FALL 2019 SCHEDULE

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FALL 2019 Workforce Development & Community Education Schedule

Many classes fill quickly, so early registration is encouraged!

WWW.KILGORE.EDU/WDCE

Kilgore College-Longview
(903) 753-2642

Kilgore College-Kilgore
(903) 983-8661

Registration is underway.
One of the primary missions of Kilgore College Community Education & Workforce Development is to provide opportunities for the life-long learning of adults in the community. Community Education & Workforce Development 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 the KC-Kilgore at (903) 983-8661 or call KC-Longview at (903) 753-2642. For additional information about Workforce Development and Community Education classes, contact information is listed below:

### Locations & Phone Numbers:

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<th>KC Health Sciences - Community Education</th>
<th>Whitten Applied Technology Center</th>
<th>Workforce Development Corporate Services</th>
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<td>Kilgore, TX 75662 (903) 983-8661</td>
<td>300 S. High Street</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>220 N. Henderson Blvd. Kilgore, TX 75662 (903) 983-8287</td>
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### Business Hours:

**KC-Kilgore:**
- Monday - Thursday, 7:45 a.m. to 5 p.m.
- Friday, 7:45 a.m. to 3:45 p.m.

**KC–Longview:**
- Monday - Thursday, 7:45 a.m. to 6 p.m.
- Friday, 7:45 a.m. to 2:30 p.m.
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.
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ART

Basic Drawing, Level I

20 hours, 8 weeks, $100
(ARTV 1091 – Special topics in Visual & Performing Arts)

Fundamentals of drawing including line, space, form and perspective from still life, landscape or the human figure. Development of hand to eye coordination. Bring a picture/photo of what you are interested in drawing! No textbook required. Supply list given at registration.

Aug. 27 - Oct. 15, 2019
Tuesdays, 6 - 8:30 p.m.

Location: KC-Longview, North Building
More info: (903) 236-2054 or email celgvw@kilgore.edu

Acrylic Painting

20 hours, 8 weeks, $100
(ARTV 1091 – Special topics in Visual & Performing Arts)

An art world full of versatility and bright, bold colors. Because acrylics are water based paints, it offers opacity meaning you can paint right over your mistakes, which is appealing to beginners and painters that are more advanced. No textbook required. Supply list will be given at registration.

Sept. 9 - Oct. 28, 2019
Mondays, 6 - 8:30 p.m.

Location: KC-Longview, North Building
More info: (903) 236-2054 or email celgvw@kilgore.edu

Watercolor

20 hours, 4 weeks, $100
(ARTV 1091 – Special topics in Visual & Performing Arts)

Experience the fun of watercolor paintings as you experiment with these rich paints, brushes, various watercolor papers and techniques. Work from subject matters such as still life, landscape, florals, abstraction and any other additional subject matter that truly inspires you. Watercolors are beautiful, rich and luminescent and have fascinated artists with their mysteries for centuries. This class is for beginners and intermediate painters but ALL are welcome! No textbook required. Supply list given at registration.

Aug. 29 - Sept. 19, 2019
Mondays & Thursdays, 6 - 8:30 p.m.

Location: KC-Longview, North Building
More info: (903) 236-2054 or email celgvw@kilgore.edu
**AUTO BODY**

**Basic Metal Repair**

120 hours, 8 weeks, $250  
(ABDR 1019 - Basic Metal Repair)

This course covers metal principles & working techniques including proper toll usage & product application.

**Mondays-Fridays**  
Aug. 26 to Oct. 18, 2019  
8 a.m. - 4 p.m. for 8 weeks*

*Times are flexible to accommodate work schedules. To successfully complete the course, students must complete 120 hours within the 8 weeks with a passing grade.

**Tuition:** $150 tuition  
**Lab Fee:** $100 tuition  
**Location:** KC Auto Body Lab, Room 101

**Auto Body Repair & Repainting**

120 hours, 8 weeks, $250  
(ABDR 1055 - Non-Structural Metal Repair)

This is an introduction to the use of hand & power tools, techniques of metalworking, body preparation, plastic fillers, fiberglass & SMC repair, sanding & application of primer with emphasis on shop safety practices.

**Mondays-Fridays**  
Oct. 21 to Dec. 12, 2019  
8 a.m. - 4 p.m. for 8 weeks*

*Times are flexible to accommodate work schedules. To successfully complete the course, students must complete 120 hours within the 8 weeks with a passing grade.

**Tuition:** $150  
**Lab Fee:** $100  
**Location:** KC Auto Body Lab, Room 101

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

5 weeks, $255  
(ARTC 1051 - Graphic Design Media Techniques)

**Tuesdays & Thursdays**  
Oct. 1 - Nov. 7, 2019  
6-9 p.m. for 6 weeks

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

**Tuition:** $255  
**Supplies:** Air brush and compressor kit (about $90)  
**Location:** KC Auto Body Lab 101  
**More Info:** rhorn@kilgore.edu or (903) 988-7576

**Intro to Automotive Technology**

66 hours, 12 weeks, $769  
(AUMT 1012 - Basic Automotive Service)

**Tuesdays & Thursdays**  
Sept. 23 to Dec. 12, 2019  
6-9 p.m. for 12 weeks

**Tuition:** $500  
**Lab Fee:** $50  
**Textbook:** $219  
**Supplies:** Safety glasses  
**Location:** Communications/Auto Bldg., Room 133

An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, professional responsibilities, and basic automotive maintenance. Students have the opportunity to obtain the ASE Maintenance and Light Repair Entry Level certification.

