



2017 CONTINUING EDUCATION CATALOG



Post Office Box 10048 • 1225 Air Base Boulevard • Montgomery, AL 36108
Telephone 334-420-4240 • Fax 334-420-4236 • www.trenholmstate.edu



CONTINUING EDUCATION

Vision Statement

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

Mission Statement

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

Purpose

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

Non-Credit Continuing Education courses are:

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

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.

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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 Tech Certification

January 23 - March 13 • June 5 - July 24
September 25 - November 13, 2017

Pharmacy Tech Certification

January 23 - March 13 • June 5 - July 24
September 25 - November 13, 2017

Medical Billing & Coding Certification

January 24 - April 13 • June 6 - August 29
September 12 - December 5, 2017

Phlebotomy Certification Program

January 24 - April 25 • June 6 - September 7
September 12 - December 14, 2017

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

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.
Fee: \$999
Location: Trenholm Campus
Library Tower Rm. 415

Medical Billing & Coding 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: Trenholm Campus
Library Tower Rm. 314
Fee: \$1,799

Pharmacy Technician 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: Trenholm Campus
Library Tower Rm. 314
Fee: \$999

Phlebotomy Technician 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: Trenholm Campus
Library Tower Rm. 415
Fee: \$1,599

Classes Starting January 2017

Please visit www.trenholmstate.edu and go to Continuing Education. Then click on Ed2go online education to see the entire list of courses.

expert instructors

affordable courses

24/7 access

convenient for everyone!

Instructor-Facilitated Online Learning

All courses 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.

How to Get Started:

1. Visit our Online Instruction Center: www.ed2go.com/Trenholmstate
2. Click the Courses link. Once you choose the department and course title you are interested in, select the Enroll Now button. Follow the instructions to enroll and pay for your course. Here you will choose a username and password that will grant you access to the classroom.

Start Dates:

A new section of every course in this catalog will begin on January 18, February 15, March 15, April 12, May 17, June 14, July 12, August 16, September 13, October 18, November 8 and December 13.

Requirements:

For any ed2go course, you will need Internet access, a non-shared e-mail address, the Microsoft Internet Explorer or Mozilla Firefox Web browser, and the latest Adobe Flash and PDF plug-ins. Visit <http://www.adobe.com/downloads> and click Get Adobe Flash Player and Get Adobe Reader to download these free plug-ins.

Most of our courses are Macintosh compatible. If a course is not Macintosh compatible, this information will be stated on the course's Requirements tab when you view the course details.



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Instructor-Facilitated Online Learning

Every course on this page includes an expert instructor. All can be taken from the convenience of your home or office.

Certificate in Starting Your Own Business in Health and Healing
Learn virtually everything you need to know to start a health and wellness business, including marketing, financing, and creating a business plan. \$66

Introduction to Camtasia Studio 8
Learn to record, edit, and produce effective screen-capture videos using Camtasia Studio. \$105

Spanish for Medical Professionals II
Build on your foundation of Spanish for healthcare providers by learning medical terminology and phrases from a variety of medical fields as well as Spanish grammar. \$105

Introduction to Photoshop CC
Learn how to use Adobe Photoshop CC, the world's best graphics program, to edit and process photos and create original images. \$105

Explore a Career in Nursing
Learn what it takes to become an LPN or RN, and discover all of the exciting and rewarding opportunities awaiting you in the field of nursing. \$105

Understanding the Cloud
Learn everything you need to truly understand the Cloud—including how it works, what drives it, why it's so popular, and how to make the Cloud work for you. \$105

Write Effective Web Content
Learn how to write Web content and produce multimedia elements to make your website or blog a must-visit site on the Internet. \$105

Introduction to QuickBooks 2016
Gain control of the financial accounting of your business using this powerful software program, including how to create statements and invoices and track payables and receivables. \$119

QuickBooks for Contractors 2015
Learn how to use the Premier Contractor Edition of Quickbooks 2015 for your construction business to create contract estimates, perform time tracking and job costing, generate powerful reports, and much more. \$99

Introduction to InDesign CC
Learn how to use Adobe InDesign CC software to create professional-quality letterhead, brochures, forms, eBooks, business materials and more. \$105

Performing Payroll in QuickBooks 2015
Learn how to use QuickBooks 2015 to create paychecks, pay taxes, produce job costing reports, and generate forms and reports quickly and easily. \$99

Certificate in Stress Management
Explore the physiological, social, and psychological impacts of stress and study modalities to get stress under control. \$99

Photoshop Elements 13 for the Digital Photographer II
Master the advanced features of Adobe's Photoshop Elements 12, and learn to edit and enhance digital images, restore old photos, and merge images. \$99

Intermediate Flash CS6
Take your Adobe Flash skills to the next level by learning advanced Movie Clip symbol, ActionScript, animation, application programming, and interactivity techniques. \$105

Using Social Media in Business
Learn how to use the five most popular social media platforms—Facebook, Twitter, LinkedIn, Pinterest, and Google+—to grow and promote your business. \$105

Jump-Start Your Career With LinkedIn
Learn how to use LinkedIn, a free and popular job search and career development tool, and gain the power of the Internet to expand your professional network. \$105

Introduction to Google Analytics
Learn how to track and generate traffic to your website, create reports, and analyze data with Google's free, state-of-the-art Web analytics tools. \$105

How to Get Started in Game Development
Take steps toward a new career in game development by building a foundation to design games in a wide variety of genres for different audiences and platforms. \$105

Intermediate Dreamweaver CS6
Take your Adobe Dreamweaver skills to the next level with more advanced Web design techniques under the tutelage of a proven Web development expert. \$105

Introduction to Final Cut Pro X
Make the leap from home video enthusiast to professional video editor using Apple's revolutionary Final Cut Pro X editing software. \$105

Introduction to Lightroom 5
Learn how to use the tools in Adobe Photoshop Lightroom 5 to organize and edit your images, fine-tune lighting and color, and develop an efficient image processing workflow. \$99

Romance Writing
Whether you're a new or experienced writer, this course will teach you the skills you need to write a romance novel that will make readers swoon. \$105

Introduction to Microsoft Project 2016
Use this popular project management software to plan, implement, and control projects, track costs and resources, and generate reports using Gantt Chart and Calendar views. \$129

Happy and Healthy Pregnancy
In this course, you'll learn how the stages of pregnancy affect your body, emotions, and budget and how to prepare yourself and your family to welcome your new baby. \$105

Explore a Career in Medical Writing
Take your first step toward a lucrative and rewarding career as a medical writer. \$105

Instructor-Facilitated Online Learning

Every course on this page includes an expert instructor. All can be taken from the convenience of your home or office.

