

H. Councill Trenholm State Community 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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Website: www.trenholmstate.edu

2017-2018 College Catalog and Student Handbook

Effective: Fall 2017

H. Councill Trenholm State Community College is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Contact the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of H. Councill Trenholm State Community College.

Equal Opportunity In Education and Employment

It is the official policy of the Alabama Community College System (ACCS) and H. Councill Trenholm State Community 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 Community 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 Community College!

For five decades, Trenholm State has helped students from all walks of life achieve their educational goals while challenging them to explore, learn and create pathways to success with the help of our highly-qualified faculty and staff.

Whether you are a recent high school graduate ready to blaze a new trail or are a member of the workforce already, Trenholm State offers both technical and college-transfer courses that can meet students' needs and lead them towards an associate's degree as well as technical certifications. This catalog is intended to provide you with useful information and resources to assist you in achieving your academic and career goals. As you learn more about Trenholm State, you'll find that the college's tradition of excellence is reflected in students like you!

I extend a warm welcome to you and encourage you to explore this catalog and our website, www.trenholmstate.edu, to familiarize yourself with our diverse program offerings and services. Please remember that our student-centered team is here to assist you!

Best wishes for a rewarding academic experience here at Trenholm State.

Sincerely,

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

Sam Munnerylyn
President

Table of Contents

| | |
|--|------------|
| Accreditation and Certifications | 10 |
| Admissions and Records Policies | 14 |
| Alabama Community College System | 7 |
| Alabama Community College System Board of Trustees | 7 |
| Buildings & Facilities Listing | 12 |
| College Calendar (2017-2018) | 4 |
| Truck Driving Calendar (2017-2018) | 5 |
| Financial Assistance | 62 |
| Goals | 8 |
| History | 6 |
| Index | i-1 |
| Introduction to the College | 8 |
| Map | 13 |
| Mission | 8 |
| Operating Hours | 9 |
| Organization and Administration | 6 |
| Personnel | 224 |
| Programs of Study (Table with Page Numbers) | 76 |
| Service Area (College) | 9 |
| Special Programs | 73 |
| Student Handbook | Gray Pages |
| Student Services | SH-4 |
| Student Information | SH-9 |
| Student Life | SH-13 |
| Division of Student Services | SH-17 |
| General Policies | SH-35 |
| Tuition & Fees | 57 |
| Values (College) | 9 |
| Vision (College) | 8 |

College Calendar 2017 - 2018

FALL SEMESTER 2017

| | |
|--|----------------------------------|
| Faculty Non-Duty Days, Duty for Staff (No Classes) | August 8-11 |
| Faculty/Staff Duty Day (No Classes) | August 14 |
| Local Professional Development (No Classes) | August 15 |
| Registration | August 16 & 17 |
| Classes Begin; Mini-term A Classes Begin | August 18 |
| Drop/Add | August 18, 21 & 22 |
| Holiday (Labor Day – College Closed) | September 4 |
| Mid Term; Mini-term A Classes End; Mini-term B Registration | October 12 |
| Mini-term B Classes Begin | October 13 |
| Last Day to Withdraw Without Academic Penalty | November 2 |
| Holiday (Veterans Day – College Closed) | November 10 |
| State Professional Development (No Classes) | November 20 & 21 |
| Local Professional Development (No Classes) | November 22 |
| Holiday (Thanksgiving – College Closed) | November 23 & 24 |
| Early Registration for SP2018 | November 14 – December 8 |
| Exams December 12, 13 & 14 | |
| Classes End; Mini-term B Classes End; Last Day to Pay Tuition for SP2018 | December 14 |
| Grades Due | December 15 |
| Nursing Pinning Ceremony | December 15 |
| Faculty/Staff Duty Day (No Classes) | December 15 & 18 |
| Faculty Non-Duty Days, Duty for Staff (No Classes) | December 19, 20 & 21 |
| Local Holiday | December 22 |
| Holiday (Christmas Eve & Christmas Day) | December 25 & 26 |
| Local Holidays | December 27 - 29 |
| Holiday (New Years Day) | January 1, 2018 |
| Local Holiday | January 2, 2018 |
| College Closed | December 22, 2017 - Jan. 2, 2018 |

