Classes offered in Kilgore & Longview!

Classes fill quickly, so early registration is encouraged!

Kilgore College-Kilgore
(903) 983-8661
WWW.KILGORE.EDU/WDCE

Kilgore College-Longview
(903) 753-2642

Kilgore College

SPRING 2023 CLASS SCHEDULE
Kilgore College
Workforce Development & Community Education

One of the primary missions of Kilgore College Community Education & Workforce Development is to provide opportunities of life-long 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:

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<td>Workforce Development</td>
<td>300 S. High Street</td>
<td>(903) 983-2642</td>
</tr>
<tr>
<td>&amp; Community Education</td>
<td>Kilgore, TX 75662</td>
<td>(903) 983-8645</td>
</tr>
<tr>
<td>KC-Longview</td>
<td>800 Ross Ave.</td>
<td>(903) 983-8645</td>
</tr>
<tr>
<td>KC Health Sciences</td>
<td>Kilgore, TX 75662</td>
<td>(903) 983-8645</td>
</tr>
<tr>
<td>Whitten Applied Technology</td>
<td>1306 S. Henderson Blvd.</td>
<td>(903) 983-7576</td>
</tr>
<tr>
<td>Center</td>
<td>Kilgore, TX 75662</td>
<td>(903) 988-7576</td>
</tr>
<tr>
<td>Workforce Development</td>
<td>1100 Brook Dr.</td>
<td>(903) 983-8287</td>
</tr>
<tr>
<td>Corporate Services</td>
<td>Kilgore, TX 75662</td>
<td>(903) 983-8287</td>
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General Information

Workforce Development & Community Education
Non-Academic Courses

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.

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, genetic information or veteran status.
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**KILGORE COLLEGE**
**Art**

**Watercolor Painting**

24 hours, 4 weeks, $120

The class is geared to beginners and intermediate painters but all are welcome. Work from subject matter such as still life, landscape, florals, abstraction and any other additional subject matter.

**ARTV 1091**  
Monday and Thursday, 6 to 9 p.m.  
March 20 to April 13, 2023  
Location: KC-Longview

For more info, contact Jana Campbell (903) 983-8140 or celgvw@kilgore.edu.

**Acrylic Painting**

24 hours, 4 weeks, $120

The class is geared to beginners and intermediate painters but all are welcome.

**ARTV 1091**  
Monday and Thursday 6 to 9 p.m.  
Feb. 6 to March 2, 2023  
Location: KC-Longview

For more info, contact Jana Campbell (903) 983-8140 or celgvw@kilgore.edu.

**Drawing**

16 hours, 4 weeks, $100

This class is geared for beginning and intermediate artists but all are welcome. Use pencils, chalks or graphite to create something that inspires you.

**ARTV 1091**  
Monday and Thursday, 6 to 8 p.m.  
April 17 to May 11, 2023  
Location: KC-Longview

For more info, contact Jana Campbell (903) 983-8140 or celgvw@kilgore.edu.

**Business**

**Intro to Accounting I**

48 hours, 6 weeks, $175

Learn to analyze, classify & record business transactions in a manual & computerized environment. Emphasizes the complete accounting cycle & preparing financial statements, bank reconciliations/payroll.

**ACNT 1003**  
Mondays/Wednesdays, 6 to 9 p.m.  
Jan. 30 to March 8, 2023  
(online requirements between classes)  
Location: KC-Longview

For more info, contact Jana Campbell (903) 983-8140 or celgvw@kilgore.edu.
**Payroll & Business Tax Accounting**

48 hours, 4 weeks, $125

Study payroll procedures, taxing entities & reporting requirements of local, state/federal taxing authorities in a manual and computerized environment.

**ACNT 1029**
Tuesday and Thursday, 6 to 8:50 p.m.
Jan. 17 - March 9, 2023
Location: KC-Longview

For more info, contact Jana Campbell (903) 983-8140 or celgyw@kilgore.edu.

**Federal Income Tax: Individual**

48 hours, 4 weeks, $100

Study federal tax laws to prepare individual income tax returns.

