



CONTINUING EDUCATION

Fall 2017 Schedule

Computer classes:

Introduction to Computers:

DATES: Sept. 5-21, 2017, 6-9 p.m. (Tuesdays & Thursdays for 3 weeks)

COST: \$119

SUPPLIES: Flash Drive optional

ABOUT: Overview of computer information systems. Introduces computer hardware, software, procedures. Use of common applications (Microsoft Office Suites, impact of computers on society, identify ethical use of computers and basic operating system functions. Information on how computers are used in today's business environment.

LOCATION: KC—Longview Hendrix Building, Room 203

COURSE: ITSC 1012.750 2017 Q1

HOURS: 18 hours

Internet Basics:

DATES: Sept. 26 to Oct. 3, 2017, 6-9 p.m. (Tuesdays & Thursdays for 1.5 weeks)

COST: \$59

SUPPLIES: Flash Drive optional

ABOUT: The Internet may seem intimidating at first—a vast global communications network with billions of webpages. However, we simplify and explain the basics about the Internet using a conversational, non-technical style to make it understandable, useful and enjoyable. Don't be left out! Come on!

LOCATION: KC—Longview Hendrix Building, Room 203

COURSE: ITNW 1007.750 2017 Q1

HOURS: 9 hours

Computer File and Directory Management:

DATES: Oct. 5-12, 2017, 6-9 p.m. (Tuesday & Thursday for 1.5 weeks)

COST: \$59

SUPPLIES: Flash Drive optional

ABOUT: Learn the basics of getting your data files organized on a hard disk, memory stick, flash drive or external hard drives. Learn how to create and delete files and folders. Learn how to set up your data in a logical and organized manner. Trips and tricks on cutting, copying, and pasting data. Capture text and pictures from the internet. Have you ever created a file and not been able to find it? Learn creative shortcuts.

LOCATION: KC—Longview Hendrix Building, Room 203

COURSE: ITSC 1006.750 2017 Q1

HOURS: 9 hours

Introduction to Computers:

DATES: Oct. 17 to Nov. 2, 2017, 6-9 p.m. (Tuesdays & Thursdays for 3 weeks)

COST: \$119

SUPPLIES: Flash Drive optional

ABOUT: Overview of computer information systems. Introduces computer hardware, software, procedures. Use of common applications (Microsoft Office Suites, impact of computers on society, identify ethical use of computers and basic operating system functions. Information on how computers are used in today's business environment.

LOCATION: KC—Longview Hendrix Building, Room 203

COURSE: ITSC 1012.751 2017 Q1

HOURS: 18 hours

Internet Basics:

DATES: Nov. 7-14, 2017, 6-9 p.m. (Tuesdays & Thursdays for 1.5 weeks)

COST: \$59

SUPPLIES: Flash Drive optional

ABOUT: The Internet may seem intimidating at first—a vast global communications network with billions of webpages. However, we simplify and explain the basics about the Internet using a conversational, non-technical style to make it understandable, useful and enjoyable. Don't be left out! Come on!

LOCATION: KC—Longview Hendrix Building, Room 203

COURSE: ITNW 1007.751 2017 Q1

HOURS: 9 hours

Computer File and Directory Management:

DATES: Nov. 28, 30, & Dec. 5, 2017, 6-9 p.m. (Tuesdays & Thursdays for 1.5 weeks)

COST: \$59

SUPPLIES: Flash Drive optional

ABOUT: Learn the basics of getting your data files organized on a hard disk, memory stick, flash drive or external hard drives. Learn how to create and delete files and folders. Learn how to set up your data in a logical and organized manner. Trips and tricks on cutting, copying, and pasting data. Capture text and pictures from the internet. Have you ever created a file and not been able to find it? Learn creative shortcuts.

LOCATION: KC—Longview Hendrix Building, Room 203

COURSE: ITSC 1006.751 2017 Q2

HOURS: 9 hours

Excel 2016, Level I:

DATES: Sept. 6-27, 2017, 6-9 p.m. (Wednesdays for 4 weeks)

COST: \$79

SUPPLIES: Flash Drive optional. Textbook information to be given at registration.

ABOUT: This course is designed to introduce the student to basic spreadsheet creation. Instruction will include terminology, program parameters, display characteristics, formatting features, mathematical functions and printing. The student will be able to demonstrate basic spreadsheet concepts and create formulas/functions, charts, graphs and generate reports.

