

H. Councill Trenholm State Technical College

Patterson Campus
3920 Troy Highway
Montgomery, AL 36116

Trenholm Campus
1225 Air Base Blvd.
Montgomery, AL 36108

Mailing Address:
P.O. Box 10048
Montgomery, AL 36108

Telephone: 334-420-4200
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2009-2010 College Catalog and Student Handbook

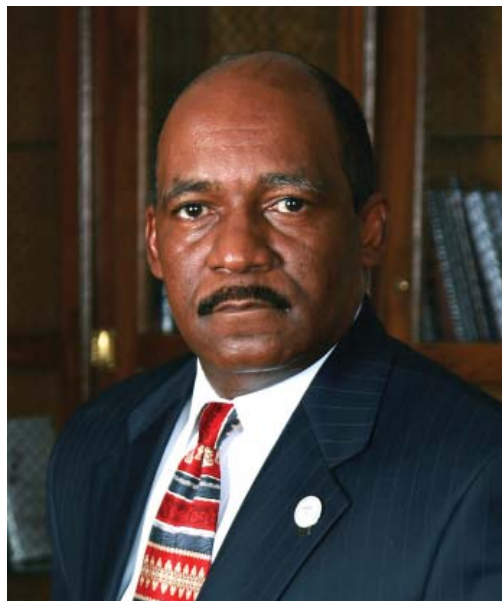
H. Councill Trenholm State Technical College is accredited by the
Commission of the Council on Occupational Education

Equal Opportunity In Education and Employment

It is the official policy of the Alabama Department of Postsecondary Education and H. Councill Trenholm State Technical College that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin or age be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity or employment.

This catalog is the official announcement of the program requirements and regulations of H. Councill Trenholm State Technical College. The statements set forth in this catalog are for informational purposes only. The provisions of this document/publication are not to be regarded as an irrevocable contract between the student and the institution. The institution reserves the right to change any provision or requirement at any time within the student's term of attendance.

Message from the President



Welcome to Trenholm State Technical College, known to us as TrenholmState. We invite you to experience the challenging and rewarding opportunities we have to offer. This year, we are celebrating our 44th year of providing some of the most dynamic and comprehensive educational and career opportunities in central Alabama and the River Region.

TrenholmState offers more than 25 degree and certificate options, as well as a variety of continuing education courses. We are especially proud of our efforts in Workforce Development, Work Ethics, Adult Education and GED Preparation. Choosing TrenholmState will provide you with an affordable educational opportunity that is second to none.

We have a dedicated faculty and staff who are committed to academic excellence. This commitment is reflected in the success of our graduates. Our students, faculty and staff create an energetic and collaborative environment that allows students to thrive and makes the college experience something special.

Whether you intend to complete a two-year degree, learn a technical skill, get your GED, or enroll in continuing education courses, you'll find at TrenholmState an environment in which learning is encouraged, valued, and accomplished. Our diverse team is committed to helping you achieve your educational and career goals and dreams.

Thank you for choosing Trenholm State Technical College. We look forward to working with you to make your time at TrenholmState enjoyable and successful.

Sincerely,

A handwritten signature in black ink that reads "Sam Munnery". The signature is written in a cursive style and is enclosed within a large, hand-drawn oval shape.

Sam Munnery
President

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College Calendar 2009 - 2010

FALL SEMESTER 2009

Registration	August 17 & 18
Classes Begin	August 19
Mini-term A Classes Begin	August 19
Drop/Add	August 19, 20 & 21
Holiday (Labor Day)	September 7
Mid Term	October 13
Mini-term A Classes End	October 13
Mini-term B Classes Begin	October 14
Last Day to Withdraw Without Academic Penalty	November 9
Holiday (Veterans Day)	November 11
Pre-Registration for SP2010 (Current Students)	November 17, 18 & 19
No Classes / Holiday (Thanksgiving)	November 23 – 27
Early Registration for SP2010 (New Students)	December 1, 2 & 3
Registration in Bullock County for SP2010 (All Students)	December 8
Classes End	December 15
Mini-term B Classes End	December 15
College Closed	December 23 - Jan. 1, 2010

SPRING SEMESTER 2010

Registration	January 5 & 6
Classes Begin	January 7
Mini-term A Classes Begin	January 7
Drop/Add	January 7, 8 & 11
Holiday (Robert E. Lee/Martin Luther King)	January 18
Mid Term	March 3
Mini-term A Classes End	March 3
Mini-term B Classes Begin	March 4
No Classes (Professional Development for Faculty/Staff)	March 12
No Classes (Spring Break)	March 15 – 19
Pre-Registration for SU2010 (Current Students)	March 23, 24 & 25
Registration in Bullock County for SU2010 (All Students)	March 30
Last Day to Withdraw Without Academic Penalty	April 7
Early Registration for SU2010 (New Students)	April 13, 14 & 15
Classes End	May 5
Mini-term B Classes End	May 5

