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...and many more classes inside!

SPRING 2020
Workforce Development & Community Education Schedule

Many classes fill quickly, so early registration is encouraged!

WWW.KILGORE.EDU/WDCE

Registration is underway.

Kilgore College-Kilgore
(903) 983-8661

Kilgore College-Longview
(903) 753-2642
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. For additional information about Workforce Development & Community Education classes, contact information is listed below:

**Locations & Phone Numbers:**

<table>
<thead>
<tr>
<th>Workforce Development &amp; Community Education</th>
<th>KC–Longview</th>
<th>KC Health Sciences - Community Education</th>
<th>Whitten Applied Technology Center</th>
<th>Workforce Development Corporate Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kilgore, TX 75662 (903) 983-8661</td>
<td>300 S. High Street Longview, TX 75601 (903) 753-2642</td>
<td>800 Ross Ave. Kilgore, TX 75662 (903) 983-8645</td>
<td>1306 S. Henderson Blvd. Kilgore, TX 75662 (903) 988-7576</td>
<td>220 N. Henderson Blvd. Kilgore, TX 75662 (903) 983-8287</td>
</tr>
</tbody>
</table>

**Business Hours:**

<table>
<thead>
<tr>
<th>KC-Kilgore:</th>
<th>KC–Longview:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday - Thursday, 7:45 a.m. to 5 p.m. Friday, 7:45 a.m. to 3:45 p.m.</td>
<td>Monday - Thursday, 7:45 a.m. to 6 p.m. Friday, 7:45 a.m. to 2:30 p.m.</td>
</tr>
</tbody>
</table>
GENERAL INFORMATION

Workforce Development & Community Education
Non-Academic Courses

Community Education & Workforce Development courses are open to anyone without formal admission to Kilgore College. Generally, there are no entrance requirements. Some programs may require proof of a bacterial meningitis vaccination. Course descriptions include prerequisites when appropriate.

Books & Materials:

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

Continuing Education Units (CEUs):

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

GED:

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

ESL:

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

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

Drawing, Level I & II
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-eye coordination. Bring a picture/photo of what you are interested in drawing! No textbook required. Supply list given at registration.

Drawing Level I

ARTV 1091.800
Tuesdays, 6 to 8:30 p.m.
Feb. 18 to April 14, 2020

This is an intermediate course in drawing that furthers student problem-solving describing basic and complex forms with various drawing methods. Delve deeper into drawing, cityscapes with multi-level vanishing points and multi-level structures, more in depth anatomy, and animals. Expand your skills of shading, pencil usage, and perspectives.

Drawing, Level II

ARTV 1091.801
Tuesdays, 6 to 8:30 p.m.
May 5 to June 23, 2020

Location: KC-Longview, North Building

Call (903) or email celgvw@kilgore.edu for more information on the class above.

Acrylic Painting
20 hours, 8 weeks, $100

(ARTV 1091 – Special Topics in Visual & Performing Arts)

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 1091.802
Mondays, 6 to 8:30 p.m.
Feb. 17 to April 13, 2020

ARTV 1091.900
Mondays, 6 to 8:30 p.m.
June 1, to July 20, 2020

Location: KC-Longview, North Building

Call (903) 236-2054 or email celgvw@kilgore.edu for more information on the class above.

Watercolor
20 hours, 4 weeks, $100

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.

ARTV 1091.814
Tuesdays and Thursday, 6 to 8:30 p.m.
Feb. 25 to March 26, 2020

ARTV 1091.815
Tuesdays and Thursdays, 6 to 8:30 p.m.
May 19 to June 11, 2020

ARTV 1091.901
Tuesdays and Thursdays, 6 to 8:30 p.m.
July 7 to July 30, 2020

Location: KC-Longview, North Building

For more information for the classes listed below, please contact Brenda Brown at (903) 983-8288 or email bjbrown@kilgore.edu.
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
Jan. 13 to March 16, 2020
8 a.m. to 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
More Info: rhorn@kilgore.edu or (903) 988-7576

Auto Body Repair & Repainting
120 hours, 8 weeks, $250
(ABDR 1055 - Non-Structural Metal Repair)
This in 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
March 16 to May 7, 2020
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

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

Tuesdays & Thursdays
Jan. 20 to Feb. 28, 2020
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
BUSINESS

For business courses offered below in Kilgore, contact Brenda Brown at (903) 983-8288 or 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 & 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 2006.003 Q3
Fridays beginning March 27, 2020
8 a.m. to Noon for 2 weeks