**The following classes will also be offered:**

AUMT 1005 - Intro to Auto Technology: Aug. 26 - Oct. 18, 2019  
AUMT 1010 - Automotive Braking Systems: Oct. 21 - Dec. 13, 2019  
AUMT 1012 - Basic Automotive Service: Oct. 21 - Dec. 13, 2019

**More Info:** rhorn@kilgore.edu or (903) 988-7576
BUSINESS

For more information for the classes listed below, please contact Brenda Brown at (903) 983-8288 or email bjbrown@kilgore.edu.

Accounting and Finance for Non-Financial Managers

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

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

Kilgore campus:

BMGT 2006.001 Q1
Friday, Sept. 13, 2019
8 a.m. to Noon for 2 weeks

BMGT 2006.002 Q1
Friday, Nov. 1, 2019
8 a.m. - Noon for 2 weeks

Business Writing

8 hours, $125
(POFT 1004 – Business Writing)

Covers the development of written skills for effective business communication. Topics include grammar, sentence structure, punctuation, capitalization, spelling & composition of business letters, memos & reports. Emphasis on application of basic language skills including writing & editing for business.

Kilgore campus:

POFT 1004.001 Q1
Monday, Sept. 30, 2019
6:30 - 9:30 p.m. for 3 weeks

POFT 1004.002 Q1
Friday, Oct. 1, 2019
8 a.m. - Noon for 2 weeks

Customer Service

18 hours, 6 weeks, $105
(MRKG 1000 – Customer Service)

This course goes beyond the abstract and offers step-by-step information on how to provide quality customer service. Quality customer service is the key to success for any employee with customer service responsibility and is the foundation upon which an organization’s success and profits are built. No textbook required.

Sept. 4 - Oct. 9, 2019
Wednesdays, 6 - 9 p.m.

Oct. 16 - Nov. 20, 2019
Wednesdays, 6 - 9 p.m.

Location: KC-Longview, North Building

More info: (903) 236-2054 or email celgvw@kilgore.edu

Empowerment through Delegation

8 hours, $125
(BMGT 1003 – Delegation)

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

Kilgore campus:

BMGT 1003.001 Q1
Thursday, Sept. 12, 2019
6:30 - 9:30 p.m. for 3 weeks

BMGT 1003.002 Q2
Tuesday, Nov. 26, 2019
6:30 - 9:30 p.m. for 3 weeks
Managing Conflict in the Workplace

8 hours, $125
(BMGT 1010 – Introduction to Supervision)

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

Kilgore campus:

BMGT 1010.001 Q1
Tuesday, Sept. 10, 2019
6:30 - 9:30 p.m. for 3 weeks

BMGT 1010.002 Q1
Monday, Nov. 11, 2019
6:30 - 9:30 p.m. for 3 weeks

Managing Different Generations

8 hours, $125
(BGMT 1012 – Fundamentals of Management)

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

Kilgore campus:

BMGT 1012.001 Q1
Monday, Sept. 9, 2019
6:30 - 9:30 p.m. for 3 weeks

BMGT 1012.002 Q1
Tuesday, Oct. 24, 2019
6:30 - 9:30 p.m. for 3 weeks

Spanish for the Workplace

24 hours, $175
(FRNL 1001 – Occupational Specific Foreign Language)

This Command Spanish® course is for non-Spanish supervisors in the workplace wanting to communicate with Spanish-speaking employees. Learn to use Spanish to compliment employees; discuss employment issues including hiring/dismissal; discuss time/schedule issues; discuss work rules/regulations; respond to medical emergencies; & address safety issues. Class limit: 20. No prior knowledge of Spanish needed. Textbook provided.

Kilgore campus:

FRNL 1001.001 Q1
Tuesday, Oct. 1, 2019
6:30 - 9:30 p.m. for 8 weeks

Registration deadline: Sept. 17, 2019

Stress Management – Balancing Your Personal & Professional Life

8 hours, $125
(BMGT 2006 – Specialized Training in General Business and Leadership)

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

Kilgore campus:

BMGT 2006.005 Q1
Thursday, Oct. 3, 2019
6:30 - 9:30 p.m. for 3 weeks

BMGT 2006.006 Q3
Thursday, Nov. 21, 2019
6:30 - 9:30 p.m. for 3 weeks
BUSINESS LEADERSHIP
SKILLS CERTIFICATE

The following eight courses can be taken stand-alone or as a certificate. These courses will help individuals who want to advance into a supervisory position, who are new to management or who are seeking employment as managers and need to enhance personal skills. Participants successfully completing all eight courses will receive a 144-hour Business Leadership Skills Certificate. For further information, please contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu.

Communication Skills for Managers and Supervisors

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

This course covers communication skills essential for supervisors and managers in today’s workplace. Topics include communication styles, listening, and effective verbal and non-verbal communication skills as they relate to individuals and groups in the business environment.

Kilgore campus:

BMGT 1022.001 Q1
Tuesdays/Thursdays
Beginning Sept. 3, 2019
6:30 - 9:30 p.m. for 3 weeks

Leadership Skills for Managers and Supervisors

18 hours, $150
(BMGT 1020 – Leadership Skills for Supervisors/Managers)

This course is an overview of the necessary leadership skills required of supervisors and managers in today’s workplace. Emphasis will be placed on the role and function of a leader, organizing time, space and information, understanding motivation and behavior, and developing your own leadership style.