LOCATION: KC—Longview Hendrix Building, Room 203

COURSE: ITSW 1022.750 2017 Q1

HOURS: 12 hours

Excel 2016, Level II:

DATES: Oct. 4-25, 2017, 6-9 p.m. (Wednesdays for 4 weeks)

COST: \$79

SUPPLIES: Flash Drive optional. Textbook information to be given at registration.

ABOUT: This course is designed to introduce the student to intermediate spreadsheet creation. Instruction will include moving and copying, cell contents, sorting mathematical, statistical and financial functions, date and time arithmetic, report generation and built-in graphics support. The student will be able to create macros, utilize data base features, apply data analysis features and utilize linked worksheets.

Textbook required.

LOCATION: KC—Longview Hendrix Building, Room 203

COURSE: ITSW 1046.751 2017 Q1

HOURS: 12 hours

Excel 2016, Level I:

DATES: Nov. 1-29, 2017, 6-9 p.m. (Wednesdays for 4 weeks)

COST: \$79

SUPPLIES: Flash Drive optional. Textbook information to be given at registration.

ABOUT: This course is designed to introduce the student to basic spreadsheet creation. Instruction will include terminology, program parameters, display characteristics, formatting features, mathematical functions and printing. The student will be able to demonstrate basic spreadsheet concepts and create formulas/functions, charts, graphs and generate reports.

LOCATION: KC—Longview Hendrix Building, Room 203

COURSE: ITSW 1022.752 2017 Q1

HOURS: 12 hours

QuickBooks 2013, Level I:

DATES: Sept. 5 to Oct. 10, 2017, 6-8 p.m. (Tuesdays for 6 weeks)

COST: \$179

SUPPLIES: 3" – 3 ring binder, Flash Drive (optional)

ABOUT: QuickBooks is an accounting software. QuickBooks products are 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 and payroll functions.

LOCATION: KC—Longview Hendrix Building, Room 105

COURSE: ITSC 1022.752 2017 Q1

HOURS: 12 hours

QuickBooks 2013, Level II:

DATES: Oct. 17 to Nov. 28, 2017, 6-8 p.m. (Tuesdays for 6 weeks)

COST: \$179

SUPPLIES: 3" – 3 ring binder, Flash Drive (optional)

ABOUT: A continuation of a study of common business software application, the computerized accounting cycle and some of the more important aspects of Payroll and Taxes. You will review the setup of accounting data, basic bookkeeping tasks and complete a wide range of specialized and advanced QuickBook functions in order to meet the bookkeeping needs of a typical small business.

LOCATION: KC—Longview Hendrix Building, Room 105

COURSE: ITSC 1043.753 2017 Q1

HOURS: 12 hours

Word 2016, Level I:

DATES: Sept. 11 to Oct. 16, 2017, 6-8 p.m. (Mondays for 6 weeks)

COST: \$79

SUPPLIES: Flash Drive optional. Textbook information to be given at registration.

ABOUT: Introduction to word processing, terminology, editing functions, formatting and special text options. The student will create, format and edit documents.

LOCATION: KC—Longview Hendrix Building, Room 308

COURSE: POFI 1024.752 2017 Q1

HOURS: 12 hours

PowerPoint 2016, Level I:

DATES: Oct. 23 to Dec. 4, 2017, 6-8 p.m. (Mondays for 6 weeks)

COST: \$79

SUPPLIES: Flash Drive optional. Textbook information to be given at registration.

ABOUT: PowerPoint is a presentation graphic program. One of the most powerful ways to present an idea, plan or report to a group is to use a series of slides that illustrate the important points. This course includes tips and tricks to help you build a powerful presentation.

LOCATION: KC—Longview Hendrix Building, Room 308

COURSE: ITSW 1037.753 2017 Q1

HOURS: 12 hours

Google Docs:

DATES: September 13 to October 18, 2017, 6:00 – 8:00 p.m. (Wednesdays for 6 weeks)

COST: \$79

SUPPLIES: Flash Drive optional

ABOUT: Introduction to Google Drive, Google Docs, Slides, Drawing, Sheets and Forms.

Google Docs, Google Sheets and Google Slides are a word processor, a spreadsheet and a presentation program respectively, all part of a free, web-based software office suite offered by Google within its Google Drive service. The three apps are available as web applications and as mobile apps for Android and iOS. The apps are compatible with Microsoft Office file formats. The suites also consists of Google Forms, Google Drawings and Google Fusion Tables.

