CONTINUING EDUCATION

Vision
The vision of the Continuing Education Division at Trenholm State Community College is to provide the administrative management and coordination for non-credit and community-based programs for the College.

Mission Statement
The mission of the Continuing Education Division is to promote and coordinate the College’s outreach and lifelong learning opportunities through non-credit offerings that will enhance the quality of life for individuals of all ages.

Purpose
To extend the resources of Trenholm State Community College and provide programs and services with an emphasis on upgrading work skills, work-related training, or personal development in response to business, industry, and community needs.

Non-Credit Continuing Education courses are:

- Offered during the day, evening, online, and weekends
- Offered in many different time spans, from a few hours to six weeks
- Open to all age groups

ACCREDITATION
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 benefits of, or be subjected to discrimination under any program, activity, or employment.
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Begin Your New Healthcare Career Today!

“Healthcare professionals are in great demand, creating numerous job opportunities for trained professionals.”

EKG/Cardiovascular Technician Certification Program
February 3 - March 23 • June 1 - July 20
September 21 - November 9, 2020

Pharmacy Technician Certification Program
February 3 - March 23 • June 1 - July 20
September 21 - November 9, 2020

Medical Billing & Coding Certification Program
February 4 – April 23 • June 2 – August 20
September 8 – December 1, 2020

Phlebotomy Technician Certification Program
February 4 - May 5 • June 2 - September 1
September 8 - December 10, 2020

Job Placement Assistance • Nationally Recognized Healthcare Certifications • Veterans Benefits are accepted
Call (334) 420-4240 for more information today!

EKG/Cardiovascular Technician Certification Program

This comprehensive 50-hour EKG Technician Certification Program prepares students to function as EKG Technicians and to take the ASPT – Electrocardiograph (EKG) Technician exam and other national certification exams. This course will include important practice and background information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography and stress testing. Additionally, students will practice with EKG equipment and perform hands-on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices. (Textbooks included)

Time: (M/W) 6:00 p.m. - 9:30 p.m.
Location: Patterson Site
Fee: $999

Medical Billing & Coding Certification Program

This combined 80-hour billing and coding course offers the skills needed to solve insurance billing problems. Students will learn how to find the services and codes using manuals (CPT, ICD-10 and HCPCS). Students who complete this course could be qualified to sit for the American Academy of Professional Coders (AAPC) - Certified Professional Coder Exam (CPC or CPC-H Apprentice); the American Health Information Association (AHIMA) Certified Coding Associate (CCA) exam; and/or other national certification exams. (Textbooks included)

Time: (TU/TH) 6:00 p.m. - 9:30 p.m.
Location: Patterson Site
Fee: $1,799

Pharmacy Technician Certification Program

This comprehensive 50-hour program will prepare students to work as a Pharmacy Technician in a retail or other pharmacy setting and to take the Pharmacy Technician Certification Board’s (PTCB) exam. Course content includes pharmacy medical terminology, the history of pharmacy, the pharmacy practice in multiple environments, pharmacy calculations and measurements, prescription reading and interpretation, and drug definitions by generic and brand names. Through classroom lecture and hands-on labs, students will review dosage calculations, drug classifications, the “top 200 drugs,” I.V. flow rates, sterile compounding, dose conversions, aseptic technique, handling of sterile products, total parental nutrition (TPN), prescription dispensing, inventory control and billing and reimbursement. (Textbooks included)

Time: (M/W) 6:00 p.m. - 9:30 p.m.
Location: Patterson Site
Fee: $999

Phlebotomy Technician Certification Program

This 90-hour Phlebotomy Technician Program prepares professionals to collect blood specimens from clients for the purpose of laboratory analysis. Students will become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely. Classroom and lab work include terminology; anatomy and physiology; blood collection procedures; specimen hands-on practice; and training in skills and techniques to perform puncture methods. Note: There is no outside externship rotation included with this program. (Textbooks included)

Time: (TU/TH) 6:00 p.m. - 9:30 p.m.
Location: Patterson Site
Fee: $1,599
15TH ANNUAL

Administrative Professionals Day Conference

WHY YOU SHOULD ATTEND?
1. Great networking opportunities
2. Refresh your professional skills
3. Learn new and upgraded skills
4. Increase effectiveness and productivity
5. Discover your creative talents

WHO SHOULD ATTEND?
- Administrative Assistants, Associates and Specialists
- Executive Assistants
- Office Managers, Assistants and Clerks
- HR Coordinators, Specialists and Associates
- Customer Service Representatives
- Success-minded administrative office professionals at every level who value career advancement

COME JOIN US FOR A DAY OF EXCEPTIONAL PROFESSIONAL DEVELOPMENT ACTIVITIES!