BMGT 2006.002 Q4
Fridays beginning June 5, 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 1004.003 Q3
Friday, Feb. 28, 2020
8 a.m. to Noon for 2 weeks

POFT 1004.004 Q3
Tuesday, March 10, 2020
6:30 to 9:30 p.m. for 3 weeks

POFT 1004.005 Q3
Friday, April 17, 2020
8 a.m. to Noon for 2 weeks

POFT 1004.006 Q3
Monday, May 4, 2020
6:30 to 9:30 p.m. for 3 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 1003.003 Q3
Mondays beginning Feb. 17, 2020
6:30 - 9:30 p.m. for 3 weeks

BMGT 1003.004 Q3
Thursdays beginning April 16, 2020
6:30 to 9:30 p.m. for 3 weeks

BMGT 1003.005 Q4
Tuesdays beginning May 19, 2020
6:30 - to 9:30 p.m. for 3 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 1010.03 Q3
Thursdays beginning Feb. 20, 2020
6:30 to 9:30 p.m. for 3 weeks

BMGT 1010.004 Q3
Tuesdays beginning April 7, 2020
6:30 to 9:30 p.m. for 3 weeks

BMGT 1010.005 Q4
Mondays beginning June 8, 2020
6:30 to 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 1012.003 Q3
Tuesdays beginning Feb. 18, 2020
6:30 - 9:30 p.m. for 3 weeks

BMGT 1012.004 Q4
Tuesdays beginning June 9, 2020
6:30 to 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 1001.002 Q3
Mondays beginning March 9, 2020
6:30 to 9:30 p.m. for 8 weeks

Registration deadline: Feb. 26, 2020

Kilgore campus:

FRNL 1001.003 Q3
Thursdays beginning May 7, 2020
6:30 to 9:30 p.m. for 8 weeks

Registration deadline: April 16, 2020

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 2006.007 Q3
Thursdays beginning March 12, 2020
6:30 to 9:30 p.m. for 3 weeks

BMGT 2006.008 Q3
Tuesdays beginning April 28, 2020
6:30 to 9:30 p.m. for 3 weeks

Communication Skills for Managers and 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 1022.005 Q3
Thursdays beginning Feb. 20, 2020
6:30 to 9:30 p.m. for 6 weeks

BMGT 1022.006 Q4
Tuesdays beginning June 9, 2020
6:30 to 9:30 p.m. for 6 weeks
Leadership Skills for Managers and Supervisors
18 hours, $150
(BMGT 1020 – Leadership Skills for Supervisors/Managers)

This course is an overview of the necessary leadership skills required of supervisors and managers in today’s workplace. Emphasis 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 1020.002 Q3
Mondays beginning Feb. 17, 2020
6:30 to 9:30 p.m. for 6 weeks

BMGT 1020.003 Q4
Thursdays beginning June 11, 2020
6:30 to 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 is on how to improve listeners’ retention and eye contact when making business presentations.

Kilgore campus:

POFT 1002.002 Q3
Mondays/Wednesdays
Begins Apr. 28, 2020
6:30 to 9:30 p.m. for 3 weeks

POFT 1002.003 Q4
Tuesdays/Thursdays
Begins June 10, 2020
6:30 to 9:30 p.m. for 3 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 1011.002 Q3
Mondays beginning April 6, 2020
6:30 to 9:30 p.m. for 6 weeks

BMGT 1011.003 Q4
Tuesdays/Thursdays
Begins July 1, 2020
6:30 to 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 1005.003 Q3
Tuesdays beginning Feb. 18, 2020
6:30 to 9:30 p.m. for 6 weeks

BUSG 1005.004 Q4
Monday/Wednesday
Begins July 1, 2020
6:30 to 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 & sustaining teams in organizations. Topics include team dynamics, process improvement, trust & collaboration, group dynamics, the role of the individual & leadership in the workings of a team.

Kilgore campus:
BMGT 1019.002 Q3
Tuesdays/Thursdays
Begins April 7, 2020
6:30 to 9:30 p.m. for 3 weeks

BMGT 1019.003 Q4
Tuesdays/Thursdays
Begins Aug. 11, 2020
6:30 to 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 & profitability.

