Duration</th>
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</thead>
<tbody>
<tr>
<td>Employee Relations</td>
<td>36 hours</td>
<td>$275</td>
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| (HRPO 2004 – Employee Relations)  
This course covers policies, practices and issues required to build strong employee relations. Topics include communications, employee conduct rules, the role of employee relations as it relates to organization effectiveness and key legislation affecting the employee relations function of human resource management. |          |      |
| Kilgore Campus                                  |          |      |
| HRPO 2004.001 Q4                                | Mon., Feb. 26, 2018 | 6:30-9:30 p.m. | 4 weeks |

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<thead>
<tr>
<th>Course Title</th>
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<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>Human Resource Management Principles</td>
<td>12 hours</td>
<td>$150</td>
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</table>
| (HRPO 1000 – Understanding the Human Resources Function)  
This course is an introduction to the theory and practice of human resource management. Emphasis will be placed on human resources functions, recruitment, selection, and retention strategies, and policy-making processes. |          |      |
| Kilgore Campus                                  |          |      |
| HRPO 1000.001 Q3                                | Mon., Feb. 26, 2018 | 6:30-9:30 p.m. | 4 weeks |

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<thead>
<tr>
<th>Course Title</th>
<th>Duration</th>
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</thead>
<tbody>
<tr>
<td>Performance Improvement Process</td>
<td>18 hours</td>
<td>$175</td>
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</table>
| (HRPO 1007 – Evaluating Performance Improvement Intervention)  
This course covers assessment evaluation theories and how these theories apply to human performance. Topics include performance reviewing skills, performance gaps and feedback techniques. |          |      |
| Kilgore Campus                                  |          |      |
| HRPO 1007.001 Q3                                | Thurs., April 19, 2018 | 6:30-9:30 p.m. | 6 weeks |

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<thead>
<tr>
<th>Course Title</th>
<th>Duration</th>
<th>Fee</th>
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</thead>
<tbody>
<tr>
<td>Project Management Fundamentals</td>
<td>18 hours</td>
<td>$175</td>
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</tbody>
</table>
| (BMGT 1021 – Introduction to Project Management)  
This course covers the methods for planning and controlling projects. Topics include project management concepts and models, critical path, analysis of time/cost benefits and resource utilization. |          |      |
| Kilgore Campus                                  |          |      |
| BMGT 1021.001 Q3                                | Thurs., Feb. 22, 2018 | 6:30-9:30 p.m. | 6 weeks |
HUMAN RESOURCES

IN PARTNERSHIP WITH

SHRM®
SOCIETY FOR HUMAN RESOURCE MANAGEMENT

SHRM Information Session
You are invited to a free information session to learn more about the SHRM courses and other human resource courses offered by Kilgore College. 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.

Time: 6:00 pm
Place: Bert E. Woodruff Adult Education Center, Kilgore Campus, AC211
Date: February 6, 2018

(Listings continued on next page)

SHRM Essentials of Human Resources
18 hours, $475

(HRPO 1000 – Understanding the Human Resource Function)
This course is considered an entry-level human resource training program. If you’re new to human resources or simply want to strengthen your employee management skills, the SHRM Essentials® of Human Resources is for you. Knowledge of the essentials can make you a better manager, protect your company from needless litigation and help advance your career. This program is designed for junior-level human resource practitioners and those who want to know more about careers in HR. Others involved with hiring or managing employees also benefit from the course. For further information, please contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu

Kilgore Campus:
HRPO 1000.002 Q3
Tues., Feb. 20, 2018
6:30-9:30 p.m.
Registration deadline: Feb. 7, 2018
6 weeks
HRPO 1000.003 Q3
Fri., Apr. 6, 2018
8:00 a.m.-12:30 p.m.
4 weeks
Registration deadline: March 27, 2018
HRPO 1000.004 Q3
Tues., May 8, 2018
6:30 p.m.-9:30 p.m.
6 weeks
Registration deadline: April 26, 2018

SHRM Learning System®
36 hours, $995

(HRPO 2030 – Human Resource Certification Test Preparation)
This course is designed for managers and staff with experience in general management or human resource management, HR professionals planning to take the SHRM-CP or SHRM-SCP certification exam, experienced managers who are new to the HR field and others seeking to advance their careers. The SHRM Learning System includes five modules covering the four knowledge domains: People, Organization, Workplace and Strategy as well as eight behavioral competencies; Leadership & Navigation, Ethical Practice, Business Acumen, Relationship Management, Consultation, Critical Evaluation, Global & Cultural Effectiveness, and Communication. SHRM® training materials included. For further information, please contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu

Kilgore Campus
HRPO 2030.001 Q3
Thurs., Feb. 15, 2018
6:30-9:30 p.m.
12 weeks
Registration deadline: Feb. 8, 2018
KC’s Industrial Electrical Technology Level II Certificate consists of six 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. For further information, please call (903) 983-8288 or e-mail bjbrown@kilgore.edu.