Kilgore campus:

BMGT 1020.001 Q1
Monday, Sept. 9, 2019
6:30 - 9:30 p.m. for 6 weeks

Performance Management Skills

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

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

Kilgore campus:

BMGT 1011.001 Q1
Monday, Oct. 21, 2019
6:30 - 9:30 p.m. for 6 weeks

Professional Business Speaking Skills

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

This course covers effective techniques to improve presentation and public speaking skills. Topics include content, voice, body language, and use of visual aids. Emphasis will be placed on how to improve listeners’ retention and eye contact when making business presentations.
Kilgore campus:

POFT 1002.001 Q1
Tuesdays/Thursdays
Begins Nov. 5, 2019
6:30 - 9:30 p.m. for 3 weeks

Quality Customer Service

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

This course covers the supervisor’s role in the customer service process. Topics include dealing with angry customers, effectively handling customer complaints, and how to develop a quality customer environment in the workplace.

Kilgore campus:

BUSG 1005.001 Q1
Tuesdays & Thursdays
Begins Sept. 24, 2019
6:30 - 9:30 p.m. for 3 weeks

Team Building in the Workplace

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

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

Kilgore campus:

BMGT 1019.001 Q1
Tuesdays/Thursdays
Begins Oct. 15, 2019
6:30 - 9:30 p.m. for 3 weeks

Workplace Critical Thinking & Problem Solving

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

This course emphasizes structured approaches to critical thinking and problem solving in the workplace. Emphasis is on interpreting data for effective problem solving, recommending corrective action, critical thinking and problem-solving theories, and methods to improve productivity and profitability.

Kilgore campus:

BMGT 1004.001 Q2
Tuesdays/Thursdays
Begins Dec. 3, 2019
6:30 - 9:30 p.m. for 3 weeks

Workplace Issues for Managers & Supervisors

18 hours, $150
(BMGT 1010 – Introduction to Supervision)

This course covers the knowledge, skills and processes required to effectively address today’s workplace issues legally, productively, and with human sensitivity. Topics include managing workplace diversity, preventing workplace violence and harassment, employment law for leaders, and coping with stress in today’s evolving workplace.

Kilgore campus:

BMGT 1010.001 Q2
Mondays/Wednesdays
Beginning Dec. 2, 2019
6:30 - 9:30 p.m. for 3 weeks
**Computer Basics**

18 hours, 9 weeks, $125  
(*ITSC 1012 – Beginning Computers*)

Overview of computer information systems. Introduces computer hardware, software and procedures. Use of common applications (Microsoft Office Suite) & impact of computers on society, identify ethical use of computers and basic operating system functions. Info on how computers are used in today’s business environment. Supplies: Flash drive optional. Textbook info will be given at registration.

- Sept. 3 - Oct. 29, 2019  
  Tuesdays, 6 - 8 p.m.

**Location:** KC-Longview, Hendrix Building  
**More info:** (903) 236-2054 or email celgvw@kilgore.edu

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**QuickBooks Essentials 2018**

24 hours, 8 weeks, $163  
(*ITSC 1022 – Intro to Computer Applications in Business*)

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

- Sept. 24 - Nov. 11, 2019  
  Tuesdays, 6 – 9 p.m.

**Location:** KC-Longview, Hendrix Building  
**More info:** (903) 236-2054 or email celgvw@kilgore.edu

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**Excel 2016, Level I and II**

12 hours, 4 weeks, $84  
(*ITSW 1022 – Introduction and Intermediate Spreadsheets*)

Designed to introduce the student to basic spreadsheet creation, which include terminology, program parameters, display characteristics, formatting features, mathematical functions and printing. The student will be able to demonstrate basic spreadsheet concepts and create formulas/functions, charts, graphs and generate reports. Excel II is a continuation of Excel I and is a good idea to have taken Excel I before taking Excel II. Textbook information will be given at registration. Supplies: Flash drive optional.

**Location:** KC-Longview, Hendrix Building  
**More info:** (903) 236-2054 or email celgvw@kilgore.edu

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**Excel I:**

- Sept. 9 - Sept. 30, 2019  
  Mondays, 6 - 9 p.m.

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**Excel II**

- Oct. 14 - Nov. 4, 2019  
  Mondays, 6 - 9 p.m.

**Location:** KC-Longview, Hendrix Building  
**More info:** (903) 236-2054 or email celgvw@kilgore.edu
Microsoft Office Suite 2016, Level I

36 hours, 9 weeks, $169
(ITSC 1012 – Beginning Computers)

Office suites includes word processing: Word; spreadsheets: Excel; presentations: PowerPoint; and database software. Textbook information will be given at registration. Supplies: Flash drive optional

Sept. 11 - Nov. 11, 2019
Mondays & Wednesdays, 6 - 8 p.m.

Location: KC-Longview, Hendrix Building
More info: (903) 236-2054 or email celgvw@kilgore.edu

Google Applications

12 hours, 6 weeks, $85
(ITSW 1058 – Specialized Computer Applications)

Introduction to Google Drive, a free, web-based software office suite offered by Google within its Google Drive service. Google Docs - word processor, Google Sheets - a spreadsheet and Google Slides – presentation program. Also consists of Google Forms, Drawings and Fusion Tables. No textbook required. Supplies: Student must have a current email address; Flash Drive optional.

Sept. 10 - Oct. 15, 2019
Tuesdays, 6 - 8 p.m.

Location: KC-Longview, Hendrix Building
More info: (903) 236-2054 or email celgvw@kilgore.edu

Adobe Creative Cloud Photoshop

21 hours, 10 weeks, $105
(ITSW 1003 – Introduction - Digital Imagery)

A graphics and images editing software and paint program. It has become a mainstay with graphic designers, professional photographers and hobbyists, to edit graphics as well as create and manipulate images. Textbook information given at registration. Supplies: Personal headphones and flash drives are optional.

Sept. 16 - Nov. 18, 2019
Mondays, 6 - 8:15 p.m.