SPRING SEMESTER 2018

| | |
|--|---------------------|
| Faculty/Staff Duty Day (No Classes) | January 3 |
| Local Professional Development (No Classes) | January 4 |
| Faculty/Staff Duty Day (No Classes) | January 5 |
| Registration | January 8 & 9 |
| Classes Begin; Mini-term A Classes Begin | January 10 |
| Drop/Add | January 10, 11 & 12 |
| Holiday (Robert E. Lee/Martin Luther King – College Closed) | January 15 |
| Mid Term; Mini-term A Classes End; Mini-term B Registration | March 6 |
| Mini-term B Classes Begin | March 7 |
| Faculty Non-Duty Days, Duty for Staff (Spring Break) | March 19 – 23 |
| Last Day to Withdraw Without Academic Penalty | April 3 |
| Early Registration for SU2018 | April 3 – May 1 |
| Exams May 3, 4 & 7 | |
| Nursing Pinning Ceremony | May 4 |
| Classes End; Mini-term B Classes End; Last Day to Pay Tuition for SU2018 | May 7 |
| Grades Due | May 8 |
| Faculty/Staff Duty Day (No Classes) | May 8 |
| Professional Development (No Classes) (Faculty/Staff Retreat) | May 9 |
| Commencement Ceremony | May 11 |
| State Professional Development (No Classes) | May 10, 11 & 14 |
| Faculty Non-Duty Days, Duty for Staff (No Classes) | May 15 – 18 |

SUMMER TERM 2018

| | |
|--|---------------|
| Faculty/Staff Duty Day (No Classes) | May 21 |
| Local Professional Development (No Classes) | May 22 |
| Registration | May 23 |
| Classes Begin | May 24 |
| Drop/Add | May 24 & 25 |
| Holiday (Memorial Day – College Closed) | May 28 |
| Mid Term | June 28 |
| Holiday (Independence Day – College Closed) | July 4 |
| Last Day to Withdraw Without Academic Penalty | July 13 |
| Early Registration for FA2018 | July 10 - 30 |
| Dental Assisting Pinning Ceremony | July 27 |
| Exams August 1, 2 & 3 | |
| Classes End; Last Day to Pay Tuition for FA2018 | August 3 |
| Nursing Pinning Ceremony | August 3 |
| Grades Due | August 6 |
| Faculty/Staff Duty Day (No Classes) | August 6 |
| Faculty Non-Duty Days, Duty for Staff (No Classes) | August 7 – 10 |

Truck Driving Calendar 2017 - 2018

FALL SEMESTER 2017

CLASS 1 FA2017

| | |
|----------------------------------|------------------------|
| Registration (Class 1 & Class 2) | July 11 - 31 |
| Local Prof Dev (No Classes) | August 15 |
| Classes End (Class 4 SU2017) | August 30 |
| Faculty Duty Days (No Classes) | August 31 & Sept. 1 |
| Holiday (Labor Day) | September 4 |
| Non-Duty Days (No Classes) | September 5 - 8 |
| Faculty Duty Days (No Classes) | September 11 - 15 |
| Classes Begin (Class 1 FA2017) | September 18 |
| Drop and Add | September 18 |
| Non-Duty Days (No Classes) | October 18 - 20 |
| Holiday (Veterans Day) | November 10 |
| State Prof Dev (No Classes) | November 20 & 21 |
| Local Prof Dev (No Classes) | November 22 |
| Holiday (Thanksgiving) | November 23 & 24 |
| Registration (Class 2 & 3) | Nov. 14 - Dec. 8 |
| Classes End (Class 1 FA2017) | December 7 |
| Faculty Duty Days (No Classes) | Dec. 8, 11 - 15 |
| Non-Duty Days (No Classes) | December 18 - 21 |
| Local Holiday (College Closed) | December 22 |
| Holiday (Christmas Eve) | December 25 |
| Holiday (Christmas Day) | December 26 |
| Local Holidays (College Closed) | December 27, 28 & 29 |
| Holiday (New Year's Eve) | January 1, 2018 |
| Local Holiday (College Closed) | January 2, 2018 |
| College Closed | Dec. 22 - Jan. 2, 2018 |