**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:*
**IEIR 1006.003 Q2**
Mon.-Thurs., Jan. 25, 2018 8:00 a.m.-5:00 p.m. 6 days
**IEIR 1006.004 Q3**
Mon.-Thurs., March 28, 2018 8:00 a.m.-5:00 p.m. 6 days
**IEIR 1006.005 Q4**
Mon.-Thurs., May 31, 2018 8:00 a.m.-5:00 p.m. 6 days
**IEIR 1006.006 Q4**
Mon.-Thurs., July 26, 2018 8:00 a.m.-5:00 p.m. 6 day

**Electrical Motor Controls**
48 hours, $375

(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:*
**IEIR 1006.003 Q2**
Mon.-Thurs., Jan. 25, 2018 8:00 a.m.-5:00 p.m. 6 days
**IEIR 1006.004 Q3**
Mon.-Thurs., March 28, 2018 8:00 a.m.-5:00 p.m. 6 days
**IEIR 1006.005 Q4**
Mon.-Thurs., May 31, 2018 8:00 a.m.-5:00 p.m. 6 days
**IEIR 1006.006 Q4**
Mon.-Thurs., July 26, 2018 8:00 a.m.-5:00 p.m. 6 days

**Electrical Print Reading**
36 hours, $275

(DFTG 1023 – Blueprint Reading for Specific Occupations)
This course is an overview of electrical blueprint reading as it pertains to the applicable sections of the 2011 National Electric Code. Textbook required.

*Kilgore Campus:*
**DFTG 1023.003 Q2**
Mon.-Thurs., Jan. 11, 2018 8:00 a.m.-5:00 p.m. 6 days
**DFTG 1023.004 Q3**
Mon.-Thurs., Mar. 21, 2018 8:00 a.m.-4:15 p.m. 5 days
**DFTG 1023.005 Q3**
Mon.-Thurs., May 16, 2018 8:00 a.m.-4:15 p.m. 5 days
**DFTG 1023.006 Q4**
Mon.-Thurs., July 12, 2018 8:00 a.m.-5:00 p.m. 5 days

**Industrial Electricity**
48 hours, $375

(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:*
**IEIR 1014.003 Q2**
Mon.-Thurs., Jan. 2, 2018 8:00 a.m.-5:00 p.m. 6 days
**IEIR 1014.004 Q3**
Mon.-Thurs., Mar. 5, 2018 8:00 a.m.-5:00 pm 6 days
**IEIR 1014.005 Q3**
Mon.-Thurs., May 7, 2018 8:00 a.m.-5:00 p.m. 6 days
**IEIR 1014.006 Q4**
Mon.-Thurs., July 2, 2018 8:00 a.m.-5:00 p.m. 6 days

(Continued on next column)
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:
ELPT 1057.003 Q2
Mon.-Thurs., Feb. 6, 2018
8:00 a.m.-5:00 p.m.
8 days

ELPT 1057.004 Q3
Mon.-Thurs., Apr. 9, 2018
8:00 a.m.-5:00 p.m.
8 days

ELPT 1057.005 Q4
Mon.-Thurs., June 12, 2018
8:00 a.m.-5:00 p.m.
8 days

ELPT 1057.006 Q4
Mon.-Thurs., Aug. 7, 2018
8:00 a.m.-5:00 p.m.
8 days

Troubleshooting Electrical Systems
48 hours, $375
(EECT 2043 – Troubleshooting and Maintenance)
This course covers the application of troubleshooting techniques to correct electrical system problems. Textbook may be required.

Kilgore Campus:
EECT 2043.003 Q2
Mon.-Thurs., Feb. 20, 2018
8:00 a.m.-5:00 p.m.
6 days

EECT 2043.004 Q3
Mon.-Thurs., Apr. 23, 2018
8:00 a.m.-5:00 p.m.
6 days

EECT 2043.005 Q4
Mon.-Thurs., June 15, 2018
8:00 a.m.-5:00 p.m.
6 days

EECT 2043.006 Q4
Mon.-Thurs., Aug. 21, 2018
8:00 a.m.-5:00 p.m.
6 days

Printreading for Industry
36 hours, $275
(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:
DFTG 1023.007 Q3
Mon.-Thurs., March 26, 2018
8:00 a.m.-4:30 p.m.
5 days

DFTG 1023.008 Q3
Mon.-Thurs., May 29, 2018
8:00 a.m.-6:00 p.m.
5 days

DFTG 1023.010 Q3
Tues., March 27, 2018
6:00 p.m.-10:00 p.m.
9 weeks

DFTG 1023.009 Q4
Mon.-Thurs., July 30, 2018
8:00 a.m.-4:30 p.m.
5 days

INDUSTRIAL SKILLS

Industrial Skills Certificate
Get hired! Brush up on skills needed to qualify for an entry-level manufacturing job. With a Kilgore College Skills Certificate most companies will welcome you to their workforce. All three classes in the certificate can be completed in twelve weeks. Be work ready in only three months. For more information please call (903) 983-8170.
### Shop Math
36 hours, $275

(TECM 1013 – Occupational Math)
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:**
**TECM 1013.001 Q3**  
Mon.-Thurs., March 26, 2018  
6:00 p.m.-10:00 p.m.  
5 days