BUSINESS COURSES

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more. \$105

Project Management Fundamentals

Gain the skills you'll need to succeed in the fast-growing field of project management. \$105

Six Sigma: Total Quality Applications

Learn to apply the elements and methods of Six Sigma to achieve the highest possible quality. \$119

Total Quality Fundamentals

earn the basics of total quality management. \$105

Building Teams That Work

What are the secrets to managing successful teams in the workplace? Explore communication techniques and problem solving skills that will help you get your team on track in no time. \$105

PMP Certification Prep I

Prepare to take and pass the PMP certification exam. Course 1 of 2 \$135

Understanding the Human Resources Function

Learn to handle human resource functions to ensure the best possible results. \$105

START YOUR OWN BUSINESS

Marketing Your Business on the Internet

E-commerce expert helps you develop an Internet marketing plan for your business. \$105

Start Your Own Small Business

Stop dreaming and learn how to start your own successful small business. \$105

Creating a Successful Business Plan

Turn your business ideas into a solid plan for financing and long-term success. \$105

Learn to Buy and Sell on eBay

Auction pros teach you how to work from home or earn extra income by buying and selling goods online. \$109

GRANT WRITING/NONPROFITS

A to Z Grant Writing

Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals. \$135

Becoming a Grant Writing Consultant

Increase your income while working from home by starting a grant writing consulting business. \$135

Writing Effective Grant Proposals

Learn to prepare grant proposals that get solid results for your favorite organization or charity. \$135

PERSONAL ENRICHMENT

Achieving Success with Difficult People

Learn how to have more successful relationships with difficult bosses, co-workers, students, neighbors, or relatives. \$105

Twelve Steps to a Successful Job Search

World-renowned author and career advisor shows you how to get the job you want quickly and easily and in any economy. \$105

Keys to Effective Communication

Lost for words? Don't be! Learn to build rapport, trust, warmth, and respect through conversation. \$115

Wow What a Great Event!

Looking for a fun, new career coordinating special events? Learn proven techniques from a master event planner. \$105

Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life. \$105

Individual Excellence

Master twelve career-enhancing skills including goal setting, time management, personal organization, and creativity. \$109

CAREER DEVELOPMENT

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market. \$135

Introduction to Dreamweaver CS6

Learn to create web pages, layouts, and websites using CS6 formatting, options and other tools with Adobe's industry-standard web design application. \$105

Designing Effective Websites

Learn powerful graphic design techniques and build websites that are both attractive and wickedly effective. \$135

TEST PREP

Prepare for the GED® Test

Want to pass the GED? This course will help you develop the skills you'll need to succeed. \$105

Prepare for the GED Math Test

Master the skills you'll need to pass Test 5 in the GED test series. \$105

SAT/ACT Preparation - Part 1

Master the reading, writing, English, and science questions on the ACT and new SAT. \$115

SAT/ACT Preparation - Part 2

Master the math questions on the ACT and new SAT. \$115

GMAT Preparation

Discover powerful test-taking techniques and methods for improving your score on the GMAT. \$115

GRE Preparation - Part 1

Discover powerful strategies for success in the verbal and analytical sections of the GRE. \$115

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Instructor-Facilitated Online Learning

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DIGITAL PHOTOGRAPHY

Photoshop CC for the Digital Photographer II

If you already know the basics of Photoshop CC, take your photo-editing skills to the next level by mastering its advanced features. \$105

Discover Digital Photography

An informative introduction to the fascinating world of digital photography equipment. \$105

Secrets of Better Photography

Learn how to take better pictures by understanding your camera and how to use it in a variety of situations. \$119

Travel Photography for the Digital Photographer

Learn the tricks and techniques digital photographers need to capture scenes from around the world and bring them home. \$105

MATH

Math Refresher

Gain confidence in your basic math skills and start using math to your advantage. \$105

Medical Math

Master the math skills you need to succeed in the medical field. \$105

Introduction to Algebra

Understand how algebra is relevant to almost every aspect of your daily life and become skilled at solving a variety of algebraic problems. \$105

FAMILY & FRIENDS

Enhancing Language Development in Childhood

Enrich the lives of your children by helping them become proficient speakers and thinkers. Have fun while enhancing language development! \$105

Blogging and Podcasting for Beginners

Learn how to create your very own blog and add a podcast too using the tools that you already have available on your computer. \$105

Genealogy Basics

Begin an exciting and fascinating exploration of your roots. \$105

Get Assertive!

Find out how you can stop others from intimidating you or treating you poorly. \$125

ENTERTAINMENT

Music Made Easy

Learn the fundamentals of music theory. Be able to read, write, and play simple music. \$105

Introduction to Guitar

Master basic guitar skills and become the musician you've always wanted to be. \$105

Get Funny!

Learn how to use humor to speak more effectively, write better, and increase your popularity. \$105

LANGUAGES

Beginning Conversational French

Discover how easy it can be to learn common words and phrases for both leisure and business. \$105

Beginning Braille Transcription

Prepare for a rewarding career as a transcriber by learning to write and read the language of the blind. \$105

Conversational Japanese

Whether you want to learn conversational Japanese for travel or just for fun, you'll find this course makes it easy and enjoyable for beginners to master the essentials of the Japanese language. \$105

Easy English I

In this easy and fun course, you'll learn the basic English skills you need for real-life activities including shopping, hunting a job, and handling medical emergencies. \$105

Grammar for ESL

If English is your second language, this course will teach you the principles you'll need to succeed. \$105

Speed Spanish I

II and III are now available!

Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time. \$115

PERSONAL FINANCE

Keys to Successful Money

Management Certified financial planner shows you how most wealthy people build their fortunes. \$109

Real Estate Investing

Build and protect your wealth by investing in real estate. \$109

Where Does All My Money Go?

Learn how to get control of your money once and for all. \$115

Personal Finance

Protect your assets and discover how best to achieve all your financial goals. \$115

LAW & LEGAL CAREERS

Introduction to Criminal Law

Take an in-depth look at criminal law and the real world of prosecutors, defense attorneys, and paralegals. \$115

Employment Law Fundamentals

Learn the basics of employment law so you can legally hire, evaluate, and manage employees. \$115

Real Estate Law

Learn the basics of real estate law, including investment, title searches, and mortgages. \$119

Legal Nurse Consulting

Begin a new career by helping attorneys understand and resolve medical cases and claims. \$109

HEALTH CARE

Become a Veterinary Assistant

Practicing veterinarian prepares you to work in a veterinary office or hospital. \$115

Become an Optical Assistant

Learn what it takes to become an optical assistant and discover why it's one of today's most popular and fascinating career opportunities. \$115

Become a Physical Therapy Assistant

Prepare for a rewarding career as a valued member of the physical therapy team. \$105

Instructor-Facilitated Online Learning

Every course on this page includes an expert instructor. All can be taken from the convenience of your home or office.

TEACHING

Microsoft PowerPoint 2013 in the Classroom

In this course for teachers, you'll learn how to motivate students and enrich lessons by bringing Microsoft PowerPoint 2013 presentations into your classroom. \$115

Teaching High School Students

Master the latest teaching strategies to help you reach high school students, including differentiated instruction and classroom management. \$105

Common Core Standards for English Language Arts K-5

Gain confidence in applying the Common Core State Standards for English Language Arts (reading, writing, speaking and listening, and language) to the K-5 classroom. \$105

Survival Kit for New Teachers: Strategies for Student Success

Veteran instructor shares the secrets for success in your first years of teaching. \$105

Teaching Math: Grades 4-6

Reinvent math instruction for grades 4-6 by bringing hands-on learning, inexpensive manipulatives, and real-world connections into your classroom. \$119

Creating the Inclusive Classroom

In this professional development course for teachers, you'll get the training you need to reach the diverse mix of students you face every day and learn proven strategies that turn diversity into opportunity. \$105

The Creative Classroom

Enrich your teaching talents and encourage your students' creative thinking as you learn to turn your classroom into a creative classroom. \$105

Creating Classroom Centers

Learn how to create engaging, easy-to-maintain classroom center activities that boost independent learning while increasing small group instruction time. \$105

Teaching Preschool: A Year of Inspiring Lessons

In this course on teaching preschoolers, you'll learn how to come up with creative and balanced preschool lesson plans for every month of the school year. \$105