Kilgore campus:
BMGT 1004.002 Q3
Mondays/Wednesdays
Begins May 18, 2020
6:30 to 9:30 p.m. for 3 weeks

BMGT 1004.003 Q4
Mondays/Wednesdays
Begins July 22, 2020
6:30 to 9:30 p.m. for 3 weeks

Workplace Issues for Managers & Supervisors
18 hours, $150
(BMGT 1010 – Introduction to Supervision)

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

Kilgore campus:
BMGT 1010.007 Q3
Tuesdays/Thursdays
Beginning May 19, 2020
6:30 to 9:30 p.m. for 3 weeks

BMGT 1010.008 Q4
Mondays/Wednesdays
Beginning Aug. 12, 2020
6:30 to 9:30 p.m. for 3 weeks

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

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

ITSC 1012.850
Thursdays, 6 to 8 p.m.
March 19 to May 7, 2020
ITSC 1012.900
Thursdays, 6 to 8 p.m.
June 4 to July 30, 2020

Location: KC-Longview

Call (903) 236-2054 or email celgvw@kilgore.edu for more information on the class above.
QuickBooks Essentials 2018
24 hours, 8 weeks, $163

(ITSC 1022 – Introduction to Computer Applications in Business)

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

ITSC 1022.810
Tuesdays, 6 to 9 p.m.
Feb. 25 to April 21, 2020

ITSC 1022.850
Tuesdays, 6 to 9 p.m.
May 12 to June 30, 2020

Location: KC-Longview, Hendrix Building

Call (903) 236-2054 or email celgvw@kilgore.edu for more information on the class above.

Microsoft Office Suites 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: Access. Textbook information will be given at registration. Supplies: Flash drive optional

ITSC 1012.800
Mondays and Tuesdays, 6 p.m. to 8 p.m.
Feb. 24 to April 28, 2020

Location: KC-Longview, Hendrix Building, Room 203

Call (903) 236-2054 or email celgvw@kilgore.edu for more information on the class above.

Excel 2016, Level I and II
12 hours, 6 weeks, $84

(ITSW 1022 – Introduction and Intermediate Spreadsheets)

Designed to introduce the student to basic spreadsheet creation, which include terminology, program parameters, and display characteristics, formatting features, mathematical functions and printing. The student will be able to demonstrate basic spreadsheet concepts, 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 info will be given at registration. Supplies: Flash drive optional.

ITSW 1022.800
Wednesdays, 6 to 8 p.m. (Excel I)
March 18 to April 22, 2020

ITSW 1022.850
Wednesdays, 6 to 8 p.m. (Excel II)
April 29 to June 3, 2020
Location: KC-Longview, Hendrix Building

Google Applications
12 hours, 6 weeks, $85

(ITSW 1058 – Specialized Computer Applications)

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 1058.800
Tuesdays, 6 to 8 p.m.
March 17 to April 21, 2020

ITSW 1058.900
Tuesdays, 6 to 8 p.m.
June 16 to July 21, 2020

Location: KC-Longview, Hendrix Building

Adobe Creative Cloud Photoshop
21 hours, 10 weeks, $105

(ITSW 1003 – Introduction to Digital Imagery)

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 1003.800**
Mondays, 6 to 8:15 p.m.
May 11 to July 27, 2020

**Location:** KC-Longview, Hendrix Building

Call (903) 236-2054 or email celgvw@kilgore.edu for more information on the class above.

**Adobe Creative Cloud Illustrator**
24 hours, 8 weeks, $115

(ARTC 1000 – Specialized Graphic Applications)

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 1000.800**
Thursdays, 6 to 9 p.m.
Feb. 27 to April 23, 2020

**ARTC 1000.900**
Thursdays, 6 to 9 p.m.
June 4 to July 30, 2020

**Location:** KC-Longview, Hendrix Building

Call (903) 236-2054 or email celgvw@kilgore.edu for more information on the class above.

**Adobe Creative Cloud InDesign**
24 hours, 8 weeks, $115

(ITSW 1037 – Introduction to Presentation Software)

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 1037.800**
Wednesdays, 6 to 9 p.m.
Feb. 26 to April 22, 2020

**ITSW 1037.900**
Thursdays, 6 to 9 p.m.
May 21 to July 16, 2020

Call (903) 236-2054 or email celgvw@kilgore.edu for more information on the class above.

**ServSafe**

(CHEF 1005 – Certified Food Manager)

The program, called ServSafe, is administered by the National Restaurant Association and is accredited by ANSI (American National Standards Institute) and 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, and day care centers) 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 the 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 $68.50. For information on additional free safety courses visit www.kilgore.edu/RMI for forms and current schedules. All proctored exams must be scheduled no later than 7 days before the end of the class. All proctored exams must be scheduled no later than 7 days before the end of the class.