**TECM 1013.002 Q3**  
Mon.-Thurs., May 21, 2018  
8:00 a.m.-4:30 p.m.  
5 days

**TECM 1013.004 Q3**  
Mon., Feb. 19, 2018  
8:00 a.m.-4:30 p.m.  
9 weeks

**TECM 1013.003 Q4**  
Mon.-Thurs., July 23, 2018  
8:00 a.m.-4:40 p.m.  
5 days

### Shop Safety
16 hours, $125

(OSHT 1003 – Workplace Safety)  
This introductory course addresses the general safety and security on the premises. It also includes introduction to specific training techniques involving the safe handling of blood and air borne pathogens, the right to know and MSDS. Topics outline Occupational Safety and Health Administration (OSHA) regulations, inspections, penalties, and compliance. Students will receive 10-hour OSHA General Industry cards.

**Kilgore Campus:**
**OSHT 1003.002 Q3**  
Mon.-Thurs., March 12, 2018  
8:00 a.m.-12:00 p.m.  
4 days

**OSHT 1003.003 Q3**  
Mon.-Thurs., May 14, 2018  
8:00 a.m.-12:00 p.m.  
4 days

**OSHT 1003.005 Q3**  
Tues., Feb. 20, 2018  
6:00 p.m.-10:00 p.m.  
4 weeks

**OSHT 1003.004 Q4**  
Mon.-Thurs., July 16, 2018  
8:00 a.m.-12:00 p.m.  
4 days

### Legal Issues
**Family Law—Taught in Spanish**
48 hours , $164

Fundamental concepts of family law including formal and informal marriages, divorce, annulment, marital property and the parent-child relationship, child support.

**Kilgore College—Longview**
Hendrix Building, Room 406  
**LGLA 1055.800  2018 Q3**  
Thursdays  
February 15 to May 10, 2018  
6:00 – 10:00 p.m.  
12 weeks

### Manufacturing Technician Certificate
**Computer Applications for Industry**
18 hours, $175

(ITSW 1058 – Specialized Computer Applications)  
This course is an overview of the basic computer operations used by technicians in manufacturing. Topics include application software, functions, document formatting, spreadsheets, and control interface using touchscreen.

**Kilgore Campus:**
**ITSC 1058.001 Q3**  
Mon.-Fri., March 5, 2018  
8:00 a.m.-12:00 p.m.  
5 weeks

**ITSC 1058.002 Q3**  
Mon.-Fri., May 7, 2018  
8:00 a.m.-12:00 p.m.  
5 days

**ITSC 1058.004 Q3**  
Wed., April 11, 2018  
6:00 p.m.-10:00 p.m.  
5 days

(Continued on next page.)
Precision Tool and Measurement
48 hours, $375
(MCHN 1020 – Precision Tools and Measurement)
This course is an introduction to the modern science of dimensional metrology. Emphasis is placed on the identification, selection, and application of various types of precision instruments associated with the machining trade. Course content includes practice of basic layout and piece part measurements while using standard measuring tools.

Kilgore Campus:
MCHN 1020.001 Q3
Mon.-Fri., April 2, 2018
8:00 a.m.-6:00 p.m.
5 days
MCHN 1020.004 Q3
Thurs., Feb. 4, 2018
6:00 p.m.-10:00 p.m.
8 weeks
MCHN 1020.002 Q4
Mon.-Fri., June 4, 2018
8:00 a.m.-6:00 p.m.
5 days
MCHN 1020.003 Q4
Mon.-Thurs., Aug. 6, 2018
8:00 a.m.-6:00 p.m.
5 days

Principles of Lean Manufacturing
40 hours, $375
(INMT 1000 – Principles of Lean Manufacturing)
This course covers the principles of lean manufacturing, including a systematic approach to reducing costs and lead time. Emphasis will be placed on efficient production systems and the need for flexibility within those systems.

Kilgore Campus:
INMT 1000.001 Q3
Mon.-Fri., April 9, 2018
8:00 a.m.-5:00 p.m.
5 days
INMT 1000.004 Q3
Mon., Apr. 30, 2018
6:00 p.m.-10:00 p.m.
10 weeks
INMT 1000.002 Q4
Mon.-Fri., June 11, 2018
8:00 a.m.-5:00 p.m.
5 days
INMT 1000.003 Q4
Mon.-Fri., Aug. 13, 2018
8:00 a.m.-5:00 p.m.
5 days

Printreading for Industry
36 hours, $275
(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:
DFTG 1023.007 Q3
Mon.-Thurs., March 26, 2018
8:00 a.m.-4:30 p.m.
5 days
DFTG 1023.008 Q3
Mon.-Thurs., May 29, 2018
8:00 a.m.-6:00 p.m.
4 days
DFTG 1023.010 Q3
Tues., March 27, 2018
6:00 p.m.-10:00 p.m.
9 weeks
DFTG 1023.009 Q4
Mon.-Thurs., July 30, 2018
8:00 a.m.-4:30 p.m.
5 days
### Shop Math
36 hours, $275