SPRING SEMESTER 2018

CLASS 2 SP2018

| | |
|--------------------------------|------------------|
| Registration (Class 2 & 3) | Nov. 14 - Dec. 8 |
| Holiday (New Years Day) | January 1, 2018 |
| Local Holiday (College Closed) | January 2, 2018 |
| Faculty Duty Day (No Classes) | January 3 |
| Local Prof. Dev. (No Classes) | January 4 |
| Classes Begin (Class 2 SP2018) | January 5 |
| Drop and Add | January 5 |
| Holiday (REL/MLK) | January 15 |
| Registration (Class 3 & 4) | February 5 - 23 |
| Classes End (Class 2 SP2018) | March 16 |
| Spring Break | March 19 - 23 |

CLASS 3 SP2018

| | |
|--------------------------------------|-----------------|
| Faculty Duty Day (No Classes) | March 26 |
| State Prof Dev (No Classes) | March 27 |
| Classes Begin (Class 3 SP2018) | March 28 |
| Drop and Add | March 28 |
| Registration (Class 4 or 1 - FA2018) | April 3 - May 1 |
| Prof Dev (Faculty/Staff Retreat) | May 9 |
| Commencement Ceremony | May 11 |
| Prof. Dev. (No Classes) | May 22 |
| Holiday (Memorial Day) | May 28 |
| Classes End | June 8 |
| Faculty Duty Day (No Classes) | June 11 |

SUMMER TERM 2018

CLASS 4 SU2018

| | |
|--------------------------------------|------------------------|
| Registration (Class 4 or 1 - FA2018) | April 3 - May 1 |
| Faculty Duty Day (No Classes) | June 11 |
| Classes Begin | June 12 |
| Drop and Add | June 12 |
| Holiday (Independence Day) | July 4 |
| Registration (Class 1 & 2) | July 10 - 30 |
| Prof. Dev. (No Classes) | August 14 |
| Classes End | August 22 |
| Faculty Duty Days (No Classes) | August 23, 24, 27 - 30 |
| Non-Duty Day (No Classes) | August 31 |

History of Trenholm State

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.

In December 2014, Trenholm State was granted initial accreditation by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Transfer credit for eligible courses is retroactive to January 1, 2014.

In May 2015, H. Councill Trenholm State Technical College officially became H. Councill Trenholm State Community College.

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 Community College is a two-year public institution of higher education operating as part of the two-year Alabama Community College System (ACCS). The organization and administration of H. Councill Trenholm State Community College is under the supervision and direction of a Board of Trustees appointed by the Governor of the State of Alabama.

The ACCS Board of Trustees is composed of the Governor, who serves as chair by virtue of her elected office. The other board members are appointed from eight districts, with one state-wide member and an ex-officio liaison from the State Board of Education.

For the purpose of assisting the ACCS Board of Trustees in carrying out its authority and responsibilities for each of the colleges, a Chancellor is appointed who also serves as Chief Executive Officer of the Alabama Community College System (ACCS). The Chancellor serves at the pleasure of the ACCS Board of Trustees but it is customary for the Chancellor to have a multi-year contract.

The College President is appointed by the ACCS Board of Trustees and heads the College's organizational structure. Specific areas of operation include the following: 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 ACCS Board of Trustees policies and all applicable state and federal laws. This organizational structure is in compliance with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) as well as policies and guidelines of the ACCS Board of Trustees.

