2019 CONTINUING EDUCATION CATALOG
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

EQUAL OPPORTUNITY IN EDUCATION AND EMPLOYMENT
It is the official policy of Trenholm State Community College that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, marital status, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program activity or employment.
# TABLE OF CONTENTS

Medical Certification Training ................................................................. 4

Administrative Professionals Day Conference ......................................... 5

One-day Seminars ..................................................................................... 6

Online Learning ....................................................................................... 7

Business and Professional ...................................................................... 9

Computer Technology ........................................................................... 10

Personal Enrichment ............................................................................. 12

Youth ...................................................................................................... 13

Weekend College .................................................................................. 14

Registration Information ....................................................................... 15

Special Discounts .................................................................................. 16

Application ............................................................................................ 17

Campus Maps ....................................................................................... 18
**MEDICAL CERTIFICATION TRAINING**

Begin Your New Healthcare Career Today!

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

<table>
<thead>
<tr>
<th>Program</th>
<th>Dates</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>EKG/Cardiovascular Technician Certification Program</td>
<td>February 4 - March 25 • June 3 - July 22, September 23 - November 13, 2019</td>
<td>Trenholm State Learning Resource Center</td>
</tr>
<tr>
<td>Fee: $999</td>
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<tr>
<td>Medical Billing &amp; Coding Certification Program</td>
<td>February 5 - April 25 • June 4 - August 27, September 10 - December 3, 2019</td>
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<tr>
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<td>Pharmacy Technician Certification Program</td>
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<td>Phlebotomy Technician Certification Program</td>
<td>February 5 - May 7 • June 4 - September 5, September 10 - December 12, 2019</td>
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<tr>
<td>Fee: $1,599</td>
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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)

**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)

**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)

**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)
14TH 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 23, 2019
Location: Patterson Site, Building D
3920 Troy Highway, Montgomery, AL 36116
Time: 8:30 a.m. - 2:30 p.m.
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.
Power Up!

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

10:30 a.m. - 11:00 a.m.
Grammar Glitches

11:00 a.m. - 12:00 p.m.
Let's Talk

12:00 p.m. - 1:30 p.m.
Lunch/$109 after February 28th (Lunch Included)

Administrative Professional of the Year Award

1:30 p.m. - 2:30 p.m.
It's No Secret

REGISTRATION FORM
Register by February 28, 2019, 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 14
Location: Trenholm Campus
Fee: $109.00

Time: 9:00 a.m. – 4:00 p.m.
Date: Tuesday, August 6
Location: Trenholm Campus
Fee: $109.00

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

Time: 9:00 a.m. – 4:00 p.m.
Date: Wednesday, June 5
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. – 12:00 p.m.
Date: Monday, March 4
Location: Patterson Site
Fee: $69.00

Time: 9:00 a.m. – 12:00 p.m.
Date: Wednesday, September 4
Location: Patterson Site
Fee: $69.00

Time: 9:00 a.m. – 12:00 p.m.
Date: Wednesday, September 11
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 14
Location: Trenholm Campus
Fee: $109.00

Time: 9:00 a.m. – 4:00 p.m.
Date: Wednesday, April 3
Location: Trenholm Campus
Fee: $109.00

Time: 9:00 a.m. – 4:00 p.m.
Date: Thursday, July 11
Location: Trenholm Campus
Fee: $109.00

Time: 9:00 a.m. – 4:00 p.m.
Date: Thursday, October 17
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 20
Location: Trenholm Campus
Fee: $35
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 2019: January 16, February 13, March 13, April 17, May 15, June 12, July 17, August 14, September 11, October 16, November 13, and December 11

- Sessions Start Monthly
- Convenient Six-Week Format
- Interactive Learning Environment
- Instructors Lead Each Course
- Award of Completion with Passing Score

**Ed2go Career Training (Up to Six-Months Courses)**
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
- 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 22 - Feb 14
May 7 - May 30
July 9 - Aug 21
Sept 3 - Sept 26
Oct 1 - Oct 24

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 28 - Feb 21
Mar 4 - Mar 28
May 6 - June 3
July 15 - Aug 7
Sept 9 - Oct 2
Oct 21 - Nov 13
## 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.

