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Many 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

CLASSES OFFERED IN KILGORE, LONGVIEW & HENDERSON!
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:**

<table>
<thead>
<tr>
<th>Workforce Development &amp; Community Education</th>
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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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<tr>
<td>Kilgore, TX 75662</td>
<td>300 S. High Street Longview, TX 75601</td>
<td>800 Ross Ave. Kilgore, TX 75662</td>
<td>1306 S. Henderson Blvd. Kilgore, TX 75662</td>
<td>1100 Brook Dr. Kilgore, TX 75662</td>
</tr>
<tr>
<td>(903) 983-8661</td>
<td>(903) 753-2642</td>
<td>(903) 983-8645</td>
<td>(903) 988-7576</td>
<td>(903) 983-8287</td>
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**Business Hours:**

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<tr>
<th>KC-Kilgore:</th>
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<tr>
<td>Monday - Thursday, 7:45 a.m. to 5 p.m.</td>
<td>Monday - Thursday, 7:45 a.m. to 6 p.m.</td>
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<td>Friday, 7:45 a.m. to 3:45 p.m.</td>
<td>Friday, 7:45 a.m. to 2:30 p.m.</td>
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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**

**DRAWING LEVEL I**

20 hours, 8 weeks, $100

Fundamentals of drawing including line, space, form and perspective from still life, landscape or the human figure. No textbook required. Supply list given at registration.

*ARTV 1091.750*

Tuesdays, 6 to 8:30 p.m.

Aug. 25 to Oct. 13, 2020

Location: KC-Longview

**ACRYLIC PAINTING**

20 hours, 8 weeks, $100

An art world full of versatility & bright, bold colors. Because acrylics are water-based, it offers opacity so you can paint right over your mistakes, appealing to beginners & more advanced painters. No textbook required. Supply given at registration.

*ARTV 1091.752*

Thursdays, 6 to 8:30 p.m.

Oct. 15 to Dec. 10, 2020

Location: KC-Longview

**BUSINESS**

For business courses offered below in Kilgore, contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu.

**ACCOUNTING AND FINANCE FOR NONFINANCIAL MANAGERS**

8 hours, $125

(BMGT 2006 – Specialized Training in General Business & Leadership)

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

Kilgore campus:

*BMGT 2006.001 Q1*

Fridays beginning Sept. 18, 2020

8 a.m. to Noon for 2 weeks

**BUSINESS WRITING**

8 hours, $125

(POFT 1004 – Business Writing)

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

Kilgore campus:

*POFT 1004.001 Q1*

Fridays, Oct. 16, 2020

8 a.m. to Noon for 2 weeks
EMPOWERMENT THROUGH DELEGATION

8 hours, $125  
(BMGT 1003 – Delegation)

This course focuses on the concepts of delegation/development of employee teams. Topics are fostering empowerment in employees & types of authority.

Kilgore campus:

BMGT 1003.001 Q2
Fridays beginning Dec. 4, 2020
8:00 a.m. to Noon for 2 weeks

MANAGING CONFLICT IN THE WORKPLACE

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

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

Kilgore campus:

BMGT 1010.001 Q1
Fridays beginning Nov. 13, 2020
8:00 a.m. to Noon for 2 weeks

BUSINESS SKILLS LEADERSHIP CERTIFICATE

The following three courses can be taken stand-alone or as a part of an eight course certificate. For those who want to advance into a supervisory position, new to management or seeking jobs as managers & need to enhance personal skills. Completers of all 8 courses will receive a 144-hour Business Leadership Skills Certificate. Students have the option to attend face-to-face class meetings or access class meetings using video conferencing.

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

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 1022.001 Q1
Fridays beginning Sept. 11, 2020
8 a.m. to 12:30 p.m. for 4 weeks
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 1020.001 Q1  
Fridays beginning Oct. 9, 2020  
8 a.m. to 12:30 p.m. for 4 weeks

PERFORMANCE MANAGEMENT SKILLS

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

This course covers 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  
Fridays beginning Nov. 13, 2020  
8:00 a.m. to 12:30 p.m. for 4 weeks

COMPUTER CLASSES

To register for computer classes call (903) 236-2054 or email celgvw@kilgore.edu.