Teaching Science: Grades 4-6

Increase your effectiveness as a science teacher for children in fourth through sixth grades. \$105

WRITING

Fundamentals of Technical Writing

Learn the skills you need to succeed in the well-paying field of technical writing. \$105

Writing Essentials

Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level. \$105

Research Methods for Writers

Learn the most efficient and effective methods to conduct research for any writing project. \$105

Effective Business Writing

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end. \$115

Beginning Writer's Workshop

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively. \$105

Introduction to Journaling

Discover how journaling can help you explore your dreams, values, and beliefs; survive unwanted change; succeed in your career; and express your creativity. \$105

Writing for ESL

Learn how to write in English more effectively to succeed in college and at work. \$105

How to Make Money From Your Writing

You really can make money with your writing. Whether you want to create your own business, add to your income, supplement your retirement, or boost what you're earning as a writer, you'll find the how-to's here. \$105

Introduction to Screen Writing

Learn everything you need to know to write a great script, from structure, character creation, and dialogue to the marketing and selling of your screenplay. \$105

Teaching Writing: Grades K-3

Learn how to nurture student writers in the early elementary classroom. \$105

Teaching Writing: Grades 4-6

In this teacher-training course, you'll learn from an experienced educator how to motivate and assist developing writers. \$105

Introduction to Internet Writing Markets

A professional writer shows you how to make money writing on the Internet. \$105

WEB PROGRAMMING

Introduction to ASP.NET

Learn how to create exciting, interactive, and professional websites. \$135

Introduction to PHP and MySQL

Learn to build dynamic, data-driven websites using two of the most popular technologies available: PHP and MySQL. \$135

Introduction to Ruby Programming

Learn how to create an interactive web blog that allows visitors to register and post articles and comments. \$135

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BASIC COMPUTER LITERACY

What's New in Microsoft Office 2013

Get up to speed on the exciting new features of Microsoft Office 2013, including Word, Excel, PowerPoint, Access, Outlook, OneNote, and Publisher. \$135

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market. \$135

COMPUTER APPLICATIONS

Introduction to Microsoft PowerPoint 2013

Learn how to use Microsoft PowerPoint 2013 to create animated presentations formatted with color, text, pictures shapes, charts, and text and object hyperlinks. \$135

Introduction to Microsoft Access 2013

Learn to build, edit, and maintain a database in Microsoft Access 2013, complete with tables, reports, forms, macros, and queries to give you fast access to all your important information. \$135

Advanced Microsoft Excel 2013

Master advanced features and functions of Microsoft Excel 2013, including analysis tools, data tables, PivotTables, and conditional formatting. \$135

Intermediate Microsoft Access 2013

Learn how to use Microsoft Access 2013's advanced features to build more intuitive and powerful databases. \$130

Intermediate Microsoft Excel 2013

Take your Microsoft Excel 2013 skills to the next level as you master charts, graphs, PivotTables, Slicers, Sparklines, AutoFilter, macros, and other advanced Excel functions. \$130

Introduction to Microsoft Project 2013

Discover how to effectively plan, implement, manage, and control projects using the world's most popular project management software. \$105

Introduction to QuickBooks 2013

Learn how quickly and efficiently to gain control of the financial aspects of your business with this powerful accounting software program. \$135

WEB DESIGN

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the web. \$135

Designing Effective Websites

Learn powerful graphic design techniques and build websites that are both attractive and effective. \$135

Creating jQuery Mobile Websites With Dreamweaver

Learn how to build mobile-friendly websites for devices such as smartphones and tablets using Dreamweaver and jQuery Mobile. \$105

COMPUTER PROGRAMMING

Introduction to C++ Programming

Learn to program in C++, even if you have no prior programming experience! \$135

Introduction to Database Development

An experienced professional guides you through a structured approach to database design and development. \$135

Introduction to Python 2.5 Programming

Learn the fundamentals of computer programming in Python with topics that include basic decisions and loops, advanced data structures, object-oriented programming, and graphical user interfaces. \$135

CERTIFICATION PREP

CompTIA® Network+ Certification Prep

Prepare to take and pass the CompTIA® Network+ Exam and begin a career as a network tech. \$135

CompTIA Security+ Certification Prep

Master the terms and concepts you need to pass the CompTIA® Security+ SY0-401 exam and earn your Security+ certificate (course 1 of 2). \$135

Advanced CompTIA A+ Certification Prep

Finish your CompTIA A+ Certification Prep by learning how to select, install, and service video, sound, and portable computers and how to network, secure, and troubleshoot. \$135

Basic CompTIA® A+ Certification Prep

Prepare for the CompTIA® A+ exam and begin a rewarding career in the fast-growing PC repair field. \$135

Intermediate CompTIA A+ Certification Prep

Take the second step toward becoming a CompTIA A+ certified tech by mastering virtualization, printers, and three flavors of the Windows operating system. \$135

PMP Certification Prep I

Learn how to prepare for the Project Management Institute's prestigious PMP certification exam. (course 1 of 2). \$135

NETWORKING/ TROUBLESHOOTING

Introduction to Networking

Learn the fundamentals of networking and prepare for a career in a new and fast-growing field. \$135

Intermediate Networking

Gain practical experience in a hot, new career field. Topics include VPNs, security, and Internet connectivity. \$135

Wireless Networking

Industry expert shows you how to plan, deploy, and connect to wireless networks. \$135

Introduction to PC Troubleshooting

Learn to decipher and solve almost any problem with your PC. \$135

Introduction to PC Security

What you don't know can really hurt you. Learn what you can do to protect yourself. \$135

Advanced PC Security

Use ethical hacking techniques to locate and close security holes in your own network. \$105

Gatlin Online Education

Please visit www.trenholmstate.edu and go to Continuing Education. Then click on Gatlin Education to view a complete list of courses.

Trenholm State Community College, in partnership with Gatlin Education: Online Career Training Courses, offers online, open enrollment, self-paced programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations.

Programs are designed by a team of professionals from each respective field, who work to provide the most effective web-based learning experience available today. Instructors/mentors are actively involved in your online learning experience. They respond to any questions or concerns, as well as encourage and motivate you to succeed.

Each program includes a set of lessons and evaluations; grades are a combination of the instructor's/mentor's evaluation of students' work and computer-graded tests. We know you'll appreciate the quality as well as the convenience of anytime, anywhere learning!

Courses are offered in the following fields:

- Healthcare and Fitness
- Business and Professional
- IT and Software Development
- Management and Corporate
- Media and Design
- Hospitality and Service Industry
- Sustainable Energy and Going Green
- Skilled and Industrial Trades
- Career Online High School



For a complete listing of all titles, please visit our website at:

www.gatlineducation.com/trenholm

ed2go (formerly Gatlin Education Services) offers over 100 online education programs designed to provide the workforce skills necessary to enter a new field or advance your current career.

Note: Once the course is accessed either by requesting materials or viewing lessons, there are no refunds.



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Gatlin Online Education

HEALTHCARE PROGRAMS

Physical Therapy Aide

Hours	Cost
150	\$1,895

In the Physical Therapy Aide online program, you will master all the skills you need to begin a career as a physical therapy aide. You will learn what physical therapy entails, identify the responsibilities of a PT aide, and develop a working knowledge of anatomy and medical terminology. In addition, you will get a solid grounding in patient care skills, infection control, and the legal and ethical regulations that affect healthcare providers.