<table>
<thead>
<tr>
<th>Time</th>
<th>Instructor</th>
<th>Fee</th>
<th>Location</th>
<th>Sessions</th>
<th>Dates</th>
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<tbody>
<tr>
<td>(Saturday) 9:00 a.m. – 12:00 p.m.</td>
<td>TBA</td>
<td>$69.00</td>
<td>Trenholm Campus</td>
<td>3 Sessions</td>
<td>Feb 2, 9, 16  March 2, 9, 16  June 1, 8, 16  Oct 5, 12, 19</td>
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<tr>
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<td>Trenholm Campus</td>
<td>8 Sessions</td>
<td>Jan 22 - Feb 14  Mar 5 - Mar 28  May 7 - May 30  July 9 - Aug 21  Sept 3 - Sept 26  Oct 1 - Oct 24</td>
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<td>(M/W) 1:30 - 3:30 p.m.</td>
<td>TBA</td>
<td>$109.00</td>
<td>Trenholm Campus</td>
<td>8 Sessions</td>
<td>Jan 28 - Feb 21  Mar 4 - Mar 27  May 6 - June 3  July 15 - Aug 7  Sept 9 - Oct 2  Oct 21 - Nov 13</td>
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</table>

### 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.

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<td>(Saturday) 9:00 a.m. – 12:00 p.m.</td>
<td>TBA</td>
<td>$89.00</td>
<td>Trenholm Campus</td>
<td>3 Sessions</td>
<td>Feb 2, 9, 16  May 4, 11, 18  Oct 5, 12, 19</td>
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### 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.

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### 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.

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</table>
### 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.

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**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.

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**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.

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

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Personal Enrichment

**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 - 8:15 p.m.
- **Instructor:** TBA
- **Fee:** $109.00
- **Location:** Patterson Site
- **8 Sessions:**
  - Jan 22 - Feb 14
  - March 5 - March 28
  - May 7 - May 30
  - July 9 - Aug 21
  - Sept 3 - Sept 26
  - Oct 1 - Oct 24

**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 28 - Feb 21
  - March 4 - March 27
  - May 6 - June 3
  - July 15 - Aug 7
  - Sept 9 - Oct 2
  - Oct 21 - Nov 13

**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 28 - Feb 21
  - March 4 - March 27
  - May 6 - June 3
  - July 15 - Aug 7
  - Sept 9 - Oct 2
  - Oct 21 - Nov 13

**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 28 - Feb 21
  - March 4 - March 27
  - May 6 - June 3
  - July 15 - Aug 7
  - Sept 9 - Oct 2
  - Oct 21 - Nov 13

**LANGUAGE/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 - 8:15 p.m.
- **Instructor:** TBA
- **Fee:** $89.00
- **Location:** Patterson Site
- **8 Sessions:**
  - Jan 22 - Feb 14
  - March 5 - March 28
  - May 7 - May 30
  - July 9 - Aug 21
  - Sept 3 - Sept 26
  - Oct 1 - Oct 24

**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 - 8:30 p.m.
- **Instructor:** TBA
- **Fee:** $109.00
- **Location:** Patterson Site
- **8 Sessions:**
  - Jan 28 - Feb 21
  - March 4 - March 27
  - May 6 - June 3
  - July 15 - Aug 7
  - Sept 9 - Oct 2
  - Oct 21 - Nov 13

**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 - 8:15 p.m.
- **Instructor:** TBA
- **Fee:** $109.00
- **Location:** Trenholm Campus
- **8 Sessions:**
  - Jan 28 - Feb 21
  - March 5 - March 28
  - May 6 - June 3
  - July 15 - Aug 7
  - Sept 9 - Oct 2
  - Oct 21 - Nov 13

**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 28 - Feb 21
  - March 4 - March 27
  - May 6 - June 3
  - July 15 - Aug 7
  - Sept 9 - Oct 2
  - Oct 21 - Nov 13
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 8 - July 18  
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 8 - July 11  
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 8 - July 11  
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 3 - June 13  
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 3 - June 13  
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 10 - June 20  
Time: (M-TH) 8:00 a.m. - 12:00 p.m.  
Location: Trenholm Campus
Instructor: TBA
Fee: $99.00
Weekend College

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 19  Feb 9  Mar 16
April 13  May 18  June 22
July 20  Aug 3  Sept 7
Oct 5  Nov 2  Dec 7

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 12  Feb 2  Mar 2
April 6  May 4  June 8
July 6  Aug 10  Sept 7
Oct 5  Nov 2  Dec 7

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

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
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 Office of Continuing Education, Learning Resource Center, Fourth Floor, Room 410, 3086 Mobile 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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