COMPUTER BASICS

18 hours, 9 weeks, $90

Overview of computer information systems. (computer hardware, software & procedures. Learn Microsoft Office Suites and how computers are used in today’s businesses. Supplies: Flash drive. Textbook information will be given at registration.

ITSC 1012.750  
Tuesdays, 6 to 8 p.m.  
Sept. 1 to Oct. 27, 2020  
Location: KC-Longview

QUICKBOOKS ESSENTIALS 2018

24 hours, 8 weeks, $120

ITSC 1022.750  
Tuesdays, 6 to 8:50 p.m.  
Sept. 1 to Oct. 20, 2020  
Location: KC-Longview

EXCEL 2019 LEVEL I AND II

12 hours, 6 weeks, $84

Basic spreadsheet creation (terminology, program parameters & display characteristics, formatting features, math functions and printing. Basic spreadsheet concepts, create formulas/functions, charts, graphs, and generate reports. Excel II is a continuation of Excel I. Textbook information will be given at registration. Supplies: Flash drive

ITSW 1022.750  
Mondays, 6 to 8:50 p.m. (Excel I)  
Sept. 14 to Oct. 5, 2020  
Location: KC-Longview

ITSW 1022.751  
Mondays, 6 to 8:50 p.m. (Excel II)  
Oct. 12 to Nov. 2, 2020  
Location: KC-Longview
Microsoft Office Suites 2019

36 hours, 9 weeks, $169

Office suites includes word processing, spreadsheets, presentations and database software. Textbook information will be given at registration. Supplies: Flash drive

ITSC 1012.751
Mondays and Wednesdays, 6 p.m. to 8 p.m.
Sept. 14 to Nov. 9, 2020
Location: KC-Longview, Hendrix Bldg., Room 203

Google Applications

12 hours, 6 weeks, $85

Introduction to Google Drive, a free, web-based software office suites 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 is optional.

ITSW 1058.750
Tuesdays, 6 to 8 p.m.
Sept. 8 to Oct. 13, 2020
Location: KC-Longview

Adobe Creative Cloud Illustrator

24 hours, 8 weeks, $120

This is the industry-standard illustration software to create logos, package designs, posters & virtually every kind of 2-D illustration (some 3-D). Textbook info given at registration. Flash drive is optional.

ARTC 1000.750
Tuesdays, 6 to 8:50 p.m.
Sept. 15 to Nov. 3, 2020
Location: KC-Longview

Adobe Creative Cloud InDesign

24 hours, 8 weeks, $120

This is the industry-standard page layout program. Learn to set/format type, paragraph styles, import images from Illustrator & Photoshop, define/apply color, graphics, PDF’s and package files for printing. Textbook info given at registration. Supplies: Flash drive is optional.

ITSW 1037.750
Thursdays, 6 to 8:50 p.m.
Sept. 17 to Nov. 5, 2020
Location: KC-Longview

Adobe Creative Cloud Photoshop

21 hours, 10 weeks, $105

Photoshop is a mainstay with graphic designers & pro photographers to edit graphics & create/manipulate images. Textbook info given at registration. Supplies: Personal headphones & flash drives optional.

ITSW 1003.750
Mondays, 6 to 8:15 p.m.
Sept. 14 to Nov. 16, 2020
Location: KC-Longview
To register for culinary classes call (903) 236-2054 or email celgvw@kilgore.edu.

**SERVSAFE**
(CHEF 1005 – Certified Food Manager)

ServSafe certification is valid for 5 years. Tuition is free thanks to the safety grant from Texas Mutual Insurance, but students must purchase a textbook with an individual exam voucher.

- **CHEF 1005.W95** - Online Only - Aug. 1 to Oct. 31, 2020
- **CHEF 1005.W80** - Online Only - Oct. 1 to Dec. 31, 2020

**FOREIGN LANGUAGES**

**AMERICAN SIGN LANGUAGE I**
36 hours, 9 weeks, $180

An intro to sign language, fingerspelling & numbers.

- Tuesdays, 6 p.m. to 8 p.m.
- Sept. 8 to Nov. 3, 2020
- Location: KC-Longview

**SPANISH FOR HEALTHCARE I, II**
16 hours, 4 weeks, $80

Spanish communication skills for health care employees including medical terminology & common phrases used in a hospital/physician’s office. Textbook required.

