

Special Programs

Table of Contents

Adult Education	58
CARCAM	60
Continuing Education	58
DOL Automotive	61
DOL Health	61
Educational Talent Search	60
GED	58
Ready-to-Work.	60
Student Support Services	59
Tech Prep	59
Testing Services	59
Title III-B Program	61
Training for Existing Business and Industry	60
Upward Bound.	60
Work Ethics	60

Adult Education Division

H. Councill Trenholm State Technical College's Adult Education Program is one of the best in Alabama's two-year college system. Trenholm offers Adult Education services in Bullock, Elmore, Macon, and Montgomery counties. Adult Education classes are available for persons who did not complete high school, or who are functioning below a high school level. Individuals interested in adult education must be at least sixteen years of age and not enrolled in high school. The program services lower-level learners and higher-level learners preparing to take the General Education Development (GED) exam for high school equivalency. Trenholm's program is designed to offer opportunities for students to enhance basic skills in language, math, science, social studies, reading, writing, and computer literacy. The program also offers services to non-English speaking adults by affording them the opportunity to attend English as a Second Language (ESL) classes, and participate in ESL services in our area. Trenholm offers flexible class times to meet the needs of its clients. In addition to classes, our college has established a GED Test Site.

All adult learners will use the Keytrain ® Tutorial System to prepare for the WorkKeys® assessments. The WorkKeys® assessment system measures "real world" skills that are critical to job success. As a result of successful passage of WorkKeys®, adult learners earn the Career Readiness Credential (CRC). Earning the CRC, confirms to employers that individuals have the necessary skills and abilities to meet their needs. The skills mastered will be valuable for any occupation—skilled or professional.

Another component of the Adult Education Program is the GED Online program, which has been successful and convenient for those students that have the desire to obtain the GED, but are unable to attend the scheduled class times. The GED online option allows our program to service learners that otherwise could not be served. This option also makes it possible for learners with Internet access to study at their own pace without having to leave home.

In addition to basic Adult Education services, eligible individuals interested in getting a job and improving their skills can enroll in the Employment Preparation Services program, formerly known as the Job Opportunities and Basic Skills (JOBS) Program.

The goal of this program is to cover job readiness activities. The topics of instruction include labor market information, interviewing skills, resume writing, job applications, job search techniques, work attitude, work habits, and how to dress appropriately. The curriculum is consistent with the Job Readiness Curriculum Guide developed by the Adult Education Program and Department of Postsecondary Education.

Persons interested in participating in our adult education programs or services should contact the administrative office at 334-420-4348, 334-420-4351, or toll-free at 1-866-207-6877 to obtain information about applying for enrollment or to speak with our staff about classes and other training opportunities.

GED Testing

H. Councill Trenholm State Technical College is a GED State Test Center. The cost of the test is \$50 (cash or money order). Two forms of identification are required: a state issued picture I.D. and social security card. The minimum age to take the GED Test is 18. A 17 year old may test if he or she has exited high school, but additional eligibility criteria must be met. AN APPOINTMENT IS REQUIRED TO TAKE THE GED TEST. To schedule your test date, you must call the Adult Education Division at 334-420-4348, (334) 420-4351, or toll-free at 1-866-207-6877. A fee of: \$10.00 per subject area.

Continuing Education

The vision of the Continuing Education Division at Trenholm State Technical College is to become the preferred provider for workforce development training, professional development and community service.

The mission of the Continuing Education Division is to deliver quality, relevant workforce education, professional development, and personal enrichment training that will enhance the quality of life for individuals.

The purpose of the Continuing Education Division is to extend the resources of Trenholm State Technical College and provide programs and services with an emphasis on work skills upgrade, work-related training, or personal development in response to business, industry, and community needs.

Non-Credit Continuing Education courses are:

- Credit-free, test free and grade free
- Offered during the day, evening and weekends

- Offered in many different time spans, from a few hours to six to eight weeks
- Open to all age groups

Why TrenholmState Continuing Education Courses are for you...