**CHEF 1005.W75**
Online Only - Dec. 1, 2019 to Feb. 28, 2020

**CHEF 1005.W80**
Online Only - Feb. 1 to April 30, 2020

**CHEF 1005.W85**
Online Only - April 1 to June 30, 2020

**CHEF 1005.W90**
Online Only - June 1 to Aug. 31, 2020

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

**CHEF 1005.W70**
Online Only - Oct. 1 to Dec. 31, 2020

More info: (903) 983-8170 or email jalcantar@kilgore.edu.
If you are looking for an exciting career, check out the KC Electric Power Technology Certificate. Upon successful completion of the 10-week course, graduates can earn an electrical power certificate and job opportunities with electric power companies and contractors. The KC Electric Power Technology Certificate is an approved WIOA program.

Class Dates for Level I Training:

- Jan. 13 to March 20, 2020
- April 13 to June 19, 2020
- Aug. 17 to Oct. 23, 2020

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

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 & numbers. Basic functional communication skills with individuals who are deaf.

SLNG 1003.H86
Thursdays, 6 to 8 p.m.
April 30 to June 25, 2020

American Sign Language II (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. Next level into sign language. This is the next level of functional communication skills with individuals who are deaf. For those who have some signing background and have completed ASL I in the last year.

SLNG 1003.H85
Thursdays, 6 to 8 p.m.
Feb. 20 to April 23, 2020

Call (903) 236-2054 or email celgyw@kilgore.edu for more information on the class above.

Spanish for Educators

16 hours, 4 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.

FRNL 1001.800
Tuesdays & Thursdays, 6 to 8 p.m.
Feb. 27 to March 31, 2020

FRNL 1001.900
Tuesdays & Thursdays, 6 to 8 p.m.
May 26 to June 17, 2020

Location: KC-Longview, Hendrix Building

Call (903) 236-2054 or email celgyw@kilgore.edu for more information on the class above.
Spanish for the Workplace
16 hours, 4 weeks, $80

(FRNL 1001 – Occupational Specific Foreign Language)

This 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. Regulation; respond to medical emergencies; and address safety issues. Textbook required.

FRNL 1001.850
Tuesdays & Thursdays, 6 to 8 p.m.
April 14 to May 7, 2020

FRNL 1001.950
Tuesdays & Thursdays, 6 to 8 p.m.
July 7 to July 30, 2020

Location: KC-Longview, Hendrix Building

Call (903) 236-2054 or email celgvw@kilgore.edu for more information on the class above.

Spanish for Health Care Professionals, Level I
16 hours, 4 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. Prerequisite: Spanish for Health Care Professionals I. Same textbook as Spanish for Health Care Professional I is required.

SPNL 1001.850
Mondays & Tuesdays, 6 to 8 p.m.
March 16 to April 7, 2020

SPNL 1001.900
Mondays & Tuesdays, 6 to 8 p.m.
March 16 to April 7, 2020

Location: KC-Longview, Hendrix Building

Call (903) 236-2054 or email celgvw@kilgore.edu for more information on the class above.

Spanish for Health Care Professionals, Level II
16 hours, 4 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. Prerequisite: Spanish for Health Care Professionals I. Same textbook as Spanish for Health Care Professional I is required.

SPNL 1001.850
Mondays & Tuesdays, 6 to 8 p.m.
May 18 to June 15, 2020

Location: KC-Longview, Hendrix Building

Call (903) 236-2054 or email celgvw@kilgore.edu for more information on the class above.

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.

March 4 to June 18, 2020
Wednesdays & Thursdays, 5:30 to 9:30 p.m.

Location: Canterbury Engineering Science Building, 800 Ross Avenue, Kilgore, TX, Room 237 (Kilgore campus)

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

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

Spring Course: March 3 to May 21, 2020
Tuesdays/Wednesdays/Thursdays
8:30 a.m. to 12:30 p.m.

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: www.kilgore.edu/wdce

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):

January 17, 2020 (Friday) 9 a.m. to 5 p.m.
March 20, 2020 (Friday) 9 a.m. to 5 p.m.
May 8, 2020 (Friday) 9 a.m. to 5 p.m.
July 10, 2020 (Friday) 9 a.m. to 5 p.m.
Sept. 11, 2020 (Friday) 9 a.m. to 5 p.m.
Nov. 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.)

Dec. 1, 2019 to Feb. 28, 2020
(Registration deadline is Jan. 31, 2020)
Feb. 1, 2020 - April 30, 2020
(Registration deadline is March 31, 2020)
April 1, 2020 - June 30, 2020
(Registration deadline is May 31, 2020)
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)

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

**Spring Program:** Feb. 25 to May 19, 2020  
**Summer Program:** May 5 to July 28, 2020  
**Fall Course:** 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 three KC courses. Students will learn proper venipuncture techniques. Students completing training 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.