Location: KC-Longview, Hendrix Building
More info: (903) 236-2054 or email celgvw@kilgore.edu

Adobe Creative Cloud Illustrator

24 hours, 8 weeks, $115
(ARTC 1000 – Specialized Graphic Applications)

This is the industry-standard illustration software for creating logos, package designs, posters and virtually every kind of 2D illustration (and even some 3-D). Textbook information given at registration. Supplies: Flash drive optional

Sept. 17 - Nov. 5, 2019
Tuesdays, 6 - 9 p.m.

Location: KC-Longview, Hendrix Building
More info: (903) 236-2054 or email celgvw@kilgore.edu
Adobe Creative Cloud InDesign

24 hours, 8 weeks, $115
(ITSW 1037 – Introduction to Presentation Software)

This is the industry-standard page layout program. You will learn to set and format type, work with paragraph styles, import images from Illustrator and Photoshop, define and apply color, apply graphic effects, create PDFs and package files for printing. Textbook information given at registration. Supplies: Flash drive is optional.

Sept. 19 - Nov. 14, 2019
Thursdays, 6 - 9 p.m.

Location: KC-Longview, Hendrix Building
More info: (903) 236-2054 or email celgvw@kilgore.edu

CULINARY ARTS

ServSafe

32 hours, 6.5 weeks, tuition is free ($192 value)
(CHEF 1005 – Certified Food Manager)

ServSafe, administered by the National Restaurant Association, is accredited by ANSI (American National Standards Institute) & the Conference for Food Protection. The certification is valid for 5 years. Texas requires that a person-in-charge (PIC), owner or employee of a food service establishment (i.e., bars, restaurants, mobile vendors, food trucks, caterers, assisted-living & day care centers) to be a Certified Food Manager (CFM) as outlined in the Texas Food Code by successfully passing an ANSI-accredited and Texas Department of State Health Service approved food safety certification exam. The tuition for this course is free thanks to a safety grant from Texas Mutual Insurance, which includes the proctor fee. However, you will need to purchase the textbook package that includes an individual exam voucher for $68.50. More info: (903) 236-2054 or email celgvw@kilgore.edu. For information on additional free safety courses visit www.kilgore.edu/RMI for forms & current schedules.

Sept. 6 - Oct. 21, 2019
Online Only (45 days to complete)
FOREIGN LANGUAGES

American Sign Language I Hybrid

36 hours, 9 weeks, $169
(SLNG 1003 – Conversational American Sign Language for the Workplace)

This is a hybrid class, which means it will meet face to face and have online components. An intro to sign language, fingerspelling and numbers. Basic functional communication skills with individuals who are deaf.

Sept. 3 - Oct. 29, 2019
Tuesdays, 6 - 8 p.m.

Location: KC-Longview, Hendrix Building
More info: (903) 236-2054 or email celgvw@kilgore.edu

Spanish for Teachers, Counselors, Administrators & Support Staff, Level I

16 hours, 8 weeks, $80
(FRNL 1001 – Occupational Specific Foreign Language)

Development of practical Spanish communication skills for the employees in the education field, including terminology, greetings, common expressions and phrases normally used within a school setting, whether it be office or classroom. Textbook required.

Sept. 5 - Oct. 24, 2019
Thursdays, 6 - 8 p.m.

Location: KC-Longview, Hendrix Building
More info: (903) 236-2054 or email celgvw@kilgore.edu

Spanish for Health Care Professionals, Level I

16 hours, 8 weeks, $80
(SPNL 1001 – Health Care Spanish)

Developmental of practical Spanish communication skills for the health care employee including medical terminology, greetings, common expressions and phrases normally used in a hospital or a physician's office. Textbook required.

Oct. 17 – Dec. 12, 2019
Thursdays, 6 - 8 p.m.
HEALTH & MEDICAL-RELATED

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: gjackson@kilgore.edu or jalcantar@kilgore.edu
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)

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.

Aug. 21 - Dec. 12, 2019
Wednesdays & Thursdays, 5:30 - 9:30 p.m.

Location: M. Kenneth Whitten Applied Technology Center (WHITN), Room 101 (Kilgore campus)

Medication Administration

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

Sept. 10 – Nov. 21, 2019
Tuesdays/Wednesdays/Thursdays
8:30 a.m. to 12:30 p.m.

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

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: www.kilgore.edu/wdce

Medication Administration Update

1 day, 7 hours, $70
(NURA 1041 – Professional Development: Medication Aide)

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

On-site (face-to-face) classes are held in Room 237 of the Canterbury Engineering Science Building, 800 Ross Ave., Kilgore, TX):

Sept. 13, Friday
Nov. 8, Friday
**Online classes:**
(Must have personal internet access and use of a personal computer or laptop. A smartphone or tablet will not work for this class.)

- Aug. 16-23, 2019
- Oct. 10-17, 2019
- Dec. 5-12, 2019

(Seven days allowed for online course, Total of 7 hours). Same material presented in the on-site course.

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

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### Phlebotomy

**13 weeks, 200 hours, $795**
(PLAB 1023 – Phlebotomy; PLAB 1060 – Clinical Phlebotomy)
($400 tuition, $365 Clinical, $30 required insurance)

- Sept. 3 – Nov. 26, 2019

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

The Phlebotomy program is selecting applicants to enter the next two KC Phlebotomy courses. Learn the medical practice of opening a vein/drawing blood. Graduates will test for the American Society of Phlebotomy Technicians national certification. There is a selection process for admission into the program.

**Additional expenses:** Required textbook ($165), national exam fee ($90), drug screen and background check ($46), Scantrons, clinical attire ($45), vaccinations, documentation and CPR certification ($40), the cost of a drug screen/background check.

