H. Councill Trenholm State Community College

Patterson Site
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
Fax: 334-420-4206
Website: www.trenholmstate.edu

2021-2022
College Catalog
and
Student Handbook

Effective: Fall 2021

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 and H. Councill Trenholm State Community College that no person shall, on the grounds of race, color, disability, sex, religion, creed, national origin, age or any other protected class as defined by federal and state law be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment.
Welcome to Trenholm State Community College. As the capital city’s only community college, we have a rich tradition of providing students with cutting-edge training for high-skill, high-wage, high-demand careers and transfer options to four-year institutions. This catalog is a resource for exploring and laying out a pathway to assist you in achieving your academic, career, and enrichment goals.

Trenholm State offers 28 programs of study and non-credit training programs. Our students can earn short-term options that may enhance skill-sets or lead to a career, as well as associate degree programs that will allow transferability. Through our Dual Enrollment programs, high school students can earn college credit that can be utilized towards specific certificates or degree programs. In addition, the Adult Education program offers classes for those seeking a GED or High School Diploma, as well as English as a Second Language (ESL) classes and career training opportunities through our Career Pathways program and the Ready to Work program.

Trenholm State is a comprehensive community college that offers small class sizes, highly qualified faculty, dedicated and professional staff, an affordable option for earning academic and professional credentials. We offer flexible day, evening, hybrid, and online course options. Our mission is to ensure that any student who walks through our doors discovers a pathway aligning their coursework and career training with their academic and career goals. We want to welcome you to Trenholm State, the College for REAL CAREERS!

Sincerely,

Dr. Kemba Chambers
Acting President
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# 2021 - 2022 ACADEMIC CALENDAR

## FALL SEMESTER 2021
- **Regular Semester and Mini Term A Classes Begin**: August 16
- **Drop/Add and Registration Ends**: August 19
- **Labor Day Holiday – College Closed**: September 6
- **Last Day to Withdraw with an Automatic “W” (Mini Term A)**: September 22
- **Midterm**: October 8
- **Mini Term A Classes End**: October 8
- **Deadline to Submit Intent to Graduate Application**: October 8
- **Mini Term B Classes Begin**: October 11
- **Mini Term B Drop/Add and Registration Ends**: October 12
- **Spring 2022 Priority Registration (30 credit hours or more)**: October 19
- **Spring 2022 Regular Registration (All Students)**: October 26
- **Last Day to Withdraw with an Automatic “W” (Full Term)**: November 11
- **Veterans Day Holiday – College Closed**: November 11
- **Last Day to Withdraw with an Automatic “W” (Mini Term B)**: November 22 – 26
- **Thanksgiving Holiday for Students (No Classes)**: November 22 – 26
- **Final Exams**: December 6 – 9
- **All Classes End**: December 10
- **Christmas & New Year’s Holiday (No Classes)**: December 22 - 31, 2021
- **College Closed**: December 22 - 31, 2021

## SPRING SEMESTER 2022
- **Regular Semester and Mini Term A Classes Begin**: January 10
- **Drop/Add and Registration End**: January 13
- **Robert E. Lee/Martin Luther King Holiday – College Closed**: January 17
- **Last Day to Withdraw with an Automatic “W” (Mini Term A)**: February 16
- **Midterm**: March 4
- **Mini Term A Classes End**: March 4
- **Deadline to Submit Intent to Graduate Application**: March 4
- **Mini Term B Classes Begin**: March 7
- **Mini Term B Drop/Add and Registration Ends**: March 8
- **Spring Break**: March 21 – 25
- **Summer 2022 Priority Registration (30 credit hours or more)**: March 29
- **Last Day to Withdraw with an Automatic “W” (Full Term)**: April 1
- **Summer 2022 Regular Registration (All Students)**: April 5
- **Last Day to Withdraw with an Automatic “W” (Mini Term B)**: April 19
- **Final Exams**: April 29, May 2 – 4
- **All Classes End**: May 5
- **Commencement Ceremony**: May 6

## SUMMER TERM 2022
- **Classes Begin**: May 23
- **Drop/Add and Registration End**: May 26
- **Memorial Day Holiday – College Closed**: May 30
- **Fall 2022 Priority Registration (30 credit hours or more)**: June 14
- **Fall 2022 Regular Registration (All Students)**: June 21
- **Midterm**: June 27
- **Deadline to Submit Intent to Graduate Application**: June 27
- **Independence Day Holiday – College Closed**: July 4
- **Last Day to Withdraw with an Automatic “W”**: July 12
- **Final Exams**: July 27-29, August 1
- **All Classes End**: August 2
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.