**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):**

- **Spring Program:** Feb. 28 to June 29, 2020  
- **Classroom:** Mon/Wed/Friday, 11 a.m. to 3 p.m. for all 16 weeks

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

- **Fall Program:** Aug. 21 – Dec. 11, 2020  
- **Classroom:** Mon/Wed/Friday, 1 p.m. - 5 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

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

**Certified Nurse Assistant (Aide)**

112 hours, 5 weeks, $619 total ($499.50 tuition, $119.50 insurance and state exam fee), 105 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. to 4:15 p.m., Monday-Friday):**

- Jan. 13 to Feb. 6, 2020  
- March 16 to April 13, 2020  
- April 30 to May 28, 2020  
- July 6 to July 29, 2020

**Evening Class Dates (4 to 10 p.m., Monday-Friday):**

- Feb. 10 to March 20, 2020  
- March 31 to May 11, 2020  
- May 18 to June 23, 2020  
- July 6 to Aug. 13, 2020

**Location:** KC-Longview
Eligibility Requirements: Visit ww.kilgore.edu/wdce for eligibility requirements. There is a selection process to be allowed admission into the program.

Registration: Register for this class with Kilgore College Health Sciences CE, Canterbury Engineering Science Building, Room 207, Kilgore, TX.

More info: Call 903-988-3787 or 903-983-8645 or e-mail: gjackson@kilgore.edu

HR Specialist Certificate

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

Benefits and Compensation

48 hours, $375

(HRPO 2006 – Benefits and Compensation)


Kilgore campus:

HRPO 2006.001 Q2
Mondays-Thursdays
Begins Dec. 19, 2019
8 a.m. to 2 p.m. for 8 days

HRPO 2006.002 Q3
Mondays-Thursdays
Begins April 15, 2020
8 a.m. to 2 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 1005.005 Q2
Tuesday/Wednesday/Thursday
Begins Feb. 18, 2020
8 a.m. to Noon for 3 days

BUSG 1005.006 Q4
Tuesday/Wednesday/Thursday
Begins June 2, 2020
8 a.m. to Noon for 3 days
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 1008.003 Q3
Tuesday/Wednesday/Thursday
Begins March 24, 2020
8 a.m. to Noon for 3 days

HRPO 1008.004 Q4
Tuesday/Wednesday/Thursday
Begins June 30, 2020
8 a.m. to 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 1003.002 Q3
Mondays-Thursdays
Begins March 5, 2020
8 a.m. to Noon for 6 days

HRPO 1003.003 Q4
Mondays-Thursdays
Begins June 18, 2020
8 a.m. to Noon for 6 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 1004.004 Q2
Mondays-Thursdays
Begins Feb. 6, 2019
8 a.m. to Noon for 6 days

HRPO 1004.005 Q3
Mondays-Thursdays
Begins May 21, 2019
8 a.m. to 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 2004.002 Q3
Mondays-Thursdays
Begins March 30, 2020
8 a.m. to 3 p.m. for 6 days

HRPO 2004.003 Q4
Mondays-Thursdays
Begins July 6, 2020
8 a.m. to 3 p.m. for 6 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 1000.003 Q2
Monday/Tuesday/Wednesday
Begins Feb. 3, 2020
8 a.m. to Noon for 3 days

HRPO 1000.004 Q3
Monday/Tuesday/Wednesday
Begins May 18, 2020
8 a.m. to Noon for 3 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 1007.002 Q2
Monday-Thursday
Begins Dec. 11, 2019
8 a.m. to 3 p.m. for 4 days

HRPO 1007.003 Q4
Monday-Thursday
Begins June 8, 2020
8 a.m. to 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:

HRPO 2008.002 Q2
Wednesday/Thursday
Begins Dec. 11, 2019
8 a.m. to 3 p.m. for 2 days

HRPO 2008.003 Q3
Monday/Tuesday/Wednesday
Begins March 2, 2020
8 a.m. to Noon for 3 days

HRPO 2008.004 Q4
Monday/Tuesday/Wednesday
Begins June 15, 2020
8 a.m. to Noon for 3 days

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 Q2
Monday-Wednesday
Begins Dec. 16, 2019
8 a.m. to 3 p.m. for 3 days

BMGT 1021.002 Q3
Monday-Thursday
Begins April 8, 2020
8 a.m. to 2 p.m. for 4 days

