Classes fill quickly, so early registration is encouraged!

Kilgore College-Kilgore
(903) 983-8661

Kilgore College-Longview
(903) 753-2642

WWW.KILGORE.EDU/WDCE

CLASSES OFFERED IN KILGORE, LONGVIEW & HENDERSON!
One of the primary missions of Kilgore College Community Education & Workforce Development is to provide opportunities of life-long learning for adults in the community. Community Education non-credit courses are designed with many goals in mind. You may be interested in:

- Pursuing or resuming intellectual interests
- Increasing job efficiency
- Developing worthwhile hobbies
- Enriching leisure activities
- Learning a particular skill
- Retraining for a new career
- Improving your self-image

KC also offers many occupational courses and programs. In an effort to better serve the area, Workforce Development contracts with business and industry to provide non-credit courses and programs designed to meet specific industrial needs.

For additional information about Community Education classes, call KC-Kilgore at (903) 983-8661 or call KC-Longview at (903) 753-2642. Some classes are also offered in Henderson at the Henderson Higher Education Center. For more information about Workforce Development & Community Education classes, contact information is listed below:

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**Locations & Phone Numbers:**

- **Workforce Development & Community Education**
  - Kilgore, TX 75662
  - (903) 983-8661

- **KC-Longview**
  - 300 S. High Street
  - Longview, TX 75601
  - (903) 753-2642

- **KC Health Sciences**
  - 800 Ross Ave.
  - Kilgore, TX 75662
  - (903) 983-8645

- **Whitten Applied Technology Center**
  - 1306 S. Henderson Blvd.
  - Kilgore, TX 75662
  - (903) 988-7576

- **Workforce Development Corporate Services**
  - 1100 Brook Dr.
  - Kilgore, TX 75662
  - (903) 983-8287

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**Business Hours:**

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

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

Workforce Development & Community Education
Non-Academic Courses

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

Books & Materials:

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

Continuing Education Units (CEUs):

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

GED:

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

ESL:

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

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

K C
Intro to Accounting I

48 hours, 8 weeks, $240

A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.

**ACNT 1003**
Mondays-Thursdays, 8:30 to 9:50 a.m.
Jan. 18 to March 11, 2022
Location: Kilgore campus, Bonnie Porter Admin.

**ACNT 1003 (Hybrid)**
Wednesdays, 6-9 p.m.
Jan. 18 to March 11, 2022
Location: KC-Longview

For more info, contact Jana Campbell (903) 236-2021 or celqvw@kilgore.edu.

Federal Income Tax: Individual

48 hours, 8 weeks, $240 (plus textbook)

A study of the federal tax law for preparation of individual income tax returns. Prerequisite: Basic understanding of accounting.

**ACNT 1031 Hybrid**
Mondays, 6 to 8:50 p.m.
Jan. 18 to March 11, 2022
Location: Kilgore campus, Bonnie Porter Admin.

For more info, contact Jana Campbell (903) 236-2021 or celqvw@kilgore.edu.

Federal Income Tax: Individual

48 hours, 8 weeks, $240 (plus textbook)

A study of the federal tax law for preparation of individual income tax returns. Prerequisite: Basic understanding of accounting.

**ACNT 1031 Hybrid**
Mondays, 6 to 8:50 p.m.
Jan. 18 to March 11, 2022
Location: Kilgore campus, Bonnie Porter Admin.

For more info, contact Jana Campbell (903) 236-2021 or celqvw@kilgore.edu.

Grant Writing

18 hours, 2 weeks, $75

Details the components of a typical grant proposal. Includes foundation research, writing a cover letter and evaluating needs assessments. Emphasizes presenting an organization’s problem statement in a clear concise manner.

**ETWR 1000**
Tuesday & Thursday, 6 to 8 p.m.
Feb. 15-24, 2022
Location: KC-Longview

For more info, contact Jana Campbell (903) 236-2021 or celqvw@kilgore.edu.

Business English

48 hours, 8 weeks, $240

Covers basic usage language skills with the emphasis on grammar. Emphasis is also placed on the use of terminology applicable to technical and business writing.

**POFT 1001 (Hybrid)**
Mondays & Wednesdays, 10 to 11:20 a.m.
Jan. 18 - March 11, 2022
Location: KC-Longview

**POFT 1001 (Online)**
Begins Jan. 18, 2022

For more info, contact Jana Campbell (903) 236-2021 or celqvw@kilgore.edu.

