CLASSES OFFERED IN KILGORE & LONGVIEW!

Classes fill quickly, so early registration is encouraged!

WWW.KILGORE.EDU/WDCE

Kilgore College-Kilgore
(903) 983-8661

Kilgore College-Longview
(903) 753-2642

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

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

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

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

**Locations & Phone Numbers:**

<table>
<thead>
<tr>
<th>Workforce Development &amp; Community Education</th>
<th>KC-Longview</th>
<th>KC Health Sciences</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>Longview, TX 75601 (903) 753-2642</td>
<td>Kilgore, TX 75662 (903) 983-8645</td>
<td>Kilgore, TX 75662 (903) 988-7576</td>
<td>1100 Brook Dr. 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>
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</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, genetic information or veteran status.
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>General Information</th>
<th>....................................................</th>
<th>1</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ART</strong></td>
<td>Art Classes ........................................</td>
<td>4</td>
</tr>
<tr>
<td><strong>BUSINESS</strong></td>
<td>Introduction to Accounting I .......................</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Payroll &amp; Business Tax Accounting ..................</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Grant Writing ........................................</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>Entrepreneurship &amp; Economic Development ..........</td>
<td>4</td>
</tr>
<tr>
<td></td>
<td>e-Commerce Marketing ..................................</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Accounting &amp; Finance (Non-Financial Managers) ...</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Business Writing ......................................</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Managing Conflict in the Workplace ...............</td>
<td>5</td>
</tr>
<tr>
<td></td>
<td>Managing Different Generations ....................</td>
<td>5</td>
</tr>
<tr>
<td><strong>BUSINESS LEADERSHIP SKILLS CERTIFICATE</strong></td>
<td>Communication Skills - Managers &amp; Supervisors</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Leadership Skills - Managers &amp; Supervisors .......</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Performance Management Skills .....................</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Professional Business Speaking Skills ............</td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>Quality Customer Service ..........................</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Team Building in the Workplace ....................</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Workplace Issues for Managers &amp; Supervisors ......</td>
<td>7</td>
</tr>
<tr>
<td></td>
<td>Workplace Critical Thinking &amp; Problem-Solving ...</td>
<td>7</td>
</tr>
<tr>
<td><strong>COMPUTER CLASSES</strong></td>
<td>IT Essentials I: PC Hardware &amp; Software ..........</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>CCNA 1: Introduction to Networks ..................</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Advanced Spreadsheets ................................</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Network Security ...................................</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Information Technology Security ...................</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>Beginning Microsoft Word ..........................</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Intermediate Microsoft Word .......................</td>
<td>9</td>
</tr>
<tr>
<td><strong>COSMETOLOGY &amp; BARBERING CROSSOVER COURSES</strong></td>
<td>Beginning Microsoft Excel ..........................</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>Intermediate Microsoft Excel ........................</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>QuickBooks Online ....................................</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Barber Styling I .....................................</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Barber Law &amp; Shop Management II ...................</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Orientation to Cosmetology ........................</td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>Preparing for the State Licensing Exam ............</td>
<td>10</td>
</tr>
<tr>
<td><strong>ELECTRIC POWER TECHNOLOGY</strong></td>
<td>Electrical Power Technology Certificate</td>
<td>11</td>
</tr>
<tr>
<td><strong>FOREIGN LANGUAGES</strong></td>
<td>American Sign Language for Beginners ..........</td>
<td>11</td>
</tr>
<tr>
<td><strong>HEALTH &amp; MEDICAL-RELATED</strong></td>
<td>Dietetic Food Service Supervisor .................</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Medication Administration ..........................</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Medication Administration Update (Face-to-Face)</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Medication Administration Update (Online) .........</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>Pharmacy Technician ..................................</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Phlebotomy ............................................</td>
<td>13</td>
</tr>
<tr>
<td></td>
<td>Certified Nurse Assistant (Aide) .....................</td>
<td>13</td>
</tr>
<tr>
<td><strong>HUMAN RESOURCES</strong></td>
<td>HR Specialist Certificate .............................</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Benefits and Compensation ...........................</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Customer Service Essentials for Human Resources</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Diversity in the Workplace ..........................</td>
<td>14</td>
</tr>
<tr>
<td></td>
<td>Employee Training &amp; Development ..................</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Employment Law .......................................</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Employee Relations ...................................</td>
<td>15</td>
</tr>
<tr>
<td></td>
<td>Human Resource Management Principles ............</td>
<td>15</td>
</tr>
</tbody>
</table>
**TABLE OF CONTENTS**