LOCATION: KC—Longview Hendrix Building, Room 105

COURSE: ITSW 1058.754 2017 Q1

HOURS: 12 hours

Adobe Graphic Design Suites:

DATES: Sept. 7 to Dec. 14, 2017, 5:30 – 8:30 p.m. (Thursdays for 13 weeks)

COST: \$192

SUPPLIES: Personal headphones needed, Flash Drive optional. Textbook information to be given at registration.

ABOUT: Adobe Illustrator, Adobe Photoshop and Adobe InDesign are all taught in this sequence.

Illustrator is the industry-standard illustration software for creating logos, package designs, posters and virtually every kind of 2-D illustration (and even some 3-D). Photoshop is a graphics and image editing software and paint program. It has become a mainstay with graphic designers, professional photographers and hobbyists, to edit graphics as well as create and manipulate images. InDesign is the industry-standard page layout program. You will learn to set and format type, work with paragraph styles, import images from Illustrator and Photoshop, define and apply color, apply graphic effects, create PDF's and package files for printing.

LOCATION: KC—Longview Hendrix Building, Room 105

COURSE: ITSW 1003.755 2017 Q1

HOURS: 39 hours

Microsoft Office Suites 2016, Level I:

DATES: September 12 to November 9, 2017, 5:30 – 7:30 p.m. (Tuesdays and Thursdays for 9 weeks)

COST: \$164

SUPPLIES: Flash Drive optional. Textbook information to be given at registration.

ABOUT: Office suite software is a collection of commonly used applications. It typically includes word processing, spreadsheet, presentation and database software. Learn how these applications work together to increase productivity. (Word, Excel and PowerPoint Level I).

LOCATION: KC—Longview Hendrix Building, Room 308

COURSE: ITSC 1012. 753 2017, Q1

HOURS: 36 hours

Foreign Language classes:

Conversational/Business German—Beginner:

DATES: Sept. 5 to Oct. 12, 2017, 6-9 p.m. (Tuesdays and Thursdays for 6 weeks)

COST: \$164

SUPPLIES: Textbook information available at registration.

ABOUT: Emphasis is on conversation while developing German vocabulary, phraseology used for business travel and other communication needs. Instruction includes work in selected vocabulary, pronunciation and basic structures. Learn to order meals, greet people and make inquiries in German. Topics address recently identified current events, skill, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student.

LOCATION: KC—Longview Hendrix Building, Room 406

COURSE: FRNL 1001.750 2017 Q1

HOURS: 36 hours

Conversational/Business Spanish—Beginner:

DATES: Sept. 7 to Nov. 30, 2017, 6-9 p.m. (Thursdays for 12 weeks)

COST: \$164

SUPPLIES: Textbook required.

ABOUT: Emphasis is on conversation while developing Spanish vocabulary, phraseology used for business travel and other communication needs. Instruction includes work in selected vocabulary, pronunciation and basic structures. Learn to order meals, greet people and make inquiries in Spanish. Topics address geography, difference in Latin America, Central America and South America, culture, travel.

LOCATION: KC—Longview Hendrix Building, Room 116

COURSE: FRNL 1001.751 2017 Q1

HOURS: 36 hours

Conversational/Business Spanish—Intermediate:

DATES: Sept. 5 to Nov. 28, 2017, 6-9 p.m. (Tuesdays for 12 weeks)

COST: \$164

SUPPLIES: Textbook required.

ABOUT: Continued development of conversational Spanish, vocabulary, phraseology and sentence structure used for business travel and other communication needs. Instruction includes work in selected vocabulary, pronunciation and continued structure of language. Topics address recently identified current events, skills, knowledge and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Continued study of geography, differences in Latin America, Central America and South America, culture and travel.

LOCATION: KC—Longview Hendrix Building, Room 116

COURSE: SPNL 1091.751 2017 Q1

HOURS: 36 hours

Communication classes:

Creative Writing:

DATES: Oct. 3 to Nov. 7, 2017, 6-8 p.m. (Tuesdays for 6 weeks)

COST: \$59

ABOUT: Creative writing focuses on writing as an art form. This course will focus on expressive writing in many different forms. This course is designed to engage students in the creative writing process, with an emphasis on developing and exercising imagination. The course will be fun, enriching and engaging. The scope and breadth of creativity offered in this course will produce a permanent, life-long experience that will transfer to many other walks of life.