ICD-10 Medical Coding

Hours	Cost
200	\$1,795

This online program offers you comprehensive, robust training in diagnostic and procedural coding, using the ICD-10-CM (diagnostic) and ICD-10-PCS (procedural) coding manuals. This training includes detailed instructions for using the coding manuals, understanding the coding guidelines, and accurately applying the ICD-10 coding steps. There are more than 40 quizzes and exams for diagnoses and procedures by body system to test your knowledge and understanding.

Veterinary Assistant

Hours	Cost
170	\$1,995

This online program will prepare you to become a productive member of a veterinary team. You'll learn about every aspect of veterinary assisting, including anatomy and physiology, animal restraint, laboratory sample collection, surgery, dentistry, prescription preparation and radiographs.

HOSPITALITY AND SERVICE INDUSTRY

Certified Wedding Planner

Hours	Cost
340	\$1,595

Prepare for a career in wedding and special event planning by mastering the fundamentals of planning, orchestrating, and delivering stunning weddings and parties.

Preston Bailey's Fundamentals of Floral Design

Hours	Cost
240	\$1,695

Floral design is an integral part of every Preston Bailey event. The Preston Bailey Fundamentals of Floral Design program, Part 1 in the Floral Design series is an opportunity for students to learn the fundamentals of floral design from Preston Bailey, the industry's most highly regarded floral design expert.

CAREER ONLINE

HIGH SCHOOL PROGRAMS

High School Diploma With Office Management Training

Hours	Cost
750	\$1,295

Earn your high school diploma as you prepare for a career in a high demand field! This 18-credit high school program will teach you the skills you need to become an office manager, receptionist, data input specialist, or customer service representative.

BUSINESS AND PROFESSIONAL Entrepreneurship: Start-up and Business Owner Management

Hours	Cost
360	\$2,095

The Entrepreneurship: Start-up and Business Owner Management Online Training Program provides an excellent foundation for not just the start-up business owner, but also for business owners and managers who want to gain a further understanding of some of the fundamental principles associated with owning and operating a start-up or established business.

Event Management and Design

Hours	Cost
300	\$1,195

The Event Management and Design Online Training Program will equip you with the knowledge to advance in the field if you're already working in special events, or it will prepare you to enter the profession with an understanding of the industry.

SKILLED AND INDUSTRIAL TRADES HVAC Technician Certificate

Hours	Cost
320	\$3,095

The HVAC Technician Certificate is a comprehensive HVAC training program for heating, ventilation, air conditioning, and refrigeration installers and technicians. This program is designed using an online, mentor-facilitated, self-paced environment for learners that are interested in entry level into the HVAC industry, continuing education for upgrading skills, or certification or licensure (NATE, etc). The content presented throughout the program deals with learning objectives that have been identified by HVAC industry groups as key knowledge for an HVAC technician.

Home Inspection Certificate

Hours	Cost
200	\$2,295

The Home Inspection Online Training Program covers the principal components of home inspection procedures and processes. You'll learn how to create a home inspection report that will detail the home's condition, including the heating and cooling systems, the plumbing and electrical systems, the roof and siding, and the framing and foundation.

MANAGEMENT AND CORPORATE

Management Training

Hours	Cost
360	\$2,295

If you're thinking of starting a business or pursuing an MBA, learn the essentials here! The Management Training Online Program is perfect for business owners, entrepreneurs, and anyone who wants to learn the basics of business and management.

Project Management

Hours	Cost
100	\$1,695

Are you interested in learning more about project management? Whether your intent is to become a certified project manager or if you simply want to become more productive in your current role, this is the program for you. Build a solid foundation of essential project management terminology, processes, and tools. According to a recent study conducted for the Project Management Institute (PMI), an estimated one million project management jobs worldwide will be created each year throughout the next decade.

Gatlin Online Education

HEALTHCARE AND FITNESS

Certified Personal Trainer

Hours	Cost
62	\$995

Are you an energetic, fitness-conscious person looking for an in-demand career in a high-paying field? ABC NEWS.com and *Fortune Magazine* rank “personal fitness trainer” as the fourth hottest job in the United States—and right now there’s a shortage of personal trainers, so it’s a great time to enter this field. This online program blends the best of academic and hands-on training, offering online instructor-facilitated education, four days of live practical training, and a required 30-hour internship that will give you real-life experience you can put on your résumé. When you successfully complete all course requirements and the necessary CPR/AED first aid training, you’ll receive your nationally-recognized World Instructor Training School (W.I.T.S.) Personal Trainer Certification—a certification that can open the door to a great career in the fitness field.

Personal Fitness Trainer

Hours	Cost
250	\$2,295

The Personal Fitness Trainer Online Training program will give you the knowledge, skills, and abilities to implement a unique, medically-based fitness model for your clients. Learn everything you’ll need to know to become a confident, qualified personal trainer whom clients clamor to work with. The American College of Sports Medicine has approved this curriculum for continuing education credits, so you can trust that you are receiving quality training from industry professionals.

Optician Certification Training

Hours	Cost
150	\$1,895

Opticians are in high demand in the job market, and the need for eyecare professionals is constantly expanding. Better yet, the field of opticianry is full of opportunities—from working as a frame stylist in a retail setting to teaching or working in a medical clinic. In this program, you’ll gain the skills and knowledge you need to obtain an entry-level job as an optician. In addition, you’ll prepare yourself to achieve American Board of Opticianry (ABO) certification, which is required by many states and is a stepping stone to career advancement.

IT AND SOFTWARE DEVELOPMENT PROGRAMS

Administrative Professional with Microsoft Office 2013 Master

Hours	Cost
445	\$1,995

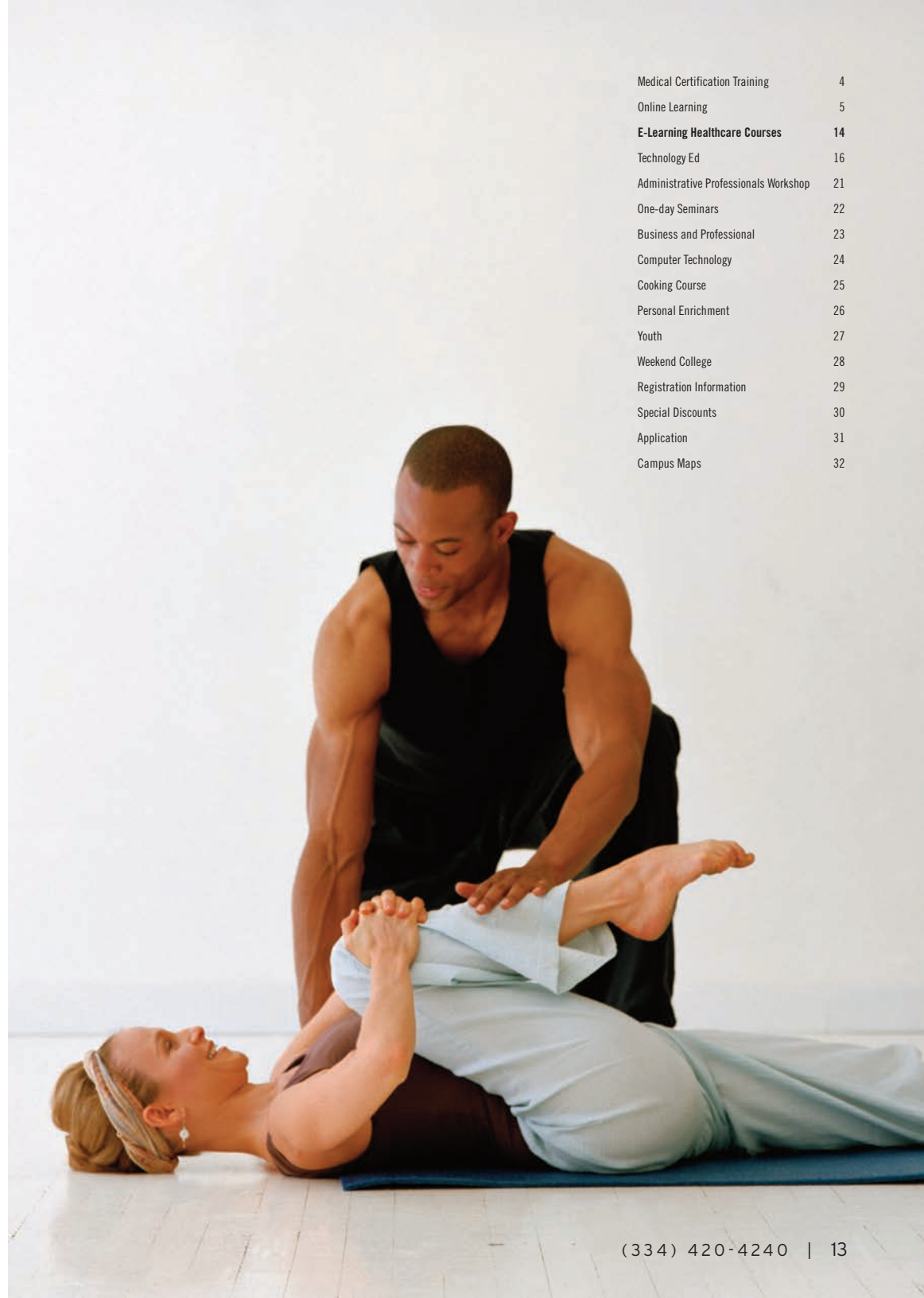
The Administrative Professional with Microsoft Office 2013 Master program teaches the skills students need to become successful administrative professionals and prepare students to use Microsoft Office 2013 programs: Excel, Word, PowerPoint, and Outlook.