**Evaluating Performance Improvement Intervention** ........................................ 16
**Interviewing Skills for Employers** ................................................................. 16
**Project Management Fundamentals** ............................................................. 16
**Safety Communications & Procedures for HR** ............................................. 16
**SHRM® Free Information Sessions** .............................................................. 17
**SHRM® Essentials of Human Resources** .................................................... 17
**SHRM® Learning System** ............................................................................. 17

**INDUSTRIAL & RESIDENTIAL ELECTRICAL TECHNOLOGY**

- **Electrical Controls** ............................................................................. 18
- **Electrical Motors** .............................................................................. 18
- **Electrical Print Reading** ................................................................. 18
- **Electrical Safety** ............................................................................. 18
- **Fundamentals of Electricity** ............................................................ 18
- **Industrial Wiring** ............................................................................. 19
- **National Electric Code** ................................................................. 19
- **Residential Wiring** ........................................................................ 19
- **Troubleshooting Electrical Systems** .............................................. 19

**MUSIC ACADEMY**

- **Private Piano Lessons** ................................................................. 20
- **Private Voice Lessons** ................................................................. 20

**PHOTOGRAPHY**

- **Photography Basics** ................................................................. 20

**REAL ESTATE**

- **Principles & Practices I (Texas-Specific)** ........................................ 21
- **Real Estate Finance (Texas-Specific)** .......................................... 22
- **Principles & Practices II (Texas-Specific)** ...................................... 22
- **Law of Agency (Texas-Specific)** .................................................... 22
- **Promulgated Contract Forms (Texas-Specific)** ................................ 22
- **Law of Contracts (Texas-Specific)** ............................................... 23

**RISK MANAGEMENT INSTITUTE**

- **Risk Management Institute Information** ....................................... 23

**TRANSPORTATION INSTITUTE (CDL)**

- **CDL Permit Training** .................................................................. 23
- **CDL Class "A" License Training** .................................................... 23

**WELDING**

- **Refresh of Welding Skills** .......................................................... 23
Intro to Accounting I

48 hours, 8 weeks, $240

Learn to analyze, classify & record business transactions in a manual & computerized environment. Emphasizes the complete accounting cycle & preparing financial statements, bank reconciliations/payroll.

ACNT 1004 (Hybrid)
Wednesdays, 6 to 9 p.m.
Oct. 19 to Dec. 7, 2022
(online requirements between classes)
Location: KC-Longview

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

Payroll & Business Tax Accounting

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

Study payroll procedures, taxing entities & reporting requirements of local, state/federal taxing authorities in a manual and computerized environment.

ACNT 1029
Wednesdays, 6 to 9 p.m.
Aug. 24 to Oct. 12, 2022
(online requirements between classes)
Location: KC-Longview

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

Grant Writing

8 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
Tuesdays & Thursdays, 6 to 8 p.m.
July 12 to July 21, 2022
Location: Gaston Museum
6562 State Hwy. 64, Joinerville, TX 75658

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

Entrepreneurship & Economic Development

48 hours, 8 weeks, $240

Overview of entrepreneurship as an economic development strategy. Includes community support systems for entrepreneurs. Students learn the characteristics of successful entrepreneurs in a local community.

BUSG 1007
Aug. 25 to Oct. 13, 2022
Location: Online

For more info, contact Jana Campbell (903) 236-2021 or celgvw@kilgore.edu.
**e-Commerce Marketing**

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

Explore electronic tools utilized in marketing; focus on marketing communications in developing customer relationships. Electronic tools to be explored include digital payment systems, advanced analytics, and social media management solutions. Students will also learn how to integrate e-commerce with traditional brick and mortar businesses through the use of inventory control software, shipping service interfaces, and customer relationship management software.