Date: Tuesday, April 21, 2020
Time: 8:30 a.m. - 2:30 p.m.
Location: Patterson Site, Building D
3920 Troy Highway, Montgomery, AL 36116
Fee: $99 before February 28th and $109 after February 28th (Lunch Included)

AGENDA

8:30 a.m. - 9:00 a.m.
Registration

9:00 a.m. - 9:15 a.m.
Greetings

9:15 a.m. - 10:15 a.m.
Session 1

10:15 a.m. - 10:30 a.m.
Break

10:30 a.m. - 11:00 p.m.
Networking Activity

11:00 p.m. - 12:00 p.m.
Session 2

12:00 p.m. - 1:30 p.m.
Lunch/Administrative Professional of the Year Award

1:30 p.m. - 2:30 p.m.
Session 3

Registration Form

Register by February 28, 2020, for discount of $10.00

Last Name: ________________________________________ First Name: ________________________________________
Company/Organization: ________________________________________________________________
Mailing Address: _______________________________________________________________________
City: ______________________ State: __________ Zip: __________
Phone Number: (_____) __________________________ Fax Number: (_____) __________________________
Email: __________________________________________ Number of Persons Attending: _____________
Method of Payment: □ Check □ Cash □ Discover □ MasterCard □ Visa □ Purchase Order # __________

Please make checks/purchase orders payable to Trenholm State Community College.
Mail to: Trenholm State Community College, Continuing Education Division
Post Office Box 10048, Montgomery, AL 36108
For more information, please call (334) 420-4240.
One-day Seminars

Business and Professional Writing
Learn techniques for maximizing effectiveness while minimizing your writing time. This one-day comprehensive seminar focuses on providing the basic skills necessary to write concise, clear and convincing business letters, memos, proposals and e-mail documents. In addition, time is spent on reviewing grammar, punctuation and spelling while aiming at clarity and accuracy in your message.

Time: 9:00 a.m. – 4:00 p.m.
Date: Thursday, February 13
Location: Trenholm Campus
Fee: $109.00

Team Building
This course is designed to help employees get along better, embrace differences, and know their own communication styles. Working together is important because quality customer service in your office begins with you and your co-workers.

Time: 9:00 a.m. – 4:00 p.m.
Date: Tuesday, April 7
Location: Trenholm Campus
Fee: $79.00

Time: 9:00 a.m. – 4:00 p.m.
Date: Thursday, October 1
Location: Trenholm Campus
Fee: $79.00

Time: 9:00 a.m. – 4:00 p.m.
Date: Thursday, October 3
Location: Trenholm Campus
Fee: $79.00

Customer Service
This one-day workshop will introduce you to essential information and skills needed for you to excel in interactions with customers. This training will help you develop your customer service skills through recognizing and dealing with the customers’ emotions, using your listening and questioning skills, and presenting information to satisfy customers.

Time: 9:00 a.m. – 4:00 p.m.
Date: Monday, March 2
Location: Patterson Site
Fee: $79.00

Time: 9:00 a.m. – 4:00 p.m.
Date: Wednesday, June 10
Location: Trenholm Campus
Fee: $79.00

Time: 9:00 a.m. – 4:00 p.m.
Date: Wednesday, September 9
Location: Patterson Site
Fee: $79.00

Time Management
This course is designed to help you find time in your busy schedule to get more done. You will learn to understand time limitations and cope with short deadlines.

Time: 9:00 a.m. – 4:00 p.m.
Date: Thursday, February 13
Location: Trenholm Campus
Fee: $109.00

Time: 9:00 a.m. – 4:00 p.m.
Date: Wednesday, April 1
Location: Trenholm Campus
Fee: $109.00

Time: 9:00 a.m. – 4:00 p.m.
Date: Thursday, July 9
Location: Trenholm Campus
Fee: $109.00

Time: 9:00 a.m. – 4:00 p.m.
Date: Thursday, October 15
Location: Trenholm Campus
Fee: $109.00

How to Start a Home-based Business
Be your own economic stimulus. Here are the basics on business start-up including choosing a business, writing a business plan, financing, organizing and performing personal assessment. Handouts and worksheets are provided. Great if you need to earn extra income or need to replace income.