BMGT 1021.003 Q4
Monday-Thursday
Begins July 15, 2020
8 a.m. to 2 p.m. for 4 days
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 Q2
Mondays-Thursdays
Begins Jan. 13, 2020
8 a.m. to 3 p.m. for 7 days
OSHT 2015.002 Q3
Mondays-Thursdays
Begins May 4, 2020
8 a.m. to 2 p.m. for 8 days
OSHT 2015.003 Q4
Mondays-Thursdays
Begins Aug. 10, 2020
8 a.m. to 2 p.m. for 8 days

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 1000.005 Q3
Begins Tuesday, Feb. 18, 2020
6:30 to 9:30 p.m. on Tuesdays for 6 weeks
Registration deadline: Feb. 6, 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. 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, Feb. 20, 2020
6:30 to 9:30 p.m. on Thursdays for 12 weeks
Registration Deadline: Feb. 10, 2020

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.

Jan. 16, 2020 (6 p.m. in the Woodruff Adult Education Center, AC-211)
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 Feb. 3, 2020
8 a.m. to 3 p.m. for 8 days

Electrical Printreading
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 1023.003 Q3
Monday-Thursday
Begins March 3, 2020
8 a.m. to 2 p.m. for 5 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 Q3
Monday-Thursday
Begins Feb. 25, 2020
8 a.m. to Noon for 4 days
**Electrical Controls**
20 hours, $225

*(ELPT 1002 – Introduction to Electrical Controls)*

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

**Kilgore campus:**

ELPT 1002.001 Q3
Mondays-Thursdays
Begins March 18, 2020
8 a.m. to 2 p.m. 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 Q3
Mondays-Thursdays
Begins March 25, 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, proper grounding techniques & associated safety procedures.

**Kilgore campus:**

ELPT 1029.001 Q3
Mondays-Thursdays
Begins April 13, 2020
8 a.m. to 2 p.m. for 13 days

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**Industrial Wiring**
64 hours, $450

*(ELPT 1057 – Industrial Wiring)*

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

**Kilgore campus:**

ELPT 1057.001 Q3
Mondays-Thursdays
Begins May 5, 2020
8 a.m. to 2 p.m. for 13 days

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**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 Q4
Mondays-Thursdays
Begins June 1, 2020
8 a.m. to 2 p.m. for 10 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, please contact Brenda Brown at (903) 983-8288 or bjbrown@kilgore.edu.

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:

MCHN 1020.001 Q3
Mondays-Thursdays
Begins March 17, 2020
8 a.m. to 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:

INMT 1036.001 Q3
Mondays-Thursdays
Begins May 6, 2020
8 a.m. to 2 p.m. for 10 days

INMT 1019.001 Q3
Mondays-Thursdays
Begins April 6, 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 1019.002 Q4
Mondays-Thursdays
Begins July 23, 2020
8 a.m. to 2 p.m. for 10 days

Kilgore campus:

INMT 1000.001 Q3
Mondays-Thursdays
Begins April 22, 2020
8 a.m. to 2 p.m. for 8 days

INMT 1000.002 Q4
Mondays-Thursdays
Begins Aug. 26, 2020
8 a.m. to 2 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 Q3
Mondays-Thursdays
Begins April 22, 2020
8 a.m. to 2 p.m. for 8 days

INMT 1000.002 Q4
Mondays-Thursdays
Begins Aug. 26, 2020
8 a.m. to 2 p.m. for 8 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 1023.001 Q2
Mondays-Thursdays
Begins Feb. 25, 2020
8 a.m. to 2 p.m. for 8 days

DFTG 1023.002 Q4
Mondays-Thursdays
Begins July 9, 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 Q2
Mondays-Thursdays
Begins Jan. 28, 2020
8 a.m. to 2 p.m. for 8 days

TECM 1013.002 Q4
Mondays-Thursdays
Begins June 11, 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 Q2
Mondays-Thursdays
Begins Jan. 9, 2020
8 a.m. to 2 p.m. for 5 days

ITSW 1058.003 Q3
Mondays-Thursdays
Begins May 26, 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 1022.004 Q2
Mondays-Thursdays
Begins Jan. 20, 2020
8 a.m. to 2 p.m. for 5 days

BMGT 1022.007 Q4
Mondays-Thursdays
Begins June 3, 2020
8 a.m. to 2 p.m. for 5 days

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:

Spring Section 1: Jan. 13 to March 6 (8 weeks)

45-Minute Group Class........$120 + $20 Materials Fee

Spring Section 2: March 19 to May 7 (8 weeks)

45-Minute Group Class...$120 + $20 Materials Fee

Spring Piano Recital: Saturday, May 9, at 3 p.m.
in Van Cliburn Auditorium in Kilgore.