(TECM 1013 – Occupational Math)
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:**
**TECM 1013.001 Q3**
Mon.-Thurs., March 26, 2018
8:00 a.m.-4:30 p.m.
9 weeks

**TECM 1013.002 Q3**
Mon.-Thurs., May 21, 2018
8:00 a.m.-4:30 p.m.
5 days

**TECM 1013.004 Q3**
Mon., Feb. 19
6:00 p.m.-10:00 p.m.
9 weeks

**TECM 1013.003 Q4**
Mon.-Thurs., July 23, 2018
8:00 a.m.-4:40 p.m.
5 days

### Shop Safety
16 hours, $125

(OSHT 1003 – Workplace Safety)
This introductory course addresses the general safety and security on the premises. It also includes introduction to specific training techniques involving the safe handling of blood and air borne pathogens, the right to know and MSDS. Topics outline Occupational Safety and Health Administration (OSHA) regulations, inspections, penalties, and compliance. Students will receive 10-hour OSHA General Industry cards.

**Kilgore Campus:**
**OSHT 1003.002 Q3**
Mon.-Thurs., March 12, 2018
8:00 a.m.-12:00 p.m.
4 days

**OSHT 1003.003 Q3**
Mon.-Thurs., May 14, 2018
8:00 a.m.-12:00 p.m.
4 days

**OSHT 1003.005 Q3**
Tues., Feb. 20, 2018
6:00 p.m.-10:00 p.m.
4 weeks

**OSHT 1003.004 Q4**
Mon.-Thurs., July 16, 2018
8:00 a.m.-12:00 p.m.
4 days

### Workplace Communications
12 hours, $175

(BMGT 1022 – Workplace Communications)
This course is a study of the written, listening and speaking skills applicable to the duties and responsibilities of a manufacturing employee. 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.

**Kilgore Campus:**
**BMGT 1022.003 Q3**
Mon.-Thurs., March 5, 2018
1:00 p.m.-4:00 p.m.
4 days

**BMGT 1022.004 Q3**
Mon.-Thurs., May 7, 2018
1:00 p.m.-4:00 p.m.
4 days

**BMGT 1022.006 Q3**
Wed., Feb. 21, 2018
6:00 p.m.-9:00 p.m.
4 weeks

**BMGT 1022.005 Q4**
Mon.-Thurs., July 9, 2018
1:00 p.m.-4:00 p.m.
4 days
PERSONAL ENRICHMENT CLASSES

Dog Grooming I
21 hours, $125
Supply list available at registration. The proper method of bathing, clipping and grooming of poodles, schnauzers, and other small dogs will be taught. Students may bring their own dogs.
Class limit: 12

Kilgore Campus
Bert E. Woodruff Adult Education Center, Room TBD
AGAH 1091.800 2018, Q2
Tuesdays and Thursdays
February 27 to March 27, 2018
No class during week of spring break
6:00 – 9:00 p.m.
3.5 weeks

Dog Grooming II
21 hours, $125
Supply list available at registration. This course includes instruction in the art of camouflaging defaults in dogs, coloring of poodles, and the choice of colors and colognes for male and female dogs.
Prerequisite: Completion of Beginning Dog Grooming.
Class limit: 12

Kilgore Campus
Bert E. Woodruff Adult Education Center, Room TBD
AGAH 1091.801 2018, Q2
Tuesdays and Thursdays
April 3 to April 24, 2018
6:00 – 9:00 p.m.
3.5 weeks

Cake Decorating I
18 hours, $125
Supply list available at registration. Everything you need to know to create and decorate beautiful cakes. Learn easy step-by-step instructions for making roses, flowers, hearts, fancy borders and specialty designs.
You’ll learn cake writing techniques, color techniques and how to make and use decorative icings.

Kilgore Campus
Bert E. Woodruff Adult Education Center, Room TBD
FCTR 1015.800 2018, Q2
Tuesdays
February 20 to April 3, 2018
No class during week of spring break.
6:30 – 9:30 p.m.
6 weeks

Cake Decorating II
18 hours, $125
Supply list available at registration. This class is a continuation of the beginning class. More advanced decorations for cakes will be taught. Learn about wedding cakes, seasonal cakes, commercial cakes and advanced decorations.

Kilgore Campus
Bert E. Woodruff Adult Education Center, Room TBD
FCTR 1015.801 2018, Q2
Tuesdays
April 10 to May 15, 2018
6:30 – 9:30 p.m.
6 weeks

KC Lifeguard class
13 hours, $300
Students must registrar at the Kilgore Campus. This course provides instruction to candidates ages 15 to adult to recognize and respond quickly and effectively to prevent drowning and injuries. The topics include rescue operations, monitoring techniques, first aid, and management of emergency situations. The instructor will conduct in the water assessment of each student at the beginning of class. This class is American Red Cross Certified. For more information or to register, please call Frank Mosley at (903) 983-8645 or fmosley@kilgore.edu

Kilgore College Fitness Center
DATES: TBD

PROBLEMAS LEGALES

Ley de Familia – Clase en Español
48 hours, $164
Conceptos fundamentales de ley de familia que incluyendo matrimonios formales e informales, divorcios, anulación, propiedades conyugal y la relación entre padres e hijos, y soporte como cuidado, protección y alimentos de los niños.