Time: 6:00 p.m. – 8:00 p.m.
Date: Wednesday, February 19
Location: Trenholm Campus
Fee: $35

Telephone Etiquette
This workshop focuses on how to use the telephone properly. Participants are shown how body language and mood can affect their image over the telephone. Phone techniques will be demonstrated and practiced.

Time: 9:00 a.m. – 12:00 p.m.
Date: Thursday, April 2
Location: Trenholm Campus
Fee: $69.00

Time: 9:00 a.m. – 12:00 p.m.
Date: Wednesday, September 2
Location: Patterson Site
Fee: $69.00

Date: Thursday, February 13
Location: Trenholm Campus
Fee: $109.00

Date: Wednesday, August 4
Location: Trenholm Campus
Fee: $109.00

Date: Wednesday, October 7
Location: Patterson Site
Fee: $109.00
Online Learning - Ed2Go

Trenholm State Community College, Continuing Education Division, through partnerships, offers a variety of online courses. A listing of the online courses offered is located at: http://www.trenholmstate.edu/workforce-development/continuing-education/.

**Ed2go (Six-Week Courses)**
https://www.ed2go.com/trenholmstate/

Trenholm State Community College, in partnership with Ed2go, offers courses that run for six weeks (with a two-week grace period at the end). Courses are project oriented and include lessons, quizzes, hands-on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

Start Dates for 2020: January 15, February 12, March 18, April 15, May 13, June 17, July 15, August 12, September 16, October 14, November 11, and December 9

- Sessions Start Monthly
- Interactive Learning Environment
- Award of Completion with Passing Score

**Ed2go Career Training**
https://www.ed2go.com/trenholmstate/

Trenholm State Community College, in partnership with Ed2go, offers online career training courses in:

- Arts and Design
- Business
- Career Online High School
- Computer Applications
- Computer Programming
- Construction and Trades
- Health and Fitness
- Hospitality
- Information Technology
- Language
- Legal
- Teacher Professional Development
- Writing

**Ed2go Financial Assistance** (Career Training Programs Online)
https://www.ed2go.com/career/financial-assistance

Ed2go offers Financial Assistance for Online Career Training. Information is available online for loans, military tuition assistance and government funding.
Online Learning
Trenholm State Community College, Continuing Education Division, through partnerships, offers a variety of online courses. A listing of the online courses offered is located at: http://www.trenholmstate.edu/workforce-development/continuing-education/.

Health Ed Today
http://www.healthedtoday.com/Splash-Page/Trenholm-StateTechnical-College

Trenholm State Community College, in partnership with Health Ed Today, offers healthcare courses online that are highly interactive and provide students with an enriched learning experience.

- 24 x 7 instructor support through both email and live phone coaching and mentoring
- Online healthcare content that supplements classroom programs
- Additional labs and animated simulations
- Student collaboration
- Pre-and post-assessments and online performance tracking
- Training on more advanced concepts – covering additional content for each program
- Career guidance and related support through our new "Career Services Website" -- only available to students and partners
- Certification review – dynamic review sessions to prepare you for national or state certification

Technology Ed
http://www.technologyed.org/trenholmstate/

Trenholm State Community College, in partnership with Technology Ed, offers professional development courses delivered through a distance learning platform that allows students the opportunity to study at their own pace and receive a certificate of completion that can be used to satisfy certification requirements (CEU or PDUs) or career development needs.

- Business and Management
- Science and Engineering
- Career & Technical (CTE)
- Information Technology
- Quality and Regulatory Affairs
Basic Grant Writing, Level I
This course is designed for those with little or no grant writing experience and those who never received formal grant writing training. Participants will receive step-by-step guidance in planning, writing, and packaging a strong grant proposal. Program participants will also receive tips on researching and selecting potential grant funding sources.