- **Level I:**
  - Thursdays, 6 p.m. to 8 p.m.
  - Aug. 20 to Oct. 8, 2020
  - Location: KC-Longview

- **Level II (Level I is required as a prerequisite):**
  - Thursdays, 6 p.m. to 8 p.m.
  - Oct. 15 to Dec. 10, 2020
  - Location: KC-Longview

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.

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

**ELECTRICAL**

**ELECTRICIAN EXAM REVIEW**
32 hours, $450
(ELPT) 2001 – Journeyman Electrician Exam Review)

This course prepares individuals for journeyman, maintenance, and master electrician licensure with emphasis on electrical theory, calculations, wiring methods, and the National Electric Code (NEC). Textbook required.

Kilgore Campus:

- **ELPT 2001.001 Q4**
  - Mondays-Thursdays
  - Begins Aug. 3, 2020
  - 8 a.m. to Noon for 8 days
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
By email: jalcantar@kilgore.edu
By fax: (903) 988-7543
By mail: Mail your registration form to:

Kilgore College
Health Sciences CE
1100 Broadway
Kilgore, TX 75662

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

MEDICATION ADMINISTRATION UPDATE

7 hours, 1 day for on-site class, $70 for on-site & online
(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.

Eligibility Requirements: www.kilgore.edu/wdce

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

September 11, 2020 (Friday) 9 a.m. to 5 p.m.
November 6, 2020 (Friday) 9 a.m. to 5 p.m.

Online classes:

(Must have personal internet access and use of a personal computer or laptop. A smart phone or tablet will not work for this class.)

June 1, 2020 - Aug. 31, 2020
(Registration deadline is July 31, 2020)

Aug. 1, 2020 - Oct. 31, 2020
(Registration deadline is Sept. 31, 2020)

Oct. 1, 2020 - Dec. 31, 2020
(Registration deadline is Nov. 30, 2020)

There is always a class available to enroll in.

Complete at your own pace up until the end date of the course. The class is 7 hours total in length. The course material of the online class is the same as the on-site course.

Call (903) 983-8645 or email jalcantar@kilgore.edu for more information.

MEDICATION ADMINISTRATION

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

Fall Course: Sept. 1 to Nov. 12, 2020

Tuesdays/Wednesdays/Thursdays
8:30 a.m. to 12:30 p.m.

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

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

Call (903) 983-8645 or email jalcantar@kilgore.edu.
**PHLEBOTOMY**

200 hours, 13 weeks, $795

(PLAB 1023 – Phlebotomy; PLAB 1060 – Clinical Phlebotomy)  
($400 tuition, $365 Clinical, $30 required insurance)

**Eligibility Requirements:** www.kilgore.edu/phlebotomy

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

**Fall Program:** Sept. 1 to Nov. 24, 2020

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

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

Call (903) 983-8645 or email jalcantar@kilgore.edu for more information.

**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):

**Fall Program:** Aug. 20 to Dec. 10, 2020

- **Classroom:** Mon/Wed/Thurs, 5 p.m. to 9 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

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

Call (903) 983-8645 or email jalcantar@kilgore.edu for more information.
CERTIFIED NURSE ASSISTANT (AIDE)

112 hours, 5 weeks, $619 total ($499.50 tuition, $119.50 insurance and state exam fee)

(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 services needs.

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

Day Class Dates (7:45 a.m. to 4:15 p.m., Mon-Fri):
- Aug. 17 to Sept. 28, 2020
- Oct. 5 to Nov. 12, 2020
- Jan. 11 to Feb. 22, 2021

Evening Class Dates (4 – 10 p.m., Mon-Fri.):
- Aug. 17 to Sept. 28, 2020
- Oct. 5 to Nov. 12, 2020
- Jan. 11 to Feb. 22, 2021

Location: KC-Longview

Call (903) 983-8645 or email jalcantar@kilgore.edu for more information.

HUMAN RESOURCES

HR SPECIALIST CERTIFICATE

Classes in HR can lead to a career or enhance small business owners’ knowledge of employee management. The HR Specialist Certificate can put job applicants a step ahead of the competition. It can also save resources when employers & supervisors know the proper regulatory requirements for managing their workforce. Students have the option to attend face-to-face class meetings or access class meetings through video conferencing. For more info, please call (903) 983-8288 or e-mail bjbrown@kilgore.edu.