Kilgore College—Longview
Hendrix Building, Salón 406
LGLA 1055.800 2018 Q3,
Jueves por 12 semanas
Empezando el 15 de Febrero, y terminando el 10 Mayo, 2018
6:00 –10:00 p.m.
HOW TO OBTAIN A TEXAS REAL ESTATE SALESPERSON LICENSE THROUGH KILGORE COLLEGE

Getting your salesperson’s license:

Continuing Education Offerings

To be eligible to apply for a real estate Salesperson License, an individual must be a citizen of the United States or a lawfully admitted alien, eighteen (18) years of age or older and a legal resident of Texas.

1. The individual must furnish the Texas Real Estate Commission (TREC) with satisfactory evidence of completing 180 classroom hours in the following courses. Evidence must be turned in with your application.

2. You must complete the following courses:
   • Real Estate Principles and Practice I (30 hours)
   • Real Estate Principles and Practice II (30 hours)
   • Real Estate Law of Agency (30 hours)
   • Real Estate Law of Contracts (30 hours)
   • Real Estate Promulgated Contracts (30 hours)
   • Real Estate Finance (30 hours)

3. You are now ready to make application for your salesperson’s license. Follow the steps as outlined on the TREC web site. A Salesperson is licensed to act on behalf of a Broker and may not act as a real estate licensee independently. A Salesperson may only work for one Broker in Texas at a time. Texas does not require an applicant to have a high school diploma or college degree.

You can contact the Texas Real Estate Commission in the following ways:

By mail: P.O. Box 12188, Austin, TX 78711-2188
By phone: (512) 936-3000
By web: www.trec.state.tx.us

Forms can be found on the Texas Real Estate Commission’s web site. We strongly recommend that you check the web site for any changes to the rules and regulations.

Pursuant to §1101.3521 of the Real Estate License Act, any person applying for or renewing a broker or salesperson license must provide their fingerprints, in a specified format, so that an FBI criminal history check can be performed. These fingerprint requirements apply only to brokers and salespersons, not to other TREC license types. Once fingerprints are on file with DPS for a TREC license, a licensee will not need to be fingerprinted for subsequent renewals.

These six courses are required to fulfill your license educational requirements. Some courses meet on Monday and Wednesday for five weeks. Some courses meet on Tuesday and Thursday for five weeks. No classes will be held during Thanksgiving break, week of November 19 - November 23 of 2018.

Textbooks are sold in our KC—Longview bookstore

REAL ESTATE

R.E. Principles and Practices I (Texas Specific)
32 hours, $153

Textbook required.
Overview of licensing as a real estate broker or salesperson in Texas. Includes ethics of practice as a license holder; titles to and conveyance of real estate; legal descriptions, deeds, encumbrances and liens; distinctions between personal and real property; appraisal, finance and regulations; closing procedures; and real estate mathematics. Covers at least three hours of classroom instruction on federal, state and local laws relating to housing discrimination, housing credit discrimination and community reinvestment. Fulfills at least 30 – 60 hours of required instruction for salesperson license.

KC—Longview
Hendrix Building, Room 109
RELE 1002.800 2018 Q2
Mondays & Wednesdays
February 5 to March 5, 2018
6:00 – 9:50 p.m.
5 weeks
<table>
<thead>
<tr>
<th>Course Title</th>
<th>Location</th>
<th>Schedule</th>
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<tbody>
<tr>
<td><strong>Real Estate Law of Agency (Texas Specific)</strong></td>
<td>KC—Longview</td>
<td>Tuesdays &amp; Thursdays February 6 to March 8, 2018 6:00 – 9:15 p.m.</td>
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<td>32 hours, $153</td>
<td>Hendrix Building, Room 109</td>
<td>5 weeks</td>
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<td>Textbook required.</td>
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<td>Legal concepts of real estate, land description, real property rights,</td>
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<td>estates in land, contracts, conveyances, encumbrances, foreclosures,</td>
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<td>recording procedures and evidence of title.</td>
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<tr>
<td><strong>Real Estate Law of Contracts (Texas Specific)</strong></td>
<td>KC—Longview</td>
<td>Tuesdays &amp; Thursdays March 20 to April 19, 2018 6:00 – 9:15 p.m.</td>
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<td>32 hours, $153</td>
<td>Hendrix Building, Room 109</td>
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<tr>
<td>Elements of a contract, offer and acceptance, statute of frauds,</td>
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<td>specific performance and remedies for breach, unauthorized practice of</td>
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<td>law, commission rules relating to use of adopted forms, and owner</td>
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<td>disclosure requirements.</td>
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<td><strong>Real Estate Promulgated Contract Forms (Texas Specific)</strong></td>
<td>KC—Longview</td>
<td>Tuesdays &amp; Thursdays April 24 to May 24, 2018 6:00 – 9:15 p.m.</td>
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<td>Promulgated Contract Forms, shall include but is not limited to</td>
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<td>unauthorized practice of law, broker-lawyer committee, current promulgated</td>
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<td>and approved forms, commission rules governing use of forms and case</td>
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<td>studies involving use of forms.</td>
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<td><strong>Real Estate Finance (Texas Specific)</strong></td>
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<td>Monetary systems, primary and secondary money markets, sources of mortgage</td>
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<td>loans, federal government programs, loan applications, processes and</td>
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<td>procedures, closing costs, alternative financial instruments, equal</td>
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<td>credit opportunity laws affecting mortgage lending. Community Reinvestment</td>
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<td>Act and the state housing agency.</td>
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<td><strong>RISK MANAGEMENT INSTITUTE</strong></td>
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<td>Kilgore College Workforce Development-Continuing Education Department</td>
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<td>offers free safety courses through a generous grant from the Texas Mutual</td>
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<td>Insurance Company which funds the KC Risk Management Institute. Continuing</td>
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<td>Education Units (CEUs) and certificates are awarded upon successful</td>
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<td>completion of each course. There is no cost, but pre-registration is</td>
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<td>required. Check the website <a href="http://www.kilgore.edu/rmi">www.kilgore.edu/rmi</a> for a registration form</td>
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<td>and a current schedule.</td>
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<td>For more information, please call (903) 983-8170 or email jalcantar@</td>
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<td>kilgore.edu.</td>
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ADVANCED WELDING ACADEMY

