Classes fill quickly, so early registration is encouraged!

WWW.KILGORE.EDU/WDCE

Kilgore College-Kilgore
(903) 983-8661

Kilgore College-Longview
(903) 753-2642

CLASSES OFFERED IN KILGORE, LONGVIEW & HENDERSON!
One of the primary missions of Kilgore College Community Education & Workforce Development is to provide opportunities of lifelong learning for adults in the community. Community Education non-credit courses are designed with many 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 your self-image

KC also offers many occupational courses and programs. In an effort to better serve the area, Workforce Development contracts with business and industry to provide non-credit courses and programs designed to meet specific industrial needs.

For additional information about Community Education classes, call KC-Kilgore at (903) 983-8661 or call KC-Longview at (903) 753-2642. Some classes are also offered in Henderson at the Henderson Higher Education Center. For more information about Workforce Development & Community Education classes, contact information is listed below:

**Locations & Phone Numbers:**

<table>
<thead>
<tr>
<th>Workforce Development &amp; Community Education</th>
<th>KC-Longview</th>
<th>KC Health Sciences</th>
<th>Whitten Applied Technology Center</th>
<th>Workforce Development Corporate Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kilgore, TX 75662 (903) 983-8661</td>
<td>300 S. High Street Longview, TX 75601 (903) 753-2642</td>
<td>800 Ross Ave. Kilgore, TX 75662 (903) 983-8645</td>
<td>1306 S. Henderson Blvd. Kilgore, TX 75662 (903) 988-7576</td>
<td>1208 Broadway Blvd. Kilgore, TX 75662 (903) 983-8287</td>
</tr>
</tbody>
</table>

**Business Hours:**

<table>
<thead>
<tr>
<th>KC-Kilgore:</th>
<th>KC-Longview:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday, 7:45 a.m. to 5 p.m. Friday, 7:45 a.m. to 3:45 p.m.</td>
<td>Monday - Thursday, 7:45 a.m. to 6 p.m. Friday, 7:45 a.m. to 2:30 p.m.</td>
</tr>
</tbody>
</table>
Community Education & Workforce Development courses are open to anyone without formal admission to Kilgore College. Generally, there are no entrance requirements. Some programs may require proof of a bacterial meningitis vaccination. Course descriptions include prerequisites when appropriate.

Books & 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 KC-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 non-credit courses sponsored by the college. Kilgore College Community 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 General Education Development (GED) 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 English as a Second Language (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.
<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
</tr>
</thead>
</table>

**General Information** .............................................................. 1

**ART**

Art classes ...................................................................................... 4

**BUSINESS**

Intro to Accounting ................................................................. 4
Accounting & Finance for Non-Financial Managers .... 4
Business English............................................................................. 4
Business Writing.............................................................................. 4
Business Principles......................................................................... 4
Entrepreneurship & Economic Development......................... 5
Small Business Management & Entrepreneurship...... 5
Managing Conflict in the Workplace ........................................... 5
Managing Different Generations................................................. 5

**BUSINESS LEADERSHIP SKILLS CERTIFICATE**

Communication Skills for Managers & Supervisors .... 6
Leadership Skills for Managers & Supervisors .......... 6
Performance Management Skills................................. 6
Professional Business Speaking Skills ........................ 7
Quality Customer Service .................................................... 7
Team Building in the Workplace ........................................ 7
Workplace Issues for Managers & Supervisors...... 8
Workplace Critical Thinking & Problem-Solving .... 8

**COMPUTER CLASSES**

QuickBooks® Essentials ............................................................. 8
Computer Applications I ........................................................... 8
Beginning Computers ............................................................. 8
CCNA 1: Introduction to Networks...................................... 9
Game Development Using C++................................. 9
Google® IT Support Professional Certificate ............. 9
Information Technology Security .................................... 9
Internet/Webpage Development .................................... 10

**CULINARY ARTS**

Dietetic Food Service Supervisor .................................................. 10

**ELECTRIC POWER TECHNOLOGY**

Electrical Power Technology Certificate ................................. 10

**FOREIGN LANGUAGES**

Sign Language - Interpreting Artistic Texts (Music) ... 10

**HEALTH & MEDICAL-RELATED**

Basic Life Support for Healthcare Professionals ...... 11
Medication Administration .................................................... 11
Medication Administration Update ................................. 11
Pharmacy Technician .............................................................. 12
Phlebotomy ........................................................................ 12
Certified Nurse Assistant (Aide) ..................................... 12
Certified EKG Technician (CET) ................................. 13
Certified Patient Care Technician (CPCT) ................. 13

**HUMAN RESOURCES**

HR Specialist Certificate .......................................................... 13
Benefits and Compensation ..................................................... 13
Customer Service Essentials for HR .............................. 14
Diversity in the Workplace ...................................................... 14
Employee Training & Development ............................... 14
Employment Law ................................................................. 14
Employee Relations ............................................................... 15
Human Resource Management Principles .................. 15
Evaluating Performance Improvement Intervention .... 15
Interviewing Skills for Employers ................................. 15
Project Management Fundamentals ............................... 16
Safety Communications & Procedures for HR .... 16
# TABLE OF CONTENTS

SHRM® Free Information Sessions ........................................ 16
SHRM® Essentials of Human Resources ............................... 16
SHRM® Learning System ................................................. 17

## INDUSTRIAL & RESIDENTIAL ELECTRICAL TECHNOLOGY

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Electrical Controls</td>
<td>17</td>
</tr>
<tr>
<td>Electrical Motors</td>
<td>17</td>
</tr>
<tr>
<td>Electrical Print Reading</td>
<td>18</td>
</tr>
<tr>
<td>Electrical Safety</td>
<td>18</td>
</tr>
<tr>
<td>Fundamentals of Electricity</td>
<td>18</td>
</tr>
<tr>
<td>Industrial Wiring</td>
<td>18</td>
</tr>
<tr>
<td>National Electric Code</td>
<td>18</td>
</tr>
<tr>
<td>Residential Wiring</td>
<td>19</td>
</tr>
<tr>
<td>Troubleshooting Electrical Systems</td>
<td>19</td>
</tr>
</tbody>
</table>

## MANUFACTURING TECHNICIAN CERTIFICATE

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Logistics</td>
<td>19</td>
</tr>
<tr>
<td>Manufacturing Processes</td>
<td>19</td>
</tr>
<tr>
<td>Precision Tools &amp; Measurements</td>
<td>20</td>
</tr>
<tr>
<td>Principles of Lean Manufacturing</td>
<td>20</td>
</tr>
<tr>
<td>Print Reading for Industry</td>
<td>20</td>
</tr>
<tr>
<td>Shop Math</td>
<td>20</td>
</tr>
<tr>
<td>Shop Safety</td>
<td>21</td>
</tr>
<tr>
<td>Specialized Computer Applications</td>
<td>21</td>
</tr>
<tr>
<td>Workplace Communications</td>
<td>21</td>
</tr>
</tbody>
</table>

## MUSIC ACADEMY

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Group Piano Lessons</td>
<td>22</td>
</tr>
<tr>
<td>Private Piano Lessons</td>
<td>22</td>
</tr>
</tbody>
</table>