BENEFITS & COMPENSATION

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


Kilgore campus:

HRPO 2006.001 Q2
Mondays-Thursdays
Begins Dec. 3, 2020
8 a.m. to 12 p.m. for 12 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
Wednesday/Thursday/Monday
Begins Sept. 23, 2020
8 a.m. to Noon for 3 days

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
Tuesday/Wednesday/Thursday
Begins Sept. 8, 2020
8 a.m. to Noon for 3 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 1003.001 Q1
Mondays-Thursdays
Begins Sept. 29, 2020
8 a.m. to Noon for 6 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 1004.001 Q1
Mondays-Thursdays
Begins Sept. 14, 2020
8 a.m. to Noon for 6 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 2004.001 Q1
Mondays-Thursdays
Begins Oct. 8, 2020
8 a.m. to Noon for 9 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 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 1000.002 Q1
Tuesday/Wednesday/Thursday
Begins Sept. 1, 2020
8 a.m. to Noon for 3 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)

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

Kilgore campus:

HRPO 1007.001 Q1
Monday-Thursday
Begins Nov. 2, 2020
8 a.m. to 12:30 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.

Kilgore campus:

HRPO 2008.001 Q1
Monday/Tuesday/Wednesday
Begins Oct. 26, 2020
8 a.m. to Noon for 3 days

For more info, please 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 1021.001 Q1**
Monday-Thursday
Begins Nov. 9, 2020
8 a.m. to 12:30 p.m. for 4 days

For more info, please 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 2015.001 Q1**
Mondays-Thursdays
Begins Nov. 16, 2020
8 a.m. to 12:30 p.m. for 9 days

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

SHRM FREE INFORMATION 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, Aug. 18, 2020 (in the Woodruff Adult Education Center, AC-211). For reservations, please 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 and help advance your career. This is for junior-level HR practitioners, anyone interested in HR or anyone who hires/manages employees. Students have the option to attend face-to-face class meetings or access class meetings through video conferencing. Training materials included. For more info, contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu.

Kilgore campus:

**HRPO 1000.001 Q1**
Begins Thursday, Oct 8, 2020
6:30 to 9:30 p.m. on Thursdays for 6 weeks

Registration deadline: Sept. 24, 2020
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. Students have the option to attend face-to-face class meetings or access class meetings through video conferencing. Training materials included. For more info, contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu.

Kilgore campus:

HRPO 2030.001 Q1
Begins Tuesday, Sept. 15, 2020
6:30 to 9:30 p.m. on Tuesdays for 12 weeks

Registration Deadline: Sept. 1, 2020

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

INDUSTRIAL & RESIDENTIAL ELECTRICAL TECHNOLOGY

KC’s Industrial/Residential Electrical Technology Certificate consists of 9 courses, which training to be job-ready for manufacturing, industrial/mechanical environments. Graduates 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)

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

Kilgore campus:

ELPT 1019.002 Q4
Mondays-Thursdays
Begins Aug. 24, 2020
8 a.m. to 2 p.m. for 9 days

ELECTRICAL SAFETY

24 hours $175
(IEIR 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.

Kilgore campus:

IEIR 1040.001 Q1
Mondays-Thursdays
Begins Sept. 9, 2020
8 a.m. to 2 p.m. for 5 days
**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.

Kilgore campus:

*DFTG 1023.001 Q1*  
Monday-Thursdays  
Begins Sept. 17, 2020  
8 a.m. to 2 p.m. for 5 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 1001.001 Q1*  
Monday-Thursday  
Begins Sept. 28, 2020  
8 a.m. to Noon for 4 days

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**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. 13, 2020  
8 a.m. to 2 p.m. for 10 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 1029.001 Q1*  
Mondays-Thursdays  
Begins Oct. 29, 2020  
8 a.m. to 2 p.m. for 14 days

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**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.

Kilgore campus:

*ELPT 1002.001 Q1*  
Mondays-Thursdays  
Begins Oct. 29, 2020  
8 a.m. to 2 p.m. for 14 days

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Textbook required.
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 1057.001 Q2
Mondays-Thursdays
Begins Nov. 24 2020
8 a.m. to 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 Dec. 21, 2020
8 a.m. to 3 p.m. for 8 days

MANUFACTURING TECHNICIAN CERTIFICATE

KC’s Manufacturing Technician Certificate consists of nine courses that train students to be job-ready for the manufacturing industrial work environments. For more info, contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu.