**ACNT 1031**
Tuesdays & Thursdays, 6 to 8 p.m.
Jan. 17 - March 10, 2023
Location: KC-Longview

For more info, contact Jana Campbell (903) 983-8140 or celgyw@kilgore.edu.

**Integrated Software Applications I**

48 hours, 8 weeks, $150

Introduction to business productivity software suites using Word processing, Excel spreadsheets, and PowerPoint presentation documents. Integrate these applications to produce documents.

**ITSC 1009**
Tuesday and Thursday, 6 to 8:50 p.m.
Jan. 17 - March 9, 2023
Location: KC-Longview

For more info, contact Jana Campbell (903) 983-8140 or celgyw@kilgore.edu.

**Grant Writing**

8 hours, 2 weeks, $75

Details the components of a typical grant proposal with research, writing a cover letter & evaluating needs assessments.

**ETWR 1000**
Tuesdays & Thursdays, 6 to 8 p.m.
April 11-20, 2023
Location: Kilgore Campus

For more info, contact Jana Campbell (903) 983-8140 or celgyw@kilgore.edu.

**Bookkeeping & Accounting Basics**

20 hours, 5 weeks, $125

Learn to analyze and record business transactions; prepare basic financial statement for a business, prepare a bank reconciliation and related journal entries. Info on payroll register/related personnel records, basic accounting terms and concepts and their application to transaction analysis. Will also introduce you to QuickBooks to create business transactions.

**ACNT 1031**
Mondays/Wednesdays, 8 a.m. to 6 p.m.
Jan. 17 to March 10, 2023
Location: KC-Longview

For more info, contact Jana Campbell (903) 983-8140 or celgyw@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 1020.0002 Q2**
  - Monday-Thursday
  - Begins Jan. 17, 2023
  - 8 a.m. to 3 p.m. for 3 days

- **BMGT 1020.0003 Q3**
  - Monday-Thursday
  - Begins March 27, 2023
  - 8 a.m. to 12:30 p.m. for 1 week

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 1022.0002 Q2**
  - Monday-Friday
  - Begins Jan. 9, 2023
  - 8 a.m. to 12:30 p.m. for 1 week

- **BMGT 1022.0003 Q3**
  - Monday-Friday
  - Begins March 20, 2023
  - 8 a.m. to 12:30 p.m. for 1 week

Performance Management Skills

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

Covers the knowledge, skills and processes required for effective performance with emphasis on the information and competencies required for leaders who are (or soon will be) in a supervisory or management position.

Kilgore campus:

- **BMGT 1011.0002 Q2**
  - Monday-Thursday
  - Begins Feb. 13, 2023
  - 8 a.m. to 12:30 p.m. for 1 week

- **BMGT 1011.0003 Q3**
  - Monday-Thursday
  - Begins April 24, 2023
  - 8 a.m. to 12:30 p.m. for 1 week
**Professional Business Speaking Skills**

18 hours, $150  
(POFT 1002 – Business Speaking Skills)

Covers effective techniques to improve presentation and public speaking skills. Emphasis is on how to improve listeners' retention & eye contact when making business presentations.

**Kilgore campus:**

- **POFT 1002.0003 Q2**  
  Monday-Thursday  
  Begins Feb. 6, 2023  
  8 a.m. to 12:30 p.m. for 1 week

- **POFT 1002.0004 Q3**  
  Monday-Thursday  
  Begins April 17, 2023  
  8 a.m. to 12:30 p.m. for 1 week

**Quality Customer Service**

18 hours, $150  
(POFT 1006 – Introduction to Customer Service)

Covers the supervisor's role in customer service. Dealing with angry customers, handling customer complaints, and how to develop a quality customer service environment.

**Kilgore campus:**

- **BUSG 1005.0041 Q2**  
  Tuesday-Thursday  
  Begins Jan. 23, 2023  
  8 a.m. to 3 p.m. for 1 week

- **BUSG 1005.0052 Q3**  
  Monday-Thursday  
  Begins April 3, 2023  
  8 a.m. to 12:30 p.m. for 1 week

**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 & collaboration.

**Kilgore campus:**

- **BMGT 1019.0003 Q2**  
  Monday-Thursday  
  Begins Jan. 23, 2023  
  8 a.m. to 12:30 p.m. for 1 week

- **BMGT 1019.0004 Q3**  
  Monday-Thursday  
  Begins April 10, 2023  
  8 a.m. to 12:30 p.m. for 1 week

**Workplace Issues for Managers and 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 & coping with stress in today's evolving workplace.