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 Community College System Board of Trustees

| | | |
|------------------------|--|---|
| Governor Kay Ivey | President | Alabama State House 11 South Union Street Suite 725 Montgomery, AL 36130 |
| Mr Al Thompson | District 1 | 307 Hand Avenue Bay Minette, AL 36507 |
| Mr. Ron Fantroy | District 2 | 73 Lark Salter Lane Evergreen, AL 36401 |
| Mrs. Susan Foy | District 3 | 423 Auburn Drive Alex City, AL 35010 |
| Mr. Frank Caldwell | District 4 | 815 Hickory Tracy Drive Jasper, AL 35504 |
| Ms. Crystal Brown | District 5 | 1904 Weatherly Circle, SW Decatur, AL 35603 |
| Mr. Milton Davis | District 6 | P.O. Box 43412 Birmingham, AL 35243 |
| Mr. Chuck Smith | District 7 | P.O. Box 29 Demopolis, AL 36732 |
| Mr. Blake McAnally | Member-at-Large | P.O. Box 2419 Decatur, AL 35602 |
| Mrs. Mary Scott Hunter | State Board of Education Ex-Officio | P.O. Box 18572 Huntsville, AL 35804 |

Alabama Community College System (ACCS)

| | | |
|-----------------|------------|--|
| Mr. Jimmy Baker | Chancellor | 135 South Union Street Montgomery, AL 36104 |
|-----------------|------------|--|

Introduction to the College

Trenholm State Community College serves as an educational and economic asset for the state of Alabama by offering associate degrees and certificate programs that prepare students for further education, fulfilling careers and life-long learning. Our students reflect our diverse local and global community, and the College integrates the strengths of many cultures, age groups, lifestyles and learning styles into the life of the institution. The College provides inclusive and affordable access to higher education, supports the success and achievements of all students, and maintains vibrant partnerships and pathways with educational institutions, community organizations, and local businesses and industries. The College is part of the Alabama Community College System (ACCS), a statewide system of postsecondary colleges governed by the ACCS Board of Trustees.

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 Community College is authorized by the State of Alabama to provide vocational, technical, academic, and lifelong educational opportunities; promote economic development; 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 academic and technical services to its community.

Through its open door admission policy and special recruitment efforts, H. Councill Trenholm State Community 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

Through our commitment to educational excellence, students will be prepared to meet the challenges of a global society and the college will serve as the region's leading catalyst for economic and workforce development.

Mission

Our mission is to provide comprehensive and accessible educational opportunities, including academic transfer and technical programs, designed to promote economic development, enhance workforce development, and improve the quality of life for the community.

Goals

Student Success Pathways

GOAL 1: Trenholm State Community College will increase efforts to provide programs and services that enhance active learning to ensure achievement of students' educational and career goals.

Workforce Pathways

GOAL 2: Trenholm State Community College will ensure that academic, career and technical degrees, certificates and credentials result in marketable student employment by strengthening career pathways, ensuring curricular relevance and expanding partnerships

Transfer Pathways

GOAL 3: Trenholm State Community College will provide clear and direct educational pathways by delivering flexible, relevant and quality transfer programs and related support services that result in a seamless transfer to four-year institutions.

Institutional Growth and Sustainability

GOAL 4: Trenholm State Community College will maintain financial stability and expand infrastructure and technology to establish state-of-the-art learning environments that facilitate career development and student success.