Webmaster

Hours	Cost
150	\$1,995

The Webmaster course prepares students with the skills and knowledge needed for successful careers in Web development. Web applications are a vital part of communication on the Internet, and Web developers are in high demand in large and small companies and organizations.

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Online E-learning Healthcare Courses



These courses are highly interactive and provide students with an enriched learning experience.

Courses include:

- 24-hour a day instructor support & course mentors
- engaging labs, student exercises and course videos
- all textbooks, workbooks and student materials
- a new "Career Services" website to help students advance in their careers
- national and state certification opportunities

The following courses are available to you anytime:

HEALTHCARE COURSES

Dialysis Technician

Student Tuition - \$1,299

This Dialysis Technician program provides students with the knowledge needed to perform as a Dialysis Technician. This program will teach students how to identify various dialysis machines, how to prepare dialyzer reprocessing and delivery systems, and how to maintain and repair equipment.

ECG / EKG Course for Nurses

Student Tuition - \$699

This course is a valuable resource for learning the fundamentals of reading and interpreting ECGs. Course information includes cardiac anatomy and physiology, electrical basis of ECGs, sinus dysrhythmias, and much more.

Medical Coding ICD-10

Student Tuition - \$999

Effective October 2014, the US healthcare system must move from ICD-9 to ICD-10 for service coding purposes. Program includes a detailed review of both ICD-10 (diagnostic coding) and ICD-10-PCS (inpatient procedural coding), differences between ICD-9 and ICD-10, federal regulations, hands-on exercises and case studies, and much more!

EKG Technician Program

Student Tuition - \$1,299

This EKG Technician Program prepares students to perform EKGs. This course will include information on anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, electrocardiography and stress testing. This is a highly interactive course!

Dental Assisting

Student Tuition - \$1,299

The program prepares students for entry-level positions as a chair side dental assistant. This course covers the history of dentistry, introduction to the dental office, the legal aspects of dentistry, introduction to oral anatomy, dental operator, tooth structure, primary and permanent teeth, the oral cavity, and other areas.

Clinical Medical Assistant

Student Tuition - \$2499

This program prepares students to assist physicians by performing functions related to the clinical aspects of a medical office. Instruction includes preparing patients for examination and treatment, routine laboratory procedures, pharmacology, the taking and documenting of vital signs, technical aspects of phlebotomy, the 12-lead EKG and the cardiac life cycle. Program also includes an optional clinical externship at a local healthcare provider!

Medical Administrative Assistant

Student Tuition - \$1,299

This program covers information on the medical assisting profession, interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques, appointment scheduling, medical records management and practice finance management. This is a great course for physicians' medical office professionals!

TECHNOLOGY ED NEW COURSES

Trenholm State Community College offers professional development courses in science, engineering, and technology management. Our courses are 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.

EDUCATIONAL WEBINARS

Deliver pre-recorded 50-minute instructor-led seminars directly to your laptop, computer, or mobile device anytime and anywhere. Learn about niche topics such as polymer science and analysis, biotechnology, alternative energy, pharmaceutical and medical devices, innovation and new product development, quality, and wastewater treatment.

Thermal Conductivity Analysis of Polymers and Materials

This course covers information about a solid surface, or more exactly a solid-gas or solid-liquid interface, has a complex structure and complex properties depending on the nature of the solids, the method of surface preparation, and the interaction between the surface and the environment. \$195

New Idea Generation

Idea generation (ideation) is critical to the design and marketing of new products, to marketing strategy, and to the creation of advertising campaigns. In new product development, idea generation is a key component to the front end of the process, often called “fuzzy front end” and recognized as one of the highest leverage points for an innovative company. \$195

Water Chemistry

Water chemistry deals with the fundamental chemical property and information about water. \$195

Wastewater Treatment- Physical Processes

This webinar will introduce various physical separation techniques for treating water and wastewater. \$195

Wastewater Treatment- Chemical Processes

This webinar will introduce various chemical treatment techniques for treating water and wastewater. \$195

Wastewater Treatment- Biological Processes

This webinar will introduce various biological treatment techniques for treating water and wastewater. \$195

Quality Investigations

This webinar introduces the main steps of a good complaint handling procedure. \$195

Quality & Statistical Tools

Quality is about meeting the needs and expectations of customers. Customers want quality that is appropriate to the price that they are prepared to pay and the level of competition in the market. \$195

Adhesive Chemistry

This webinar introduces the various types of adhesives included those derived from naturally occurring polymers like carbohydrates, proteins, and natural rubber and those derived from the multitude of synthetic polymers like phenolics, epoxies, acrylics, elastomers, urethanes, etc. \$195

Developing a Product Specification

A product design specification (PDS) is a listing of the critical parameters, specifications and requirements for the product you are designing. \$195

Developing a Corrective Action Report

AS corrective action report is one that guides company management when documenting an issue and contains the following: amount of product, description of any deviation available, cross-referenced forms, results of evaluation and the corrective action to take. \$195

The Voice of the Customer

This webinar will review the following: the needs and wants of your customers; and the relative importance of features and benefits associated with your product; the expectations and promises that are both fulfilled and unfulfilled by your product or service; And what your customers need for increased satisfaction. \$195

Phase Gate New Product Development

Phase-gate process is a project management technique in which an initiative or project (e.g., new product development, process improvement, business change) is divided into stages or phases and separated by gates. \$195

Market Scanning

An understanding of the concept of market scanning can be beneficial to any business manager becoming involved in the innovation process. \$195