The Kilgore College Advanced Welding Academy offers courses to enhance and reinforce fabrication skills of experienced welders in advanced pipe welding, advanced structural steel, and pipefitting and pressure vessels. The academy is located at 4005 FM 349 in Kilgore, TX.

Day classes:
Monday-Friday, 7:00 a.m. – 4:00 p.m.

Evening classes:
Monday-Friday, 4:00 – 10:00 p.m.

For more information please call (903) 983-8287 or email mwoodruff@kilgore.edu

BEGINNING ARC WELDING
$255 Tuition, $100 Lab Fee

Supplies: See welding supply list
This course covers the theory and introduction to the shielded metal arc welding (SMAW) processes. Skill in the welding process and the selection of materials and equipment will be stressed.

Kilgore High School
WLDG 1003.002
Mondays & Wednesdays for February 26 to April 11, 2018, 6:00 – 9:00 p.m.
(no classes week of March 12)
6 weeks

Beginning Arc Welding
$255 Tuition, $100 Lab Fee

Supplies: See welding supply list
This course covers the theory and introduction to the shielded metal arc welding (SMAW) processes. Skill in the welding process and the selection of materials and equipment will be stressed.

Longview High School
WLDG 1003.001
Mondays & Wednesdays for February 26 to April 11, 2018, 6:00 – 9:00 p.m.
(no classes week of March 12)
6 weeks

Intermediate Arc Welding
$255 Tuition, $100 Lab Fee

Supplies: See welding supply list
This course covers manipulative skills in welding techniques, applications, and theory as it relates to shielded metal arc welding.

Longview High School
WLDG 1043.001
Mondays & Wednesdays April 16 to May 23, 2018, 6:00 – 9:00 p.m.
6 weeks

Intermediate Arc Welding
$255 Tuition, $100 Lab Fee

Supplies: See welding supply list
This course covers manipulative skills in welding techniques, applications, and theory as it relates to shielded metal arc welding.

Kilgore High School
WLDG 1043.002
Mondays & Wednesdays April 16 to May 23, 2018
6:00 – 9:00 p.m.
6 weeks

Intermediate Arc Welding
$255 Tuition, $100 Lab Fee

Supplies: See welding supply list
This course covers manipulative skills in welding techniques, applications, and theory as it relates to shielded metal arc welding.

Kilgore High School
WLDG 1043.003
Mondays & Wednesdays April 16 to May 23, 2018
6:00 – 9:00 p.m.
6 weeks

Henderson Higher Education Center
WLDG 1003.003
Mondays & Wednesdays for February 26 to April 11, 2018, 6:00 – 9:00 p.m.
(no classes week of March 12)
6 weeks

Henderson High Education Center
WLDG 1043.003
Mondays & Wednesdays for April 16 to May 23, 2018
6:00 – 9:00 p.m.
6 weeks
WRITING

Grant Writing
8 hours, $75

In this course, participants will learn how to prepare for a grant opportunity, where to look for funding, how to avoid common mistakes, what writing style is most commonly required, what elements make up a winning proposal and what kind of projects granting agencies are most interested in funding today. Information on government, corporate and private foundation grants will be provided. Following the presentation, with the assistance of the presenter, participants will have the opportunity to ask questions, work in groups on real-life, non-profit, grant-search scenarios and work online to explore grant opportunities from various resources. Handout materials will include a list of free web-based grant directories and resources for finding grant-writing assistance.

CREATIVE WRITING

Short Stories and Novels
12 hours, $75

No textbook.
Supplies: Laptop (optional), paper, pens, 3-ring notebook—any size, flash drive. Student must have an email address.
Explore the basic elements of writing short stories and novels. Mystery, romance and science-fiction are the genres that will be covered in this class. Steps in creation to publication will be presented. You will come away from this class with new habits and ideas necessary for you to grow as a writer.
For beginner and intermediate writers.