LOCATION: KC—Longview Hendrix Building, Room 302

COURSE: ETWR 067N.750 2017 Q1

HOURS: 12 hours

Culinary Arts classes:

Dietetic Food Service Supervisor:

DATES: Sept. 6, to Dec. 14, 5:30 – 9:30 p.m. (Wednesdays and Thursdays for 16 weeks)

COST: \$675

SUPPLIES: No textbook required.

ABOUT: 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.

LOCATION: Kilgore College, Kilgore Campus, Applied Technology (AT) Building, Room 101

COURSE: IFWA 1043.750 2017 Q1

HOURS: 120 hours

Digital Photography:

Fundamentals of Photography:

DATES: Sept. 11 Dec. 11, 2017, 6 to 9:30 p.m. (Mondays for 14 weeks)

COST: \$192

SUPPLIES: Digital camera, iPhone, Flash Drive, USB cord, charger for iPhone and/or camera

ABOUT: An introduction to camera operation and image production, composition, correct exposure and proper lighting. Explore how to operate and better utilize a digital camera or your iPhone camera. Introduction to the proper use of photographic equipment such as flash and tripod, to enhance picture taking.

LOCATION: Kilgore College—Longview Hendrix Building, Room 105

COURSE: PHTC 1011.750 2017 Q1

HOURS: 49 hours

Fine Arts and Creativity:

Watercolor:

DATES: Sept. 11 to Oct. 5, 2017, 5:30 – 8 p.m. (Mondays and Thursdays for 4 weeks)

COST: \$91

SUPPLIES: Supply list available at registration.

ABOUT: Experience the fun of watercolor painting as you experiment with these rich paints, brushes, various watercolor papers and endless watercolor techniques. Work from subject matter 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. Capture the essence of watercolor painting and learn how to express your own essence through the watercolors. This class is for beginners but ALL are welcome! Experience the fun of watercolor painting. Geared for beginner and intermediate painters.

LOCATION: KC—Longview North Building, Room 102, Special Events Room

COURSE: ARTV 1091.750 2017 Q1

HOURS: 20 hours

Oil Painting:

DATES: Sept. 12 to Nov. 14, 2017, 6-8 p.m. (Tuesdays for 10 weeks)

COST: \$91

SUPPLIES: Supply list available at registration.

ABOUT: This course is an introduction to oil painting that emphasizes color mixing, painting techniques, and composition. The purpose of the course is to promote sensitivity to color interaction, advance technical and compositional skills, and provide a basis for creative growth and expression.

LOCATION: KC—Longview North Building, Room 102, Special Events Room

COURSE: ARTV 1091.751 2017 Q1

HOURS: 20 hours

Acrylic Painting:

DATES: Begins Sept. 13, ends Dec. 6, 2017 (Wednesdays for 12 weeks) Wednesdays from 6-8 p.m.

COST: \$110

SUPPLIES: Supply list available at registration.

ABOUT: Acrylic painting, an art world full of versatility and bright, bold colors. Because acrylics are water based, it offers opacity (meaning you can paint right over your mistakes) that makes this medium especially appealing to beginners. On the other hand, experienced artists can take full advantage of the unique properties that acrylics offer and push the boundaries beyond their current artistic capabilities.

LOCATION: KC—Longview North Building, Room 102, Special Events Room

COURSE: ARTV 1091.752 2017 Q1

HOURS: 24 hours

Legal Issues:

Family Law—Taught in Spanish:

DATES: Sept. 7 to Nov. 30, 2017, 6 to 10 p.m. (Thursdays for 12 weeks)

COST: \$164

ABOUT: Fundamental concepts of family law including formal and informal marriages, divorce, annulment, marital property and the parent-child relationship, child support.

LOCATION: Kilgore College—Longview Hendrix Building, Room 114

COURSE: LGLA 1055.750 2017 Q1

HOURS: 48 hours

Problemas Legales:

Ley de Familia – Clase en Español:

Jueves por 12 semanas

Empezando el 7 de Septiembre, y terminando el 30 de Noviembre, 2017, 6 to 10 p.m.

\$164

Conceptos fundamentales de ley de familia que incluyendo matrimonios formales e informales, divorcios, anulación, propiedades conyugal y la relación entre padres e hijos, y soporte como cuidado, protección y alimentos de los niños.

Kilgore College—Longview Hendrix Building,

Jueves por 12 semanas

LGLA 1055.750 2017 Q1, 48 hours

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Kilgore College seeks to provide equal educational and employment opportunities without regard to race, color, religion, national origin, sex, age, disability, marital status, or veteran status.