**MRKG 2012 (Hybrid)**
Mondays and Wednesdays, 8:30 to 9:50 a.m.
(online requirements between classes)
Aug. 24 to Oct. 13, 2022
Location: Kilgore campus

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

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**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 Q1
Fridays beginning Sept. 9, 2022
8 a.m. to Noon for 2 weeks

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

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**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 1010.001 Q1
Fridays beginning Nov. 4, 2022
8 a.m. to Noon for 2 weeks

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

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**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 1012.001 Q1
Fridays beginning Oct. 14, 2022
8 a.m. to Noon for 2 weeks

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

The following eight courses can be taken stand-alone or as a part of an eight-course certificate. The class is 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 1022.0006 Q4
Monday-Friday
Begins Aug. 22, 2022
8 a.m. to 12:30 p.m. for 1 week

BMGT 1022.0001 Q1
Monday-Friday
Begins Oct. 17, 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 1020.0007 Q4
Monday-Thursday
Begins Aug. 29, 2022
8 a.m. to 12:30 p.m. for 1 week

BMGT 1020.0001 Q1
Monday-Thursday
Begins Oct. 24, 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 1011.001 Q1
Monday-Thursday
Begins Sept. 26, 2022
8 a.m. to 12:30 p.m. for 1 week

BMGT 1011.002 Q1
Monday-Tuesday
Begins Nov. 21, 2022
8 a.m. to 12:30 p.m. for 2 weeks

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:

**POFT 1002.0001 Q1**
Monday-Thursday  
Begins Sept. 19, 2022  
8 a.m. to 12:30 p.m. for 1 week

**POFT 1002.0002 Q1**
Monday-Thursday  
Begins Nov. 14, 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 1005.0001 Q1**
Tuesday-Thursday  
Begins Sept. 6, 2022  
8 a.m. to 3 p.m. for 1 week

**BUSG 1005.0002 Q1**
Monday-Thursday  
Begins Oct. 31, 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 1019.0001 Q1**
Monday-Thursday  
Begins Sept. 12, 2022  
8 a.m. to 12:30 p.m. for 1 week

**BMGT 1019.0002 Q1**
Monday-Thursday  
Begins Nov. 7, 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 1012.0002 Q1**
Monday-Thursday  
Begins Oct. 3, 2022  
8 a.m. to 12:30 p.m. for 1 week

**BMGT 1012.0003 Q2**
Monday-Thursday  
Begins Dec. 5, 2022  
8 a.m. to 12:30 p.m. for 1 week

**Workplace Critical Thinking and Problem-Solving**

18 hours, $150  
(BMGT 1004 – 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 1004.0001 Q1**
Monday-Thursday  
Begins Oct. 10, 2022  
8 a.m. to 12:30 p.m. for 1 week

**BMGT 1004.0002 Q2**
Wed/Thurs/Tues/Wed  
Begins Dec. 21, 2022  
8 a.m. to 12:30 p.m. for 1 week
Network Security

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

Overall security processes with particular emphasis on hands-on skills in the following areas: security policy design and management; security technologies; products and solutions; firewall and secure router design, installation, configuration, and maintenance; AAA and VPN implementation using routers and firewalls. Students prepare for the CyberOps Associate certification exam.

Prerequisite(s): CCNA 2: Switching, Routing & Wireless Essentials & Information Technology Security

ITCC 2043
Oct. 17 to Dec. 9, 2022
Location: Online with the option of meeting in person Mondays, Tuesdays, Wednesdays & Thursdays from 1 to 3:20 p.m.
Location: Kilgore campus

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

Information Technology Security

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

Instruction in security for network hardware, software, and data, including physical security; backup procedures; relevant tools; encryption; and protection from viruses. Course meets 4 hours a week in person, with four hours of supplemental online instruction each week.

ITSY 1042 Hybrid
Aug. 22 to Oct. 14, 2022
Location: Online, with the option of meeting in person on Mondays and Wednesdays from 10:30 a.m. to 12:30 p.m. on the Kilgore campus.