**Kilgore campus:**

- **BMGT 1012.0004 Q2**  
  Monday-Thursday  
  Begins Feb. 20, 2023  
  8 a.m. to 12:30 p.m. for 1 week

- **BMGT 1012.0004 Q3**  
  Monday-Thursday  
  Begins May 1, 2023  
  8 a.m. to 12:30 p.m. for 1 week
Workplace Critical Thinking & Problem-Solving

18 hours, $150
(BMGT 1004 – Workplace Critical Thinking and Problem-Solving)

Emphasizes structured approaches to critical thinking and problem-solving, interpreting data for effective problem solving and recommending corrective action.

Kilgore campus:

BMGT 1004.0003 Q2
Monday-Thursday
Begins Feb. 27, 2023
8 a.m. to 12:30 p.m. for 1 week

BMGT 1004.0005 Q3
Monday-Thursday
Begins May, 8, 2023
8 a.m. to 12:30 p.m. for 1 week

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 four hours of supplemental online instruction each week.

ITSY 1042 Hybrid
March 20 to May 12, 2023
Location: Online, with the option of meeting in person on Mondays and Wednesdays from 10:30 a.m. to 12:30 p.m. on the Kilgore campus.

For more info, contact Jana Campbell (903) 983-8140 or celgvw@kilgore.edu.

QuickBooks Online: Intermediate/Advanced

24 hours, 6 weeks, $150 (plus textbook)

QuickBooks is the most popular small business accounting software that businesses use to manage income and expenses and keep track of the financial health of their business. You can use it for invoicing customers, paying bills, generating reports, and preparing taxes.

ITSC 1043
Tuesdays and Wednesdays, 6 to 8 p.m.
March 21 - April 26, 2023
Location: KC-Longview

For more info, contact Jana Campbell (903) 983-8140 or celgvw@kilgore.edu.
COSMETOLOGY/BARBERING CLASSES

KC offers State Board Exam Preparation classes for Cosmetology and offers the 300 hours of crossover classes for Licensed Cosmetologists wanting to get their Barbering License.

For more info, contact Jana Campbell (903) 983-8140 or send an email to celgvw@kilgore.edu.

ELECTRIC POWER TECHNOLOGY

If you are looking for an exciting career, check out the KC Electric 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 $3,600.

For more info, visit www.kilgore.edu/kcept or email Rob Horn at kcept@kilgore.edu or (903) 988-7576.

FOREIGN LANGUAGES

American Sign Language for Beginners

36 hours, 6 weeks, $150

Introduction to American Sign Language, finger spelling and numbers. Basic functional communication skills with individuals who are deaf.

SLNG 1001
Mondays & Thursdays, 6 to 9 p.m.
Jan. 23 - March 2, 2023
Location: KC-Longview

For more info, contact Jana Campbell (903) 983-8140 or celgvw@kilgore.edu.
The Science and Health Sciences division is located in the Bert E. Woodruff Adult Education Center, 220 N. Hwy. 259, Room 207, on the Kilgore campus. Registrations are accepted by the following methods:

**By phone:** (903) 983-8645

**By email:** seschenfelder@kilgore.edu

**By mail:** Mail your registration form to:

Kilgore College
Health Sciences CE
220 N. Hwy. 259
Kilgore, TX 75662

**In Person:** Bert E. Woodruff Adult Education Center, Room 207 (Kilgore campus)

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**Dietetic Food Service Supervisor**

120 hours, 16 weeks, $675

(IFWA 1043 – Food Service Supervisor for Nursing Homes, Hospitals and State Hospitals)

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. No textbook required.

**Supplies:** You will build your own textbook. Instructor will give you information on first class day.

Jan. 11 to May 11, 2023
Registration deadline: Jan. 3, 2022

For more info, contact Shannon Eschenfelder at (903) 983-8645 or seschenfelder@kilgore.edu.