Accounting & Finance for Non-Financial Managers

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


**Kilgore campus:**

*BMGT 2006.001 Q3*
Fridays beginning March 4, 2022
8 a.m. to Noon for 2 weeks

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

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

Covers written skills for effective communication. Emphasis on language skills including writing/editing for business.

Kilgore campus:

POFT 1004.002 Q3  
Fridays beginning May 6, 2022  
8 a.m. to Noon for 2 weeks

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

Managing Conflict in the Workplace

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

Focuses on skills necessary to manage disagreement, how to deal with difficult people in difficult situations.

Kilgore campus:

BMGT 1010.002 Q3  
Fridays beginning April 15, 2022  
8 a.m. to Noon for 2 weeks

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

Managing Different Generations

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

Covers diversity in the workplace, colliding generations, communicating with fellow employees.

Kilgore campus:

BMGT 1012.004 Q3  
Fridays beginning March 25, 2022  
8 a.m. to Noon for 2 weeks

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

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

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

Communication Skills for Managers & Supervisors

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

Communication skills essential for supervisors & managers in the workplace. Topics include communication styles, listening/effective verbal/non-verbal communication skills.

Kilgore campus:

BMGT 1022.0003 Q3  
Monday-Friday  
Begins Feb. 28, 2022  
8 a.m. to 12:30 p.m. for 1 week

BMGT 1022.0004 Q3  
Monday-Friday  
Begins May 9, 2022  
8 a.m. to 12:30 p.m. for 1 week

Leadership Skills for Managers & Supervisors

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

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

Kilgore campus:

**BMGT 1020.0003 Q3**
Monday-Thursday
Begins March 7, 2022
8 a.m. to 12:30 p.m. for 1 week

**BMGT 1020.0004 Q3**
Monday-Thursday
Begins May 16, 2022
8 a.m. to 12:30 p.m. for 1 week

Performance Management Skills

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

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

Kilgore campus:

**BMGT 1011.003 Q3**
Monday-Thursday
Begins April 11, 2022
8 a.m. to 12:30 p.m. for 1 week

**BMGT 1011.004 Q4**
Monday-Thursday
Begins June 20, 2022
8 a.m. to 12:30 p.m. for 1 week

Professional Business Speaking Skills

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

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

Kilgore campus:

**BMGT 1019.0003 Q3**
Monday-Thursday
Begins March 28, 2022
8 a.m. to 12:30 p.m. for 1 week

**BMGT 1019.0004 Q4**
Monday-Thursday
Begins June 6, 2022
8 a.m. to 12:30 p.m. for 1 week

Quality Customer Service

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

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

Kilgore campus:

**BUSG 1005.0004 Q3**
Tuesday-Thursday
Begins March 22, 2022
8 a.m. to 12:30 p.m. for 1 week

**BUSG 1005.0005 Q3**
Monday-Thursday
Begins May 23, 2022
8 a.m. to 12:30 p.m. for 1 week

Team Building in the Workplace

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

This course covers the basic principles of building & sustaining teams in organizations. Topics include team dynamics, process improvement & collaboration.

Kilgore campus:

**BMGT 1019.0003 Q3**
Monday-Thursday
Begins March 28, 2022
8 a.m. to 12:30 p.m. for 1 week

**BMGT 1019.0004 Q4**
Monday-Thursday
Begins June 6, 2022
8 a.m. to 12:30 p.m. for 1 week
Workplace Issues for Managers and Supervisors

18 hours, $150
(BMGT 1012 – Fundamentals of Management)

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

Kilgore campus:

BMGT 1012.0005 Q3
Monday-Thursday
 Begins April 18, 2022
8 a.m. to 12:30 p.m. for 1 week

BMGT 1012.0006 Q4
Monday-Thursday
 Begins June 27, 2022
8 a.m. to 12:30 p.m. for 1 week

Workplace Critical Thinking and Problem-Solving

18 hours, $150
(BMGT 10004 – Workplace Critical Thinking and Problem-Solving)

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

Kilgore campus:

BMGT 1004.0003 Q3
Monday-Thursday
 Begins April 26, 2022
8 a.m. to 12:30 p.m. for 1 week

BMGT 1004.0004 Q4
Tuesday-Friday
 Begins July 5, 2022
8 a.m. to 12:30 p.m. for 1 week

Computer Applications I

48 hours, 8 weeks $240

This course provides an overview of computer office applications including terminology and technology. Basic introduction to computer hardware, software applications including Excel and PowerPoint, and procedures.