## REAL ESTATE

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles &amp; Practices I (Texas-Specific)</td>
<td>23</td>
</tr>
<tr>
<td>Law of Contracts (Texas-Specific)</td>
<td>23</td>
</tr>
<tr>
<td>Principles &amp; Practices II (Texas-Specific)</td>
<td>24</td>
</tr>
<tr>
<td>Law of Agency (Texas-Specific)</td>
<td>24</td>
</tr>
<tr>
<td>Promulgated Contract Forms (Texas-Specific)</td>
<td>24</td>
</tr>
<tr>
<td>Real Estate Finance (Texas-Specific)</td>
<td>24</td>
</tr>
<tr>
<td>Real Estate Exam Review</td>
<td>25</td>
</tr>
</tbody>
</table>

## RISK MANAGEMENT INSTITUTE

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Risk Management Institute Information</td>
<td>25</td>
</tr>
</tbody>
</table>

## TRANSPORTATION INSTITUTE (CDL)

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>CDL Permit Training</td>
<td>25</td>
</tr>
<tr>
<td>CDL Class &quot;A&quot; License Training</td>
<td>25</td>
</tr>
</tbody>
</table>

## WELDING

<table>
<thead>
<tr>
<th>Course</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Refresh of Welding Skills</td>
<td>25</td>
</tr>
</tbody>
</table>
Business

Intro to Accounting

48 hours, 8 weeks, $240 (ACNT 1003)

A study of analyzing, classifying and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations and payroll.

Dates: Aug. 23 to Oct. 15, 2021
Days: Mondays-Thursdays, 1 to 2:20 p.m.
Location: Kilgore campus, Bonnie Porter Admin. Bldg.
More info: Contact Jana Campbell at (903) 236-2021 or jcampbell@kilgore.edu

Accounting & Finance for Non-Financial Managers

8 hours, 2 weeks, $125
(BMGT 2006 - Specialized Training in General Business & Leadership)

This course places emphasis on the development & use of accounting for managerial decision-making in manufacturing, service & for-profit settings. Topics: managing internal controls for cost/budgeting, analyzing profit/loss statements, recognizing/correcting financial problems & utilizing formulas for organizational profitability.

Dates: Begins Sept. 3, 2021
Days: Fridays, 8 a.m. to Noon for two weeks
Location: Kilgore campus
More info: Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu

Business Writing

8 hours, 2 weeks, $125 (POFT 1004)

Covers written skills for effective business communication. Topics: grammar, sentence structure, punctuation, capitalization, spelling & composition of business letters, memos & reports.

Dates: Begins Nov. 5, 2021
Days: Fridays, 8 a.m. to Noon for two weeks
Location: Kilgore campus
More info: Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu

Business Principles

48 hours, 8 weeks, $240 (BUSG 1001)

Provides a survey of economic systems, forms of business ownership & considerations for running a business. Learn various aspects of business, management & leadership functions; organizational considerations & decision-making processes. Financial topics include accounting, money, banking & security markets.

Dates: Aug. 23 to Oct. 15, 2021
Days: Mondays-Thursdays, 10 to 11:20 a.m.
Location: Kilgore campus, Bonnie Porter Admin. Bldg.
More info: Contact Jana Campbell at (903) 236-2021 or jcampbell@kilgore.edu

Please visit www.kilgore.edu/wdce for any art classes that are currently scheduled (including drawing, photography, painting, etc.)
Entrepreneurship & Economic Development

48 hours, 8 weeks, $240 plus textbook (BUSG 1007)

Overview of entrepreneurship as an economic development strategy. Includes community support systems for entrepreneurs. Students learn to identify community economic issues; explain the benefits of entrepreneurship as an economic development strategy; identify characteristics of successful entrepreneurs in a local community; and develop a collaborative support system for entrepreneurs.

Dates: Aug. 23 to Oct. 15, 2021
Days: Mondays-Thursdays, 1 to 2:20 p.m.
Location: Kilgore campus, Bonnie Porter Admin. Bldg.
More info: Contact Jana Campbell at (903) 236-2021 or jcampbell@kilgore.edu

Small Business Management & Entrepreneurship

48 hours, 8 weeks, $240 plus textbook (BUSG 2009)

Overview of entrepreneurship as an economic development strategy. Includes community support systems for entrepreneurs. Students learn to identify community economic issues; explain the benefits of entrepreneurship as an economic development strategy; identify characteristics of successful entrepreneurs in a local community; and develop a collaborative support system for entrepreneurs.

Dates: Oct. 18 to Dec. 10, 2021
Days: Mondays-Thursdays, 1 to 2:20 p.m.
Location: Kilgore campus, Bonnie Porter Admin. Bldg.
More info: Contact Jana Campbell at (903) 236-2021 or jcampbell@kilgore.edu

Managing Conflict In the Workplace

8 hours, 2 weeks, $125 (BMGT 1010 - Introduction to Supervision)

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

BMGT 1010.0001 Q1

Dates: Begins Sept. 24, 2021
Days: Fridays, 8 a.m. to Noon for two weeks
Location: Kilgore campus
More info: Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu

Managing Different Generations

8 hours, 2 weeks, $125 (BMGT 1012 - Fundamentals of Management)

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

BMGT 1010.0001 Q1

Dates: Begins Oct. 15, 2021
Days: Fridays, 8 a.m. to Noon for two weeks
Location: Kilgore campus
More info: Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu
Business Leadership Skills Certificate

The following eight courses can be taken stand-alone or as a part of an eight-course certificate. This is for those who want to advance into a supervisory position, new to management or seeking jobs as managers & need to enhance personal skills. Completers of all eight courses will receive a 144-hour Business Leadership Skills Certificate. Students have the option to attend face-to-face class meetings or access class meetings using video conferencing.

For more info, contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu.

Leadership Skills for Managers & 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 is 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 1020.0001 Q1
  Tuesday-Friday
  Begins Sept. 7, 2021
  8 a.m. to 12:30 p.m. for 4 days

- BMGT 1020.0002 Q1
  Monday-Thursday
  Begins Nov. 1, 2021
  8 a.m. to 12:30 p.m. for 4 days

More info: Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu

Communication Skills for Managers & Supervisors

18 hours, $150
(BMGT 1022 – Workplace Communications)

Communication skills essential for supervisors & managers in the workplace. Topics include communication styles,  listening/effective verbal/non-verbal communication skills.

Kilgore campus:

- BMGT 1022.0001 Q1
  Monday-Thursday
  Begins Aug. 30, 2021
  8 a.m. to 12:30 p.m. for 4 days

- BMGT 1022.0002 Q1
  Monday-Thursday
  Begins Oct. 25, 2021
  8 a.m. to 12:30 p.m. for 4 days

More info: Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu

Performance Management Skills

18 hours, $150
(BMGT 1011 – Employee Performance Review)

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

Kilgore campus:

- BMGT 1011.0001 Q1
  Monday-Thursday
  Begins Oct. 4, 2021
  8 a.m. to 12:30 p.m. for 4 days
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 is on how to improve listeners’ retention & eye contact when making business presentations.