Patterson Site

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 function 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

<table>
<thead>
<tr>
<th>Name</th>
<th>District</th>
<th>Address</th>
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<tbody>
<tr>
<td>Governor Kay Ivey</td>
<td>President</td>
<td>Alabama State Capitol 600 Dexter Avenue</td>
</tr>
<tr>
<td>Mr. J.E.B Shell</td>
<td>District 1</td>
<td>20 South Royal Street Mobile, AL 36602</td>
</tr>
<tr>
<td>Mr. John Mitchell</td>
<td>District 2</td>
<td>206 Aberdeen Avenue Enterprise, AL 36330</td>
</tr>
<tr>
<td>Ms. Valerie Gray</td>
<td>District 3</td>
<td>P.O. Box 269, Lanett, AL 36862</td>
</tr>
<tr>
<td>Mr. Matthew Woods</td>
<td>District 4</td>
<td>3103 Old Birmingham Hwy Jasper, AL 35501</td>
</tr>
<tr>
<td>Mr. Goodrich “Dus” Rogers</td>
<td>District 5</td>
<td>P.O. Box 217, Rainsville, AL 35986</td>
</tr>
<tr>
<td>Mr. Milton Davis Chairman</td>
<td>District 6</td>
<td>P.O. Box 43412, Birmingham, AL 35243</td>
</tr>
<tr>
<td>Mr. Llevelyn D. Rhone</td>
<td>District 7</td>
<td>P.O. Box 33, Greensboro, AL 36744</td>
</tr>
<tr>
<td>Mr. Blake McAnally</td>
<td>Vice Chairman</td>
<td>P.O. Box 2419, Decatur, AL 35602</td>
</tr>
<tr>
<td>Dr. Yvette Richardson</td>
<td>Ex-Officio</td>
<td>State Board of Education P.O. Box 302101, Montgomery, AL 36104</td>
</tr>
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</table>

### Alabama Community College System (ACCS)

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Address</th>
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</thead>
<tbody>
<tr>
<td>Mr. Jimmy Baker</td>
<td>Chancellor</td>
<td>135 South Union Street Montgomery, AL 36104</td>
</tr>
</tbody>
</table>
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 Site 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.
**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:

<table>
<thead>
<tr>
<th>Program</th>
<th>Agency/Institution</th>
<th>Address</th>
<th>Phone</th>
<th>Website</th>
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<tbody>
<tr>
<td>Automotive Service</td>
<td>National Automotive Technician Education Foundation (NATEF)</td>
<td>101 Blue Seal Drive – Suite 101</td>
<td>(703) 669-6650</td>
<td><a href="http://www.natef.org">www.natef.org</a></td>
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<tr>
<td></td>
<td></td>
<td>Leesburgh, VA 20175</td>
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<tr>
<td>Computer Information Systems</td>
<td>Cisco Certified Network Associate (CCNA)</td>
<td>CISCO Systems, Inc.</td>
<td>(800) 553-6387</td>
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<td></td>
<td></td>
<td>170 West Tasman Drive</td>
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<td></td>
<td></td>
<td>San Jose, CA 95134</td>
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<tr>
<td>Culinary Arts</td>
<td>American Culinary Federation (ACF)</td>
<td>180 Center Place Way</td>
<td>1-800-624-9458</td>
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<td></td>
<td></td>
<td>St. Augustine, FL 32095</td>
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<tr>
<td>Dental Assisting</td>
<td>American Dental Association</td>
<td>Commission on Dental Accreditation (ADA)</td>
<td>(312) 440-2500</td>
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<td></td>
<td></td>
<td>211 East Chicago Avenue</td>
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<td>Chicago, IL 60611-2678</td>
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<tr>
<td>Ultrasound</td>
<td>Commission on Accreditation of Allied Health Education Programs (CAAHEP)</td>
<td>25400 US Highway N, Suite 158</td>
<td>(727) 210-2350</td>
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<tr>
<td>(Diagnostic Medical Sonography)</td>
<td></td>
<td>Clearwater, FL 33763</td>
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<tr>
<td>Emergency Medical Services</td>
<td>The Emergency Medical Services Program is accredited by the Commission on Accreditation of Allied Health Education Programs (<a href="http://www.caahep.org">www.caahep.org</a>) upon the recommendation of the Committee on Accreditation of Educational Programs for the Emergency Medical Services Professions (CoAEMSP).</td>
<td>25400 US Highway 19 N., Suite 158</td>
<td>727-210-2350</td>
<td><a href="http://www.caahep.org">www.caahep.org</a></td>
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<td>Clearwater, FL 33763</td>
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<td>To contact CoAEMSP:</td>
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<td></td>
<td></td>
<td>8301 Lakeview Parkway Suite 111-312</td>
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<td>Rowlett, TX 75088</td>
<td>214-703-8445</td>
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<td>FAX 214-703-8992</td>
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<td><a href="http://www.coaemsp.org">www.coaemsp.org</a></td>
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<tr>
<td>Medical Assisting</td>
<td>Commission on Accreditation of Allied Health Education Programs (CAAHEP)</td>
<td>25400 US Highway N, Suite 158</td>
<td>(727) 210-2350</td>
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<td>Clearwater, FL 33763</td>
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| Medical Assisting (continued) | Medical Assisting Education Review Board (MAERB)  
|                             | A CAAHEP Commission on Accreditation  
|                             | 20 North Wacker Drive  
|                             | Suite 1575  
|                             | Chicago, IL 60606  
|                             | (312) 899-1500  