SHOP SAFETY

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

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

Kilgore campus:

OSHT 1003.002 Q4
Mondays-Thursdays
Begins Aug. 24, 2020
8 a.m. to 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 Sept. 8, 2020  
   8 a.m. to 2 p.m. for 8 days

**PRECISION TOOLS & MEASUREMENT**

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

This course is an introduction to the modern science of dimensional metrology. Topics include identification, selection, and application of various types of precision instruments associated with the machining trade. Course content includes practice of basic layout and piece part measurements while using standard measuring tools.

Kilgore campus:

   **MCHN 1020.001 Q1**  
   Mondays-Thursdays  
   Begins Sept. 8, 2020  
   8 a.m. to 2 p.m. for 8 days

**PRINT READING FOR INDUSTRY**

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

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

Kilgore campus:

   **DFTG 1023.002 Q1**  
   Mondays-Thursdays  
   Begins Oct. 7, 2020  
   8 a.m. to 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:

   **ITSW 1058.001 Q1**  
   Mondays-Thursdays  
   Begins Oct. 21, 2020  
   8 a.m. to 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 1022.001 Q1**
Mondays-Thursdays
Begins Oct. 29, 2020
8 a.m. to Noon for 6 days

**LOGISTICS**

48 hours, $375
(INMT 1036 – Logistics)

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

Kilgore campus:

**INMT 1036.001 Q1**
Mondays-Thursdays
Begins Nov. 10, 2020
8 a.m. to 2 p.m. for 10 days

**MANUFACTURING PROCESSES**

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

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

Kilgore campus:

**INMT 1019.001 Q2**
Mondays-Thursdays
Begins Dec. 1, 2020
8 a.m. to 2 p.m. for 10 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. 17, 2020
8 a.m. to 3 p.m. for 7 days

**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 1:** Aug. 31 to Oct. 16 (7 weeks):

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

**Fall Section 2:** Oct. 19 to Dec. 11 (7 weeks):

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

Christmas Piano Recital: TBA

Instructor: Lydia Lim

**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), Hendrix (LVNDX) Building (Longview 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. 31 to Oct. 16, 2020 (7 weeks):

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

**Fall Section 2:** Oct. 19 to Dec. 11, 2020 (7 weeks):

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

Christmas Piano Recital: TBA

Instructors: Jonathan Kaan & Lydia Lim

**PHOTOGRAPHY**

To register for photography classes call (903) 236-2054 or email celgvw@kilgore.edu.

**PHOTOGRAPHY BASICS**

16 hours, 5 weeks, $80

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

**PHTC 1004.750**

Tuesdays, 6 to 8:50 p.m.
Sept. 15 to Oct. 13, 2020
Location: KC-Longview
PHOTOGRAPHY LEVEL II

16 hours, 5 weeks, $80

Take what you learned in first class and expand your camera knowledge. In this class, there will be the possibility of having outside assignments for local business. Learn why Photoshop is a photographer’s friend. Textbook information given at registration. Supplies: Manual 35 MM camera or digital cameras.

PHTC 1004.751
Tuesdays, 6 to 8:50 p.m.
Oct. 20 to Nov. 17, 2020

Location: KC-Longview

PRINCIPLES & PRACTICES I
(Texas Specific)

30 hours, $150

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 of personal/real property; appraisal, finance/regulations; closing procedures & real estate math. Covers at least 3 hours of federal/state/local laws on housing discrimination & community reinvestment. Textbook information given at registration. Offered in Longview and Henderson.

RELE 1002.750
Mondays and Wednesdays, 6 to 8:50 p.m.
Aug. 24 to Sept. 28, 2020
Location: KC-Longview

RELE 1002.751
Mondays and Wednesdays, 6 to 8:50 p.m.
Aug. 24 to Sept. 28, 2020
Location: Henderson Higher Education Center

REAL ESTATE

To register for real estate classes call (903) 236-2054 or email celgvw@kilgore.edu.

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

To be eligible to apply for a real estate salesperson license, an individual must be a citizen of the U.S. or a lawfully admitted alien, at least 18 years old & a legal resident of Texas. You must furnish the Texas Real Estate Commission (TREC) with evidence (with your application) of completing the following courses:

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

Textbooks are sold in the KC-Longview Bookstore: www.kcbookstore.com.