Time: (TU/TH) 6:00 – 8:15 p.m.
Fee: $179.00
Location: Trenholm Campus
Dates: Jan 21 - Feb 13
Mar 3 - Mar 26
May 5 - May 28
July 7 - July 30
Sept 1 - Sept 24
Oct 6 - Oct 29

Basic Grant Writing, Level II
The objective of this course is to teach participants the skills and strategies involved in writing successful grants. The participants will learn to use technical writing strategies and to apply a nine-step process: brainstorming, researching, planning, drafting, consulting, revising, submitting, presenting, and reporting. Participants will have the opportunity to work on actual grant applications and become familiar with grant and professional writing terminology.

Time: (M/W) 6:00 – 8:15 p.m.
Fee: $179.00
Location: Patterson Site
Dates: Jan 27 - Feb 19
Mar 2 - Mar 25
May 4 - June 1
July 13 - Aug 5
Sept 9 - Oct 5
Oct 19 - Nov 11
Computer Technology

Introduction to Computers
This course provides very basic information regarding the components of a computer and its usage, software and multimedia applications, an overview of the uses for computer software and data storage.

| Time: (Saturday) 9:00 a.m. – 12:00 p.m. | Time: (TU/TH) 6:00 - 8:00 p.m. | Time: (M/W) 1:30 - 3:30 p.m. |
| Instructor: TBA | Instructor: TBA | Instructor: TBA |
| Fee: $69.00 | Fee: $109.00 | Fee: $109.00 |
| Location: Trenholm Campus | Location: Trenholm Campus | Location: Trenholm Campus |

Desktop Publishing
This course is designed for those interested in or currently producing brochures, flyers, pamphlets, bulletins, etc. This course will focus on PageMaker as the development software.

| Time: (Saturday) 9:00 a.m. – 12:00 p.m. | 3 Sessions | 8 Sessions |
| Instructor: TBA | Feb 1, 8, 15 | Jan 21 - Feb 13 |
| Fee: $89.00 | May 2, 9, 16 | May 5 - May 28 |
| Location: Trenholm Campus | Sept 1 - Sept 24 | July 7 - July 30 |

Microsoft Office 2016
This course is intended to offer individuals training in the use/application of Microsoft Office 2016. The course will cover Excel, Word, and Access and will include some discussion of Outlook and PowerPoint.

| Time: (TU/TH) 6:00 - 8:00 p.m. | 8 Sessions | 8 Sessions |
| Instructor: TBA | Jan 21 - Feb 13 | Jan 27 - Feb 19 |
| Fee: $109.00 | Mar 3 - Mar 26 | Mar 2 - Mar 25 |
| Location: Trenholm Campus | May 5 - May 28 | May 4 - June 1 |

Outlook
This course provides an introduction to e-mail and calendaring software as a desktop information management tool. Increase productivity with the Microsoft Outlook address/phone list, appointments/events, tasks, journals, and e-mail organizational tools. The purchase of a book is required. Prerequisite: Internet basics or equivalent knowledge.

| Time: (M/W) 6:00 - 8:00 p.m. | 8 Sessions | 8 Sessions |
| Instructor: TBA | Jan 27 - Feb 19 | Jan 27 - Feb 19 |
| Fee: $109.00 | Mar 2 - Mar 25 | Mar 2 - Mar 25 |
| Location: Patterson Site | May 4 - June 1 | July 13 - Aug 5 |
Computer Technology

Introduction to Web Page Design
This course will teach you powerful graphic design techniques that will help you build websites that are attractive and highly effective. You'll learn what attracts visitors to a site and how you can create the most satisfying experience for those visitors. You'll learn to use typography, aesthetics, color, graphics, and page layout to create the most compelling user interface possible, and you'll understand how users read on the web and what the characteristics of effective web writing are.

Time: (M/W) 6:00 - 8:00 p.m. 8 Sessions Jan 27 - Feb 19 Mar 2 - Mar 25
Instructor: TBA
Fee: $109.00
Location: Trenholm Campus

Microsoft PowerPoint
Learn to use Microsoft PowerPoint, one of the best presentation programs on the market. PowerPoint is easy to learn and fun to use. Create overhead transparencies, 35-mm slides, and electronic slide presentations from a drab set of facts and figures. Dazzle your audience with your awesome multimedia slides, charts, outlines, and graphs. Learn how to add clip art, hypertext links, and special effects to your presentations.