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

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

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### Pharmacy Technician

**308 hours, 16 weeks,**
$1,842 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):** Aug. 19 – Dec. 20, 2019

**Classroom:** Mon/Wed/Friday, 11 a.m. - 3 p.m. for all 16 weeks

The Pharmacy Technician program prepares individuals for an entry-level job as a Pharmacy Technician in retail and community settings. Students will learn how to perform applicable pharmacy calculations, prepare prescription orders under the supervision of a pharmacist, comply with all state and federal regulations and laws, pharmaceutical terminology, prescription processing, dose preparation and basic pharmaceutical compounding. Upon completion of this program, students will be able to perform duties related to the community pharmacy setting. Students will be prepared to take the certification exam offered by the Pharmacy Technician Certification Board (PTCB) to become a Certified Pharmacy Technician (CPhT).

**Additional expense:** Required textbook is approximately $231.

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

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

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### Certified Nurse Assistant (Aide)

**5 weeks, $499, $15 insurance, 100 hours**
(NURA 1001 – Nurse Aide for Health Care)

**Additional Expenses:** Required textbook $64.50, uniform $100, cost of required immunizations and physical, criminal history background check.

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 services needs.

Day Class Dates (7:45 a.m. – 4:15 p.m., Mon-Fri) at KC-Longview:
- Sept. 25 – Oct. 21
- Nov. 18 – Dec. 12

Evening Class Dates (4 – 10 p.m., Mon-Fri.) at KC-Longview:
- Oct. 7 – Nov. 7, 2019

Eligibility Requirements: Visit www.kilgore.edu/wdce for eligibility requirements. There is a selection process to be allowed admission into the program.

Registration: Register for this class at the KC-Longview Hendrix Bldg. (LVHDX), 200

More info: Call 903-236-2038 or 903-236-2036 or e-mail: adjackson@kilgore.edu

Benefits and Compensation

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

This course is an overview of employee compensation systems. Topics include direct/indirect compensation, internal and external determination of compensation, benefits administration, managing and evaluating for compensation system effectiveness, legal and regulatory issues, pay equity and job analysis affecting job compensation and competencies.

Kilgore campus:

HRPO 2006.001 Q1
Monday-Thursday
Begins Oct. 1, 2019
8 a.m. – 12:30 p.m. for 10 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 1005.001 Q1
Thursday/Monday/Tuesday
Begins Oct. 31, 2019
8 a.m. - Noon for 3 days

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. For more info, please 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.

HRPO 1008.001 Q1
Thursday/Monday/Tuesday
Begins Oct. 17, 2019
8 a.m. Noon for 3 days

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 1003.001 Q1
Monday-Thursday
Begins Oct. 23, 2019
8 a.m. - 2 p.m. for 5 days

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 1004.001 Q1
Monday-Wednesday
Begins Nov. 26, 2019
8 a.m. - Noon for 6 days

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 2004.001 Q1
Monday-Thursday
Begins Sept. 11, 2019
8 a.m. – 2:30 p.m. for 7 days

HRPO 2004.002 Q2
Monday/Tuesday/Thursday
Begins Dec. 19, 2019
8 a.m. - 3 p.m. for 7 days
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 1000.001 Q1
Tuesday/Monday
Begins Nov. 19, 2019
8 a.m. - 3 p.m. for 2 days

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 1007.001 Q1
Monday - Thursday
Begins Nov. 6, 2019
8 a.m. – 2 p.m. for 4 days

Project Management Fundamentals

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

This course covers the methods for planning and controlling projects. Topics include project management concepts and models, critical path, analysis of time/cost benefits and resource utilization.

Kilgore campus:

BMGT 1021.001 Q1
Monday - Thursday
Begins Sept. 24, 2019
8 a.m. – 2 p.m. for 4 days

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:

OSHT 2015.001 Q2
Monday-Thursday
Begins Dec. 5, 2019
8 a.m. – 2 p.m. for 8 days

Safety Communications and Procedures for Human Resources

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

This course covers essential safety communications and knowledge for individuals working in human resource positions in organizations. Topics include safety instructions and procedures; unsafe working conditions; incident reporting; and applicable regulatory standards.
SHRM Free Information Sessions:

You are invited to a free information session to learn more about the SHRM courses and other human resource courses offered by KC. For reservations or for more info, call (903) 983-8288.

Aug. 15, 2019 & Jan. 16, 2020
6 p.m. in the Woodruff Adult Education Center (AC-211)

SHRM Essentials of Human Resources®

18 hours, $475
(HRPO 1000 – Understanding the Human Resource Function)

SHRM Essentials of Human Resources® is an entry-level human resource-training program for anyone new to HR or anyone wanting to strengthen their employee management skills. Knowledge of the essentials can make you a better manager, protect your company from needless litigation and help advance your career. This program is for junior-level HR practitioners, anyone who wants to know more about careers in HR or anyone who hires/manages employees. For more info, please contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu.

Kilgore campus:
HRPO 1000.004 Q1
Begins Tuesday, Sept. 24, 2019
6:30 - 9:30 p.m. on Tuesdays for 6 weeks
Registration deadline: Sept. 10, 2019

SHRM Learning System®

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

SHRM Learning System® is 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. Instruction includes 5 modules covering 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. Training materials included. For more info, contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu.

Kilgore campus:
HRPO 2030.001 Q1
Begins Thursday, Sept., 5, 2019
6:30 - 9:30 p.m. on Thursdays for 12 weeks
Registration Deadline: Aug. 26, 2019

Industrial/ Residential Electrical Technology

KC’s Industrial/Residential Electrical Technology Certificate consists of nine courses, which train students to be job-ready for the manufacturing, industrial and mechanical environments.