KC—Longview
Hendrix Building, Room 206
ETWR 067N.801 2018 Q3
Mondays
March 26 to April 16, 2018
6:00 – 9:00 p.m.
4 weeks

Personal Writing
12 hours, $75

No textbook.
Supplies: Laptop (optional), paper, pens, 3-ring notebook—any size, flash drive. Students must have an email address.
Creative writing focuses on writing as an art form. This course will focus on the many different expressive writing styles such as blogs, fan-fics, social networking, memoir, travel writing and ghostwriting. These styles are all unique and will be helpful for you to find your own style.
For beginners and intermediate writers.

KC—Longview
Hendrix Building, Room 206
ETWR 067N.800 2018 Q3
Mondays
February 19 to March 19, 2018
6:00 – 9:00 p.m.
4 weeks

Kilgore College—Longview
Hendrix Building, Room 205
ETWR 1000.800 2018 Q3
Tuesdays and Thursdays
February 27 to March 8, 2018
6:00 -8:00 p.m.
2 weeks
Electric Power Technology

Electric Power Technology is a 10-week series of courses designed to prepare individuals for jobs as electrical lineworkers. Graduates earn an electric power technology certificate which is equivalent to a year of on-the-job training. The next courses will begin on March 5, 2018.

www.kilgore.edu/ept

Industrial Electrical Technology

Job-ready training for the manufacturing, industrial and mechanical workplace environments.

Graduates are qualified to enter the job market as an apprentice working under the direction of a licensed electrician.

Check the website for more information.

www.kilgore.edu/iet

Workplace Safety Classes

The Risk Management Institute provides FREE safety training, including OSHA 10- and 30-hour training in both Construction and General Industry.

Free safety training at Kilgore College is made possible by a generous grant from Texas Mutual Insurance Company.

Check the website for days and times.

www.kilgore.edu/rmi

Business Leadership Skills Certificate

Excel in the workplace. Gain experience and skills leading to employment promotion and career advancement.

Kilgore College prepares individuals for leadership in business with evening and weekend courses leading to a marketable skills certificate.

Check the website for a Spring 2018 schedule.

www.kilgore.edu/wdce
Kilgore College is approved by the Texas Real Estate Commission to teach Real Estate Sales courses. For more information, contact KC Longview at (903) 753-2642.

Basic ground school for the Federal Aviation Administration Private Pilot Certificate provides the student with the necessary aeronautical knowledge that can be used for private pilot certification. Topics include principles of flight, radio procedures, weather, navigation, aerodynamics, and Federal Aviation Administration regulations. PowerPoint and assignments will be available online to students. A book and supply list will be provided at registration. Classes begin March 5, 2018. This course costs $255!

For information on schedules and costs, please contact Diane Perkins at (903) 234-2044 or dperkins@kilgore.edu

Communication courses can also be offered as a company-specific contract. Contact Julie Allee at (903) 236-2054 or jallee@kilgore.edu
Computer Training

Continuing Education computer courses teach basic to advanced skills in software applications. Topics range from Microsoft Office Suite (Access, Excel, PowerPoint, Word) to keyboarding, enhancing digital photos, internet navigation, Windows Operating System and Quickbooks.

Weekday, evening and Saturday schedules are available.

For information on schedules and costs, please contact dperkins@kilgore.edu

Computer courses can also be offered as a company-specific contract. Contact (903) 236-2054; jallee@kilgore.edu

Adult Education and Literacy for GED, ESL, and academic skills improvement.

GED (General Education Development) Individuals who did not complete high school can prepare for the GED test. The test certifies an individual’s high school equivalency level competency in science, social studies, math, and language arts.

ESL (English as a Second Language) Individuals who have limited English proficiency are taught to communicate, read, write, speak, and understand English.

Academic Skills Improvement
Individuals who need to improve basic literacy skills in reading, writing, and math can enroll in classes, regardless of educational background. The classes may also assist individuals to prepare for pre-employment, college entrance, military entrance, and other examinations.

Free GED and ESL classes offered to adults 18 years and older at the Kilgore College—Longview, Hendrix Building. Day and evening classes are available at other locations in Gregg, Rusk, and Upshur Counties.

For further information, contact (903) 236-2004 or visit the AEL website at www.kilgore.edu/ael

VISIT

www.kilgore.edu
Online Courses offered via the Internet make it easy to achieve your goals from your home or office at any time of the day or night.

Visit www.ed2go.com/kilgore for Kilgore College online courses starting every month. To register and enroll, please contact (903) 988-7426 or e-mail emcclellan@kilgore.edu

CAREERS IN HEALTHCARE

Personnel are in high demand for professional jobs in healthcare and medical related fields. Kilgore College offers skills training needed by individuals entering or advancing in healthcare-related jobs.