For more info, contact Jana Campbell (903) 236-2021 or cegvw@kilgore.edu.
Beginning Microsoft Word

8 hours, 2 weeks, $175 (includes textbooks)

Students will receive hands-on instruction in basic Microsoft Word tasks such as editing and formatting documents. You will learn how to organize and lay out documents, including using pictures and tables for data, using and sorting lists of data and other formatting options.

POFI 1024
Sept. 3 and 10, 2022
Saturdays, 8 a.m. to Noon
Location: Kilgore campus

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

Intermediate Microsoft Word

8 hours, 2 weeks, $175 (includes textbook)

Students will receive hands-on instruction using Microsoft Word at an intermediate level. You will learn additional concepts that involve intermediate formatting such as design and layout functions, building blocks, text boxes, and more complex levels of formatting and document organization.

POFI 1024
Oct. 8 and 15, 2022
Saturdays, 8 a.m. to noon
Location: Kilgore campus

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

Beginning Microsoft Excel

8 hours, 2 weeks, $175 (includes textbooks)

Students will receive hands-on instruction in basic software applications for office productivity using Microsoft Excel. You will learn basic spreadsheet concepts; how to create formulas, use functions, and build charts and graphs.

ITSW 1022
Saturdays, 1 to 5 p.m.
Sept. 3 and 10, 2022
Location: Kilgore campus

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

Intermediate Microsoft Excel

8 hours, 2 weeks, $175 (includes textbook)

Students will receive hands-on instruction using Microsoft Excel at an intermediate level. You will learn more advanced spreadsheet concepts; including how to build increasingly complex formulas, use complex formatting including using Excel to make decisions and lookup data.

ITSW 1022
Oct. 8 and 15, 2022
Saturdays, 1 to 5 p.m.
Location: Kilgore campus

For more info, contact Jana Campbell (903) 236-2021 or celgvw@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 send an email to celgvw@kilgore.edu.

Barber Styling I

BARB 1002, 160 hours, $500

Perform haircutting techniques including shear, razor and clipper. Demonstrate a variety of techniques in Styling and chemical reformation. Practice Safety and Sanitation.

Mondays-Thursdays from 4 to 9 p.m.
Aug. 22 to Oct. 13, 2022
(Saturdays as needed)

QuickBooks Online

16 hours, 4 weeks, $100 (plus textbook)

QuickBooks is the most popular small business accounting software that businesses use to manage income and expenses and keep track of the financial health of their business. You can use it for invoicing customers, paying bills, generating reports, and preparing taxes.

ITSC 1022
Tuesdays and Wednesdays, 6 to 8 p.m.
Sept. 6-28, 2022
Location: KC-Longview

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

Orientation of Cosmetology

CSME 1001, 160 hours, $500

Demonstrate introductory skills and knowledge necessary for field of cosmetology. Practice safety and sanitation.

Mondays-Thursdays from 8:30 a.m. to 1 p.m.
Aug. 22 to Oct. 13, 2022
(Saturdays as needed)

Barber Law & Shop Management II

BARB 2044 - 160 hours, $500


Mondays-Thursdays from 4 to 9 p.m.
Oct. 17 to Dec. 8, 2022
(Saturdays as needed)

Preparation for the state Licensing Examination

CSME 2041, 150 hours, $500

Review for written and practical state licensing exam.

Mondays-Thursdays from 8:30 a.m. to 1 p.m.
Oct. 17 to Dec. 8, 2022
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 $3,600.

For more info, visit www.kilgore.edu/kcept or email Rob Horn at kcept@kilgore.edu or (903) 988-7576.
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 Jennifer Halton at (903) 983-988-3787 or jhalton@kilgore.edu.

Aug. 24 to Dec. 8, 2022
Registration deadline: Aug. 1, 2022

Medication Administration

140 hours, 11 weeks, $765

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

Fall Class: Sept. 13 to Dec. 1, 2022
Registration deadline: Aug. 15, 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 Jennifer Halton at (903) 983-988-3787 or jhalton@kilgore.edu.