SUMMER TERM 2010

Registration	May 25
Classes Begin	May 26
Mini-term A Classes Begin	May 26
Drop/Add	May 26
Holiday (Memorial Day)	May 31
Mid Term	June 30
Mini-term A Classes End	June 30
Mini-term B Classes Begin	July 1
Holiday (Independence Day)	July 5
Pre-Registration for FA2010 (Current Students)	July 6, 7 & 8
Fall Preview	July 15
Last Day to Withdraw Without Academic Penalty	July 19
Early Registration for SU2010 (New Students)	July 20, 21 & 22
Classes End	August 5
Mini-term B Classes End	August 5

History of TrenholmState

H. Councill Trenholm State Technical College was created through the consolidation of John M. Patterson State Technical College and H. Councill Trenholm State Technical College in April 2000. The Trenholm Campus was designated as the main campus of the combined institutions. Both institutions were accredited by the Council on Occupational Education, which granted approval for the merger in March 2002.

Patterson Campus

The John M. Patterson State Technical School was established as a result of the 1947 passage of Regional Vocational and Trade School Act 673 by the Alabama State Legislature. The Montgomery County Board of Revenue and the City of Montgomery purchased 43 acres of land at the junction of the Southern Bypass and U.S. 231 South in 1961. The school opened on September 4, 1962. Patterson was named a technical college by action of the State Board of Education in 1974.

Trenholm Campus

H. Councill Trenholm State Technical College was authorized by the Alabama State Legislature in May 1963. Construction was completed and classes began in August 1966, with the City of Montgomery and the Montgomery County Board of Revenue contributing to construction costs. The College was named for the late Dr. Harper Councill Trenholm, a past president of Alabama State University.

Organization and Administration

H. Councill Trenholm State Technical College is a two-year public institution of higher education operating as part of the two-year Alabama College System. The organization and administration of H. Councill Trenholm State Technical College is under the supervision and direction of the elected Alabama State Board of Education and the appointed Chancellor of the Alabama College System.

The State Board of Education is composed of the Governor, as ex-officio member, and eight elected members. Alabama is divided into eight school districts and one member is elected from each district. State Board members serve four-year terms. The Governor is president of the State Board and a vice president is elected from its members annually on the second Tuesday in July.

For the purpose of assisting the State Board of Education in carrying out its authority and responsibilities for each of the colleges, the State Board appoints a Chancellor who also serves as Chief Executive Officer of the Department of Postsecondary Education. The Chancellor serves at the pleasure of the State Board of Education but it is customary for the Chancellor to have a multi-year contract.

The College President is appointed by the Alabama State Board of Education and heads the College's organizational structure. Specific areas of operation include: Student Services; Instructional Services; Development Planning/Research; Finance and Administrative Services, and Information Technology. Each of these areas functions under the guidance of a Dean or Director who reports directly to the President. The President reports to the Chancellor and is responsible for operating the college within the State Board of Education policies and all applicable state and federal laws. This organizational structure is in compliance with the Handbook of Accreditation of the Council on Occupational Education and Guidelines of the Alabama State Board of Education.

A College Advisory Council composed of representatives of area industry, business and management assists the Administration. The Council serves in an advisory capacity to the President in promoting the interest and general welfare of the College.

The Alabama State Board of Education

Governor Bob Riley	President	Alabama State Capitol 600 Dexter Avenue Montgomery, AL 36104
Mr. Randy McKinney Vice President	District 1	P.O. Box 2999 Gulf Shores, Alabama 36547
Mrs. Betty Peters	District 2	3507 Huntington Place Dothan, Alabama 36303
Mrs. Stephanie W. Bell	District 3	3218 Lancaster Lane Montgomery, AL 36106
Dr. Ethel H. Hall Vice President Emerita	District 4	7125 Westmoreland Drive Fairfield, AL 35064
Mrs. Ella B. Bell	District 5	2634 Airwood Drive Montgomery, AL 36108
Mr. David F. Byers	District 6	2 Metroplex Drive, Suite 111 Birmingham, AL 35209
Mrs. Sandra Ray	District 7	2008 University Blvd. Tuscaloosa, AL 35401
Dr. Mary Jane Caylor President Pro Tempore	District 8	P.O. Box 18903 Huntsville, AL 35804

Department of Postsecondary Education

Ms. Joan Y. Davis	Interim Chancellor	401 Adams Avenue Montgomery, AL 36104
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Introduction to the College

H. Councill Trenholm State Technical College is a comprehensive two-year technical college located in Montgomery, Alabama. The College provides technical certificate and degree programs; adult learning opportunities; civic, social, cultural and personal development opportunities; business and industry training opportunities; and support of economic development for the central Alabama region. The College is part of the Alabama College System, a statewide system of postsecondary colleges governed by the Alabama Board of Education.