Time: (M/W) 6:00 - 8:00 p.m. 8 Sessions Jan 27 - Feb 19 Mar 2 - Mar 25
Instructor: TBA
Fee: $109.00
Location: Trenholm Campus

Microsoft Excel Level I
This course is designed to help you learn the basics of a spreadsheet program, how to create formulas, and how to format a spreadsheet and copy formulas. Exercises used during the class are specifically designed to illustrate and teach the various functions of Excel.

Time: (TU/TH) 6:00 - 8:00 p.m. 8 Sessions Jan 21 - Feb 13 Mar 3 - Mar 26
Instructor: TBA
Fee: $109.00
Location: Trenholm Campus

Microsoft Excel Level II
Students will learn to manage data, use macros to automate repetitive tasks, consolidate worksheets, analyze data and work with windows.

Time: (M/W) 6:00 - 8:00 p.m. 8 Sessions Jan 27 - Feb 19 Mar 2 - Mar 25
Instructor: TBA
Fee: $109.00
Location: Patterson Site
Heating, Ventilating and Air Conditioning (HVAC)
This course is designed to help students learn the theory of practical applications of air conditioning, refrigeration, and heating equipment servicing. This course covers safety, soldering, brazing, piping, electrical circuits, troubleshooting, refrigerants, compressors, heat pumps, central air units, window units, ice makers, refrigerators, and oil and gas furnaces.

Time:  (TU/TH) 6:00 - 8:30 p.m.
Instructor: TBA
Fee: $109.00
Location: Patterson Site
8 Sessions:
Jan 21 - Feb 13  Mar 3 - Mar 26
May 5 - May 28  July 7 – July 30
Sept 1 - Sept 24  Oct 6 - Oct 29

Small Engine Repair I
This course is designed to train students on engine theories of operation, troubleshooting, and basic repairs of lawn and garden equipment, motorcycles, motor boats, chainsaws and recreational vehicles.

Time:  (M/W) 6:00 - 8:30 p.m.
Instructor: TBA
Fee: $109.00
Location: Patterson Site
8 Sessions:
Jan 27 - Feb 19  Mar 2 - Mar 25
May 4 - June 1  July 13 - Aug 5
Sept 9 - Oct 5  Oct 6 - Oct 29

Small Engine Repair II
This course is a continuation of Small Engine Repair I, with emphasis on troubleshooting and repairing of small engines (lawn mowers, riding mowers, go carts, chain saws, etc.)

Time:  (M/W) 6:00 - 8:00 p.m.
Instructor: TBA
Fee: $109.00
Location: Patterson Site
8 Sessions:
Jan 27 - Feb 19  Mar 2 - Mar 25
May 4 - June 1  July 13 - Aug 5
Sept 9 - Oct 5  Oct 6 - Nov 11

Plumbing for Beginners
This course is designed to teach students how to work with copper, steel, and plastic pipes and fittings, as well as how to join pipes by soldering, brazing, threading, cementing, and flaring. Students also learn how to install fixtures and produce drawings.

Time:  (M/W) 6:00 - 9:00 p.m.
Instructor: TBA
Fee: $150.00
Location: Patterson Site
8 Sessions:
Jan 27 - Feb 19  Mar 2 - Mar 25
May 4 - June 1  July 13 - Aug 5
Sept 9 - Oct 5  Oct 19 - Nov 11

Languages/Communication
Grammar Enrichment
This course provides continuing instruction in the area of grammar and its uses in real-world writing and speaking situations. This course emphasizes activities involving word usage, mechanics, vocabulary, sentence structure, critical thinking, and listening skills.

Time:  (TU/TH) 6:00 - 8:00 p.m.
Instructor: TBA
Fee: $89.00
Location: Patterson Site
8 Sessions:
Jan 21 - Feb 13  Mar 3 - Mar 26
May 5 - May 28  July 7 – July 30
Sept 1 - Sept 24  Oct 6 - Oct 29

Spanish I
This class provides a continuation of Spanish conversational skills, focusing on idiomatic expressions and sentence structure. It includes instruction in selected vocabulary, pronunciation, and basic structures used by those employed. Prerequisite: Beginning Spanish or its equivalent.