Classes in Henderson are held at:

Henderson Higher Education Center
101 Mary Street
Henderson, TX 75652

LAW OF CONTRACTS
(Texas Specific)

30 hours, $150

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

RELE 1012.750
Tuesdays and Thursdays, 6 to 8:50 p.m.
Aug. 25 to Sept. 24, 2020
Location: KC-Longview

RELE 1012.751
Tuesdays and Thursdays, 6 to 8:50 p.m.
Aug. 25 to Sept. 24, 2020
Location: Henderson Higher Education Center
PRINCIPLES AND PRACTICES II (TEXAS SPECIFIC)

30 hours, $150

A continuing overview of licensing as a 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 & local laws for housing, discrimination, housing credit discrimination & community reinvestment. Fulfills at least 30-60 hours required for salesperson license. Textbook: Same book used for Principles and Practices I. Offered in Longview and Henderson.

RELE 1039.750
Mondays & Wednesdays, 6 to 8:50 p.m.
Sept. 30 to Nov. 2, 2020
Location: KC-Longview

RELE 1039.751
Mondays & Wednesdays, 6 to 8:50 p.m.
Sept. 30 to Nov. 2, 2020
Location: Henderson Higher Education Center

PROMULGATED CONTRACT FORMS (TEXAS SPECIFIC)

30 hours, $150

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

RELE 1000.750
Mondays & Wednesdays, 6 to 8:50 p.m.
Nov. 4 to Dec. 9, 2020
Location: KC-Longview

RELE 1000.751
Mondays & Wednesdays, 6 to 8:50 p.m.
Nov. 4 to Dec. 9, 2020
Location: Henderson Higher Education Center

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. Textbook info given at registration. Offered in Longview and Henderson.

RELE 1020.750
Tuesdays & Thursdays, 6 to 8:50 p.m.
Nov. 3 to Dec. 10, 2020
Location: KC-Longview

RELE 1020.751
Tuesdays & Thursdays, 6 to 8:50 p.m.
Nov. 3 to Dec. 10, 2020
Location: Henderson Higher Education Center

LAW OF AGENCY (TEXAS SPECIFIC)

30 hours, $150


RELE 2002.750
Tuesdays and Thursdays, 6 to 8:50 p.m.
Sept. 29 to Oct. 29, 2020
Location: KC-Longview

RELE 2002.751
Tuesdays and Thursdays, 6 to 8:50 p.m.
Sept. 29 to Oct. 29, 2020
Location: Henderson Higher Education Center
KC offers FREE safety courses through a generous grant from Texas Mutual Insurance Company that funds the KC Risk Management Institute. CE Units (CEUs) & certificates are awarded with successful completion of courses. Classes are free, but pre-registration is required.

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

Call (903) 983-8170 or email jalcantar@kilgore.edu for more information.

### CDL PERMIT TRAINING

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

Contact Robert Horn at rhorn@kilgore.edu or (903) 988-7576 for available class dates and times.

### CDL CLASS "A" LICENSE TRAINING

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

Contact Robert Horn at rhorn@kilgore.edu or (903) 988-7576 for available class dates and times.

### 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 ATC Building, Room 115

For more info, please contact Robert Horn at (903) 988-7576 or rhorn@kilgore.edu.
Job-ready training for the manufacturing, industrial and mechanical workplace environments. Graduates are qualified to enter the job market as an apprentice working under the direction of a licensed electrician.

**INDUSTRIAL/RESIDENTIAL ELECTRICAL TECHNOLOGY**

**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

**See Pages 15-17**

**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 15-17**

**Manufacturing Technician**

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

Evening and Saturday schedules are available.

**See Pages 17-19**

**CERTIFIED NURSE ASSISTANT (AIDE)**

Day/Evening Classes Available!

**SEE PAGE 11**
CONTRACT TRAINING... for your business!

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

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

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

KC-Longview buildings:
1. Longview North Building (LVNTH)
2. Hendrix Building (LVHDX)
3. Cosmetology Building (LVCOS)
4. Industrial Maintenance Technology Shop Building (LVIMT)
5. Industrial Maintenance Technology Classroom Building
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: celgvw@kilgore.edu

See COMPUTERS, Pages 6-7

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.

See Page 14

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 PAGES 11-14

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

See Page 10
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: _______________________

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.