Values

Trenholm State Community College administrators, faculty and staff embody the highest academic and institutional commitment to students and the community by exhibiting the following 13 values:

1. **Academic rigor:** We are committed to standards of academic rigor that assures students a high-quality education that fosters personal and intellectual growth for productive careers and meaningful lives.
2. **Access:** We promote an accessible and affordable education designed to optimize opportunities for student participation.
3. **Accountability:** We create an accountable environment that continually builds an exceptional community college through shared governance, collaboration, and a commitment in the delivery of our mission.
4. **Communication:** We encourage dialogue and the freedom to have an open exchange of ideas for the common good.
5. **Diversity:** We recognize and value diversity in its many forms as a representation of the richness of the human experience.
6. **Excellence:** We set and model high standards for students and our faculty, staff, administrators, and community partners.
7. **Innovation:** We strive to be a creative and inquisitive community based on the pursuit of knowledge, wisdom, and discovery.
8. **Integrity:** We hold ourselves accountable to the communities we serve and seek to model personal and intellectual integrity in all we do.
9. **Leadership:** We are committed to identifying the unique strengths of our faculty and staff by encouraging leadership and supervision that recognize individuals who utilize their talents in support of our students.
10. **Life-long learning:** We are committed to promoting the educational growth and development of all individuals through a variety of postsecondary professional, technical, and academic programs and services.
11. **Professionalism:** We value professionalism through our clear sense of commitment, perspective and direction.
12. **Quality-driven:** We are dedicated to a supportive learning community that uses learning outcomes to measure success and guide innovative curricular and program improvements to meet individual and group needs.
13. **Student success:** We are committed to the success of our students by adhering to the highest levels of academic and professional standards.

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 Community College is presently accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), 1866 Southern Lane, Decatur, Georgia 30033-4097, 404-679-4500.

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

| | |
|-------------------------------|--|
| Automotive 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 | Cisco Certified Network Associate (CCNA) CISCO Systems, Inc. 170 West Tasman Drive San Jose, CA 95134 (800) 553-6387 |
| Cosmetology | Alabama Board of Cosmetology PO Box 301750 Montgomery, AL 36130-1750 (334) 242-1918 |
| 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 |
| Diagnostic Medical Sonography | Commission on Accreditation of Allied Health Education Programs (CAAHEP) 25400 US Highway N, Suite 158 Clearwater, FL 33763 (727) 210-2350 |
| Emergency Medical Services | Committee on Accreditation of Education Programs for the Emergency Medical Services Professions (CoAEMSP) 8301 Lakeview Pkwy - Suite 111-312 Rowlett, TX 75088 (214) 703-8445 www.coaemsp.org |
| Massage Therapy | State of Alabama Board of Massage Therapy 2777 Zelda Road Montgomery, AL 36106 (334) 269-9990 (334) 263-6115 (fax) |
| | National Certification Board for Therapeutic Massage and Bodywork (NCBTMB) 150 4th Avenue, North, Suite 800 Nashville, TN 37219 866.962.3926 |
| | Associated Bodywork and Massage Professionals (ABMP) 25188 Genesee Trail Road, Suite 200 Golden, Colorado 80401 800-458-2267 |

| | |
|------------------------------------|---|
| Medical Assisting | Commission on Accreditation of Allied Health Education Programs (CAAHEP) 25400 US Highway N, Suite 158 Clearwater, FL 33763 (727) 210-2350 |
| | Medical Assisting Education Review Board (MAERB) A CAAHEP Commission on Accreditation 20 North Wacker Drive Suite 1575 Chicago, IL 60606 (312) 899-1500 |
| Medical Radiologic Technology | Joint Review Committee on Education in Radiologic Technology (JRCERT) 20 N. Wacker Drive, Suite 2850 Chicago, IL 60606-3182 312-704-5300 312-704-5304 (fax) |
| Nursing Assisting/Home Health Aide | Alabama Department of Public Health State Registry - Division of Provider Services PO Box 303017 Montgomery, AL 36130-3017 (334) 206-5169 |
| Practical Nursing | Alabama Board of Nursing RSA Plaza, Ste 250 770 Washington Avenue Montgomery, AL 36104 (334) 293-5200 |
| | Accreditation Commission for Education in Nursing (ACEN) Formerly NLNAC, National League for Nursing Accrediting Commission, Inc. 3343 Peachtree Road NE, Suite 850 Atlanta, Georgia 30326 (404) 975-5000 |
| Truck Driver Training | U. S. Department of Transportation 400 7th Street, SW Washington, DC 20590 (202) 366-4000 |