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)

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.

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)
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:**

**Spring Section 1:** Jan. 13 to March 6, 2020 (8 weeks)

- 30-Minute Lessons.............$200
- 45-Minute Lessons...........$280

**Spring Section 2:** March 16 to May 8, 2020 (8 weeks)

- 30-Minute Lessons.............$200
- 45-Minute Lessons...........$280

**Instructors:** Jonathan Kaan & Lydia Lim

**Photography**

Digital Photography
16 hours, 5 weeks, $85

(PHTC 1004 – Introductory Professional Photography)

**PHTC I:** 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.

**PHTC II:** 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 Photoshoop is a photographer’s friend.

Textbook information given at registration. Supplies: Manual 35 MM camera or digital cameras.

**PHTC 1004.800 I**
Tuesdays, 6 to 9:15 p.m.
Jan. 28 to Feb. 25, 2020

**PHTC 1004.850 II**
Tuesdays, 6 to 9:15 p.m.
March 24 to April 21, 2020

**PHTC 1004.900 I**
Tuesdays, 6 to 9:15 p.m.
June 23 to July 21, 2020

Location: KC-Longview Hendrix Building

Call (903) 236-2054 or email celgvw@kilgore.edu for more information on the class above.

**Smartphone Photography**
18 hours, 6 weeks, $95

(PHTC 1004 – Introductory Professional Photography)

Smartphone cameras have really advanced! Get help on taking, creating, manipulating, and sharing photographs and videos. Delve into 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.

**PHTC 1004.801**
Mondays, 6 to 9 p.m.
March 6 to April 20, 2020

**PHTC 1004.901**
Mondays, 6 to 9 p.m.
June 29 to Aug. 3, 2020

Location: KC-Longview, Hendrix Building

Call (903) 236-2054 or email celgvw@kilgore.edu for more information on the class above.
How to Obtain a Texas Real Estate Salesperson License through KC Continuing Education offerings:

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 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. It’s strongly recommended to check the website for any changes to the rules and regulations.
Law of Agency (Texas Specific)
30 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 & evidence of title. Textbook info given at registration.
RELE 2002.800
Tuesdays and Thursdays, 6 to 9 p.m.
Jan. 21 to Feb. 20, 2020
Location: KC-Longview, Hendrix Building

Principles and Practices II (Texas Specific)
30 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 & 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.
RELE 1039.850
Mondays & Wednesdays, 6 to 9 p.m.
Feb. 24, to April 1, 2020
Location: KC-Longview, Hendrix Building

Law of Contracts (Texas Specific)
30 hours, 5 weeks, $153
(RELE 1012 – Law of Contract (Texas Specific)
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 1012.850
Tuesdays and Thursdays, 6 to 9 p.m.
Feb. 25 to April 2, 2020 (No class during Spring Break)
Location: KC-Longview, Hendrix Building

Promulgated Contract Forms (Texas Specific)
32 hours, 5 weeks, $153
(RELE 1000 – Promulgated Contract Forms (Texas Specific)
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.
RELE 1000.850
Mondays & Wednesdays, 6 to 9:15 p.m.
April 6 to May 6, 2020
Location: KC-Longview, Hendrix Building

Finance (Texas Specific)
30 hours, 5 weeks, $153
(RELE 1020 – Real Estate Finance (Texas Specific)
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.
RELE 1020.850
Tuesdays & Thursdays, 6 to 9 p.m.
April 7 to May 7, 2020
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.
RELE 1058.850
May 11 to June 1, 2020
Mondays & Tuesdays, 6 to 9:30 p.m.
RELE 1058.900
June 8-22, 2020
Mondays & Tuesdays, 6 to 9:30 p.m.
Location: KC-Longview, Hendrix Building
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](http://www.kilgore.edu/RMI) for forms & current schedules.

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

**Intro to Small Business**
12 hours, 4 weeks, $55

This course is designed to help a person explore starting a small business. Topics include essential management skills, how to prepare a business plan, accounting and financial needs, staffing, marketing strategies and legal issues. Textbook information given at registration.