They are a fun, an exciting and an enjoyable way to:

- Enhance knowledge and expand networks
- Improve your professional skills
- Earn skills for a new career
- Learn new skills and become more marketable
- Gain personal fulfillment
- Follow your interests
- Improve your business or job performance
- Open a world of opportunity

Visit www.trenholmstate.edu or call (334) 420-4240 for more information

Testing Services

The following testing services are available at H. Councill Trenholm State Technical College. Please call the numbers listed below for additional information.

Commercial Driver's License Road Test	420-4410
Certified Electronic Technician (CET)	420-4366
High School ACT Exams	420-4216
National Radio and Telecommunication Engineers Class I, II, III & IV Electronic Technician Testing	420-4366
Federal Communications Commission (FCC) GRE License Testing	420-4366
Automotive Service Excellence (ASE)	420-4216
EPA Refrigerant Recovery Exam	420-4361
COMPASS Assessment	420-4349
ISA Certified Control Systems Technician (CCST) Exam	420-4373

TechPrep

H. Councill Trenholm State Technical College supports and participates in Tech Prep Education, a cooperative effort between secondary and postsecondary education. Tech Prep is a planned process that allows high school students who have achieved competency in a technical program of study to receive college credit for those skills. High school students should contact their high school or area technical center counselor prior to enrolling at the college, or call (334) 420-4347.

Student Support Services

The Student Support Services (SSS) program provides opportunities for academic development, assists students with basic college requirements, and serves to motivate students toward the successful completion of their postsecondary education. The SSS program may also provide grant aid to current SSS participants who are receiving Federal Pell Grants. The goal of SSS is to increase the college retention and graduation rates of its participants and facilitate the process of transition from one level of higher education to the next.

Services provided by the program include the following: instruction in basic study skills; online and/or personal tutorial services; academic, financial, or brief personal counseling; assistance in securing admission and financial aid for enrollment in a four-year college/university; information about career options; self-help workshops; opportunities to participate in cultural and other educational activities; and direct financial assistance (Grant Aid) to current SSS participants who are receiving Federal Pell Grants and meet additional criteria. Contact us at the Patterson Campus (334) 420-4277 or the Trenholm Campus (334) 420-4326.

Educational Talent Search

The Educational Talent Search Program, funded by the U.S. Department of Education, is designed to assist high school participants in completing high school, enroll in college, or enroll in a GED program. The program provides a variety of services including career planning, college assessment, tutorial services, admission assistance, financial aid planning, career planning information, college campus visits and business/industry tours. For assistance contact Dr. Bruce E. Gearhart, Director, Trenholm State Technical College Talent Search program, located on the Patterson Campus, at 334-420-4282.

Upward Bound

The Upward Bound Program, funded by the U.S. Department of Education, is designed to assist high school students in graduating from high school and preparing for success in college. Upward Bound offers students ongoing support and a wide variety of opportunities to gain experience and skills. Opportunities include academic classes, life skills, cultural events, college assistance, ACT preparation, and tutoring. For more information, contact Ms. Geneva Patterson, Trenholm State Technical College Upward Bound program on the Trenholm Campus, at 334-420-4330.

Training for Existing Business & Industry

Training for Existing Business and Industry (TEBI) assists businesses and industries, on a cost-sharing basis, by providing needs-based assessment services to identify training needs and by offering customized courses, workshops or seminars that meet their employees' specific needs. This specialized training may be conducted at the business/industry facility or on campus at a time that is convenient to employees. For further information contact the TEBI Coordinator at (334) 420-4394.

Ready-to-Work

The Ready-to-Work Program provides participants with basic skills and competencies that are required for quality employment with most businesses and industries in Alabama. Successful completion of this program results in the award of an Alabama Certified Worker Certificate. Participants in the program must meet certain eligibility requirements. For information call (334) 420-4348.