Kilgore campus:

POFT 1002.0001 Q1
Monday-Thursday
Begins Sept. 27, 2021
8 a.m. to 12:30 p.m. for 4 days

POFT 1002.0002 Q1
Mondays-Tuesdays
Begins Nov. 22, 2021
8 a.m. to 12:30 p.m. for 2 weeks

More info: Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu

Team Building in the Workplace

18 hours, $150
(POFT 1019 – Team Building in the Workplace)

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

Kilgore campus:

BMGT 1019.0001 Q1
Monday-Thursday
Begins Sept. 20, 2021
8 a.m. to 12:30 p.m. for 4 days

BMGT 1019.0002 Q1
Monday-Thursday
Begins Nov. 15, 2021
8 a.m. to 12:30 p.m. for 4 days

More info: Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu

Quality Customer Service

18 hours, $150
(POFT 1005 – Introduction to Customer Service)

Covers the supervisor’s role in the customer service process. Topics include dealing with angry customers, effectively handling customer complaints & how to develop a quality customer environment.

Kilgore campus:

BUSG 1005.0001 Q1
Monday-Thursday, 8 a.m. to Noon
Begins Sept. 13, 2021
8 a.m. to 12:30 p.m. for 4 days

BUSG 1005.0002 Q1
Monday-Thursday
Begins Nov. 8, 2021
8 a.m. to 3 p.m. for 4 days

More info: Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu
Workplace Issues for Managers & Supervisors

18 hours, $150
(BMGT 1012 – Fundamentals of Management)

Covers the knowledge, skills & processes required to address today’s workplace issues legally, productively & with sensitivity. Topics include managing workplace diversity, preventing violence & harassment, employment law for leaders & coping with stress.

Kilgore campus:

BMGT 1012.0001 Q1
Monday-Thursday
Begins Oct. 11, 2021
8 a.m. to 12:30 p.m. for 4 days

BMGT 1012.0002 Q1
Monday-Thursday
Begins Dec. 8, 2021
8 a.m. to 12:30 p.m. for 4 days

More info: Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu

Workplace Critical Thinking & Problem-Solving

18 hours, $150
(BMGT 10004 – Workplace Critical Thinking & Problem-Solving)

Emphasizes structured approaches for interpreting data for effective problem-solving, recommending corrective action, critical thinking and problem-solving theories/methods to improve productivity & profitability.

Kilgore campus:

BMGT 1004.0001 Q1
Monday-Thursday
Begins Oct. 18, 2021
8 a.m. to 12:30 p.m. for 4 days

BMGT 1004.0002 Q1
Monday-Thursday
Begins Dec. 15, 2021
8 a.m. to 12:30 p.m. for 4 days

More info: Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu

QuickBooks Essentials

24 hours, 4 weeks, $150 plus textbook (ACNT 1010)

Intro to popular business/personal productivity software applications. QuickBooks Online will be emphasized.

Dates: Oct. 5-28, 2021
Days: Tuesdays & Thursdays, 6 to 9 p.m.
Location: KC-Longview
More info: Contact Jana Campbell at (903) 236-2021 or jcampbell@kilgore.edu.

Computer Applications I

80 hours, 8 weeks, $240

Provides an overview of computer office applications including terminology & technology. Basic introduction to computer hardware, software applications including Excel/PowerPoint & procedures.

POFT 1001 (hybrid):

Dates: Oct. 18 to Dec. 10, 2021
Days: Mondays/Wednesdays, 10 a.m. to 12:20 p.m.
Location: KC-Longview
More info: Contact Jana Campbell at (903) 236-2021 or jcampbell@kilgore.edu.

POFT 1001 (online):

Dates: Begins Oct. 18, 2021

Beginning Computers

24 hours, 12 weeks, $150 plus textbook

Learn how computers are used in today’s business environment & the basics of using a software productivity suite (word processing, spreadsheets, database).

ITSC 1012 (in-person):

Dates: Sept. 2 to Nov. 18, 2021
Days: Thursdays, 6 to 8 p.m.
Location: KC-Longview
More info: Contact Jana Campbell at (903) 236-2021 or jcampbell@kilgore.edu.
CCNA 1: Introduction to Networks

80 hours, 8 weeks, $340 (includes textbook)

This course covers networking architecture, structure, and functions; introduces the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations to provide a foundation for the curriculum.

ITSC 1014 (online):

Dates: Oct. 18 to Dec. 10, 2021
Location: Online
More info: Contact Jana Campbell at (903) 236-2021 or jcampbell@kilgore.edu.

Game Development Using C++

66 hours, 11 weeks, $330 (includes textbook)

Skill development in C++ programming for games and simulations. Students learn to utilize standard game libraries; examine interfaces, exceptions, file access, and random numbers; and create basic game or simulation frameworks building upon C++ knowledge. Curriculum accommodates students with no coding experience as well as experienced programmers.

GAME 2042 (in-person):

Dates: Sept. 8 to Nov. 22, 2021
Days: Mondays & Wednesdays, 6 to 9 p.m.
Location: Kilgore campus, Bonnie Porter Admin. Bldg.
More info: Contact Jana Campbell at (903) 236-2021 or jcampbell@kilgore.edu.

Google® IT Support Professional Certificate

108 hours, 18 weeks, $600 (includes textbook)

The IT Support Professional Certificate, developed by Google, helps students prepare for entry-level jobs in IT Support in just a few months. No previous IT experience is necessary. This course includes the following units:

- Technical Support Fundamentals
- The Bits and Bytes of Computer Networking
- Operating Systems and You: Becoming a Power User
- System Administration and IT Infrastructure Services
- IT Security: Defense Against the Digital Dark Ages

Courses are taught using a blended approach (Hybrid). Experienced IT professionals teach students in a classroom setting 3 hours each week. In-between classes, students utilize online resources and assessments for an additional 3 hours of learning. At the end of the program, students earn the IT support Professional Certificate and have the option of making their credentials available to selected employers.

ITSC 1091 (hybrid):

Dates: Aug. 4 to Dec. 8, 2021
Days: Wednesdays, 6 to 9 p.m.
Location: KC-Longview
More info: Contact Jana Campbell at (903) 236-2021 or jcampbell@kilgore.edu.

Information Technology Security

64 hours, 8 weeks, $240 (plus textbook)

Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses. Course meets 4 hours a week in person, with 4 hours of supplemental online instruction each week.

ITSY 1042 (hybrid):

Dates: Aug. 23 to Oct. 15, 2021
Days: Mondays/Wednesdays, 10:30 a.m. to 12:20 p.m.
Location: Kilgore campus, Bonnie Porter Admin. Bldg.
More info: Contact Jana Campbell at (903) 236-2021 or jcampbell@kilgore.edu.
Internet/Webpage Development

64 hours, 8 weeks, $240 (plus textbook)

Instruction in the use of internet concepts and the introduction to webpage design and development.

**ITSC 1019 (online):**

**Dates:** Aug. 23 to Oct. 15, 2021  
**Location:** Online  
**More info:** Contact Jana Campbell at (903) 236-2021 or jcampbell@kilgore.edu.

**Culinary Arts**

If you are looking for an exciting career, check out the KC Electrical Power Technology Certificate. Upon completion of the 10-week course, graduates can earn an electrical power certificate & job opportunities with electric power companies & contractors. The KC EPT Certificate is an approved WIOA program.

The class is 10 weeks long. Cost is $3,100.

**More info:** Visit www.kilgore.edu/kcept or Contact Rob Horn at rhorn@kilgore.edu or (903) 988-7576.

Dietetic Food Service Supervisor

120 hours, 15 weeks, $675 (IFWA - 1043)

Provides a solid management foundation for anyone interested in the food service industry. The curriculum is approved by the American Dietetic Association. Upon completion of the course, students with two years of institutional food service management experience may apply under Pathway 3 to take the National Certified Dietary Manager (CDM) ANFP exam.