Joint Development Agreements

This webinar will review some of the elements that probably should be considered when entering into any joint development agreement. \$195

Decision Analysis

Decision analysis (DA) is the art and science of formal decision making. DA is often employed in making business decisions and uses specific methods and tools to identify and assess factors, risks and possible outcomes to reach optimal decisions. \$195

Confidentiality & Nondisclosure Agreements

This webinar will review the various elements of a nondisclosure agreement along with examples. \$195

Process Validation

Process validation involves a series of activities taking place over the life cycle of the product and process. \$195

Premarket Approval

Process validation involves a series of activities taking place over the life cycle of the product and process. \$195

Medical Device Sterilization Techniques

There are a large number of chemical methods for sterilization in the medical field. This webinar discusses some of the popular methods. \$195

Agricultural Biotechnology Applications

Agricultural biotechnology is a range of tools, including traditional breeding techniques, that alter living organisms, or parts of organisms, to make or modify products; improve plants or animals; or develop microorganisms for specific agricultural uses. \$195

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TECHNOLOGY ED NEW COURSES

PROFESSIONAL CERTIFICATE PROGRAMS

Choose one of our professional certificate programs to enhance your skills and credentials in high growth industries. We offer certificates in areas such as biofuels, biomaterials, new product development, nanotechnology, and others.

Pharmaceutical Sales Online Training Program

The Pharmaceutical Sales Online Training Program will introduce students to the fundamentals required to become an entry-level pharmaceutical sales representative. \$1200

Wireless Networks Professional Certificate Program

The Wireless Network Certificate program reviews wireless technology, security features, and commercial applications. \$1200

Water and Wastewater Treatment Professional Certificate Program

This program reviews the chemical, physical, and biological processes necessary for improving these water systems. \$880

Quality Professional Certificate Program

The Quality Manufacturing Certificate Program is designed to teach professionals how to remove waste, reduce development costs, and deliver superior quality products that meet the initial and continuing needs and expectations of the customers by using the continuous quality improvement philosophy to achieve excellence in quality, service, and productivity. \$1200

Pharmaceutical Fundamentals Certificate Program

The Pharmaceutical Certificate Program provides a solid foundation for professionals by providing a comprehensive overview of the pharmaceutical industry, manufacturing operations, facilities development, and drug discovery process. \$1200

Packaging Professional Certificate Program

The Packaging Professional Certificate Program provides a comprehensive overview of the packaging industry that adds real and measurable value to careers and businesses. \$1200

Nanotechnology Professional Certificate Program

The Nanotechnology Certificate Program is an online program designed to cover the science behind the phenomena that arise when considering materials at the nano scale in addition to how to apply this to leading biomedical and energy applications and markets. \$1200

Innovation and New Product Development Certificate Program

The Innovation and New Product Development Certificate Program is designed to build competency in the process of transforming an idea into a commercial product. \$1200

Food Manufacturing Professional Certificate Program

The Food Manufacturing Certificate Program provides a comprehensive overview of food science concepts, terminology, and the processing methods used in food production plants. In addition, the program will review food quality, hygiene, risk analysis, and good manufacturing concepts. \$1200

Clean Energy Professional Certificate Program

The Clean Energy Certificate Program reviews energy from renewable resources such as wind and solar, but also advances in conventional energy technologies, such as clean coal and nuclear. \$1200

BUSINESS & MANAGEMENT COURSES

Enhance your knowledge of industry demanding business and management topics, such as project management, innovation, supply chain management, managerial accounting, and others.

Rental Property Management Online Course & Certificate

Property Management is a course that teaches the fundamentals of managing investment real estate. \$295

Innovation & New Product Development Process Online Course & Certificate

This course reviews business processes, such as the stage-gate approach for managing different stages of product development from idea generation to market testing. \$295

Warehouse Management

Warehouse Management is a course that investigates warehouse functions, processes, organization and operations. \$295

Supply Chain Management

Supply Chain Management involves the flows of materials and information among all of the firms that contribute value to a product from the source of raw materials to end customers. \$295

Project Management-Agile Methodology

The Project Management-Agile Methodology course teaches the framework for completing numerous complex software development projects. This course transforms the way you will tackle complex projects using agile principles beyond software development to the broader world of work. \$295

Project Management Professional

Project Management is a course that covers the fundamentals of managing projects with the newcomer in mind. \$295

Rental Property Management

Property Management is a course that teaches the fundamentals of managing investment real estate. \$295

Prince2-Methodology for Managing Projects

This course provides a sound understanding of the PRINCE2 project management methodology to become familiar with the processes, components and techniques involved in PRINCE2. \$295

Planning & Scheduling

Planning & Scheduling is a course that provides you all the tools you need to help you kick start your planning and scheduling system. In our increasingly competitive marketplace, there is less tolerance for unplanned downtime. \$295

TECHNOLOGY ED NEW COURSES

INFORMATION TECHNOLOGY COURSES

Information technology is one of the fastest growing occupations in the world today. We offer online courses in network security, wireless technologies, computer applications, and others.

Foundation of Software Testing

Foundation of Software Testing is a course that teaches the concepts necessary for students to progress from an informal, chaotic approach to a systematic and repeatable testing practice. \$295

Wireless Sensor Networks

Wireless Sensor Networks is a course that covers the state-of-the-art equipment in the technology as well as the industry. \$295

Wireless Medical Devices

Wireless Medical Devices is an exciting course that provides a comprehensive overview of the opportunity for wireless-enabled healthcare, current and emerging wireless communication standards, medical applications, design considerations, benefits, and challenges. \$295

Wireless Communications

Wireless Communications is a course that provides an introduction to the basic design principles and analysis of modern wireless communication systems. \$295

Network Security

Network Security is a course designed to help system administrators, network engineers and general IT personnel understand the concepts of modern day security issues, in form of easy-to-follow learning material. \$295

Wireless Sensor Networks

This course covers the fundamentals of wireless sensor design and radio frequency (RF) technology, the communication protocols used, and the application requirements of this technology. \$295

Wireless Healthcare

Wireless Medical Technologies is an exciting course that provides a comprehensive overview of the opportunity for wireless enabled healthcare, current and emerging wireless communication standards, medical applications, design considerations, benefits, and challenges. \$295

Visual Basic Programming

In this course you will explore how to use Visual Basic 6.0 to develop Windows applications. \$295

Social Media Marketing

Social Media Marketing is a course that teaches tools that businesses and entrepreneurs will need to know to help get the most out of social media as well as their online presence in its entirety. \$295

Network Security

Network Security is a course designed to help system administrators, network engineers and general IT personnel understand the concepts of modern day security issues, in the form of easy-to-follow learning material. \$295

Cybersecurity: An Introduction

Cybersecurity is a course that provides an overview of Information Security and Assurance. Students will be exposed to the spectrum of security activities, methods, methodologies, and procedures with emphasis on practical aspects of information security. \$295

iPhone iPad Security

iPhone iPad Security is a course that provides an in depth study into iPad and iPhone security: how to explore and address vulnerabilities throughout the iPhone networks (AT&T, Verizon and Sprint) and the device. Security professionals learn about network infrastructure, vulnerabilities, device forensics, application testing, and device auditing. \$295

Android Security

Android Security is a introductory course that investigates the various security concerns of the Android platform. This course explores the Android architecture and its security model, permission system and enforcement, security options, known exploits, memory protections, data protection, device management, SE-Android, and more sophisticated vectors of attack, like malware and tap-jacking. \$295