- **BUSG 1008.800**
  - Mondays, 6 to 9 p.m.
  - April 6-27, 2020

- **BUSG 1008.900**
  - Mondays, 6 to 9 p.m.
  - July 6-27, 2020

**Customer Service**
18 hours, 6 weeks, $105

There is no limit to the numerous voices shouting out the critical need for quality customer service. Yet, time after time, we see a failure in its application. This course goes beyond the abstract and offers piece-by-piece, step-by-step, information to individuals seeking to provide quality customer service. The premise of this course is twofold: quality customer service is the key to success for any employee with customer service responsibility, and quality customer service is the foundation upon which an organization’s success and profits are built. No textbook required.

- **MRKG 1000.850**
  - Wednesdays, 6 to 9 p.m.
  - Feb. 19 to April 1, 2020

- **MRKG 1000.851**
  - Wednesdays, 6 to 9 p.m.
  - May 20 to June 24, 2020

Location: KC-Longview, Hendrix Building

Call (903) 236-2054 or email celgvw@kilgore.edu for more information on the classes above.

**Transportation (CDL)**

**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.

**Welding**

**Refresh of Welding Skills**
72 Hours, 6 Weeks, $625

(WLDG 1091 – Special Topics in Welder/Welding Technologist)

- Mondays-Thursdays from 7 to 10 p.m.
  - Jan. 13 to Feb. 24, 2020

- Mondays-Thursdays 7 to 10 p.m.
  - March 16 to April 23, 2020

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.
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 9-11

See Page 19

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

See Page 15

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 16-19
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 20-21

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 22-24

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
CONTRACT TRAINING... for your business!

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

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

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

CAMPUS BUILDINGS

1. Quilt Residence (QUAD)
2. Cruce Stark Hall (STARK)
3. KC Commons (KCCOM)
4. Automotive Body Repair (AUTO)
5. James M. Parks Fitness Center (PARKS)
7. Rangrette Short Course Museum (RUSM)
8. Master's Gymnasium (MGYM) / Band Hall (BAND)
9. Charles K. & Lydie Devall Student Center (DEVALL)
10. Wesley Foundation (WESLY)
11. Christian Campus Center (CCC)
12. Baptist Student Ministries (BSM)
13. Mike Miller Plaza and Lee Mall
14. Randall C. Vannoy Library (RMVAN)
   Elvern Bone Learning Center (EBC)
15. S.L. Canterbury Jr. Engineering and Science Building (CANTBR)
16. Robin Strong Residence Hall (ROBLN)
17. Grace Hall, Deve Pargenette Residence (DWRIS)
18. Deana Bolen-Covin Rangrette Gymnasium (RMGYN)
19. Student Support Building (SSUPP)
20. Woodwind Center for Instructional Technology (WICT)
21. Old Main Building (OMBRN)
22. R.L. Dodgen Auditorium (DDGDN)
23. Streeten H. McClain Administration Building (MCLPN)
24. East Texas Oil Museum (ETOM)
25. Texas Shakespeare Festival Center (TSF)
26. Leon Dodge Physical Plant Center (DODGN)
27. Receiving Hall Room
28. Ann Deen Turk Fine Arts Center (TURK) / Van Cliburn Auditorium (VCA)
29. M. Kenneth Whitmire Applied Technology Center (WATC)
30. Technical Vocational Building (TEC)
31. Communication & Automotive Building (COMM)
32. Bonnie Porter Business Administration Building (BPAI)
33. Shakespeare Garden
34. Bent E. Woolrich Adult Education Center (WDRUP)
35. Health Sciences Center (HSCTR)
© Kilgore College Police Department

KC-Longview buildings:
1. Longview North Building (LNVTH)
2. Hendrix Building (LVHDX)
3. Cosmetology Building (LVCOS)
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: ____________________________ (First Name) (Middle Initial) ____________________________ (Last Name)

Mailing Address: ____________________________ County: ____________________________

City: ____________________________ State: ________ Zip: ____________________________

Home Phone: (_____ ) ________ - ________ Business or Cell Phone: (_____ ) ________ - ________

Email: ____________________________

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

US Citizen: ___ Y ___ N If no, what country? ____________________________

Colleges and universities are asked by many, including the federal government, accrediting associations, college guides, newspapers and our own college/university communities, to describe the racial/ethnic backgrounds of our students and employees. In order to respond to these requests, we ask you to answer the following two questions:

1. Are you Hispanic or Latino?
   (Are you a person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin, regardless of race?)
   _____ Yes
   _____ No

2. Please select the racial category or categories with which you most closely identify. Check as many as apply:
   _____ American Indian or Alaska Native
   _____ Asian
   _____ Black or African American
   _____ Native Hawaiian or Other Pacific Islander
   _____ White

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

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