Time:  (M/W) 6:00 – 9:00 p.m.
Instructor: TBA
Fee: $109.00
Location: Patterson Site
8 Sessions:
Jan 27 - Feb 19  Mar 2 - Mar 25
May 4 - June 1  July 13 - Aug 5
Sept 9 - Oct 5  Oct 19 - Nov 11

Spanish II
This class provides a continuation of Spanish conversational skills, focusing on idiomatic expressions and sentence structure. It includes instruction in selected vocabulary, pronunciation, and basic structures used by those employed. Prerequisite: Beginning Spanish or its equivalent.

Time:  (M/W) 6:00 – 9:00 p.m.
Instructor: TBA
Fee: $109.00
Location: Patterson Site
8 Sessions:
Jan 27 - Feb 19  Mar 2 - Mar 25
May 4 - June 1  July 13 - Aug 5
Sept 9 - Oct 5  Oct 19 - Nov 11

English as a Second Language I
This course is designed to introduce basic English concepts to persons speaking another first language in order to develop proficiency in daily conversational skills and work/business-related dialogue.

Time:  (M/W) 6:00 - 8:00 p.m.
Instructor: TBA
Fee: $109.00
Location: Trenholm Campus
8 Sessions:
Jan 27 - Feb 19  Mar 2 - Mar 25
May 4 - June 1  July 13 - Aug 5
Sept 9 - Oct 5  Oct 19 - Nov 11

FOREIGN LANGUAGE
Beginning Spanish
This course will provide participants with an opportunity to learn basic conversational skills and gain a better understanding of the Hispanic culture. Topics covered will include the alphabet and pronunciation, key words, phrases, and basic conversation.

Time:  (M/W) 6:00 - 8:00 p.m.
Instructor: TBA
Fee: $109.00
Location: Trenholm Campus
8 Sessions:
Jan 27 - Feb 19  Mar 2 - Mar 25
May 4 - June 1  July 13 - Aug 5
Sept 9 - Oct 5  Oct 19 - Nov 11

Time:  (TU/TH) 6:00 - 8:15 p.m.
8 Sessions:
Jan 21 - Feb 13  Mar 3 - Mar 26
May 5 - May 28  July 7 – July 30
Sept 1 - Sept 24  Oct 6 - Oct 29
Youth Leadership Institute (Ages 13-18)
This program is designed to develop “soft skills,” teach character, and relate those lessons to real-world applications. Studies have shown that more than half of the nation’s youth are leaving school without the knowledge to find and hold a job. Many know little about basic workplace demands, such as showing up on time and calling in when sick. Today, this situation continues to pose serious problems for business and industry organizational leaders. Youth Leadership Institute Training will consist of the following topics: appearance, character, attendance, teamwork, attitude, cooperation, organization, productivity, communication, respect, social skills, and much more.
**Date:** July 6 - July 16  
**Time:** (M-TH) 8:00 a.m. - 12:00 p.m.  
**Location:** Trenholm Campus

**Instructor:** TBA  
**Fee:** $99.00

Basic Math (Grades 6-8)
This course is designed to introduce students to a variety of topics covered in math while improving their skills with problem solving involving all operations with integers, rational numbers, and decimals. Students will strengthen skills of adding, subtracting, multiplying, and dividing integers; adding, subtracting, multiplying, and dividing fractions and decimals; computing simple interest; and solving two-step equations and more. After successfully completing this course, the student will be able to have the basic knowledge of math required to begin prealgebra.
**Date:** July 6 - July 9  
**Time:** (M-TH) 10:00 a.m. - 12:00 p.m.  
**Location:** Trenholm Campus

**Instructor:** TBA  
**Fee:** $89.00

Writing & Grammar Review (Grades 6-8)
This course is designed to enhance fundamental skills in grammar, vocabulary, composition, reading and critical thinking. It includes an emphasis on correct grammatical usage. Students will also review reference material, such as spelling hints, dictionary usage, library usage, study skills, and composition skills.
**Date:** July 6 - July 9  
**Time:** (M-TH) 10:00 a.m. - 12:00 p.m.  
**Location:** Trenholm Campus

**Instructor:** TBA  
**Fee:** $89.00

Girls Exploring Technology (Ages 12 - 16)
The Girls Exploring Technology (G.E.T.) Program is designed to foster girls’ interest, confidence and skills in computer science. Girls will be encouraged to assume leadership roles in technology. Students will receive instruction on topics essential to success in the world of technology. The course spans two (2) weeks. Topics will include Introduction to Word Processing, Introduction to Excel and PowerPoint, Adobe Photoshop, Web Design, How to Build a Computer, Research on the Internet, and much more.
**Date:** June 1 - June 11  
**Time:** (M - TH) 8:00 a.m. - 12:00 p.m.  
**Location:** Trenholm Campus