CompTIA Security+ Certification Training Course

CompTIA Security+ Certification Training is a course designed to help system administrators, network engineers and general IT personnel understand the concepts of modern day security issues in the form of easy-to-follow learning material. \$295

Java Programming Basics

This exciting course will teach the basics of the Java programming language and the elements necessary to develop award winning programs. \$295

Minitab

Minitab® Training is a course that provides students with the fundamental skills to operate Minitab and perform basic data analysis. \$295

Cloud Computing

Cloud Computing is an introductory course designed to explore the essential aspects of Cloud computing. Students will gain a solid understanding of the fundamental concepts and architecture of Cloud computing and of the design and deployment of a Cloud computing platform. \$295

Foundation of Software Testing

Foundation of Software Testing is a course that teaches the concepts necessary for students to progress from an informal, chaotic approach to a systematic and repeatable testing practice. It will teach you the basics of test planning, test design, test development, and test execution/validation utilizing the Test Maturity Model. \$295

Microsoft Excel

This course is designed to walk you through Microsoft Excel, showing you how to use this popular spreadsheet program to do anything from making a list to calculating complex equations in a simple and easy-to-understand manner. \$295

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TECHNOLOGY ED NEW COURSES

FUNDAMENTAL SCIENCE & ENGINEERING COURSES

Deliver innovative solutions to the marketplace by sharpening your knowledge of science and engineering developments. We offer online courses in breakthrough topics, such as biofuels and alternative energy, polymer and material science, biotechnology, nanotechnology, pharmaceutical and medical device technology, environmental and wastewater treatment, just to name a few.

Energy Nanotechnology

Energy Nanotechnology is an introductory course that provides a comprehensive overview of nanomaterials used for energy production, storage, transmission and conservation. \$295

Medical Device Technology

Medical Device Technology is a course that presents an introduction of medical devices and procedures. \$295

Nanotechnology 101

Nanotechnology 101 is a course that covers the overview of the history, manufacturing, and societal applications of nanomaterials. An emphasis will be placed on the ethics, societal impacts, and the future of nanotechnology. \$295

Petroleum Chemistry

Petroleum Chemistry is a course that addresses the chemical composition and physical properties of petroleum, methods of fractionation and analysis and the chemical basis for the most common refinery processes. \$295

Pharmaceutical Drug Discovery Process

Pharmaceutical Drug Discovery Process is a course that surveys how new drugs are discovered and brought to the clinic. \$295

Smart Polymers

Smart polymers have the ability to undergo a dramatic reversible physical or chemical change when an external stimulus is applied. For this reason, smart polymers are also called as stimuli-responsive polymers. The change can be in conductivity, physical state, solvent interaction, shape, or solubility. \$295

High Performance Polymers

High Performance Polymers is a course that provides a comprehensive overview of exceptional materials. This course reviews the material nature, processing and design use, and common applications for these robust materials. \$295

Microwave Chemistry

Microwave Chemistry is a course that provides a comprehensive overview of microwave theory and how to apply this to leading research and industrial applications. \$295

Nonwoven Fabrics Technology

This course provides an overview of the nonwovens industry, technology platforms, manufacturers, markets and applications, standards, and outlook for the future. \$295

Nanofabrication Techniques

Nanofabrication (nanomanufacturing) is of interest to computer engineers because it opens the door to super-high-density microprocessors and memory chips. It has also caught the attention of the medical industry, the military, and the aerospace industry. \$295

Nuclear Power & Energy

This course offers the history of nuclear power and the basic principles of reactor design and operation at commercial nuclear electrical generating facilities. \$295

Green Materials

Green materials is the development and use of packaging that results in improved sustainability. \$295

Solar Energy Fundamentals

Solar Photovoltaic Energy Fundamentals provides an introduction to renewable energy production using solar technologies. \$295

Wind Energy & Power

The Wind Energy & Power course will provide a comprehensive overview of topics, such as wind energy principles, wind site assessment, wind turbine components, power generation machinery, control systems, connection to the electric grid, and maintenance. \$295

Clean Coal Technology

Clean Coal Technology is a course that describes a new generation of energy processes that sharply reduce air emissions and other pollutants from coal-burning power plants. \$295

Polymer Science Fundamentals

Polymer Science is a course that investigates these natural and man-made materials. \$295

Polymer Processing

Polymer Processing provides an introduction to processing methods used to process polymeric components. \$295

Hazardous Waste Management

This course focuses on traditional and innovative technologies, concepts, and principles applied to the management of hazardous waste and contaminated sites to protect human health and the environment. \$295

Packaging Machinery & Processes

Packaging Machinery & Processes is a course that will provide a comprehensive overview of leading packaging machinery and line processes, such as extrusion, injection, and blow molding, flexible packaging, thermoforming, bottles, and closures. \$295

Engineering Polymers

Engineering Polymers is a course that reviews specialty engineering polymers and thermally curable resins (epoxies). \$295

Pharmaceutical Manufacturing

This course provides an overview of the pharmaceutical industry, including basic information about drug discovery and development, FDA requirements and approval processes, drug dosage forms, and the role of key operational units in drug manufacturing processes. \$295

Industrial Biotechnology

Industrial Biotechnology is a course that is designed to help professionals develop the knowledge and skills necessary to effectively manage biological and fermentation manufacturing processes. \$295

Orthopedic Biomaterials

Orthopedic Biomaterials is a course that provides a comprehensive overview of orthopedic biomaterials and their use as load bearing members, wear applications, bone bonding applications, and joint replacements. \$295

Biofuel: An Introduction

The course reviews corn, sugarcane, and oils that can be pretreated and converted into biofuel. The course also explores crop availability and pricing, fuel potential, case studies, and outlook for ethanol and biodiesel. \$295

TECHNOLOGY ED NEW COURSES

QUALITY & REGULATORY AFFAIRS COURSES

Rapid technological advances and increased globalization have spurred new quality, manufacturing effectiveness, and regulations compliance standards. We offer online quality and regulatory courses designed for various industries, such as pharmaceutical and medical device manufacturing.

Environmental Management Systems (EMS): ISO 14001:2004

Environmental Management Systems (EMS) is a course that sets out the requirements for establishing and maintaining an environmental management system that assures a company of conformance with the environmental objectives that it sets for itself and also with any relevant legislation. This course helps an organization understand ISO 14001 requirements, document EMS, implement the system, evaluate through an audit process, and finally certify the system with structured improvements to succeed in today's competitive marketplace. \$295

Medical Device Change Control

Medical Device Change Control is a course that provides a comprehensive overview of how to effectively identify, qualify, manage, implement, and document changes for FDA-regulated medical devices and pharmaceutical products. \$295

Quality Control

Quality Control is a course that introduces the basics for understanding, developing, and implementing a quality control program. It will also review several key definitions, tools used (basic statistics and graphs), and emerging industry techniques, such as Six Sigma and Lean. \$295

Quality Management Systems (QMS)

Quality Management Systems (QMS) Fundamentals is a course that introduces ISO 9001:2008 concepts and requirements. It is designed to provide learners with an awareness of the quality concepts such as quality, process approach, and quality management principles. It also covers the basic controls needed for a quality management system in easy-to-understand language. \$295

Pharmaceutical Validation Processes

This course provides a basic understanding of the validation process as required by the Food and Drug Administration of the United States for drugs manufactured in the United States and all imported drugs. This course also reviews applicable definitions and descriptions of the process and documents required in the validation of a facility. \$295