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**Medication Administration**

140 hours, 11 weeks, $765

(NURA 1013 – Medication Administration for the Nurse Aide/Home Health Aide)

Feb. 14 to May 4, 2023
Registration deadline: Jan. 16, 2023

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.

For more info, contact Shannon Eschenfelder at (903) 983-8645 or seschenfelder@kilgore.edu.
Medication Administration Update (face-to-face)

7 hours, 1 day for on-site class, $70 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

On-site (face-to-face) classes: Woodruff Adult Education Center, 220 N. Hwy 259, Room 207

  Jan. 27, 2023 (Friday) 9 a.m. to 5 p.m.
  March 31, 2023 (Friday) 9 a.m. to 5 p.m.
  May 19, 2023 (Friday) 9 a.m. to 5 p.m.
  July 28, 2023 (Friday) 9 a.m. to 5 p.m.

For more info, contact Shannon Eschenfelder at (903) 983-8645 or seschenfelder@kilgore.edu.

Medication Administration Update (online)

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

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.

For more info, contact Shannon Eschenfelder at (903) 983-8645 or seschenfelder@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)

Hybrid Course: Face-to-face on Mondays (5 to 9 p.m.) and Online class on Wednesdays and Thursdays from 5 to 9 p.m.

March 20 to July 6, 2023
Registration deadline: Feb. 20, 2023
Classroom: Mon/Wed/Thurs, 5 to 9 p.m.
Eligibility Requirements: www.kilgore.edu/wdce

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

For more info, contact Shannon Eschenfelder at (903) 983-8645 or seschenfelder@kilgore.edu.

Phlebotomy

200 hours, 13 weeks, $875

(PLAB 1023 – Phlebotomy; PLAB 1060 – Clinical Phlebotomy)

Feb. 7 to May 9, 2023
Registration deadline: Jan. 20, 2023
Classroom: 4:30-9:30 p.m. on Tues/Thurs for first 7 weeks
Eligibility Requirements: www.kilgore.edu/phlebotomy

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

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.

For more info, contact Shannon Eschenfelder at (903) 983-8645 or seschenfelder@kilgore.edu.
Certified Nurse Assistant (Aide)

100 hours, 3 weeks, $723

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

This course provides the knowledge, skills and abilities essential to provide basic care to residents of long-term care facilities. Topics include resident’s rights, communication, safety, observation, reporting and assisting residents in maintaining basic comfort and safety. Emphasis on effective interaction with members of the health care team, restorative services, mental health and social service’s needs.

Additional Expenses: Required textbook $64.50, uniform, cost of required immunizations and physical, criminal history background check and drug test.

Jan. 17 to Feb. 3, 2023
Feb. 13 to March 3, 2023
March 20 to April 10, 2023
April 17 to May 5, 2023

Classroom: 8:30 a.m. to 5:00 p.m.
Clinicals: Begin at 7:30 a.m.

For more information, contact Sonja Moore at (903) 236-2036 or smoore@kilgore.edu.

Or contact Shannon Eschenfelder at (903) 983-8646 or seschenfelder@kilgore.edu.

Sterile Processing

100 hours, 10 weeks, $900
(Includes insurance)

(SRGT 1040: Classroom; 52 hours, SRGT 1060: Clinicals; 48 hours)

Classroom: Jan. 3 to March 9, 2023 (Tues/Thurs) 1 to 5 p.m.
Clinicals: Feb. 1 to March 1, 2023 (Wed) 1 to 5 p.m.

Eligibility Requirements: www.kilgore.edu/wdce

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

This course will prepare students for entry into a healthcare career as a Sterile Processing Technician. Learn the techniques, procedures and safety precautions of decontamination and sterilization of medical and surgical equipment/instruments as well as the distribution of supplies and equipment. After completion of this course, students will be ready to sit for the certification exam with Certification Board for Sterile Processing and Distribution Certification Examination (CBSPD) to begin a career in hospitals and surgery centers.

For more info, contact Shannon Eschenfelder at (903) 983-8645 or seschenfelder@kilgore.edu.
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. Students have the option to attend face-to-face class meetings or access class meetings through video conferencing. For more info, call (903) 983-8288 or e-mail bjbrown@kilgore.edu.