**Dates:** Sept. 1 to Dec. 16, 2021  
**Location:** Kilgore campus  
**Eligibility Requirements:** www.kilgore.edu/wdce  
**Days:** Wednesdays & Thursdays, 5:30 to 9:30 p.m.

**More info:** (903) 983-8645 or email shsce@kilgore.edu

**Registration Deadline:** Aug. 2, 2021

Electric Power Technology

**Foreign Language**

**Sign Language - Interpreting Artistic Texts (Music)**

32 hours, 8 weeks, $150

Intro to the art of interpretation of artistic texts through music incorporating rhythm, fluidity of sign language production while maintaining conceptual accuracy & clarity.

**SLNG 1006 (in-person):**

**Dates:** Oct. 11 to Dec. 9, 2021  
**Days:** Mondays & Thursdays, 6-9 p.m.  
**Location:** KC-Longview  
**More info:** Contact Jana Campbell at (903) 236-2021 or jcampbell@kilgore.edu.
The Science and Health Sciences division is located in the Canterbury Engineering Science Building, 800 Ross Avenue, Room 207, on the Kilgore campus. Registrations are accepted by the following methods:

**By phone:** (903) 983-8645 or (903) 988-3787  
**By email:** shsce@kilgore.edu  
**By fax:** (903) 988-7543  
**By mail:** Mail your registration form to:  
Kilgore College  
Health Sciences CE  
1100 Broadway  
Kilgore, TX 75662

**In Person:** KC Canterbury Engineering Science Building, Room 207 (Kilgore campus)

### Basic Life Support for Healthcare Providers

7 hours, 1 day

*(This class is free as part of the Risk Management Institute, thanks to a grant from Texas Mutual Insurance.)*

(EMSP 1020 – Basic Life Support for Healthcare Providers)

This course by the American Heart Association teaches how to recognize several life-threatening emergencies, give chest compressions, effective ventilations using a barrier device & provide early use of an AED. Reflects science & education from the AHA Guidelines Update for CPR and Emergency Cardiovascular Care (ECC). Topics include CPR for adults, children & infants, the AHA Chain of Survival (specifically BLS components), multi-rescuer resuscitation & performance as an effective team member during multi-rescuer CPR, relief of foreign-body obstruction (choking) for adults & infants. Pre-registration is required as class size is limited.

**Classes offered from 7:45 a.m. to 3:45 p.m. on these Fridays:**

- July 9, 2021  
- Aug. 6, 2021  
- Sept. 10, 2021  
- Oct. 1, 2021  
- Nov. 5, 2021  
- Dec. 3, 2021

**More info:** Contact Julie Franklin at (903) 988-7452 or email jfranklin@kilgore.edu

### Medication Administration

140 hours, 11 weeks, $765  
(NURA 1013 – Medication Administration for the Nurse Aide/Home Health Aide)

**Spring Course:** Sept. 14 to Dec. 2, 2021  
*Tuesdays/Wednesdays/Thursdays*  
8:30 a.m. to 12:30 p.m.

**Location:** Canterbury Engineering Science Building, 800 Ross Avenue, Kilgore, TX, Room 237.

This course is designed to prepare nurse aides who are currently employed in health care institutions with skills needed to administer certain medications. Students completing the Medication Administration course may sit for the State of Texas exam. Other expenses include cost for any requirements, the required textbook, and a combined state application and exam fee of $25. A background check is required. Eligibility Requirements are listed online at [www.kilgore.edu/wdce](http://www.kilgore.edu/wdce).

**More info:** (903) 983-8645 or email shsce@kilgore.edu

### Medication Administration Update

7 hours, 1 day for on-site class, $80 for on-site & online  
(NURA 1041 – Professional Development: Medication Aide)

Required for medication aides to retain their medication administration certification. KC offers a class each month either on-site or online. Registration & payment should be made no later than Wednesday at noon the week of the class and Tuesday if the class is on Friday. Each class limited to 24 students.

**Eligibility Requirements:** [www.kilgore.edu/wdce](http://www.kilgore.edu/wdce)

**On-site (face-to-face) classes:** Room 237, Canterbury Engineering Science Bldg., 800 Ross Ave., Kilgore

- Sept. 17, 2021 (Friday) 9 a.m. to 5 p.m.  
- Nov. 5, 2021 (Friday) 9 a.m. to 5 p.m.

(Online classes listed on next page)
Online classes:
(Must have internet access and use of a personal computer or laptop. A smart phone or tablet will not work for this class.)

June 1 to Aug. 31, 2021
(Registration deadline is July 31, 2021)

Aug. 1 to Oct. 31, 2021
(Registration deadline is Sept. 30, 2021)

Oct. 1 to Dec. 31, 2021
(Registration deadline is Nov. 30, 2021)

There is always a class available to enroll in. Complete at your own pace up until the end date of the course. The course material of the online class is the same as the on-site course.

More info: (903) 983-8645 or email shsce@kilgore.edu

Pharmacy Technician

308 hours, 16 weeks, $1,832 (includes insurance & initial exam fee)
(PHRA 1001: 64 hours; PHRA 1013: 64 hours; PHRA 1005: 80 hours; PHRA 1061: 100 hours)

Classroom and Online: Hybrid format (Must have computer access):

Fall Program: Aug. 19 to Dec. 17, 2021
Registration deadline: July 19, 2021
Paperwork deadline: Aug. 9, 2021
Classroom: Mon/Wed/Thurs, 5-9 p.m. for 16 weeks

Eligibility Requirements: www.kilgore.edu/wdce

NOTE: There is a selection process to be allowed admission into the program.

More info: (903) 983-8645 or email shsce@kilgore.edu

Phlebotomy

200 hours, 13 weeks, $875

(PLAB 1023 – Phlebotomy; PLAB 1060 – Clinical Phlebotomy)
($480 tuition, $365 Clinical, $30 required insurance)

Eligibility Requirements: www.kilgore.edu/phlebotomy

NOTE: There is a selection process for admission into this program.

Certified Nurse Assistant (Aide)

112 hours, 5 weeks, $720

(NURA 1001 – Nurse Aide for Health Care; NURA 1060 – Clinical Nurse Aide for Health Care)

Provides knowledge, skills & abilities essential to provide basic care to residents of long-term care facilities. Topics include residents’ rights, communication, safety, observation, reporting & assisting residents in maintaining basic comfort & safety. Emphasis on effective interaction with members of the health care team, restorative services, mental health & social services needs. Additional expenses: Required textbook ($165), national exam fee ($90), drug screen and background check ($46), Scantrons, clinical attire ($80), vaccinations, documentation and CPR certification ($40), the cost of a drug screen/background check.

More info: (903) 983-8645 or email shsce@kilgore.edu

Fall Program: Sept. 7 to Dec. 7, 2021
Registration deadline: Aug. 6, 2021
Paperwork deadline: Aug. 23, 2021

Classroom: Tuesdays, 9 a.m. to 2 p.m. all 13 weeks
Classroom: Thursdays, 9 a.m. to 2 p.m. first 7 weeks
Clinical: Assigned 100 hours starting after week 7,
Usually Mon–Fri., 8 a.m. to 5 p.m.