**Instructor:** TBA  
**Fee:** $99.00

Computer Training Just for Young People (Ages 10 - 14)
This course is designed for the student with little or no previous exposure to computers. Students will be introduced to using basic word processing skills, saving files, and loading programs. The course also includes basic keyboarding. Today everyone needs to know how to type! This course is designed to help students learn the keyboard, increase speed and accuracy and become familiar with the appropriate techniques. This class will help you develop skills that will last a lifetime.
**Date:** June 1 - June 11  
**Time:** (M-TH) 8:00 a.m. - 12:00 p.m.  
**Location:** Trenholm Campus

**Instructor:** TBA  
**Fee:** $99.00

Financial Planning and Career Preparation for Teenagers (Ages 13 - 18)
The Financial Planning and Career Preparation for Teenagers Program is designed to educate youth in fundamental financial concepts and to empower them to make positive, informed decisions to reach their financial and personal goals. Topics will include budgeting, buying, spending, saving, credit, basic investing, goal setting, and career options.
**Date:** June 8 - June 18  
**Time:** (M-TH) 8:00 a.m. - 12:00 p.m.  
**Location:** Trenholm Campus

**Instructor:** TBA  
**Fee:** $99.00
Weekend College

PERSONAL TRAINER COURSE
This course is designed to help you acquire the tools you need to become a Certified Personal Trainer. A few weeks of your time will prepare you to be a successful Certified Personal Trainer and pass your national certification exams.

To order a textbook or obtain course details, please contact WITS at 1-888-330-9487 or visit www.witseducation.com

Time: (Saturday) 1:00 p.m. – 3:00 p.m.
Instructor: TBA
Fee: $35.00
Location: Trenholm Campus
Session Date: Jan 25 – Feb 22 (no class 2/29 by week)
National Certification Testing 3/7 (Test vouchers included)
May 16 – June 20 (no class 5/23 by week)
National Certification Testing 6/27 (Test vouchers included)
Aug 15 – Sept 19 (no class 9/5 by week)
National Certification Testing 9/26 (Test vouchers included)

BASIC COMPUTER SKILLS
This course is designed for the student with little or no prior exposure to computers. Students will learn about hardware, software, and terminology. Participants will gain confidence while practicing hands-on exercises in this easy-paced course.

Time: (Saturday) 1:00 p.m. – 3:00 p.m.
Instructor: TBA
Fee: $35.00
Location: Trenholm Campus
Session Date: Jan 11 Feb 1 Mar 7 April 4 May 2 June 6 July 11 Aug 8 Sept 5 Oct 3 Nov 7 Dec 5

MICROSOFT PUBLISHER
Get started with the basics within the Publisher environment. Learn how to create and format a brochure. Bring your flyers, brochures, and newsletters to class.

Time: (Saturday) 1:00 p.m. - 3:00 p.m.
Instructor: TBA
Fee: $35.00
Location: Trenholm Campus
Session Date: Jan 18 Feb 8 Mar 14 April 11 May 16 June 20 July 18 Aug 1 Sept 12 Oct 10 Nov 14 Dec 12

BEGINNING MICROSOFT WORD
Learn to create, save, and print letters, envelopes, and multiple page documents. Navigate within a document, edit, find and replace, and use the spell checker. Cover text, paragraph, and page formatting for enhancing your document.

Time: (Saturday) 1:00 p.m. - 3:00 p.m.
Instructor: TBA
Fee: $35.00
Location: Trenholm Campus
Session Date: Jan 19 Feb 9 Mar 16 April 13 May 11 June 15

INVESTING IN SECURITIES
This course is designed to help students become familiar with basic terminology, rules and regulations of the securities markets. This course will cover investing in stocks and bonds, defining long-term objectives and tolerances, evaluating risks versus rewards, and evaluating performance, disciplines and methodologies.

Time: (Saturday) 1:00 p.m. - 3:00 p.m.
Instructor: TBA
Fee: $35.00
Location: Trenholm Campus
Session Date: Jan 19 Feb 9 Mar 16 April 13 May 11 June 15
ELIGIBILITY
Admission to Continuing Education programs is open to all students unless the class is specifically designed for a limited age group. There are no educational requirements for most courses.