Benefits & Compensation

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


Kilgore campus:

HRPO 2006.0002 Q2
Mondays-Thursdays
Begins Feb. 23, 2023
8 a.m. to 2 p.m. for 11 days

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 1005.006 Q2
Monday-Wednesday
Begins Jan. 9, 2023
8 a.m. to Noon for 3 days

For more info, call (903) 983-8288 or e-mail 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.

Kilgore campus:

HRPO 1008.0002 Q2
Thursday/Monday
Begins Jan. 12, 2023
8 a.m. to 3 p.m. for 2 days

For more info, please call (903) 983-8288 or e-mail 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 1003.0002 Q2
Mondays-Thursdays
Begins Feb. 1, 2023
8 a.m. to 2 p.m. for 5 days

For more info, please call (903) 983-8288 or e-mail 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 2004.0002 Q2
Mondays-Thursdays
Begins Feb. 9, 2023
8 a.m. to 2 p.m. for 8 days

For more info, please call (903) 983-8288 or e-mail 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 1007.0002 Q2
Mondays-Thursdays
Begins Jan. 18, 2023
8 a.m. to 3 p.m. for 5 days

For more info, please call (903) 983-8288 or e-mail bjbrown@kilgore.edu.

Human Resource Management Principles

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

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

Kilgore campus:

HRPO 1000.0002 Q2
Wednesday/Thursday
Begins Jan. 4, 2023
8 a.m. to 3 p.m. for 2 days

For more info, please call (903) 983-8288 or e-mail bjbrown@kilgore.edu.
Evaluating Performance Improvement Intervention

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

Covers evaluation theories applied to performance reviewing skills, performance gaps & feedback techniques.

Kilgore campus:

HRPO 1007.0002 Q2
Monday-Thursday
Begins Jan. 25, 2023
8 a.m. to 2 p.m. for 4 days

For more info, please call (903) 983-8288 or e-mail bjbrown@kilgore.edu.

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.

HRPO 2008.0002 Q3
Tuesday/Wednesday
Begins March 21, 2023
8 a.m. to 3 p.m. for 2 days

For more info, call (903) 983-8288 or e-mail 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 1021.0021 Q3
Monday-Thursday
Begins March 23, 2023
8 a.m. to 2 p.m. for 4 days

For more info, call (903) 983-8288 or e-mail 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 2015.0002 Q3
Mondays-Thursdays
Begins March 30, 2023
8 a.m. to 2 p.m. for 9 days

For more info, call (903) 983-8288 or e-mail bjbrown@kilgore.edu.
SHRM® Free Info Session:

You are invited to a free information session to learn more about the SHRM courses and other human resource courses offered by KC. It is set for 6 p.m. Tuesday, Jan. 10, 2023 (in the Whitten Applied Technology Center, Room 101).

For reservations, call (903) 983-8288 or e-mail 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 their employee management skills. Become a better manager & protect your company from needless litigation. This is for junior-level HR practitioners, or anyone who hires/manages employees. Students can attend face-to-face class meetings or access class through video conferencing. Training materials included. For more info, call (903) 983-8288 or bjbrown@kilgore.edu.

Kilgore campus:

HRPO 1000.0003 Q2
Begins Thursday, Feb. 2, 2023
6:30 to 9:30 p.m. on Thursdays for 6 weeks
Registration deadline: Jan. 19, 2023
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.

For more information, please call Brenda Brown at (903) 983-8288 or e-mail 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 2017 National Electric Code. Textbook required.

Longview campus:

DFTG 1023.0002 Q2  
Monday-Thursday  
Begins Feb. 23, 2023  
8 a.m. to 2 p.m. for 5 days

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.

Longview campus:

ELPT 1002.0002 Q3  
Mondays-Thursdays  
Begins March 20, 2023  
8 a.m. to 2 p.m. for 4 days

Electrical Motors

48 hours, $375  
(IIEIR 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.

Longview campus:

IIEIR 1006.002 Q3  
Mondays-Thursdays  
Begins March 27, 2023  
8 to 2 p.m. for 10 days

Electrical Safety

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

This course covers electrical safety issues for field & plant personnel. Emphasis is placed on the 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 protective safeguards & equipment, and flammable/combustible liquid classifications for work sites.