The phlebotomy program is selecting applicants to enter the next KC course. Students will learn proper venipuncture techniques. Completers will test for the American Society of Phlebotomy Technicians national certification. There is a selection process for admission. Additional expenses: Required textbook ($165), national exam fee ($90), drug screen and background check ($46), Scantrons, clinical attire ($80), vaccinations, documentation and CPR certification ($40), the cost of a drug screen/background check.

More info: (903) 983-8645 or email shsce@kilgore.edu
Certified EKG Technician (CET)

60 hours, 4 weeks, $600 (ECRD 1011)

This course provides the fundamentals of cardiovascular anatomy and physiology. Includes basic electrocardiography procedures, interpretation of basic dysrhythmias, and appropriate treatment modalities. Upon successful completion of the course, the student will be prepared to take the credentialing exam.

Dates: Sept. 27 to Oct. 4, 2021
Days: TBD, 15 classroom hours per week
Registration deadline: Aug. 27, 2021

Eligibility Requirements: www.kilgore.edu/wdce

More info: (903) 983-8645 or email shsce@kilgore.edu

Certified Patient Care Technician (CPCT)

96 hours, 6 weeks, $805
(NUPC 1020: 48 hours; NUPC 1060: 48 hours)

This course provides the training, skills, and knowledge needed to gain employment as a Patient Care Technician in a hospital setting. Upon successful completion of the course the student will be able to assist patients in the acute care setting with activities of daily living, measure vital signs, communicate effectively with patients, family members and staff. Students will also be prepared to take the credentialing exam.

Prerequisite: Successfully completed and received credential from Kilgore College for Phlebotomy, Certified Nurse Aide, and EKG or provide documentation for equivalent courses/credentials.

Dates: Nov. 1 to Dec. 17, 2021
Days: TBD, 16 classroom/clinical hours per week
Registration deadline: Oct. 1, 2021

Eligibility Requirements: www.kilgore.edu/wdce

More info: (903) 983-8645 or email shsce@kilgore.edu

Human Resources

HR Specialist Certificate

Classes in HR can lead to a career or enhance small business owners’ knowledge of employee management. The HR Specialist Certificate can put job applicants a step ahead of the competition. It can also save resources when employers & supervisors know the proper regulatory requirements for managing their workforce. Students have the option to attend face-to-face class meetings or access class meetings through video conferencing.

More info: Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu

Benefits & Compensation

48 hours, $375
(HRPO 2006 – Benefits and Compensation)


Kilgore campus:

HRPO 2006.0001 Q1
Mondays-Thursdays
 Begins Nov. 8, 2021
8 a.m. to 2 p.m. for 10 days

More info: Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu
Customer Service Essentials for Human Resources

12 hours, $150
(BUSG 1005 – Introduction to Customer Service)

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.

*Kilgore campus:*

BUSG 1005.003 Q1
Tuesday-Thursday
Begins Sept. 7, 2021
8 a.m. to Noon for 3 days

More info: Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu

Diversity in the Workplace

12 hours, $150
(HRPO 1008 – Diversity in the Workplace)

This course covers the impact of diversity on individual and organizational performance. Topics include diversity concepts, bias, stereotyping, discrimination, individual differences, performance and organizational outcomes, and techniques that improve interaction and organizational effectiveness.

HRPO 1008.0002 Q2
Monday-Wednesday
Begins Sept. 13, 2021
8 a.m. to Noon for 3 days

More info: Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu

Employee Training & Development

24 hours, $225
(HRPO 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.

*Kilgore campus:*

HRPO 1003.0001 Q1
Mondays-Thursdays
Begins Oct. 7, 2021
8 a.m. to 2 p.m. for 5 days

More info: Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu

Employment Law

24 hours, $225
(HRPO 1004 – Employment Law)

This course is an overview of laws and legal issues related to employment practice.

*Kilgore campus:*

HRPO 1004.0001 Q1
Mondays-Thursdays
Begins Sept. 16, 2021
8 a.m. to 3 p.m. for 5 days

More info: Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu
**Employee Relations**

36 hours, $275  
(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/key legislation affecting the employee relations function of HR management.

**Kilgore campus:**

HRPO 2004.0001 Q1  
Mondays-Thursdays  
Begins Oct. 18  
8 a.m. to 2 p.m. for 8 days

**More info:** Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu

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**Human Resource Management Principles**

12 hours, $150  
(HRPO 1000 – Understanding the Human Resources Function)

An introduction to the theory and practice of human resource management. Emphasis is on human resources functions, recruitment, selection, retention strategies, and policy-making processes.

**Kilgore campus:**

HRPO 1000.0001 Q1  
Monday-Wednesday  
Begins Aug. 30, 2021  
8 a.m. to Noon for 3 days

**More info:** Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu

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**Evaluating Performance Improvement Intervention**

18 hours, $175  
(HRPO 1007 – Evaluating Performance Improvement Intervention)

Course covers assessment evaluation theories applied to performance reviewing skills, performance gaps & feedback techniques.

**Kilgore campus:**

HRPO 1007.0001 Q1  
Monday-Thursday  
Begins Sept. 27, 2021  
8 a.m. to 12:30 p.m. for 4 days

**More info:** Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu

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**Interviewing Skills for Employers**

12 hours, $150  
(HRPO 2008 – Interviewing Skills for Employers)

This course covers competency-based interviewing and selection techniques. Topics include interview questions that focus on job-related competencies, past behavior, and motivation for the job; techniques that make a positive impression on the applicant; legal issues in interviewing; and hiring data evaluation.

**Kilgore campus:**

HRPO 2008.0001 Q1  
Monday-Wednesday  
Begins Oct. 4, 2021  
8 a.m. to Noon for 3 days

**More info:** Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu
Project Management Fundamentals

18 hours, $175
(BMGT 1021 – Introduction to Project Management)

Covers methods for planning/controlling projects. Topics: project management concepts/models, critical path, analysis of time/cost benefits & resources.

Kilgore campus:

BMGT 1021.0001 Q1
Monday-Thursday
Begins Nov. 1, 2021
8 a.m. to 2 p.m. for 4 days

More info: Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu

Safety Communications & Procedures for Human Resources

40 hours, $375
(OSHT 2015 – Safety Communications)

Covers essential safety communications & knowledge for individuals working in HR positions. Topics: safety instructions/procedures; unsafe working conditions; incident reporting & applicable regulatory standards.

Kilgore campus:

OSHT 2015.0001 Q2
Mondays-Thursdays
Begins Dec. 1, 2021
8 a.m. to 2 p.m. for 8 days

More info: Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu

SHRM Essentials of Human Resources

18 hours, $525
(HRPO 1000 – Understanding the Human Resource Function)

SHRM Essentials of Human Resources® is an entry-level HR-training program for anyone new to HR or anyone wanting to strengthen his/her employee management skills. Become a better manager & protect your company from needless litigation. This is for junior-level HR practitioners, anyone who hires/manages employees. Students can attend face-to-face class meetings or access class through video conferencing. Training materials included.

Kilgore campus:

HRPO 1000.0002 Q1
Begins Sept. 23, 2021
6:30 to 9 p.m. on Thursdays for 6 weeks
Registration deadline: Sept. 9, 2021

More info: Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu
SHRM Learning System®

36 hours, $995
(HRPO 2030 – Human Resource Certification Test Preparation)

Designed for managers & staff with experience in general management or HR management, HR professionals planning to take the SHRM-CP or SHRM-SCP certification exam or experienced managers new to the HR field. Includes 4 knowledge domains: People, Organization, Workplace & Strategy; and 8 behavioral competencies; Leadership/Navigation, Ethical Practice, Business Acumen, Relationship Management, Consultation, Critical Evaluation, Global/ Cultural Effectiveness & Communication. Attend face-to-face class meetings or access class through video conferencing. Training materials included.