POFI 1001
Mondays & Wednesdays, 6 to 9 p.m.
March 21 to May 11, 2022
Location: KC -Longview

Additional Options:

POFI 1001 Online (80 hours)
Begins March 21, 2022
Cost: $240

POFI 1001 Hybrid (80 hours)
March 21 to May 13, 2022

For more info, contact Jana Campbell (903) 236-2021 or celqvw@kilgore.edu.

Beginning Keyboarding

80 hours, 8 weeks $200

Skill development in keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. Apply proofreading and editing skills; and create basic business documents.

POFT 1029
January 18 to March 11, 2022
Location: Online

For more info, contact Jana Campbell (903) 236-2021 or celqvw@kilgore.edu.
Advanced Spreadsheets

80 hours, 8 weeks, $240 (plus textbooks)

Advanced techniques for developing and modifying spreadsheets. Includes macros and data analysis functions. Students may also pay $95 to take the MOS Certification Exam for Excel (optional) Prerequisite: Basic skills in Microsoft Excel

ITSW 2034
March 21 to May 13, 2022
Location: Online

For more info, contact Jana Campbell (903) 236-2021 or celqvw@kilgore.edu.

CCNA 1: Introduction to Networks

80 hours, 8 weeks, $340 (includes textbook)

This course covers networking architecture, structure, and functions; introduces the principles and structure of IP addressing and the fundamentals of Ethernet concepts, media, and operations to provide a foundation for the curriculum. This is the first of three courses that students take to prepare for the CCNA exam.

ITCC 1014
January 18 to March 11, 2022
Location: Online

For more info, contact Jana Campbell (903) 236-2021 or celqvw@kilgore.edu.

CCNA 2: Switching, Routing & Wireless Essentials

80 hours, 8 weeks, $340 (includes textbooks)

Describes the architecture, components, and operations of routers and switches in small networks and introduces wireless local area networks (WLAN) and security concepts; provides an in-depth understanding of how routers and switches operate and are implemented in the LAN environment. This is the second of three courses that students take to prepare for the CCNA exam. Prerequisite: completion of CCNA 1: Introduction to Networks

ITCC 1044
March 21 to May 13, 2022
Location: Online

For more info, contact Jana Campbell (903) 236-2021 or celqvw@kilgore.edu.

Linux Installation & Configuration

64 hours, 8 weeks, $240 (plus textbook)

Introduction of Linux Operating Systems. Includes Linux installation, basic administration, utilities and commands, upgrading, networking security, and application installation. Emphasizes hands-on setup, administration, and management of Linux.

ITSC 1016
Jan. 18 to March 11, 2022
Location: Online

For more info, contact Jana Campbell (903) 236-2021 or celqvw@kilgore.edu.

Microsoft Office Suites (Word/Excel/PowerPoint)

48 hours, 8 weeks, $240

Introduction to business productivity software suites using word processing, spreadsheets and presentation software. Integrate applications to produce documents.

ITSC 1009
Tuesday & Thursdays 6 p.m. to 9 p.m.
Feb. 1 to March 31, 2022
(No classes during Spring Break week)
Location: KC-Longview

For more info, contact Jana Campbell (903) 236-2021 or celqvw@kilgore.edu.
CROSSOVER COURSES:
The following courses are for licensed cosmetologists and licensed barbers who are interested in obtaining an additional 300 crossover hours.

For more info on the following cosmetology courses, contact Jana Campbell (903) 236-2021 or celqvw@kilgore.edu.

Barber Law & Shop Management
BARB 2032 - 150 hours, $750
Jan. 18 to March 31, 2022
Mondays-Thursdays from 5 to 9 p.m.
(Saturdays as needed)

Intro to Barber Styling
BARB 1004, 150 hours, $750
April 4 to June 2, 2022
Mondays-Thursdays from 5 to 9 p.m.
(Saturdays as needed)

Fundamentals of Cosmetology
CSME 1005, 150 hours, $750
Jan. 18 to March 31, 2022
Mondays-Thursdays from 8:30 a.m. to 4 p.m.
(Saturdays as needed)

Orientation to Cosmetology
CSME 1001, 150 hours, $750
March 21 to April 28, 2022
Mondays-Thursdays from 8:30 a.m. to 4 p.m.
(Saturdays as needed)

If you are looking for an exciting career, check out the KC Electric Power Technology Certificate. Upon completion of the 10-week course, graduates can earn an electrical power certificate & job opportunities with electric power companies & contractors. The KC EPT Certificate is an approved WIOA program.