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

For more information, please call Brenda Brown at (903) 983-8288 or e-mail bjbrown@kilgore.edu.
Fundamentals of Electricity

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

This course covers the theory and application of electrical energy. Topics include AC and DC theory, voltage, current, resistance, power, electrical values for series, parallel and combination circuits, electrical generation, transmission, and distribution and switching. Textbook required.

Kilgore campus:

ELPT 1019.001 Q1
Mondays-Thursdays
Begins Sept. 3, 2019
8 a.m. - 3 p.m. for 9 days

Electrical Printreading

36 hours, $275
(DFTG 1023 – Blueprint Reading for Specific Occupations)

This course is an overview of electrical blueprint reading as it pertains to the applicable sections of the 2017 National Electric Code. Textbook required.

Kilgore campus:

DFTG 1023.001 Q1
Monday-Thursday
Begins Oct. 10, 2019
8 a.m. – 4:30 p.m. for 5 days

Electrical Safety

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

This course covers electrical safety issues for field and plant personnel. Emphasis is placed on the recognition of potential electrical problems to prevent accidents. Topics include key regulations, codes and standards of area electrical industries, lock-out/tag-out procedures for electrical equipment, hazard equipment selection, personal protective safeguards and equipment, and flammable/combustible liquid classifications for worksites.

Kilgore campus:

IEIR 1040.001 Q1
Mondays- Thursdays
Begins Sept. 3, 2019
8 a.m. - 3 p.m. for 9 days

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 1001.001 Q1
Thursday/ Monday/ Tuesday
Begins Sept. 26, 2019
8 a.m. – 2:30 p.m. for 3 days
Electrical Controls

24 hours, $225
(ELPT 1002 – Introduction to Electrical Controls)

This course covers the general principles of electrical controls and their components in the electrical power and air conditioning industries. Topics include reading electrical schematics, identifying industrial switches and pilot devices, and reviewing NEC. Textbook required.

Kilgore campus:

ELPT 1002.001 Q1
Mondays-Thursdays
Begins Oct. 2, 2019
8 a.m. – Noon for 5 days

Electrical Motors

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

This hands-on course covers the fundamentals of single phase and three phase alternating current motors and direct current motors. Topics include operating principles, characteristics, application, selection, installation, maintenance, troubleshooting, and NEC review. Textbook required.

Kilgore campus:

IEIR 1006.001 Q1
Mondays-Thursdays
Begins Oct. 21, 2019
8 a.m. - 2 p.m. for 10 days

Residential Wiring

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

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

Kilgore campus:

ELPT 1029.001 Q1
Mondays-Thursdays
Begins Nov. 6, 2019
8 a.m. - 2 p.m. for 13 days

Industrial Wiring

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

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

Kilgore campus:

ELPT 1057.001 Q2
Mondays-Thursdays
Begins Dec. 3, 2019
8 a.m. - 2 p.m. for 13 days
Troubleshooting
Electrical Systems

48 hours, $375
(EECT 2043 – Troubleshooting and Maintenance)

This course covers the application of troubleshooting techniques to correct electrical system problems. Textbook may be required.

Kilgore campus:

EECT 2043.001 Q2
Mondays-Thursdays
Begins Jan. 6, 2020
8 a.m. - 2 p.m. for 11 days

Manufacturing Processes

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

This course explores a variety of methods used in manufacturing. Theory and application of processes include but not limited to metal forming, welding, machining, heat-treating, plating, assembly procedures, process control considerations, casting, and injection molding.

Kilgore campus:

INMT 1019.001 Q1
Mondays-Thursdays
Begins Nov. 17, 2019
8 a.m. - 2 p.m. for 10 days

Precision Tools and 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 1020.001 Q1
Mondays-Thursdays
Begins Oct. 30, 2019
8 a.m. - 2 p.m. for 10 days

Logistics

48 hours, $375
(INMT 1036 – Logistics)

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

Kilgore campus:

INMT 1036.001 Q2
Mondays-Thursdays
Begins Dec. 19, 2019
8 a.m. - 4 p.m. for 8 days
### Principles of Lean Manufacturing

40 hours, $375  
(INMT 1000 – Principles of Lean Manufacturing)

This course covers the principles of lean manufacturing, including a systematic approach to reducing costs and lead-time. Emphasis is on efficient production systems and the need for flexibility within those systems.

**Kilgore campus:**

INMT 1000.001 Q2  
Mondays-Thursdays  
Begins Dec. 4, 2019  
8 a.m. - 2 p.m. for 9 days

### Printreading for Industry

36 hours, $275  
(DFTG 1023 – Blueprint Reading for Specific Occupation)

This course studies aspects of industrial blueprints with a focus on terminology, symbols, graphic descriptions, procedures, and industry standards. Emphasis is on interpretation of plans and drawings used by various industries. Textbook required.

**Kilgore campus:**

DFTG 1023.003 Q1  
Monday-Thursday  
Begins Oct. 16, 2019  
8 a.m. - 2 p.m. for 8 days

### Shop Math

36 hours, $275  
(TECM 1013 – Occupational Math)

This course covers applied mathematics required for the machine trades occupation. Topics include measurement, whole numbers, mixed numbers, fractions, decimals, and selected algebra, geometry, and trigonometry applications used in machine shop employment. Emphasis is on defining the use of formulas and identifying conversion methods of numbering systems. Textbook required.