Medication Administration Update (face-to-face)

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

(NURA 1041 – Professional Development: Medication Aide)

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

Eligibility Requirements: www.kilgore.edu/wdce

On-site (face-to-face) classes: Woodruff Adult Education Center, 220 N. Hwy 259, Room 207

July 29, 2022 (Friday) 9 a.m. to 5 p.m.
Sept. 30, 2022 (Friday) 9 a.m. to 5 p.m.
Nov. 18, 2022 (Friday) 9 a.m. to 5 p.m.

For more information, contact Jennifer Halton at (903) 983-988-3787 or jhalton@kilgore.edu.

Medication Administration Update (online)

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

Eligibility Requirements: www.kilgore.edu/wdce

There is always a class available to enroll in.

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

For more information, contact Jennifer Halton at (903) 983-988-3787 or jhalton@kilgore.edu.
Pharmacy Technician

308 hours, 16 weeks, $1,832
(Includes insurance & initial exam fee)

(PHRA 1001: 64 hours; PHRA 1013: 64 hours; PHRA 1005: 80 hours; PHRA 1061: 100 hours)

Hybrid Course: Face-to-face Monday (5:30-9:30 p.m.) and Zoom class on Wednesday and Thursday from 5:30 to 9:30 p.m.

Aug. 22 to Dec. 8, 2022
Registration deadline: Aug. 1, 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 Jennifer Halton at (903) 983-988-3787 or jhalton@kilgore.edu.

Phlebotomy

200 hours, 13 weeks, $875

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

Sept. 20 to Dec. 6, 2022
Registration deadline: Aug. 22, 2022
Classroom: Tues/Thurs, 5:30 to 9:30 p.m.
Eligibility Requirements: www.kilgore.edu/phlebotomy
NOTE: There is a selection process for admission into this program.

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 Jennifer Halton at (903) 983-988-3787 or jhalton@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):

Aug. 22 to Oct. 3, 2022

For more information, contact Sonja Moore at (903) 236-2036 or smoore@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, call (903) 983-8288 or e-mail bjbrown@kilgore.edu.

Benefits & Compensation

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


Kilgore campus:

HRPO 2006.0001 Q1
Mondays-Thursdays
Begin Nov. 2, 2022
8 a.m. to 2 p.m. for 11 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 1005.003 Q1
Tuesday-Wednesday
Begin Sept. 6, 2022
8 a.m. to 3 p.m. for 2 days

For more info, 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 1008.0001 Q1
Thursday/Monday
Begin Sept. 8, 2022
8 a.m. to 3 p.m. for 2 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 1003.0001 Q1
Mondays-Thursdays
Begins Oct. 4, 2022
8 a.m. to 2 p.m. for 5 days

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

Employment Law

24 hours, $225
(HRPO 1004 – Employment Law)

This course is an overview of laws and legal issues related to employment practice.

Kilgore campus:
HRPO 1007.0001 Q1
Mondays-Thursdays
Begins Sept. 13, 2022
8 a.m. to 3 p.m. for 5 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 2004.0001 Q1
Mondays-Thursdays
Begins Oct. 12, 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.

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 1000.0005 Q4
Monday-Wednesday
Begins Aug. 29, 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 1007.0001 Q1
Monday-Thursday
Begins Sept. 21, 2022
8 a.m. to Noon for 5 days

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

Interviewing Skills for Employers

12 hours, $150
(HRPO 2008 – Interviewing Skills for Employers)

This course covers competency-based interviewing and selection techniques. Topics include interview questions that focus on job-related competencies, past behavior, and motivation for the job; techniques that make a positive impression on the applicant; legal issues in interviewing; and hiring data evaluation.

HRPO 2008.0001 Q1
Thursday/Monday
Begins Sept. 29, 2022
8 a.m. to 3 p.m. for 2 days

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

Project Management Fundamentals

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

Covers methods for planning/controlling projects. Topics: project management concepts/models, critical path, analysis of time/cost benefits & resources.