Kilgore campus:

HRPO 2030.0001 Q1
Begins Aug. 31, 2021
6:30 to 9 p.m. on Tuesdays for 12 weeks
Registration Deadline: Aug. 19, 2021

More info: Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu

KC’s Industrial/Residential Electrical Technology Certificate consists of nine courses. This training prepares students to be job-ready for manufacturing and industrial/mechanical environments. Graduates are qualified to enter the workforce as an apprentice working under the direction of a licensed electrician.

Electrical Controls

20 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:

ELPT 1002.0001 Q1
Mondays-Thursdays
Begins Oct. 27, 2021
8 a.m. to 2 p.m. for 5 days

More info: Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu

Electrical Motors

48 hours, $375
(IEIR 1006 – Electric Motors)

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 1006.001 Q1
Mondays-Thursdays
Begins Nov. 4, 2021
8 a.m. to 2 p.m. for 10 days

More info: Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu

Electrical Print Reading

24 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 2020 National Electric Code. Textbook required.

Kilgore campus:

DFTG 1023.0002 Q1
Monday-Thursdays
Begins Oct. 7, 2021
8 a.m. to 2 p.m. for 8 days

More info: Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu
**Electrical Safety**

24 hours $175  
(EIFR 1040 – Electrical Work Safety Management)

Covers electrical safety issues for field & plant personnel. Emphasis placed on recognition of potential electrical problems to prevent accidents. Topics include key regulations, codes/standards of area electrical industries, lock-out/tag-out procedures for electrical equipment, hazard equipment selection, personal safeguards & equipment and flammable/combustible liquid classifications for work sites.

**Kilgore campus:**

EIFR 1040.0001 Q1  
Mondays-Thursdays  
Begins Sept. 29, 2021  
8 a.m. to 2 p.m. for 5 days

**More info:** Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu

**Fundamentals of Electricity**

48 hours, $375  
(ELPT 1019 – Fundamentals of Electricity)

Covers theory/application of electrical energy. Includes AC/DC theory, voltage, current, resistance, power, values for series, parallel/combination circuits, electrical generation, transmission distribution & switching. Textbook required.

**Kilgore campus:**

ELPT 1019.0001 Q1  
Mondays-Thursdays  
Begins Sept. 13, 2021  
8 a.m. to 2 p.m. for 10 days

**More info:** Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu

**Industrial Wiring**

64 hours, $450  
(ELPT 1057 – Industrial Wiring)

Covers wiring methods using NEC guidelines for industrial installations, computation of circuit sizes, overcurrent protection for the installation of branch circuits, feeders, and service entrance conductors, proper installation of wiring devices, grounding methods & conduit bending. Emphasis is on safety requirements. Textbook required.

**Kilgore campus:**

ELPT 1057.0003 Q2  
Mondays-Thursdays  
Begins Dec. 21, 2021  
8 a.m. to Noon for 13 days

**More info:** Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu

**National Electric Code**

16 hours, $175  
(ELPT 1001 – Electric Code)

This course covers minimum requirements for approval of electrical installations specified by the National Electrical Code (NEC). Emphasis is on the examination of all aspects of electrical installation from the standpoint of safety for personnel and equipment. Topics covered include applicable NEC articles and sections, conductor calculations, overcurrent protection & building service equipment.

**Kilgore campus:**

ELPT 1001.0001 Q1  
Thursday-Monday-Tuesday  
Begins Oct. 21, 2021  
8 a.m. to 3 p.m. for 3 days

**More info:** Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu
Residential Wiring

64 hours, $450
(ELPT 1029 – Residential Wiring)

This hands-on course covers wiring methods for single family & multi-family dwellings. Topics include load calculations, service entrance sizing, and proper grounding techniques & associated safety procedures.

**Kilgore campus:**

ELPT 1029.0001 Q1
Mondays-Thursdays
 Begins Nov. 23, 2021
 8 a.m. to 2 p.m. for 14 days

**More info:** Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu

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 2043.0001 Q2
Mondays-Thursdays
 Begins Jan. 13, 2021
 8 a.m. to 2 p.m. for 10 days

**More info:** Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu

Manufacturing Technician Certificate

KC’s Manufacturing Technician Certificate consists of nine courses that train students to be job-ready for the manufacturing industrial work environments.

Logistics

48 hours, $375
(INMT 1036 – Logistics)

This course introduces logistics in industrial/service industries. Topics: working definitions, material handling equipment, inventory management, warehousing, purchasing & packaging.

**Kilgore campus:**

INMT 1036.0001 Q1
Mondays-Thursdays
 Begins Nov. 18, 2021
 8 a.m. to 2 p.m. for 9 days

**More info:** Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu

Manufacturing Processes

48 hours, $375
(INMT 1019 – Manufacturing Processes)

This explores methods used in manufacturing including metal forming, welding, machining, heat-treating, plating, assembly procedures, process control, casting & injection molding.

**Kilgore campus:**

INMT 1019.0001 Q1
Mondays-Thursdays
 Begins Oct. 18, 2021
 8 a.m. to 2 p.m. for 10 days

**More info:** Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu
Precision Tools & Measurement

48 hours, $375
(MCHN 1020 – Precision Tools and Measurement)

This course is an introduction to the modern science of dimensional metrology. Topics include 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 1020.0001 Q1
Mondays-Thursdays
Begins Oct. 28, 2021
8 a.m. to 2 p.m. for 11 days

More info: Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu

Print Reading 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 is on interpretation of plans and drawings used by various industries. Textbook required.

Kilgore campus:

DFTG 1023.0001 Q1
Mondays-Thursdays
Begins Sept. 15, 2021
8 a.m. to 2 p.m. for 7 days

More info: Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu

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 is on efficient production systems and the need for flexibility within those systems.

Kilgore campus:

INMT 1000.0001 Q1
Mondays-Thursdays
Begins Nov. 3, 2021
8 a.m. to 2 p.m. for 9 days

More info: Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu

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 is on defining the use of formulas and identifying conversion methods of numbering systems. Textbook required.

Kilgore campus:

TECM 1013.0001 Q1
Mondays-Thursdays
Begins Sept. 1, 2021
8 a.m. to 2 p.m. for 7 days

More info: Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu
Shop Safety

36 hours, $275
(OSHT 1003 – Workplace Safety)

This introductory course covers general safety and security on the premises. Also includes an introduction to specific training techniques involving safe handling of blood and airborne pathogens, the right to know and MSDS. Topics outline Occupational Safety & Health Administration (OSHA) regulations, inspections, penalties & compliance. Students will receive 10-hour OSHA General Industry cards.

Kilgore campus:

OSHT 1003.0003 Q4
Mondays-Thursdays
Begins Aug. 18, 2021
8 a.m. to 2 p.m. for 8 days

More info: Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu

Workplace Communications

24 hours, $175
(BMGT 1022 – Workplace Communications)

A study of the written, listening & speaking skills applicable to the duties & responsibilities of a manufacturing employee. Topics include communication skills involved for interaction with customers; proper written communication skills; grammar; spelling; correct content and tone for e-mail communication; and rules for clear and concise telephone and face-to-face conversations.