**Kilgore campus:**

TECM 1013.001 Q1  
Mondays-Thursdays  
Begins Oct. 2, 2019  
8 a.m. - 2 p.m. for 8 days

### Shop Safety

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

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

**Kilgore campus:**

OSHT 1003.001 Q1  
Mondays-Thursdays  
Begins Sept. 18, 2019  
8 a.m. - 2 p.m. for 8 days
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:

ITSC 1058.001 Q1
Mondays - Thursdays
Begins Sept. 3, 2019
8 a.m. - 2 p.m. for 5 days

Workplace Communications

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

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

Kilgore campus:

BMGT 1022.004 Q1
Mondays - Thursdays
Begins Sept. 10, 2019
8 a.m. - 2 p.m. for 5 days

MUSIC ACADEMY

Group Piano Classes

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 is Aug. 26 to Dec. 13 (15 Weeks excluding the week of Thanksgiving).

Group Classes - Beginner Piano:
45-Minute Group Class,
$225 + $20 Books & Materials Fee
Private Piano Classes

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.

Location: Turk Fine Arts Center (TURK) building (Kilgore campus)

Private Piano Lesson Information:

• One-on-one lessons (piano) are either 30 minutes for beginning and intermediate students or 45 minutes for advanced students. To take 45-minute lessons, students must have previous private lesson experience and instructor approval.
• Scheduled as students are registered; some instructors have limited availability.
• Students will have a recital opportunity each semester and may also participate in local area festivals (when available).
• Lessons are limited according to age due to the physical development required for the instrument and/or the intensity of the course material.
• 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 over 18 years of age 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. 26 to Oct. 18 (8 weeks):

• 30-Minute Lessons..............$200 ($25 per lesson)
• 45-Minutes Lessons............$280 ($35 per lesson)

Fall Section 2:
Oct. 21 to Dec. 13 (7 weeks)

• 30-Minute Lessons..............$175 ($25 per lesson)
• 45-Minutes Lessons............$245 ($35 per lesson)

Instructors:
Jonathan Kaan & Lydia Lim

PHOTOGRAPHY

Digital Photography Basics

16 hours, 6 weeks, $95
(PHTC 1004 – Introductory Professional Photography)

Learn the basics using 35mm camera or digital cameras – functions, types of lenses, flash photography, proper camera care; utilize camera techniques and correct camera settings, lighting, composition, image and outline printing procedures and print presentation. Textbook information to be given at registration. Supplies: Manual 35 MM camera or digital cameras.

Sept. 17 - Oct. 15, 2019
Tuesdays, 6 - 9:15 p.m.

Oct. 29 - Dec. 3, 2019
Tuesdays, 6 - 9:15 p.m.

Location: KC-Longview, Hendrix Building
More info: (903) 236-2054 or email celgvw@kilgore.edu

Smartphone Photography

(PHTC 1004 – Introductory Professional Photography)

Oct. 14 - Nov. 18, 2019
Mondays, 6 - 9 p.m.

Smartphone cameras have really advanced! Get help on taking, creating, manipulating, and sharing photographs and videos. Delve in- popular subjects such as children, pets, concerts, festivals and sports. Tips and proper care of your smart phone. Textbook information to be given at registration. Supplies: Smartphone or iPad or tablet & flash drive.

Location: KC-Longview, Hendrix Building
More info: (903) 236-2054 or email celgvw@kilgore.edu
GETTING YOUR SALESPERSON’S LICENSE:

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

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

**Students must complete the following courses:**

- Real Estate Principles and Practice I - 30 hours
- Real Estate Principles and Practice II - 30 hours
- Real Estate Law of Agency - 30 hours
- Real Estate Law of Contracts - 30 hours
- Real Estate Promulgated - Contracts 30 hours
- Real Estate Finance - 30 hours

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

**How to contact the Texas Real Estate Commission:**

By mail:
Texas Real Estate Commission
P.O. Box 12188
Austin, TX 78711-2188

By phone: (512) 936-3000
Online: www.trec.state.tx.us

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

Pursuant to §1101.3521 of the Real Estate License Act, any person applying for or renewing a broker or salesperson license must provide their fingerprints, in a specified format, so that an FBI criminal history check can be performed. These fingerprint requirements apply only to brokers and salespersons, not to other TREC license types. Once fingerprints are on file with DPS for a TREC license, a licensee will not need to be fingerprinted for subsequent renewals. The following six courses are required to fulfill your license educational requirements. Some courses meet on Mondays and Wednesdays for five weeks. Some courses meet on Tuesdays and Thursdays for five weeks. No classes will be held during Spring Break (week of March 11, 2020).

**Textbooks are sold in the KC-Longview Bookstore located at:**

300 S. High St.
Longview, TX 75601
Phone: 903-753-2642
Fax: 903-753-3372
www.kcbookstore.com

**Principles & Practices I (Texas Specific)**

32 hours, 5 weeks, $153  
(RELE 1002 – Principles of Real Estate, Texas Specific)

Overview of licensing as a real estate broker or salesperson in Texas. Includes ethics of practice as a license holder; titles to & conveyance of real estate; legal descriptions, deeds, encumbrances & liens; distinctions between personal/real property; appraisal, finance & regulations; closing procedures; & real estate mathematics. Covers at least 3 hours of classroom instruction on federal, state & local laws relating to housing discrimination, housing credit discrimination & community reinvestment. Fulfills at least 30-60 hours of required instruction for salesperson license. Textbook info given at registration.

Aug. 28 - Sept. 25, 2019  
Mondays & Wednesdays, 6 - 9:50 p.m.

**Location:** KC-Longview, Hendrix Building
Law of Agency (Texas Specific)
32 hours, 5 weeks, $153
(RELE 2002 – Law of Agency, Texas Specific)
Legal concepts of real estate, land description, real property rights, estates in land, contracts, conveyances, encumbrances, foreclosures, recording procedures and evidence of title. Textbook information will be given at registration.