The class is 10 weeks long. Cost is $3,100.

For more info, visit www.kilgore.edu/kcept or email rhorn@kilgore.edu or (903) 988-7576.
American Sign Language for Beginners

36 hours, 6 weeks, $150

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

SLNG 1001
Mondays & Thursdays, 6 to 9 p.m.
Jan. 31 to March 10, 2022
Location: KC-Longview

For more info, contact Jana Campbell (903) 236-2021 or celqvw@kilgore.edu.

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) 983-8645

By email: njames@kilgore.edu & jhalton@kilgore.edu

By fax: (903) 988-7543

By mail: Mail your registration form to:
Kilgore College
Health Sciences CE
1100 Broadway
Kilgore, TX 75662

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

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.

For more information, contact Nicole James at (903) 983-8645 or njames@kilgore.edu.

Jan. 26 to May 19, 2022
Registration deadline: Jan. 14, 2022

Medication Administration

140 hours, 11 weeks, $765

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

Spring Course: Feb. 15 to May 5, 2022
Registration deadline: Jan. 14, 2022

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

For more information, contact Nicole James at (903) 983-8645 or njames@kilgore.edu.
Hybrid Course: Face-to-face Mon-Thurs (5:30-9:30 p.m.) and Zoom class on Wednesdays from 5:30 to 9:30 p.m.

Spring Program: March 21 to July 14, 2022
Registration deadline: Feb. 28, 2022
Classroom: Mon/Wed/Thurs, 5:30 to 9:30 p.m.
Eligibility Requirements: www.kilgore.edu/wdce

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

For more information, contact Nicole James at (903) 983-8645 or njames@kilgore.edu.

Phlebotomy

200 hours, 13 weeks, $875

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

Eligibility Requirements: www.kilgore.edu/phlebotomy

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

Spring 1 Program: Feb. 8 to May 12, 2022
Registration deadline: Jan. 10, 2022

Spring 2 Program: May 24 to Aug. 18, 2022
Registration deadline: April 22, 2022

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

For more information, contact Nicole James at (903) 983-8645 or njames@kilgore.edu.

Certified Nurse Assistant (Aide)

112 hours, 5 weeks, $720

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

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

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

Morning Classes (7:45 a.m. to 12:30 p.m., Mon-Thurs):
Afternoon Classes (4 to 8:45 p.m., Mon-Thurs):

Jan. 18 to February 28, 2022
March 3 to April 20, 2022
April 21 to June 2, 2022
June 23 to Aug. 4, 2022

For more information, contact Nicole James at (903) 983-8645 or njames@kilgore.edu.

Certified EKG Technician (CET):

60 hours, 4 weeks, $600
(ECRD 1011)

This course provides the knowledge, skills and abilities essential to use an electrocardiogram (ECG or EKG) that records the electrical signal from your heart to check for different heart conditions.

Feb. 14 to March 7, 2022 (15 classroom hours per week)

Registration deadline: Jan. 14, 2022

For more information, contact Nicole James at (903) 983-8645 or njames@kilgore.edu.

Certified Patient Care Technician (CPCT):

96 hours, 6 weeks, $805
(NUPC 1020: 48 hours; NUPC 1060: 48 hours)

This course provides the training, skills, and knowledge needed to gain employment as a Patient Care Technician in a hospital setting. Upon successful completing of the course the student will be able to assist patients in the acute care setting with activities of daily living, measure vital signs, communicate effectively with patients, family members and staff. Students will also be prepared to take the credentialing exam. Prerequisite: Successfully competed and received credential from Kilgore College for Phlebotomy, Certified Nurse Aide and EKG or provide documentation for equivalent courses/credentials.

Dates: April 11, 2022- May 16, 2022
Days: TBD, 16 classroom/clinical hours per week
Registration deadline: March 11, 2022

Licensed Chemical Dependency Counselor (LCDC)

Test Prep Workshop: 7 hours, $75 (DAAC 1001)

This test-prep workshop is designed to prepare you to take the Texas Licensed Chemical Dependency Counselor (LCDC) exam. This one-day course is designed to provide information on the format and structure of the LCDC Exam. As a result, participants will develop successful test-taking strategies for correctly answering exam questions. This workshop will also go over sample test questions, will teach test-taking techniques which are unique to this specific test.