Buildings and Facilities

Trenholm Campus 1225 Air Base Blvd

| | |
|--------------|---|
| Building A/B | President's Office Business Office Human Resources Practical Nursing Nursing Assisting/Home Health Aide |
| Building C | Health Services Simulation Lab |
| Building D | Student Center |
| Building E | Emergency Medical Services Dean of Instruction |
| Building F | Admissions & Records Cashier Dean of Students Financial Aid Student Success Center |
| Building G | Vacant |
| Building H | Diagnostic Medical Sonography (Ultrasound) Medical Radiologic Technology |
| Building I | Child and Human Development |
| Building J | Dental Assisting Technology Medical Assisting Technology |

Patterson Campus 3920 Troy Highway

| | |
|------------|---|
| Building B | General Education |
| Building D | Auditorium Dean of Workforce Development Admissions & Records Financial Aid Cashier |
| Building E | Computer Information Systems Air Conditioning / Refrigeration Branch Library |
| Building F | Machine Tool Technology |
| Building G | Automotive Technology |
| Building H | Welding |
| Building I | Maintenance Department |
| Building J | Adult Education |
| J1 & J2 | Adult Education |
| Building K | Graphic Design Technology |
| Building L | Diesel Mechanics |
| Building M | Electrical Technology |
| Building N | Automotive Collision Repair |
| Building Q | Automotive Manufacturing Industrial Maintenance Technology |

Library Tower 3086 Mobile Highway

| | |
|-----------|--|
| 1st Floor | Library |
| 2nd Floor | Office Administration Archival Display Drafting and Design Technology Testing |
| 3rd Floor | Accounting Office Administration |
| 4th Floor | Continuing Education Institutional Research Dean of Development Asst. Dean for IT/Security Job Placement Office Title III-B Upward Bound |

Service Occupations Building

Cosmetology & Therapeutic Massage

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)