Longview campus:

IIEIR 1040.0002 Q2  
Mondays-Thursdays  
Begins Feb. 15, 2023  
8 a.m. to 2 p.m. for 5 days
**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.

**Longview campus:**

ELPT 1019.0002 Q2  
Mondays-Thursdays  
Begins Jan. 30, 2023  
8 a.m. to 2 p.m. for 10 days

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**Industrial Wiring**

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

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 is on safety requirements. Textbook required.

**Kilgore campus:**

ELPT 1057.0001 Q1  
Mondays-Thursdays  
Begins May 8, 2023  
8 a.m. to 2 p.m. for 14 days

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**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, and building service equipment.

**Kilgore campus:**

ELPT 1001.0002 Q3  
Tuesday/Wednesday/Thursday/Monday  
Begins March 7, 2023  
8 a.m. to Noon for 4 days

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**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 1029.0002 Q3  
Mondays-Thursdays  
Begins April 12, 2023  
8 a.m. to 2 p.m. for 14 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.

Kilgore campus:

EECT 2043.0002 Q4
Mondays-Thursdays (Begins June 1, 2023)
8 a.m. to 2 p.m. for 10 days

Photography Basics

36 hours, 6 weeks, $150

For beginning/intermediate photographers. Learn camera functions, lenses & flash photography. Contact Jana Campbell at (903) 983-8140 or celgvw@kilgore.edu.

PHTC 1004
Tuesdays and Thursdays, 6 to 9 p.m.
Jan. 24 to March 2, 2023
Location: KC-Longview

Principles & Practices I (Texas Specific)

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

Learn the principles of real estate and how they apply to Texas real estate industry. Describe title to and conveyance of real estate; discuss legal descriptions, deed, encumbrances, and liens; discuss Texas Real Estate License Act; distinguish differences between person and real property; and outline the federal, Texas, and municipal laws related to discrimination in the real estate industry.

RELE 1002
Mondays & Wednesdays
Jan. 23 to Feb. 22, 2023
Location: Kilgore - Porter Building, 9 a.m. to Noon
Longview Location: KC-Longview, 6 to 9 p.m.

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 you meet TREC’s qualifications for honesty, trustworthiness, and integrity.
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  
Jan. 24 to Feb. 23, 2023  
Location: Kilgore - Porter Building, 9 a.m. to Noon  
Longview Location: KC-Longview, 6 to 9 p.m.

Law of Agency  
(Texas Specific)  

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

Legal concepts of real estate, land description, real property rights, estates in land, contracts, conveyances, encumbrances, foreclosures, recording procedures & evidence of title.

RELE 2002  
Tuesdays & Thursdays  
Feb. 28 to April 6, 2023 (no classes spring break)  
Location: Kilgore - Porter Building, 9 a.m. to Noon  
Longview Location: KC-Longview, 6 to 9 p.m.

Promulgated Contract Forms (Texas Specific)  

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

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.

RELE 1000  
Mondays/Wednesdays  
April 10 to May 10, 2023  
Location: Kilgore - Porter Building, 9 a.m. to Noon  
Longview Location: KC-Longview, 6 to 9 p.m.

Principles and Practices II  
(Texas Specific)  

30 hours, 5 weeks, $150 (use P&P textbook)  

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  
Feb. 27 to April 5, 2023 (no classes spring break)  
Location: Kilgore - Porter Building, 9 a.m. to Noon  
Longview Location: KC-Longview, 6 to 9 p.m.

Law of Contracts  
(Texas Specific)  

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

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

RELE 1012  
Tuesdays/Thursdays  
April 11 to May 11, 2023  
Location: KC-Longview, 6 to 9 p.m.  
Location: Kilgore - Porter Bldg., 9 a.m. to Noon
KC WORKFORCE DEVELOPMENT & COMMUNITY EDUCATION

Real Estate Exam Prep

9 hours, 1 week, $75

Define the key terms found on the Texas Real Estate License Exam; solve real estate mathematic problems; and describe the various laws affecting the real estate industry. Review for the real estate examination.