Kilgore campus:

BMGT 1021.0001 Q1
Monday-Thursday
Begins Oct. 26, 2022
8 a.m. to 2 p.m. for 4 days

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

Safety Communications & Procedures for Human Resources

40 hours, $375
(OSHT 2015 – Safety Communications)
Covers essential safety communications & knowledge for individuals working in HR positions. Topics: safety instructions/procedures; unsafe working conditions; incident reporting & applicable regulatory standards.

Kilgore Campus:

OSHT 2015.0001 Q1
Mondays-Thursdays
Begins Nov. 28, 2022
8 a.m. to 2 p.m. for 9 days

For more info, call (903) 983-8288 or e-mail bjbrown@kilgore.edu
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. Includes 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. Attend face-to-face class meetings or access class through video conferencing. Training materials included. For more info, call (903) 983-8288 or bjbrown@kilgore.edu.

Kilgore campus:

HRPO 2030.0001 Q1
Begins Tuesday, Sept. 6, 2022
6:30 to 9:30 p.m. on Tuesdays for 12 weeks
Registration Deadline: Aug. 23, 2022

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, or anyone who hires/manages employees. Students can attend face-to-face class meetings or access class through video conferencing. Training materials included. For more info, call (903) 983-8288 or bjbrown@kilgore.edu.

Kilgore campus:

HRPO 1000.0001 Q1
Begins Thursday, Sept. 29, 2022
6:30 to 9:30 p.m. on Thursdays for 6 weeks
Registration deadline: Sept. 15, 2022
KC WORKFORCE DEVELOPMENT & COMMUNITY EDUCATION

INDUSTRIAL/RESIDENTIAL ELECTRICAL TECHNOLOGY

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 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.

Longview campus:

DFTG 1023.0001 Q1
Monday-Thursdays
Begins Sept. 12, 2022
8 a.m. to 2 p.m. for 5 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.

Longview campus:

IEIR 1040.0001 Q1
Mondays-Thursdays
Begins Aug. 31, 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 1019.0003 Q4
Mondays-Thursdays
Begins Aug. 15, 2022
8 a.m. to 2 p.m. for 10 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.

Longview campus:

ELPT 1002.0001 Q1
Mondays-Thursdays
Begins Sept. 27, 2022
8 a.m. to 2 p.m. for 4 days

Electrical Motors

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

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

Longview campus:

IEIR 1006.0001 Q1
Mondays-Thursdays
Begins Oct. 4, 2022
8 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 1057.0001 Q1  
Mondays-Thursdays  
Begins Nov. 15, 2022  
8 a.m. to 2 p.m. for 13 days

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**National Electric Code**

16 hours, $175  
(ELPT 1001 – Electric Code)

This course covers minimum requirements for approval of electrical installations specified by the National Electrical Code (NEC). Emphasis is on the examination of all aspects of electrical installation from the standpoint of safety for personnel and equipment. Topics covered include applicable NEC articles and sections, conductor calculations, overcurrent protection, and building service equipment.

**Kilgore campus:**

ELPT 1001.0001 Q1  
Tuesday/Wednesday/Thursday/Monday  
Begins Sept. 20, 2022  
8 a.m. to Noon for 4 days

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**Residential Wiring**

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

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

**Kilgore campus:**

ELPT 1029.0001 Q1  
Mondays-Thursdays  
Begins Oct. 20, 2022  
8 a.m. to 2 p.m. for 14 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 2043.0001 Q2  
Mondays-Thursdays  
Begins Dec. 12, 2022  
8 a.m. to 2 p.m. for 10 days
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 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 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.

Fall Section 1: Sept. 6 to Oct. 21, 2022 (7 weeks):

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

Fall Section 2: Oct. 24 to Dec. 9, 2022 (7 weeks):

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

Christmas Recital: Dec. 10 at Van Cliburn Auditorium

Instructors: Jonathan Kaan & Laura Langham

Private Voice Lessons

The KC Music Academy prepares students in the art of music. Private voice 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 Voice Lesson Information:

One-on-one lessons 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 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.