Kilgore campus:

BMGT 1022.0006 Q4
Mondays-Thursdays
Begins Aug. 10, 2021
8 a.m. to 2 p.m. for 5 days

More info: Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu

Specialized Computer Applications

24 hours, $175
(ITSW 1058 – Specialized Computer Applications)

This course covers computer applications and knowledge necessary to perform specific operations in a manufacturing setting.

Kilgore campus:

ITSW 1058.0003 Q4
Monday - Thursday
Begins Aug. 2, 2021
8 a.m. to 2 p.m. for 4 days

More info: Contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu
Group Piano Lessons

The Kilgore College Music Academy prepares students in the art of music. Group Piano Classes are offered for students ages 7-10 years old. Students will learn piano and other musical concepts in an interactive group environment. The class will focus on basic musical concepts, piano orientation, basic finger techniques, rhythm, note reading and overall enjoyment of music with piano playing!

To Register: Contact Jonathan Kaan at (903) 983-7519 or jkaan@kilgore.edu.

Location: Technical Vocational Building (TECVO) building (Kilgore campus)

Lesson Information:

Group of 4-6 beginner students, ages 7-10 for a 45-minute group lesson. Lessons limited according to age due to physical development required for the instrument and/or the intensity of course material. Weekly meeting times will be posted four weeks prior to the starting date.

Lessons missed by the student will not be refunded or rescheduled.

Class Dates and Fees:

Fall Section 1: Aug. 30 to Oct. 15 (seven weeks):

45-Minute Group Class: $105 + $20 Materials Fee

Fall Section 2: Oct. 18 to Dec. 10 (seven weeks):

45-Minute Group Class: $105 + $20 Materials Fee

KC Music Academy Christmas Recital: Dec. 11

Instructor: Lydia Lim

Private Piano Lessons

The KC Music Academy prepares students in the art of music. Private piano instruction is offered for ages 5-18. Classes will provide outstanding training to improve musical skill, whether for personal enrichment or for those who choose music as a profession. Emphasis is on proper technique and artistry required for performance.

To Register: Contact Jonathan Kaan at (903) 983-7519 or jkaan@kilgore.edu.

Locations: Turk Fine Arts Center (TURK) on the Kilgore campus, Hendrix Building (LVNDX) on the Longview campus

Private Piano Lesson Information:

One-on-one lessons (piano) are 30 minutes for beginning/intermediate students or 45 minutes for advanced students. To take 45-minute lessons, students must have previous private lesson experience and instructor approval. Students will have a recital opportunity each semester and may also participate in local area festivals (when available). Lessons are scheduled individually with the teacher. Once registered, the teacher will contact the student regarding a lesson time. Once a mutually agreed time is selected, no changes may be made. Lessons missed by the student will not be refunded or rescheduled. Students 18 years and older may take college-level applied music lessons for credit, either for music majors or for non-majors (avocational), but need to complete the KC application process to enroll.

Class Dates and Fees:

Fall Section 1: Aug. 30 to Oct. 15 (seven weeks):

30-Minute Lessons..............$175
45-Minute Lessons..............$245

Fall Section 2: Oct. 18 to Dec. 10 (seven weeks):

30-Minute Lessons..............$175
45-Minute Lessons..............$245

KC Music Academy Christmas Recital: Dec. 11

Instructors: Jonathan Kaan & Lydia Lim
Real Estate

To register for real estate classes call Jana Campbell at (903) 236-2021 or jcampbell@kilgore.edu.

How to Obtain a Texas Real Estate Salesperson License through KC:

To be eligible to apply for a real estate salesperson license, an individual must be a citizen of the U.S. or a lawfully admitted alien, at least 18 years old and a legal resident of Texas. BEFORE you apply for a license, you can request that the Texas Real Estate Commission (TREC) determine whether your fitness meets TREC’s qualifications for honesty, trustworthiness, and integrity. More info: www.trec.texas.gov

You must furnish the Texas Real Estate Commission (TREC) with evidence of completing 30 hours in each of 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

Textbooks are sold in the KC bookstores (www.kcbookstore.com).

Classes are held at the following locations:

KC-Longview
300 S. High Street
Longview, TX 75601

Henderson Higher Education Center
101 Mary Street
Henderson, TX 75652

Principles & Practices I (Texas-Specific)

30 hours, 5 weeks, $150 (plus textbook)

Learn the principles of real estate and how they apply to the Texas real estate industry. Describe title to and conveyance of real estate, legal descriptions, deed, encumbrances & liens; Texas Real Estate License Act; Differences between personal & real property; federal, Texas & municipal laws related to discrimination in the real estate industry. Offered in Longview & Henderson.

RELE 1002
Mondays & Wednesdays, 6 to 9 p.m.
Aug. 23 to Sept. 27, 2021
Location: KC-Longview & Henderson Higher Education Center

To register: Contact Jana Campbell at (903) 236-2021 or jcampbell@kilgore.edu

Law of Contracts (Texas-Specific)

30 hours, 5 weeks, $150 (plus textbook)

Elements of a contract, offer/acceptance, statute of fraud, specific performance & remedies for breach, unauthorized practice of law, commission rules relating to use of adopted forms & owner disclosure requirements.

RELE 1012
Tuesdays & Thursdays, 6 to 9 p.m.
Nov. 2 to Dec. 9, 2021
Location: KC-Longview & Henderson Higher Education Center

To register: Contact Jana Campbell at (903) 236-2021 or jcampbell@kilgore.edu
**Principles & Practices II (Texas-Specific)**

30 hours, 5 weeks, $150

A continuing overview of licensing as a broker or salesperson in Texas. Includes ethics of practice as license-holder, titles to & conveyance of real estate, legal descriptions, deeds, encumbrances & liens, distinctions between personal/real property, appraisal, finance & regulations, closing & local laws for housing, discrimination, housing credit discrimination & community reinvestment.

**RELE 1039**
Mondays & Wednesdays, 6 to 9 p.m.
Sept. 29 to Nov. 1, 2021

**Location:** KC-Longview & Henderson Higher Education Center

**To register:** Contact Jana Campbell at (903) 236-2021 or jcampbell@kilgore.edu

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**Law of Agency (Texas-Specific)**

30 hours, 5 weeks, $150 (plus textbook)


**RELE 2002**
Tuesdays & Thursdays, 6 to 9 p.m.
Sept. 28 to Oct. 28, 2021

**Location:** KC-Longview & Henderson Higher Education Center

**To register:** Contact Jana Campbell at (903) 236-2021 or jcampbell@kilgore.edu

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**Promulgated Contract Forms (Texas-Specific)**

30 hours, 5 weeks, $150

Includes unauthorized practice of law, broker-to-lawyer committee, current promulgated & approved forms, commission rules governing use of forms & case studies involving use of forms. Textbook info given at registration. Offered in Longview & Henderson.

**RELE 1000**
Mondays & Wednesdays, 6-9 p.m.
Nov. 3 to Dec. 8, 2021

**Location:** KC-Longview & Henderson Higher Education Center

**To register:** Contact Jana Campbell at (903) 236-2021 or jcampbell@kilgore.edu

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**Real Estate Finance (Texas-Specific)**

30 hours, 5 weeks, $150

Monetary systems, primary/secondary money markets, sources of mortgage loans, federal government programs, loan applications, processes/procedures, closing costs, alternative financial instruments, equal credit opportunity laws affecting mortgage lending. Community Reinvestment Act & the state housing agency.