The College operates two campuses, the Patterson Campus and the Trenholm Campus, and provides educational services for Montgomery and the surrounding area.

H. Councill Trenholm State Technical College is authorized by the State of Alabama to provide vocational, technical, academic, and lifelong educational opportunities; promote economic growth; and enhance the quality of life for the people of central Alabama. The College operating as a single entity, integrating all programs and services where feasible into a single delivery system, is committed to providing comprehensive technical services to its community.

Through its open door admission policy and special recruitment efforts, H. Councill Trenholm State Technical College helps multitudes of disadvantaged students obtain real educational opportunities, offering promising students a better beginning. The college's efforts are focused by its mission and vision statements and guided by the values and goal statements developed and reviewed regularly by its employees as part of the college's annual planning process.

Vision

H. Councill Trenholm State Technical College will provide a dynamic learner-centered environment where excellence in teaching, learning, and serving improves the lives of its students and the community it serves.

Mission

H. Councill Trenholm State Technical College is an associate degree granting institution with the mission to provide accessible educational opportunities, including credit and non-credit courses and certificates, for career preparation, advancement, and life-long learning as well as to promote economic growth and enhance the quality of life for residents of Central Alabama.

Values

We believe:

- Each employee, student, and graduate of the College must live by a code of conduct that reflects integrity, professionalism, and caring for the dignity, value, and cultural diversity of individual human beings.
- Quality educational opportunities must be affordable, convenient, and geographically accessible for all students, no matter where they are in life.
- Learning is a lifelong process reflected in an academic continuum of transitional, pre-college, general, technical, continuing, and adult education; customized skill training; and, one-stop career development.
- In ensuring an accessible and supportive environment that empowers and nurtures students, graduates, and employees to make a positive difference in people's lives and meaningful contributions to society.
- In developing and nurturing partnerships with business, industry, labor, government, educational systems, and our communities.
- In being focused on teaching, learning, and dedication to student success.
- In using the resources entrusted to us in an accountable and responsible manner.

Goals

- Goal 1: To ensure access to quality career preparation and life-long learning for all persons, without regard for age, gender, ethnicity, religion, or disability.
- Goal 2: To provide opportunities for individuals to receive certificates, associate degrees, and industry recognized credentials in current and emerging occupational and technical fields.
- Goal 3: To enhance economic development in the region through programs and services for area employers and the community.
- Goal 4: To meet the needs of a variety of community-based populations through credit, non-credit, and adult and general education courses, offering flexible schedules and convenient instructional sites; and making available services, activities, and other resources.
- Goal 5: To improve the effectiveness and efficiency of career preparation for students by providing appropriate assessments and career counseling services, and by implementing articulation agreements with local school systems and universities, and by achieving academic transfer status.
- Goal 6: To develop faculty and staff who are competent and professional in advancing the mission of the College.
- Goal 7: To enhance the strategic planning process to allocate, develop, and maintain college resources to undertake strategic reviews of all programs and services to ensure the long-term viability of the College.
- Goal 8: To ensure continual enhancement of student learning outcomes by integrating the most up-to-date technological, andragogical, curricular and environmental resources into its teaching, service, support, and administrative functions.
- Goal 9: To establish an environment that is safe, healthy, aesthetically pleasing, accessible to students, and otherwise conducive to learning.

College Service Area

The College service area consists of primarily a six county area located near the center of the State of Alabama. The service area includes the area of Macon County, west of a line drawn north to south through the city of Franklin; Elmore County, excluding correctional education and the Central Alabama Community College site in Tallassee; Montgomery County; the area of Bullock County, west of a line drawn north to south through the city of Union Springs; Lowndes County and Autauga County, in cooperation with Wallace Community College-Selma. The area consists of urban, suburban, and rural populations.

College Operating Hours

Normal Office Hours shall be:

7:30 a.m. - 5:30 p.m. Monday - Thursday

7:30 a.m. - 11:30 a.m. Friday

as needed on Saturday - Sunday

Accreditation and Certifications

H. Councill Trenholm State Technical College is presently accredited by the Commission of the Council on Occupational Education.