Fall Section 1: Sept. 6 to Oct. 21, 2022 (7 weeks):

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

Fall Section 2: Oct. 24 to Dec. 9, 2022 (7 weeks):

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

Christmas Recital: Dec. 10 at Van Cliburn Auditorium

Instructor: Laura Langham

Photography Basics

The schedule for the photography class will be determined at a later date. For more information, contact Jana Campbell (903) 236-2021 or celgvw@kilgore.edu.
To register for real estate classes call (903) 236-2021 or email celgvw@kilgore.edu.

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

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

- Kilgore campus
  Bonnie Porter Business Administration Building

For more information about the Real Estate program, please call Jana Campbell at (903) 236-2021 or email celgvw@kilgore.edu.

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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.
Aug. 22 to Sept. 26, 2022
(No class on Labor Day - Sept. 5)
Location: KC-Longview

**New Morning option:**

**RELE 1002**
Mondays & Wednesdays, 9 a.m. to Noon
Aug. 22 to Sept. 26, 2022
(No class on Labor Day - Sept. 5)
Location: Kilgore campus, Bonnie Porter Business Administration Building
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.
Aug. 23 to Sept. 22, 2022
Location: KC-Longview

New Morning Option:

RELE 1020
Tuesdays & Thursdays, 9 a.m. to Noon
Aug. 23 to Sept. 22, 2022
Location: Kilgore campus, Bonnie Porter Business Administration Building

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.
Sept. 27 to Oct. 27, 2022
Location: KC-Longview

New Morning option:

RELE 2002
Tuesdays & Thursdays, 9 a.m. to Noon
Sept. 27 to Oct. 27, 2022
Location: Kilgore campus, Bonnie Porter Business Administration Building

Principles 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 1039
Mondays & Wednesdays, 6-9 p.m.
Sept. 28 to Oct. 31, 2022
Location: KC-Longview

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.
Nov. 2 to Dec. 7, 2022
(No classes during Thanksgiving week)
Location: KC-Longview
KC WORKFORCE DEVELOPMENT & COMMUNITY EDUCATION

New Morning option:

Mondays & Wednesdays, 9 a.m. to Noon
Nov. 2 to Dec. 7, 2022
Location: Kilgore campus, Bonnie Porter Business Administration Building.

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.
Nov. 1 to Dec. 8, 2022
(No classes during Thanksgiving week)
Location: KC-Longview

New Morning option:

Tuesdays & Thursdays, 9 a.m. to Noon
Nov. 1 to Dec. 8, 2022
(No classes during Thanksgiving week)
Location: Kilgore campus, Bonnie Porter Business Administration 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) & certificates are awarded with successful completion of courses. Classes are free, but pre-registration is required.

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

Call (903) 988-7452 or email rmi@kilgore.edu for more information.

CDL Permit Training

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

Contact Julie Franklin at cdl@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 cdl@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.
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 18-19
CONTRACT TRAINING... for your business!

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

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

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

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

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

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

See COMPUTERS, Pages 8-10

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**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

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**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 14-17

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**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.
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

<table>
<thead>
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<th>Course Name</th>
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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.

<table>
<thead>
<tr>
<th>Kilgore College–Kilgore</th>
<th>Kilgore College–Longview</th>
</tr>
</thead>
<tbody>
<tr>
<td>1100 Broadway Blvd.</td>
<td>Hendrix Building</td>
</tr>
<tr>
<td>Kilgore, TX 75662</td>
<td>300 South High Street</td>
</tr>
<tr>
<td>(903) 983-8661</td>
<td>Longview, TX 75601</td>
</tr>
<tr>
<td><strong>Office Hours:</strong></td>
<td><strong>Office Hours:</strong></td>
</tr>
<tr>
<td>Mon-Thurs: 7:45 a.m. to 5 p.m.</td>
<td>Mon-Thurs: 7:45 a.m. to 6 p.m.</td>
</tr>
<tr>
<td>Friday: 7:45 a.m. to 3:45 p.m.</td>
<td>Friday: 7:45 a.m. to 2:30 p.m.</td>
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**WWW.KILGORE.EDU/WDCE**