Date: Friday, May 6, 2022
Time: 9 a.m. to 4 p.m.
Registration deadline: April 22, 2022
Location: Kilgore Campus
More information: (903) 983-8645 or email shsce@kilgore.edu.

Certified Patient Care Technician (CPCT):

96 hours, 6 weeks, $805
(NUPC 1020: 48 hours; NUPC 1060: 48 hours)

This course provides the training, skills, and knowledge needed to gain employment as a Patient Care Technician in a hospital setting. Upon successful completing of the course the student will be able to assist patients in the acute care setting with activities of daily living, measure vital signs, communicate effectively with patients, family members and staff. Students will also be prepared to take the credentialing exam. Prerequisite: Successfully competed and received credential from Kilgore College for Phlebotomy, Certified Nurse Aide and EKG or provide documentation for equivalent courses/credentials.

Dates: April 11, 2022- May 16, 2022
Days: TBD, 16 classroom/clinical hours per week
Registration deadline: March 11, 2022

Licensed Chemical Dependency Counselor (LCDC)

Test Prep Workshop: 7 hours, $75 (DAAC 1001)

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Time: 9 a.m. to 4 p.m.
Registration deadline: April 22, 2022
Location: Kilgore Campus
More information: (903) 983-8645 or email shsce@kilgore.edu.
HR Specialist Certificate

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

Benefits & Compensation

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


Kilgore campus:

HRPO 2006.0002 Q3
Mondays-Thursdays
Begins May 12, 2022
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 1005.006 Q3
Monday/Tuesday/Wednesday
Begins March 7, 2022
8 a.m. to Noon for 3 days

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

Diversity in the Workplace

12 hours, $150
(HRPO 1008 – Diversity in the Workplace)

This course covers the impact of diversity on individual and organizational performance. Topics include diversity concepts, bias, stereotyping, discrimination, individual differences, performance and organizational outcomes, and techniques that improve interaction and organizational effectiveness.

Kilgore campus:

HRPO 1008.0002 Q2
Friday/Monday/Tuesday
Begins March 11, 2022
8 a.m. to Noon for 3 days

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

24 hours, $225
(HRPO 1003 – Employee Training & Development)

This course explores theories and techniques for training and developing employees. Topics include types of learners and methods to address different learning styles; the differences between mentoring, coaching, and counseling; and how to create a meaningful training plan for an organization.

Kilgore campus:

HRPO 1003.0002 Q3
Mondays-Thursdays
Begins April 13, 2022
8 a.m. to 2 p.m. for 6 days

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

Human Resource Management Principles

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

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

Kilgore campus:

HRPO 1000.0001 Q3
Tuesday/Wednesday/Thursday
Begins March 1, 2022
8 a.m. to Noon for 3 days

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

Evaluating Performance Improvement Intervention

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

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

Kilgore campus:

HRPO 1007.0002 Q3
Monday-Thursday
Begins March 31, 2022
8 a.m. to 2 p.m. for 4 days

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

Employee Relations

36 hours, $275
(HRPO 2004 – Employee Relations)

This course covers policies, practices and issues required to build strong employee relations. Topics include communications, employee conduct rules, & the role of employee relations as it relates to organization effectiveness/key legislation affecting the employee relations function of HR management.

Kilgore campus:

HRPO 2004.0002 Q3
Mondays-Thursdays
Begins April 25, 2022
8 a.m. to 2 p.m. for 8 days

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

You are invited to a free information session to learn more about the SHRM courses and other human resource courses offered by KC. It is set for 6 p.m. Tuesday, Jan. 25, 2022 (in the Woodruff Adult Education Center, AC-211).

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

SHRM Essentials of Human Resources®

18 hours, $525
(HRPO 1000 – Understanding the Human Resource Function)

SHRM Essentials of Human Resources® is an entry-level HR-training program for anyone new to HR or anyone wanting to strengthen their employee management skills. Become a better manager & protect your company from needless litigation. This is for junior-level HR practitioners,
KC’s Industrial/Residential Electrical Technology Certificate consists of nine courses. This training prepares students to be job-ready for manufacturing and industrial/mechanical environments. Graduates are qualified to enter the workforce as an apprentice working under the direction of a licensed electrician.