REQUIREMENTS FOR REGISTRATION
Register early to ensure seating in our limited enrollment classes. We advise early registration as enrollment is on a “first come, first served” basis. Tuition must be paid in full at the time of registration. Please keep your receipts for verification. Registration is incomplete until all fees are paid in full.

REGISTRATION OPTIONS
Mail: Mail the completed registration form along with your check or money order to:
  Continuing Education Division
  H. Councill Trenholm State Community College
  Post Office Box 10048
  Montgomery, AL 36108
Make checks payable to Trenholm State Community College. Postdated checks are not accepted.

Phone: You may use Discover, MasterCard or Visa to register. Please call (334) 420-4240.

Fax: Fax a completed registration form with a Visa, MasterCard, Discover, or purchase order number with billing information to (334) 420-4236.

In Person: Bring the completed registration form to the Patterson Site, Building F, Office #2, 3920 Troy Highway. Office hours are Monday - Thursday, 7:30 a.m. - 5:30 p.m., Friday, 7:30 a.m. - 11:30 a.m.

REFUNDS/CANCELLATIONS POLICY
If you withdraw for any reason before the first training, a refund minus a 5 percent administrative processing fee will be mailed. We must receive your refund request in writing at least 24 hours before the training begins. Please include your name, social security number and training name in this request. No refunds will be given after the first training. All registrations will automatically be refunded in full for training cancellations due to insufficient enrollment. The Continuing Education Office reserves the right to cancel any training that does not have a minimum of ten (10) registrants. Information will include the date, time and location of the training. Every effort is made to notify registrants of training cancellations by phone or email prior to the start of training.

For more information, please visit our website at http://www.trenholmstate.edu/workforce-development/continuing-education/.

NON-SUFFICIENT FUND CHECK POLICY
If your check is returned because of insufficient funds in your account, there is a $30.00 fee. The check will be submitted to the proper authorities for collection. You may be subject to additional fees.

For more information, please visit our website at www.trenholmstate.edu and go to Continuing Education from the main menu.
Register Early and Receive a 10% Discount*
This is a limited time offer just for classes offered in this catalog. Only enrollments received 15 days before start date of a class will receive the discount.
Only one discount per student. Offer cannot be combined with any other promotion.
*Medical Certification Training and online courses are excluded

Bring a Friend and Receive a 15% Discount*
Enroll in a course with a friend, and you will receive 15% off the course fee. To take advantage of this special offer, you and your friend must enroll at the same time.
*Medical Certification Training and online courses are excluded

State and Federal Employees Group Discount*
When six or more enroll from an organization, a seventh can attend free.
*Medical Certification Training and online courses are excluded

Seniors Receive a 15% Discount*
Persons who are 60 years of age and older are eligible for this discount.
*Medical Certification Training and online courses are excluded
Application for Non-Credit Course

Date: ___/___/____  Social Security Number: ________________________________ Date of Birth: ___/___/____

Ethnic Origin: ☐ White/Caucasian  ☐ Black/African American  ☐ Asian/Pacific Islander  ☐ Hispanic
☐ American Indian/ Alaskan Native  ☐ Other  ☐ Prefer not to respond

Education Level: ☐ GED  ☐ High School Diploma  ☐ College

Gender: ☐ Male  ☐ Female

Name: Last ___________________________ First __________________ Middle Initial ______ Maiden __________________

Address: ____________________________________________________________________________________________

City_____________________________________ State_______  Zip ________________  County__________________

Phone:  Day (_____)_____________________________  Cell (_____)_______________________________________

Fax: (_____)_____________________________  Email Address:______________________________________________

PERSON TO CONTACT IN CASE OF EMERGENCY

Name:_________________________________________________  Phone: (_____)_______________________________

PAYMENT METHOD

Enclosed is a check for $___________________________ made payable to Trenholm State Community College

Bill Company via P.O. # ______________ (copy required) Company ____________________________________________

☐ Visa  ☐ MasterCard  ☐ Discover  ☐ WIA Qualified  ☐ Cash (Do not mail cash)

Credit Card # ____________________________________________ Exp. Date _____/_____

Name on Card (please print) ____________________________________________________________

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