Council on Occupational Education
41 Perimeter Center East, NE
Suite 640
Atlanta, GA, 30346
1-800-917-2081

In addition, individual programs are accredited or certified by the following agencies:

Automotive Service Technology	National Automotive Technician Education Foundation (NATEF) 101 Blue Seal Drive – Suite 101 Leesburgh, VA 20175 (703) 669-6650 www.natef.org
Computer Information Systems Technology	Cisco Certified Network Associate (CCNA) CISCO Systems, Inc. 170 West Tasman Drive San Jose, CA 95134 (800) 553-6387
Culinary Arts	American Culinary Federation (ACF) 180 Center Place Way St. Augustine, FL 32095 1-800-624-9458
Dental Assisting	American Dental Association Commission on Dental Accreditation (ADA) 211 East Chicago Avenue Chicago, IL 60611-2678 (312) 440-2500
Emergency Medical / Paramedic	Committee on Accreditation of Education Programs for the Emergency Medical Services Professions (CoAEMSP) 4101 West Green Oaks Blvd. Suites 305-599 Arlington, TX 76016 (817) 330-0080 ext. 111
Industrial Electronics Technology	National Association of Radio and Telecommunications Engineers (NARTE) 167 Village Street Medway, MA 02053 (508) 533-8333
Massage Therapy	Alabama Board of Massage Therapy 610 S. McDonough Street Montgomery, AL 36104 (334) 269-9990 Fax (334) 263-6115

	<p>National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) 1901 S. Meyers Rd., Ste 240 Oakbrook Terrace, IL 60181 (800) 296-0664</p> <p>Associated Bodywork and Massage Professionals (ABMP) 25188 Genesee Trail Road, Ste. 200 Golden, Colorado 80401 (800) 458-2267</p>
Medical Assisting	<p>Commission on Accreditation of Allied Health Education Programs (CAAHEP) 1361 Park Street Clearwater, FL 33756 (727) 210-2350</p> <p>Medical Assisting Education Review Board (MAERB) A CAAHEP Commission on Accreditation 20 North Wacker Drive Suite 1575 Chicago, IL 60606 (312) 899-1500</p>
Practical Nursing	<p>Alabama Board of Nursing 770 Washington Avenue Montgomery, AL 36104 (334) 242-4060</p> <p>National League for Nursing Accreditation Commission 3343 Peachtree Road, NE, S 500 Atlanta, GA 30326 (404) 975-5000</p>
Truck Driver Training	<p>U. S. Department of Transportation 400 7th Street, SW Washington, DC 20590 (202) 366-4000</p>

Buildings and Facilities

Trenholm Campus

1225 Air Base Blvd

Building A/B	President's Office Business Office Human Resources Practical Nursing Nursing Astg/Home Hlth Aide
Building C	Physical Therapy Assisting
Building D	Student Center Classroom
Building E	Emergency Medical Services Dean of Academic Services
Building F	Admissions Bookstore Dean of Students Financial Aid Placement Office Student Support Services Learning Enhancement Center
Building G	Automotive Collision Repair
Building H	Diagnostic Medical Sonography (Ultrasound) Radiology
Building I	Early Care and Education
Building J	Dental Assisting Technology Medical Assisting

Library Tower

3060 Mobile Highway

1st Floor	Library
2nd Floor	Office Administration Archival Display
3rd Floor	Office Administration General Education
4th Floor	Continuing Education Institutional Research Dean of Development Asst. Dean for IT/Security Title III-B Upward Bound

Culinary Arts / Harper's Cooking Lab

Montgomery Mall

Patterson Campus

3920 Troy Highway

Building B	President's Office Assoc. Dean of Technical Education Admissions Financial Aid Bookstore Drafting and Design Technology General Education
Building D	Student Center Conference Center
Building E	Computer Information Systems Air Conditioning / Refrigeration Industrial Maintenance Tech. Apparel & Designs
Building F	Machine Tool Technology
Building G	Automotive Service Technology
Building H	Building Construction Welding
Building I	Maintenance Department
Building J	Training for Business & Industry Learning Enhancement Center Job Placement Office
J1 & J2	Adult Education
Building K	Graphic Communications Tech. Radio & Television Broadcasting
Building L	Diesel Mechanics
Building M	Electrical Technology Industrial Electronics Technology
Building N	Maintenance and Continuing Education
Building P	Student Support Services Educational Talent Search
Building Q	Automotive Manufacturing

Note: Some programs and offices have been temporarily relocated during renovations.

Cosmetology & Therapeutic Massage

Service Occupations Building
6240 Brewbaker Blvd.
Montgomery, AL 36116
(one mile south of Patterson Campus)

Truck Driver Training Center

5420 Troy Highway
Montgomery, AL 36117
(three miles south of Patterson Campus)