| 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
## Buildings and Facilities

### Trenholm Campus
1225 Air Base Blvd

<table>
<thead>
<tr>
<th>Building</th>
<th>Departments and Services</th>
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<tbody>
<tr>
<td>A/B</td>
<td>President’s Office, Business Office, Human Resources, Practical Nursing, Registered Nursing</td>
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<td>C</td>
<td>Health Services Simulation Lab, Career Center, Music Department</td>
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<tr>
<td>D</td>
<td>Student Center</td>
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<tr>
<td>E</td>
<td>Emergency Medical Services, Executive Vice President, Dean of Instructional Services</td>
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<tr>
<td>F</td>
<td>Admissions &amp; Records, Cashier, Dean of Students, Enrollment Management, Financial Aid, Student Success Center, Testing</td>
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<tr>
<td>G</td>
<td>Vacuum</td>
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<tr>
<td>H</td>
<td>Diagnostic Medical Sonography (Ultrasound), Medical Radiologic Technology, Respiratory Care Therapy</td>
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<td>I</td>
<td>Child and Human Development</td>
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<tr>
<td>J</td>
<td>Dental Assisting, Medical Assisting</td>
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### Patterson Site
3920 Troy Highway

<table>
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<tr>
<th>Building</th>
<th>Departments and Services</th>
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<tbody>
<tr>
<td>B</td>
<td>General Education, Student Success Center (Rm 133)</td>
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<tr>
<td>D</td>
<td>Auditorium, Dean of Workforce Development, Admissions &amp; Records, Financial Aid, Cashier</td>
</tr>
<tr>
<td>E</td>
<td>Computer Information Systems, Air Conditioning / Refrigeration, Library</td>
</tr>
<tr>
<td>F</td>
<td>Continuing Education, Workforce Dev Apprenticeship/Co-op, Precision Mechning</td>
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<tr>
<td>G</td>
<td>Automotive Service</td>
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<td>H</td>
<td>Welding</td>
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<td>I</td>
<td>Maintenance Department</td>
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<td>J</td>
<td>Adult Education</td>
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<td>K</td>
<td>Graphic Design</td>
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<td>L</td>
<td>Diesel Mechanics</td>
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<td>M</td>
<td>Electrical/Instrumentation</td>
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<td>N</td>
<td>Robotics/Mechatronics</td>
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<td>Q</td>
<td>Automotive Collision Repair</td>
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<td>T</td>
<td>Automotive Manf &amp; Automation</td>
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<td>U</td>
<td>Industrial Systems &amp; Automation</td>
</tr>
</tbody>
</table>

### Library Tower
3086 Mobile Highway

1st Floor: Library, Archival Display, Architectural & Engineering Design, Business Administration
2nd Floor: Accounting, General Business, Office Administration
3rd Floor: Dean of Development, Information Technology, Institutional Effectiveness, Title III Offices, Upward Bound
4th Floor: Renasant Bank Building, 8 Commerce Street

### Truck Driver Training Center
5420 Troy Highway
Montgomery, AL 36117
(three miles south of Patterson Site)

### Downtown Site
Renasant Bank Building
8 Commerce Street

### Culinary Arts
Hospitality Management

### Joseph Dickerson Education Center
3085 Mobile Highway

General Education