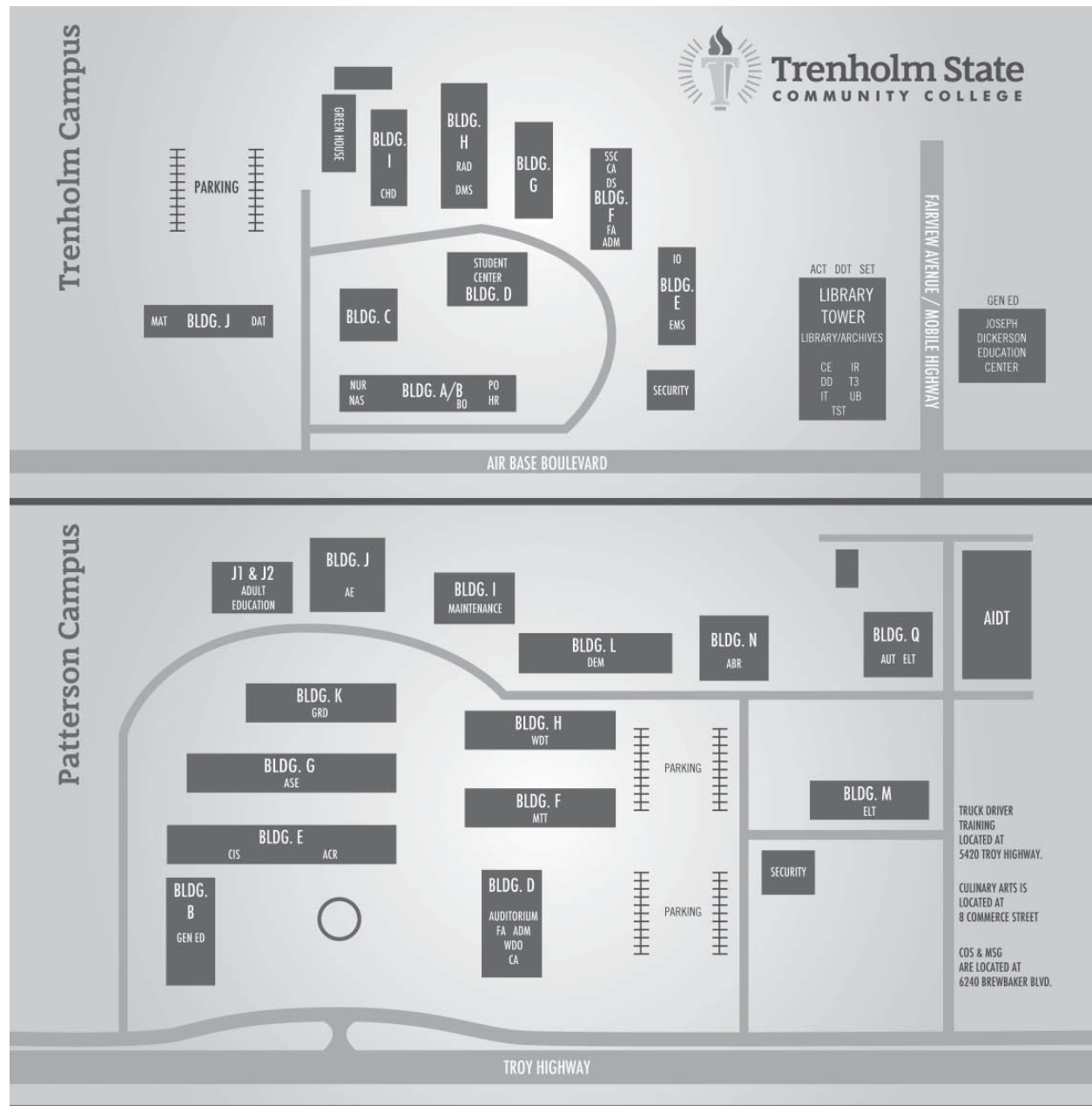
Downtown Site
Renasant Bank Building
8 Commerce Street

Harper's Cooking Lab
Culinary Arts
Hospitality Management

Adult Education Building 1625 Lake Street

Joseph Dickerson Education Center 3085 Mobile Highway

General Education



ACR - A/C & Refrigeration
 ACT - Accounting Technology
 ADM - Admissions
 ABR - Automotive Collision Repair
 AE - Adult Education
 ASE - Automotive Technology
 AUT - Automotive Manufacturing
 BO - Business Office
 CA - Cashier
 CE - Continuing Education
 CHD - Child and Human Development
 CIS - Computer Information Systems
 COS - Cosmetology (Svc Occupations Bldg)
 CUA - Culinary Arts (Downtown Site)
 DAT - Dental Assisting

DEM - Diesel Mechanics
 DD - Dean of Development
 DDT - Drafting & Design
 DMS - Diagnostic Medical Sonography
 DS - Dean of Students
 ELT - Electrical/Instrumentation
 EMT - Emergency Medical Services
 FA - Financial Aid
 Gen Ed - General Education
 GRD - Graphic Design
 HR - Human Resources
 INT - Industrial Maintenance
 IO - Instructional Offices
 IT - Assistant Dean of Information Technology
 IR - Institutional Effectiveness

MTT - Machine Tool Technology
 MAT - Medical Assisting
 MSG - Massage Therapy (Svc Occupations Bldg)
 NAS - Nursing Assisting/Home Health Aide
 NUR - Practical Nursing
 PO - President's Office
 RAD - Medical Radiologic Technology
 SET - Office Administration
 SSC - Student Success Center
 T3 - Title III Program
 TST - Testing
 TRK - Truck Driver Training
 UB - Upward Bound
 WDO - Dean of Workforce Development's
 WDT - Welding