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How to Obtain a Texas Real Estate Salesperson License Through Kilgore College Continuing Education Offerings

Getting your salesperson's license:

1. 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**.
2. 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.

You **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)
3. You are now ready to make application for your salesperson's license. Follow the steps as outlined on the TREC website.

A Salesperson is licensed to act on behalf of a Broker and may not act as a real estate licensee independently. A Salesperson may only work for one Broker in Texas at a time. Texas does not require an applicant to have a high school diploma or college degree.

You can contact the **Texas Real Estate Commission** in the following ways:

- By mail: P.O. Box 12188, Austin, TX 78711-2188
- By phone: (512) 936-3000
- By web: www.trec.state.tx.us

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

Pursuant to §1101.3521 of the Real Estate License Act, any person applying for or renewing a broker or salesperson license must provide their fingerprints, in a specified format, so that an FBI criminal history check can be performed. These fingerprint requirements apply only to brokers and salespersons, not to other TREC

license types. Once fingerprints are on file with DPS for a TREC license, a licensee will not need to be fingerprinted for subsequent renewals.

- **These six courses are required to fulfill your license educational requirements.**
- **Some courses meet on Monday and Wednesday for five weeks.**
- **Some courses meet on Tuesday and Thursday for five weeks.**
- **No classes will be held during Thanksgiving break (week of Nov. 20-24, 2017)**

Textbooks are sold in our KC Longview bookstore

Real Estate classes:

R.E. Principles and Practices I (Texas Specific):

DATES: Aug. 28 to Sept. 27, 2017, 6 to 9:50 p.m. (Mondays & Wednesdays for 5 weeks)

COST: \$153

SUPPLIES: Textbook required.

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

LOCATION: KC—Longview Hendrix Building, Room 109

COURSE: RELE 1002.750 2017 Q1

HOURS: 32 hours

Real Estate Law of Agency (Texas Specific):

DATES: Aug. 29 to Sept. 26, 2017, 6 to 9:50 p.m.

COST: \$153

SUPPLIES: Textbook required.

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

LOCATION: KC—Longview Hendrix Building, Room 109

COURSE: RELE 2002.751 2017 Q1

HOURS: 32 hours

R.E. Principles and Practices II (Texas Specific):

DATES: Oct. 2-30, 2017, 6 to 9:50 p.m. (Mondays & Wednesdays for 5 weeks)

COST: \$153

SUPPLIES: Textbook – same book as used for Principles and Practices I.

ABOUT: A continuing overview of licensing as a broker or salesperson in Texas. Includes ethics of practice as a license holder, titles to and conveyance of real estate, legal descriptions, deeds, encumbrances and liens, distinctions between personal and real property, appraisal, finance and regulations, closing and local laws relating to housing, discrimination, housing credit discrimination, and community reinvestment. Fulfills at least 30—60 hours of required instruction for salesperson license.

LOCATION: KC—Longview Hendrix Building, Room 109

COURSE: RELE 1039.752 2017 Q1

HOURS: 32 hours

Real Estate Law of Contracts (Texas Specific):

DATES: Oct. 3-31, 2017, 6 to 9:50 p.m. (Tuesdays & Thursdays for 5 weeks)

COST: \$153

SUPPLIES: Textbook required.

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

LOCATION: KC—Longview Hendrix Building, Room 109

COURSE: RELE 1012.753 2017 Q1

HOURS: 32 hours

Real Estate Promulgated Contracts Forms (Texas Specific):

DATES: Nov. 6 to Dec. 11, 2017, 6 to 9:50 p.m.

COST: \$153

SUPPLIES: Textbook required.

ABOUT: Promulgated Contract Forms, shall include but is not limited to unauthorized practice of law, broker-lawyer committee, current promulgated and approved forms, commission rules governing use of forms and case studies involving use of forms.

LOCATION: KC—Longview Hendrix Building, Room 109

COURSE: RELE 1000.754 2017 Q1

HOURS: 32 hours

Real Estate Finance (Texas Specific):

DATES: Nov. 7 to Dec. 12, 2017, 6 to 9:50 p.m.

COST: \$153

SUPPLIES: Textbook required.

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

LOCATION: KC—Longview Hendrix Building, Room 109

COURSE: RELE 1020.755 2017 Q1

HOURS: 32 hours