RELE 1058
Tuesday-Thursday, 6-9 p.m.
Jan. 17-19, 2023
Location: KC-Longview

Visit www.kilgore.edu/RMI for forms & current schedules.

Call (903) 988-7452 or email rmi@kilgore.edu for more information.

TRANSPORTATION INSTITUTE (CDL)

CDL Permit Training

1 week, $500
(CVOP 1015 - Permit Training)

Contact Julie Franklin at cdl@kilgore.edu or (903) 988-7452 for available class dates and times.

CDL Class "A" License Training

4 weeks, $4,000 - Limited Spaces Available
(CVOP 1013 - License Training)

Contact Julie Franklin at cdl@kilgore.edu or (903) 988-7452 for available class dates and times.

WELDING

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

Contact Julie Franklin at jfranklin@kilgore.edu or (903) 988-7452 for available class dates and times.
Workforce Solutions East Texas & Kilgore College present:

Entrepreneurship Bootcamp!

Small business owners and individuals who want to launch a small business of their own will learn the basics of owning a business and how to thrive in a pandemic-challenged economic environment.

Bootcamps will provide a total of 12 hours of instruction and training in:

- Entrepreneurship
- Starting and financing a business
- Marketing, including the use of social media and tools for the digital age
- Financial literacy
- Successful modification of business processes in pandemic conditions, including the use of personal protective equipment, contactless services and working virtually
- Customer acquisition and contracting
- Basic bookkeeping
- Human resources laws and essentials

Participants will gain understanding of:

- Economic and Small Business Terminology
- Basic Accounting Practices
- E-Commerce Marketing
- Business Plan Basics
- Human Resource Basics
- Principles of Management
- Needs Statement and Loan Proposal Basics

FORMATS: Two face-to-face bootcamps will be offered in English and two sessions will be offered face-to-face in Spanish. In addition, virtual, synchronous bootcamps will be offered in English and Spanish.

COST: $10 per person but registration may be waived if applicants meet state requirements and accept a grant from the Texas Workforce Commission.

Dates, times and locations will be announced in the coming days. Visit the website for updated information.

www.kilgore.edu/entrepreneurshipbootcamps

Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. Relay Texas 800-735-2989 (TTY) and 711 (voice). Equal opportunity is the law. Equal Opportunity Notice is available in English and Spanish. This project is funded with Texas Workforce Commission Federal Workforce Development Funds.
TRANSPORTATION INSTITUTE

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@kilgore.edu

www.kilgore.edu/CDL
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 17-18
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
- 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.
Sharpen your skills to face today’s HR issues.

HR issues impact every company in some way. That’s why it’s important to understand the fundamental issues surrounding HR today.

SHRM, the leading global HR professional organization, has developed the SHRM Essentials of Human Resources course, teaching HR knowledge, skills & competencies required for overall business success.

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Computer Classes

Community 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.

For more information:
Phone: (903) 236-2044
Email: celtvw@kilgore.edu

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Pharmacy Technician

Prepare for a rewarding new career in a growing health field
Become a Pharmacy Technician

• A 16-week program that includes a combination of classroom instruction and hands-on training in a pharmacy setting
• Students who successfully complete the program will develop skills and knowledge that prepare them for national certifications and entry-level positions in pharmacies

For more information, call 903-983-8645

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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 & supervisors know the proper regulatory requirements for managing their workforce.

More information:
Call (903) 983-8288 or e-mail bjbrown@kilgore.edu

See Page 13
Students looking for a well-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.

WWW.KILGORE.EDU/KCEPT
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: ___________________________ (Last Name) (First Name) (Middle Initial)

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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REGISTER TODAY!

REGISTER BY MAIL OR IN-PERSON

For more info, call or visit us at two convenient locations:

**Kilgore College–Kilgore**
220 N. Highway 259
Kilgore, TX 75662
(903) 983-8661

*Office Hours:*
Mon-Thurs: 8 a.m. to 6 p.m.
Friday: 8 a.m. to Noon

**Kilgore College–Longview**
Hendrix Building
300 South High Street
Longview, TX 75601
(903) 753-2642

*Office Hours:*
Mon-Thurs: 8 a.m. to 5 p.m.
Friday: 8 a.m. to Noon

**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.

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