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

**Electrical 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 1002.0005 Q3**
- Begins Thursday, March 24, 2022
- 6:30 to 9:30 p.m. on Thursdays for 6 weeks
- **Registration deadline:** March 14, 2022

**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 1006.002 Q3**
- Mondays-Thursdays
- Begins April 28, 2022
- 8 to 2 p.m. for 10 days
Electrical Print Reading

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

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

Kilgore campus:

DFTG 1023.0003 Q3
Monday-Thursdays
Begins March 31, 2022
8 a.m. to 2 p.m. for 8 days

Electrical Safety

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

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

Kilgore campus:

IEIR 1040.0002 Q3
Mondays-Thursdays
Begins March 23, 2022
8 a.m. to 2 p.m. for 5 days

Fundamentals of Electricity

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

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

Longview campus:

ELPT 1019.0002 Q3
Mondays-Thursdays
Begins Feb. 28, 2022
8 a.m. to 2 p.m. for 10 days

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 1057.0002 Q4
Mondays-Thursdays
Begins June 9, 2022
8 a.m. to 2 p.m. for 14 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 1001.0002 Q3
Friday/Monday/Tuesday
Begins April 15, 2022
8 a.m. to 2 p.m. for 3 days

Residential Wiring

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

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

Electrical Systems

48 hours, $375
(INMT 1036 – Manufacturing Processes)

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

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.

Precision Tools & Measurement

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

This course is an introduction to the modern science of dimensional metrology. Topics include identification, selection, and application of various types of precision instruments associated with the machining trade. Course content includes practice of basic layout and piece part measurements while using standard measuring tools.
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 1000.0002 Q4
Mondays-Thursdays
Begins June 9, 2022
8 a.m. to 2 p.m. for 9 days

Print reading for Industry

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

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

Kilgore campus:

DFTG 1023.0004 Q3
Mondays-Thursdays
Begins June 9, 2022
8 a.m. to 2 p.m. for 9 days

Shop Safety

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

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

Kilgore campus:

OSHT 1003.0001 Q3
Mondays-Thursdays
Begins April 23, 2022
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 1058.0001 Q3
Mondays-Thursdays
Begins Feb. 28, 2022
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 1022.0005 Q3  
Mondays-Thursdays  
Begins March 8, 2022  
8 a.m. to 2 p.m. for 5 days

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**Private Piano Lessons**

The KC Music Academy prepares students in the art of music. Private piano instruction is offered for ages 6-18. Classes will provide outstanding training to improve musical skills, 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:** Kilgore and Longview campuses

**Private Piano Lesson Information:**

One-on-one lessons (piano) are 30 minutes for beginning/intermediate students or 45 minutes for advanced students. To take 45-minute lessons, students must have previous private lesson experience and instructor approval. Students will have a recital opportunity each semester and may also participate in local area festivals (when available). 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 18 years and older 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.

**Spring Section 1: Jan. 24 to March 11, 2022 (7 weeks):**

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

**Spring Section 2: March 21 to May 13, 2022 (8 weeks):**

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

**Spring Recital:** May 14 at Van Cliburn Auditorium

**Instructors:** Jonathan Kaan & Lydia Lim

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**Photography Basics**

36 hours, 12 weeks, $175

36 hours, 12 weeks, $175.00  
Instruction in camera functions. Explain proper camera care. Utilize camera techniques and correct camera settings for most lighting situations; use of supplemental lighting, demonstrate good composition for communicative images; and outline printing procedures and print presentation.

PHTC 1004  
Mondays, 6 to 9 p.m.  
Feb. 14 to May 9, 2022  
**Location:** KC-Longview, INMT Building

For more info, contact Jana Campbell (903) 236-2021 or celqvw@kilgore.edu.
To register for real estate classes call (903) 236-2021 or email celqvw@kilgore.edu.

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

To be eligible to apply for a real estate salesperson license, an individual must be a citizen of the U.S. or a lawfully admitted alien, at least 18 years old and a legal resident of Texas. BEFORE you apply for a license, you can request that the Texas Real Estate Commission (TREC) determine whether your fitness meets TREC’s qualifications for honesty, trustworthiness, and integrity.

WEBSITE: www.trec.texas.gov

Students must furnish the Texas Real Estate Commission with evidence of completing 30 hours in each the following courses:

- Real Estate Principles and Practices I
- Real Estate Principles and Practices II
- Real Estate Law of Agency
- Real Estate Law of Contracts
- Real Estate Finance
- Real Estate Promulgated Forms

Textbooks are sold in the KC Bookstores

Classes are held at the following locations:

- **KC-Longview**
  300 S. High Street
  Longview, TX 75601

- Henderson Higher Education Center
  101 Mary Street
  Henderson, TX 75652

- Kilgore campus (Bonnie Porter Admin. Building)
  1100 Broadway
  Kilgore, TX 75662

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### Principles & Practices I (Texas Specific)

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

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

**RELE 1002**
Mondays & Wednesdays, 6-9 p.m.
Jan. 24 to Feb. 23, 2022
Location: KC-Longview & Henderson Higher Education Center

**New Daytime option:**

**RELE 1002**
Mondays & Wednesdays, 1-4 p.m.
Jan. 24- Feb. 23, 2022
Location: Kilgore, Bonnie Porter Admin. Building

For more info, contact Jana Campbell (903) 236-2021 or celqvw@kilgore.edu.