**RELE 1020**
Tuesdays & Thursdays, 6 to 9 p.m.
Aug. 24 to Sept. 23, 2021

**Location:** KC-Longview & Henderson Higher Education Center

**To register:** Contact Jana Campbell at (903) 236-2021 or jcampbell@kilgore.edu
KC offers FREE safety courses through a generous grant from Texas Mutual Insurance Company that funds the KC Risk Management Institute. CE Units (CEUs) & certificates are awarded with successful completion of courses. Classes are free, but pre-registration is required.

Visit [www.kilgore.edu/RMI](http://www.kilgore.edu/RMI) for forms & current schedules.

**To register:** Call (903) 988-7452 or email jfranklin@kilgore.edu

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**CDL Permit Training**

1 week, $375
(CVOP 1015 - Permit Training)

**For class dates/times:** Call (903) 236-2021 or email jfranklin@kilgore.edu

**CDL Class "A" License Training**

4 weeks, $3,875, Limited Spaces Available
(CVOP 1013 - License Training)

**For class dates/times:** Call (903) 236-2021 or email jfranklin@kilgore.edu

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**Refresh of Welding Skills**

72 Hours, 6 Weeks, $625
(WLDG 1091 – Special Topics in Welder/Welding Technologist)

Sign up soon. Limited space is available.

**Mondays-Thursdays from 7 to 10 p.m.**

**Tuition:** $500 + CE Fee of $125

**Location:** Whitten Applied Technology Building (WHITN), Room 115, on the Kilgore campus

**To register:** Call (903) 236-2021 or email jfranklin@kilgore.edu
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.

See Pages 17-19

Manufacturing Technician skills are in high 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.

See Pages 19-21

The KC Transportation Institute offers courses to train individuals who are new to the field of commercial driving and to enhance and reinforce skills of experienced drivers. A four-week Fast Track course is also available.

For more information Call Robert Horn at (903) 988-7576 or email rhorn@kiligore.edu
CONTRACT TRAINING... for your business!

The Workforce Development Department at KC can develop and deliver training solutions that keep your business competitive and state-of-the-art. Whether your company is customer-driven, patient-oriented, service or product-based (from one to 1,000 or more employees), we can deliver the training you need to get you where you want to be.

- Services focused on the requirements of your workplace
- Outcome-oriented services—provided in a timely manner
- Programs and services tailored to meet your company operating structures and schedules.
- Pre-screening programs for new hires
- Training and support services
- Broad range of training programs – Training ranges from high-tech skills to management and language development courses
- Pre-employment screening
- Needs assessment
- Customized credit and non-credit programs
- Industry-specific technical training at any skill level
- Partnerships between education, workforce development and industry

Please call (903) 983-8287 for a free consultation.

CAMPUS BUILDINGS
1. Quad Residences (QUAD)
2. Cruse Stark Hall (STARK)
3. KC Commons (KCOCN)
4. Automotive Body Repair (AUTOBODY)
5. James M. Parks Fitness Center (PARNS)
6. Joe H. Turner Physical Education Building (TURPHY)
7. Rogers Education Center (ROGERS)
8. Modern Gymnasium (MAGSTR) / Band Hall (BANDH)
9. Charles R. & Lydell Davis Student Center (DVCAL)
10. Wesley Foundation (WESLY)
11. Division Campus Center (CCC)
12. Baptist Student Ministries (BSM)
13. Mike Miller Plaza and Lee Hall
14. Randolph C. Watson Library (WATON)/
   Elynn Bone Learning Center (BLC)
15. S.L. Canterberry Jr. Engineering and Science Building (CANTS)
16. Kendal Street Residence Hall (KOREN)
17. Guerin Nel Davis Residence (GARD)
18. Donna Button-Cox Rogers Education Center (ROGEX)
19. Student Support Building (SSUPR)
20. Woodfin Dining Center (WDFN)
21. Old Main Building (OMAIN)
22. W.L. Decker Auditorium (DCSBN)
23. Stewart H. McLaurin Administration Building (MCLFRN)
24. East Texas Oil Museum (ETOM)
25. Texas Shakespeare Festival Center (TSF)
26. Leon Dodge Physical Plant Center (DOODPH)
27. Recalling Mall Room
28. Anne Deen Turk Fine Arts Center (TURFK) / Van Cliburn Auditorium (VCA)
29. M. Kenneth Whitted Applied Technology Center (WHITN)
30. Technical Vocational Building (TCVO)
31. Communication & Automotive Building (COMA)
32. Bartle Porter Business - Administration Building (BARP)
33. Shakespeare Garden
34. Bent E. Woolf Adult Education Center (WOLF)
35. Health Science Center (HSCN)

KC-Longview buildings:
1. Longview North Building (LVNTH)
2. Hendrix Building (LVHDX)
3. Cosmetology Building (LVHCOS)
4. Industrial Maintenance Technology Shop Building (LVIMT)
5. Industrial Maintenance Technology Classroom Building
Registration/Payment Information
...for Workforce Development & Community Education courses at KC

Payments:

Tuition may be paid by cash, check or money order. We accept Visa, MasterCard and Discover. There will be a $2 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 on the page at the right. 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.

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 before the first day of class. This provides every opportunity for sufficient enrollment. Students will receive a 100% refund of tuition if the class is canceled.

Withdrawing from Class & Refunds:

To formally withdraw from a WDCE class, please contact the location where the course is offered, either by phone or in-person during working hours. Phone numbers are listed on the back cover of this catalog. Mailed notification will be accepted and the postmark date will be the effective date for refunding. Refunds will be made within 4-6 weeks following the request. To receive your refund in check form, pick up the check at the Cashier’s Office in the Devall Student Center on the Kilgore campus. To have the refund check mailed, call (903) 983-8108 to have your address verified. If you have an active Ranger Card account, the refund will be credited to the card account. Students will receive full 100% refund of tuition if the class is canceled.

Refund information for non-canceled classes:

1- or 2-day classes: 100% refund less $15 matriculation fee (if requested before first class) 0% refund - on or after 1st class date

All other classes: 100% refund less $15 matriculation fee (if requested before first class) 70% refund (if requested prior to 3rd class date) 0% refund (on or after 3rd class date)
Kilgore College WDCE Course Registration Form

Registration will be accepted only if class space is available. Payment is due at registration.

Date: ___________________________________________________________________

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.

Student ID #: ___________________________________________________________________

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

Mailing Address: ____________________________________________ County: ________________

City: ___________________________________________________________________ State: ____ Zip: __________

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

Email: ___________________________________________________________________

Date of Birth: ____ / ____ / ____ Gender: ____ Male ____ Female

US Citizen: ____ Y ____ N If no, what country? ________________________________

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 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

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To register in-person:

Please call the contact person for the class that you are interested in to inquire as to where you should register and pay for the class. Contacts are listed at the end of each course description in this catalog.

To register by mail:

Complete the Course Registration Form on the back of this page and attach your check or money order for the appropriate amount. DO NOT SEND CASH. Mail payment to the location where the course is being offered. The check should be received at least five days prior to the beginning of the course.