Aug. 27 - Sept. 26, 2019
Tuesdays & Thursdays, 6 - 9:15 p.m.
Location: KC-Longview, Hendrix Building

Principles and Practices II (Texas Specific)
32 hours, 5 weeks, $153
(RELE 1039 – Principles of Real Estate II (Texas Specific)
A continuing overview of licensing as a broker or salesperson in Texas. Includes ethics of practice as a license holder, titles to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing and local laws relating to housing, discrimination, housing credit discrimination, and community reinvestment. Fulfills at least 30-60 hours of required instruction for salesperson license. Textbook: Same book as used for Principles and Practices I.

Sept. 30 - Oct. 30, 2019
Mondays & Wednesdays, 6 - 9:50 p.m.
Location: KC-Longview, Hendrix Building

Law of Contracts (Texas Specific)
32 hours, 5 weeks, $153
(RELE 1012 – Law of Contract (Texas Specific)
Elements of a contract, offer and acceptance, statute of frauds, specific performance and remedies for breach, unauthorized practice of law, commission rules relating to use of adopted forms, and owner disclosure requirements. Textbook information will be given at registration.

Oct. 1 - 31, 2019
Tuesdays & Thursdays, 6 - 9:15 p.m.
Location: KC-Longview, Hendrix Building

Promulgated Contract Forms (Texas Specific)
32 hours, 5 weeks, $153
(RELE 1000 – Promulgated Contract Forms (Texas Specific)
This course includes unauthorized practice of law, broker to lawyer committee, current promulgated and approved forms, commission rules governing use of forms and case studies involving use of forms. Textbook info given at registration.

Nov. 4 - Dec. 11, 2019
Mondays & Wednesdays, 6 - 9:50 p.m.
Location: KC-Longview, Hendrix Building

Finance (Texas Specific)
32 hours, 5 weeks, $153
(RELE 1020 – Real Estate Finance (Texas Specific)
Monetary systems, primary and 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 and the state housing agency. Textbook information given at registration.

Nov. 5 - Dec. 12, 2019
Tuesdays & Thursdays, 6 - 9:15 p.m.
Location: KC-Longview, Hendrix Building
Texas State License Exam Prep

20 hours, 3 weeks, $95  
(RELE 1058 – Real Estate Exam Review)

A review of current & updated information for the preparation for the Texas Real Estate License Exam. Students use the same textbooks from the 6 classes already taken.

May 11 - June 1, 2020  
Mondays & Tuesdays, 6 - 9:30 p.m.

Location: KC-Longview, Hendrix Building

RISK MANAGEMENT INSTITUTE

KC offers free safety courses through a generous grant from Texas Mutual Insurance Company that funds the KC Risk Management Institute. CE Units (CEUs) and certificates are awarded with successful completion courses. They are free, but pre-registration is required.

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

More info: (903) 983-8170 or email jalcantar@kilgore.edu.

SMALL BUSINESS

(BUSG 1008 - 12 hours, 4 weeks $55)

Explore starting a small business with topics including essential management skills, preparing a business plan, accounting/financial needs, staffing, marketing strategies and legal issues. Textbook information given at registration.

Sept. 9 - Sept. 30, 2019  
Mondays, 6 - 9 p.m.

Oct. 28 - Nov. 18, 2019  
Mondays, 6 - 9 p.m.

Location: KC-Longview, North Building  
More info: (903) 236-2054 or email celgvw@kilgore.edu

TRANSPORTATION INSTITUTE

CDL Permit Training

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

Preparation for the federally mandated Commercial Driver's License examination.

Monday-Friday  
Sept. 30 to Oct. 4, 2019  
8 a.m. - 5 p.m.

Monday-Friday  
Nov. 11 to Nov. 15, 2019  
8 a.m. - 5 p.m.

Location: Whitten Building, Room 109  
More info: Contact Robert Horn at rhorn@kilgore.edu or (903) 988-7576

CDL Class "A" License Training

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

Overview of the State of Texas Class "A" Commercial Driver's License written test. Includes preparation for mastery of the Commercial Driver's License written examination, general truck driving skills with hands-on component, and instruction coordinated with the Department of Transportation.

Monday-Friday  
Oct. 7 to Nov. 1, 2019  
8 a.m. - 5 p.m.

Monday-Friday  
Nov. 18 to Dec. 17, 2019  
8 a.m. - 5 p.m.

Location: Whitten Building, Room 109  
More info: Contact Robert Horn at rhorn@kilgore.edu or (903) 988-7576
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.

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: celgvw@kilgore.edu

See COMPUTERS, Pages 10-12

Computer Classes

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

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
INDUSTRIAL/RESIDENTIAL ELECTRICAL TECHNOLOGY

Job-ready training for the manufacturing, industrial and mechanical workplace environments. Graduates are qualified to enter the job market as an apprentice working under the direction of a licensed electrician.

SEE PAGES 19-24
KC-Longview buildings:
1. Longview North Building (LVNTH)
2. Hendrix Building (LVHDX)
3. Cosmetology Building (LVCO)
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 and Refunds:

To formally withdraw from a Community Education & Workforce Development class, a student must 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 four to six weeks following the request. To receive your refund in check form, you will have to pick up the check at the Cashier’s Office in the Devall Student Center on the Kilgore campus. To have the refund check mailed to you, you must call (903) 983-8108 to have your address verified. If the student has a current or active Ranger Card account, the refund will be credited to the card account which will also take four to six weeks.

Students will receive full 100% refund of tuition if the class is canceled.

1- or 2-day classes: 100% refund less $15 matriculation fee (if requested 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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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.