### Real Estate Finance (Texas Specific)

30 hours, 5 weeks, $150

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

**RELE 1020**
Tuesdays & Thursdays, 6-9 p.m.
Jan. 25 to Feb. 24, 2022
Location: KC-Longview & Henderson Higher Education Center
New Daytime Option:

**RELE 2002**
Tuesdays & Thursdays, 6-9 p.m.
March 1 to April 7, 2022
Location: KC-Longview & Henderson Higher Education Center

For more info, contact Jana Campbell (903) 236-2021 or celqvw@kilgore.edu.

### Principals and Practices II
(Texas Specific)

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

A continuing overview of licensing as a broker or salesperson in Texas. Includes ethics of practice as license-holder, titles to & conveyance of real estate, legal descriptions, deeds, encumbrances & liens, distinctions between personal/real property, appraisal, finance & regulations, closing & local laws for housing, discrimination, housing credit discrimination & community reinvestment.

**RELE 1020**
Tuesdays & Thursdays, 1-4 p.m.
Jan. 25 to Feb. 24, 2022
Location: Kilgore campus, Bonnie Porter Admin. Building

For more info, contact Jana Campbell (903) 236-2021 or celqvw@kilgore.edu.

### Promulgated Contract Forms (Texas Specific)

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

Includes unauthorized practice of law, broker-to-lawyer committee, current promulgated & approved forms, commission rules governing use of forms & case studies involving use of forms.

**RELE 1000**
Mondays & Wednesdays, 6-9 p.m.
April 11 to May 11, 2022
Location: KC-Longview & Henderson Higher Education Center

For more info, contact Jana Campbell (903) 236-2021 or celqvw@kilgore.edu.

### New Daytime Option:

**RELE 1020**
Tuesdays & Thursdays, 1-4 p.m.
Jan. 25 to Feb. 24, 2022
Location: Kilgore campus, Bonnie Porter Admin. Building

For more info, contact Jana Campbell (903) 236-2021 or celqvw@kilgore.edu.

### Law of Agency
(Texas Specific)

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

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

**RELE 2002**
Tuesdays & Thursdays, 6-9 p.m.
March 1 to April 7, 2022
Location: KC-Longview & Henderson Higher Education Center

For more info, contact Jana Campbell (903) 236-2021 or celqvw@kilgore.edu.
KC WORKFORCE DEVELOPMENT & COMMUNITY EDUCATION

Law of Contracts
(Texas Specific)

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

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

RELE 1012
Tuesdays & Thursdays, 6-9 p.m.
April 12 to May 12, 2022
Location: KC-Longview & Henderson Higher Education Center

New Daytime option:

Tuesdays & Thursdays, 1-4 p.m.
April 12 to May 12, 2022
Location: Kilgore campus, Bonnie Porter Admin. Building

For more info, contact Jana Campbell (903) 236-2021 or celqwv@kilgore.edu.

CDL Permit Training

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

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

CDL Class "A" License Training

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

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

Refresh of Welding Skills

72 Hours, 6 Weeks, $625
(WLDG 1091 – Special Topics in Welder/Welding Technologist)

Sign up soon. Limited space is available.

Mondays-Thursdays from 7 to 10 p.m.

Tuition: $500 + CE Fee of $125

Location: Whitten Applied Technology Building (WHITN), Room 115, on the Kilgore campus

Contact Julie Franklin at jfranklin@kilgore.edu or (903) 988-7452 for available class dates and times.
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 16-18

CERTIFIED NURSE ASSISTANT (AIDE)

Day/Evening Classes Available!

SEE PAGE 11

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.

See Pages 18-20

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.

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

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

KC-Longview buildings:
1. Longview North Building (LVNTH)
2. Hendrix Building (LVHDX)
3. Cosmetology Building (LVCOS)
4. Industrial Maintenance Technology Shop Building (LVIMT)
5. Industrial Maintenance Technology Classroom Building
Sharpen your skills to face today’s HR issues.