- Anatomy and Physiology
- Dietetic Food Service Supervisor
- First Aid/CPR-Amer. Heart Assoc.
- Insurance Coding, CPT 4
- Insurance Coding, ICD 9
- Medic First Aid
- Medical Coding
- Medical Insurance Specialist
- Medical Terminology
- Medical Transcription
- Nursing Assistant-Longview
- Medication Administration
- Nursing Home Activity Director
- Phlebotomy

For information on schedules and costs, please contact Frank Mosley at (903) 983-8645 or fmosley@kilgore.edu

Some healthcare-related courses can also be offered as a company/organization-specific contract.

Manufacturing

Manufacturing Technician skills are in demand in East Texas. Learn the basics of machine fabrication and lathe fundamentals or brush up on industrial print reading, measurement techniques and shop math.

Evening and Saturday schedules are available.

Kilgore College offers computer drafting instruction in AutoCAD 2018 and Autodesk Inventor 2018 software applications.

Each course meets in the evening for six weeks.

For information on schedules and costs, please contact (903) 983-8677 or e-mail jwashburn@kilgore.edu

Drafting courses can also be offered as a company-specific contract. Contact Randy Lewellen at (903) 983-8130; rlewellen@kilgore.edu or rhorne@kilgore.edu
Registration Information

Payments
Tuition may be paid by cash, check, or money order. We accept Visa, Master Card, and Discover. There will be a $2.00 non-refundable convenience fee charged for credit card payments taken over the telephone. Checks should be made payable to Kilgore College for the amount of tuition only. Please include your driver’s license number and telephone number on your check.

Registration by Mail
Complete the form at the back of this schedule. Attach your check or money order for the appropriate amount. Do not send cash. Mail payment to the location where the course is offered. Payment should be received at least five days prior to the beginning of the course. Email options are available upon request.

Class Cancellation
Kilgore College reserves the right to cancel any course if enrollment is insufficient. Kilgore College will make every attempt to prevent undue hardship on students. The decision to conduct or to cancel the class is made as soon as possible to the first day of class. This provides every opportunity for sufficient enrollment. Students will receive 100% refund of tuition if the class is canceled.

Withdrawing from Class and Refunds
To formally withdraw from a Continuing Education and Workforce Development class, a student must contact the center where the course is offered, either by phone or in person during working hours. Phone numbers are listed under “3 Easy Ways to Register.” Mailed notification will be accepted and the postmark date will be the effective date for refunding. Refunds will be made within four to six weeks following the request. To receive your refund in check form, you will have to pick up the check at the cashier’s office in the Devall Student Center on the main campus. To have the refund check mailed to you, you must call 903-983-8101 to have your address verified. If the student has a current or active Ranger Card account, the refund will be credited to the card account automatically – which will also take four to six weeks. Students will receive full 100% refund of tuition if the class is canceled.

1 or 2 day classes: 100% refund less $15 matriculation fee - if requested prior to 1st class date
0% refund - on or after 1st class date

All other classes: 100% refund less $15 matriculation fee- if requested prior to 1st class date
70% refund - if requested prior to 3rd class date
0% refund - on or after 3rd class date
To register by mail

Complete the Course Registration Form on the following page and attach your check or money order for the appropriate amount. DO NOT SEND CASH. Mail to the location where the course is offered. The check should be received at least five days prior to the beginning of the course.
Registration will be accepted only if class space is available when this form is received. Payment is due at registration.

Date: ___________________  Student ID#: ___________________ (Assigned by Kilgore College)

SS#: ___________ - ___________ - ___________  In order to help us protect your Social Security number, the college computer system will convert your SS# into your student ID# for your record.

Name: __________________________ (Last Name)  (First Name)  (Middle Initial)

Mailing Address: __________________________  County: __________________________

City: __________________________  State: _____  Zip: ___________

Home Phone: ( ) _______ - ___________  Business or Cell Phone: ( ) _______ - ___________

Email: __________________________

Gender: ___  Male  Date of Birth: ________ / ________ / _____  ___  Female

Colleges and universities are asked by many, including the federal government, accrediting associations, college guides, newspapers, and our own college/university communities, to describe the racial/ethnic backgrounds of our students and employees.

In order to respond to these requests, we ask you to answer the following two questions:

1. Are you Hispanic or Latino? (Are you a person of Cuban, Mexican, Puerto Rican, South or Central American, or Other Spanish culture or origin, regardless of race?),

   _____ Yes  _____ No

2. Please select the racial or other category or categories with which you most closely identify. Check as many as apply:

   _____ American Indian or Alaska Native  _____ Asian  _____ Black or African American  
   _____ Native Hawaiian or Other Pacific Islander  _____ White

3. Please indicate your residency status?

   _____ U.S. Citizen  _____ Resident Alien  _____ Non-Resident Alien  Country __________________________

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<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Start Date</th>
<th>Tuition</th>
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Kilgore College seeks to provide equal educational and employment opportunities without regard to race, color, religion, national origin, sex, age, disability, marital status, veteran status or genetic data.

1100 Broadway Kilgore, TX 75662 • 300 S. High Street, Longview, TX 75601
Campus Buildings
1. Longview North Building
2. Hendrix Building
3. Cosmetology Building
4. Industrial Maintenance Technology Shop Building
5. Industrial Maintenance Technology Classroom Building

Parking
Campus Police