Work Ethics

TrenholmState adopted the Work Ethics Program to expose its students to current practices in work ethics. The program supplements a strong technical and business curriculum to assist in placing TrenholmState graduates among the model employees sought by local, national, and global businesses and other organizations.

The Work Ethics Program addresses ten key areas: attendance, character, teamwork, appearance, attitude, productivity, organization, communication, cooperation, and respect. Each focus area is taught by an experienced professional, and students complete various modules and workshops that help demonstrate the behaviors sought. Also, each focus area is presented to students on both campuses through electronic messages; media screen reminders, and freshman class sessions where students engage in exercises and discussions surrounding the "weekly focus area."

TrenholmState adopted this Program from the Georgia Department of Technical and Adult Education, but tailored it to fit its own culture and environment. To ensure a thorough assessment of the program outcomes, an inter-departmental team has been assigned to work with the Work Ethics Program to evaluate the target goals, critical success factors, total involvement, and continuous improvement mechanisms.

CARCAM

The Consortium for Alabama Regional Center for Automotive Manufacturing (CARCAM) consists of a group of five two-year colleges in the Alabama Community College System, all working to meet the demand for trained workers in the automotive manufacturing industry. These colleges operate the CARCAM program through a National Science Foundation funded grant program. As one of these five colleges, Trenholm Tech recruits students for careers in automotive manufacturing, supports professional development at the secondary and postsecondary levels, promotes instructional programs for new and incumbent technicians, and offers a seamless career path from high schools into two-year college programs. Courses are developed with ongoing industry input. Additionally, CARCAM allows students to experience diverse career options in automotive manufacturing through Science, Technology, Engineering, and Math (STEM) Camps at all five colleges.

DOL Automotive

The purpose of this \$3.2 million grant from the US Department of Labor (DOL) is to provide educational opportunities to support Alabama's booming automotive manufacturing industry. As part of this grant, the College has been able to establish an associate degree in Automotive Manufacturing Technology, including specializations in Die Repair, Machine Tool Technology, and Injection Molding. Students gain hands-on training in programmable logic controllers, automotive concepts, manufacturing fundamentals, robotics, hydraulics, pneumatics, and industrial motors. The grant seeks to provide training opportunities to unemployed, underemployed, and incumbent workers, out-of-school youth, and high school graduates. Students enrolled in programs funded by the DOL grant will be expected to fulfill intake, tracking, and post-graduation requirements which will be reported to the DOL.

DOL Health

The purpose of this \$2.277 million grant from the US Department of Labor (DOL) is to provide additional education and training opportunities in existing allied health programs as well as to create a new associate degree program for Physical Therapist Assistants. The expansion of Trenholm State Technical College's footprint in Allied Health education and training is intended to supply critically needed health care workers to urban and rural communities in central Alabama. This grant project seeks to provide training opportunities to unemployed, underemployed, and incumbent workers, out-of-school youth, and high school graduates to increase the employability, upward mobility and prosperity of Alabamians. Students enrolled in programs funded by the DOL grant will be expected to fulfill intake, tracking, and post-graduation requirements which will be reported to the DOL.

Title III-B Program

The Title III Part B, Strengthening Historically Black Colleges and Universities Program, provides grants to Historically Black Colleges and Universities (HBCUs), to assist these institutions in establishing and strengthening their physical plants, academic resources and student services so that they may continue to participate in fulfilling the goal of equality in educational opportunity. The Title III program is an integral component of the College's ability in planning the mission and goals of our institution. Grant activities are designed to move the College forward. Because of Title III funding, the College has been able to make major improvements. Title III funds have been used to enhance the physical plant, develop and implement additional online course offerings, and provide opportunities for faculty members to increase, improve and enhance academic skills. The College is committed to continuing to effectively direct and administer the Title III Grant through activities that will allow the College to continue strengthening our physical plant, academic resources and student services.