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

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

See Pages 15-16

Computer Classes

Community Education computer courses teach basic to advanced skills in software applications. Topics range from Microsoft Office Suite (Access, Excel, PowerPoint, Word) to keyboarding, enhancing digital photos, internet navigation, Windows Operating System and QuickBooks.

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

See COMPUTERS, Pages 7-8

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 11

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 13-15
Students looking for a well-paying career straight out of high school have a viable option through Kilgore College’s Electric Power Technology Certificate. The 10-week course of study will award those who graduate with an electrical power certificate which will allow them to go right to work for an electric power company or contractor. The Kilgore College Electric Power Technology Certificate is an approved WIOA program.

WWW.KILGORE.EDU/KCEPT
Registration/Payment Information
...for Workforce Development & Community Education courses at KC

Payments:

Tuition may be paid by cash, check or money order. We accept Visa, MasterCard and Discover. There will be a $2 non-refundable convenience fee charged for credit card payments taken over the telephone. Checks should be made payable to Kilgore College for the amount of tuition only. Please include your driver’s license number and telephone number on your check.

Registration by Mail:

Complete the form on the page at the right. Attach your check or money order for the appropriate amount. Do not send cash. Mail payment to the location where the course is offered. Payment should be received at least five days prior to the beginning of the course.

Class Cancellation:

Kilgore College reserves the right to cancel any course if enrollment is insufficient. Kilgore College will make every attempt to prevent undue hardship on students. The decision to conduct or to cancel the class is made as soon as possible before the first day of class. This provides every opportunity for sufficient enrollment. Students will receive a 100% refund of tuition if the class is canceled.

Withdrawing from Class & Refunds:

To formally withdraw from a WDCE class, please contact the location where the course is offered, either by phone or in-person during working hours. Phone numbers are listed on the back cover of this catalog. Mailed notification will be accepted and the postmark date will be the effective date for refunding. Refunds will be made within 4-6 weeks following the request. To receive your refund in check form, pick up the check at the Cashier’s Office in the Devall Student Center on the Kilgore campus. To have the refund check mailed, call (903) 983-8108 to have your address verified. If you have an active Ranger Card account, the refund will be credited to the card account. Students will receive full 100% refund of tuition if the class is canceled.

Refund information for non-canceled classes:

**1- or 2-day classes:**
100% refund less $15 matriculation fee (if requested before first class)
0% refund - on or after 1st class date

**All other classes:**
100% refund less $15 matriculation fee (if requested before first class)
70% refund (if requested prior to 3rd class date)
0% refund (on or after 3rd class date)
Kilgore College WDCE Course Registration Form

Registration will be accepted only if class space is available. Payment is due at registration.

Date: ________________________________

SS#: ________________________________

In order to help us protect your Social Security number, the college computer system will convert your SS# into your student ID# for your record.

Student ID #: ________________________________

Name: ________________________________  (Last Name)  (First Name)  (Middle Initial)  ________________________________

Mailing Address: ________________________________  County: ________________________________

City: ________________________________  State: ______  Zip: ______

Home Phone: (____) _______ - _______  Business or Cell Phone: (____) _______ - _______

Email: ________________________________

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

US Citizen: _____ Y _____ N  If no, what country? ________________________________

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

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

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

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<tr>
<th>Course Name</th>
<th>Course Number</th>
<th>Start Date</th>
<th>Tuition</th>
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REGISTER TODAY!

REGISTER BY MAIL OR IN-PERSON

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

<table>
<thead>
<tr>
<th>Kilgore College–Kilgore</th>
<th>Kilgore College–Longview</th>
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<tbody>
<tr>
<td>1100 Broadway Blvd. Kilgore, TX 75662</td>
<td>Hendrix Building Longview, TX 75601</td>
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<tr>
<td>(903) 983-8661</td>
<td>(903) 753-2642</td>
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<tr>
<td><strong>Office Hours:</strong></td>
<td><strong>Office Hours:</strong></td>
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<td>Mon-Thurs: 7:45 a.m. to 5 p.m.</td>
<td>Mon-Thurs: 7:45 a.m. to 6 p.m.</td>
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<tr>
<td>Friday: 7:45 a.m. to 2:30 p.m.</td>
<td>Friday: 7:45 a.m. to 3:45 p.m.</td>
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</table>

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.

WWW.KILGORE.EDU/WDCE