Medical Device Quality Assurance & Regulatory Affairs

Medical Device Regulatory Affairs is a course that provides a comprehensive and easy to understand overview of current FDA regulatory compliance with respect to developing and marketing medical devices. The course presents relevant aspects of FDA regulations and the practical aspects of bringing a medical product to market, including the 510(k) process (pre-market submission made to the FDA to demonstrate that the device to be marketed is safe and effective) and pre-market approval (PMA) processes (scientific and regulatory review to evaluate the safety and effectiveness of Class III medical devices). \$295

Pharmaceutical Quality Assurance & Regulatory Affairs

Quality assurance and control measures are mandated both by the development company and by regulatory agencies to ensure product identity, purity and safety. This course presents the regulations set forth by regulatory agencies with emphasis on the FDA model. We also introduce good manufacturing practice criteria and reviews quality assurance and quality control functional responsibilities. \$295

Six Sigma Online Course & Certificate

This course delivers lessons and examples to build management skills. It will also examine Six Sigma case studies from various perspectives Human Resources, Marketing, Sales, Operations, Construction, Government, Finance, and IT. Specific topics include Maximizing Business Value, Critical to Quality, Voice of the Customer, Measurement Systems, Data Collection Plans, Design of Experiments, Analysis, Process Control, and Response Plans. \$295

Hazard Analysis Critical Control Points (HACCP)

Hazard Analysis Critical Control Points (HACCP) is a tool that can be useful in the prevention of food safety hazards. HACCP is an introductory course that provides a practical training program giving guidance on the implementation of HACCP principles and how they should be applied to USDA-regulated food processing plants, soft drinks, fruit juices and bottled waters in a factory environment. This course will provide the most current rules, regulations and policies as they relate to HACCP principles and implementation. \$295

Good Manufacturing Practices (GMP)

This course is an introduction to the principles and practices of Good Manufacturing Practices (GMP). Emphasis is on topics of common interest to all those involved with GMP-governed products, regardless of product type. \$295

Good Laboratory Practices (GLP)

Good Laboratory Practices (GLP) is a course that provides an overview of the quality system of management controls for research laboratories and organizations. This is important to ensure the uniformity, consistency, reliability, reproducibility, quality, and integrity of chemical (including pharmaceuticals) non-clinical safety tests; from physio-chemical properties through acute to chronic toxicity tests. \$295

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12TH ANNUAL ADMINISTRATIVE PROFESSIONALS CONFERENCE

Top 5 reasons why you should attend the 2015 Administrative Professionals Day conference:

1. Have great networking opportunities
2. Refresh your professional skills
3. Learn new and upgraded skills that you can use every day
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

Tuesday, April 25, 2017

Come join us for a day of exceptional professional development activities!

Time: 8:30 a.m. - 2:30 p.m.

Location: Ernest Sharpe Student Center, Trenholm Campus,
1225 Air Base Boulevard, Montgomery, AL

Fee: \$99 per person (Lunch Included)

Agenda: 8:30 a.m. - 9:00 a.m.	Registration
9:00 a.m. - 9:15 a.m.	Welcome
9:15 a.m. - 10:45 a.m.	Opening Session
10:45 a.m. - 11:00 a.m.	Break & Networking
11:00 a.m. - 12:00 p.m.	Session #1
12:00 p.m. - 1:30 p.m.	Lunch / Admin Professional of the Year / Door Prizes
1:30 p.m. - 2:30 p.m.	Session #2

Network with colleagues and professional experts. Gain new strategies, skills and solutions to use everyday.

REGISTRATION FORM

Register by February 28, 2017 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 16
Location: Trenholm Campus
Fee: \$109.00

Time: 9:00 a.m.- 4:00 p.m.
Date: Tuesday, August 8
Location: Trenholm Campus
Fee: \$109.00

Time: 9:00 a.m.- 4:00 p.m.
Date: Wednesday, October 11
Location: Patterson Campus
Fee: \$109.00

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 6
Location: Trenholm Campus
Fee: \$69.00

Time: 9:00 a.m. - 12:00 p.m.
Date: Wednesday, September 6
Location: Patterson Campus
Fee: \$69.00

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 11
Location: Trenholm/Library Tower
Fee: \$79.00

Time: 9:00 a.m. - 4:00 p.m.
Date: Wednesday, June 7
Location: Trenholm/Library Tower
Fee: \$79.00

Time: 9:00 a.m. - 4:00 p.m.
Date: Thursday, October 5
Location: Trenholm/Library Tower
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 6
Location: Patterson Campus
Fee: \$79.00

Time: 9:00 a.m. - 4:00 p.m.
Date: Wednesday, June 7
Location: Trenholm Campus
Fee: \$79.00

Time: 9:00 a.m. - 4:00 p.m.
Date: Wednesday, September 13
Location: Patterson Campus
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 16
Location: Trenholm/Library Tower
Fee: \$109.00

Time: 9:00 a.m. - 4:00 p.m.
Date: Wednesday, April 5
Location: Trenholm/Library Tower
Fee: \$109.00

Time: 9:00 a.m. - 4:00 p.m.
Date: Thursday, July 6
Location: Trenholm/Library Tower
Fee: \$109.00

Time: 9:00 a.m. - 4:00 p.m.
Date: Thursday, October 19
Location: Trenholm/Library Tower
Fee: \$109.00

How to Change Any Habit

Yes, it is possible to change unwanted habits. There's new research on habit, and some of it says our usual approach to changing habits might be wrong; in fact, we may be inadvertently making habits we don't want even more powerful! This workshop offers new information about how we shape habit. Show your habits who's the boss and be free to do what you want to do with just a few changes in your thinking. 2 CEUs for Social Workers and Occupational Therapists

Time: 6:00 p.m.- 8:00 p.m.
Date: Wednesday, January 25
Location: Trenholm Campus
Fee: \$35

How to Influence Others

It's true. Life is easier for those who can influence others. But why is it that when some people talk, others listen and when some people talk, nobody listens? And why do some people seem to get more of what they want more often than others? Learn how to recognize your spheres of opportunity for influence and when to walk away. Be more influential with your family, friends and co-workers and recognize when you're being influenced. 2 CEUs for Social Workers and Occupational Therapists

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

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 22
Location: Trenholm Campus
Fee: \$35

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Business & Professional

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 16
 Mar 7 - March 30
 May 9 - June 1
 July 6 - Aug 1
 Sept 5 - Sept 28
 Oct 3 - Oct 26

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 Campus

Dates: Jan 23 - Feb 15
 Feb 27- Mar 22
 May 8 - June 5
 July 17 - Aug 9
 Sept 9 - Oct 2
 Oct 23 - Nov 16



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NEW COOKING COURSES

Heart Healthy Cooking

Come discover a whole new world of culinary flavor! The best news of all? These flavors don't depend on butter, oils, salt, and other fattening, unhealthy ingredients. Learning how to season with herbs, spices, citrus zest, and other condiments is the key to preparing dishes that are healthy and tasty. And it's a lot easier than you might think!

Time: 8:30 a.m.- 2:30 p.m.
 Date: January 28, 2017
 Location: Culinary Arts/8 Commerce Street
 Instructor: Chef Cawley
 Fee: \$75.00

The Secrets of Fried Chicken

Fried chicken is one food that many love, but few have mastered. Grandmother seemed to have a knack for making fried chicken crispy and golden brown outside, while still juicy inside. Learn the secret and several variations of making great chicken.

- Southern Fried Chicken
- Korean Style Fried Chicken with Peanuts and Scallions
- BBQ Style Fried Chicken Wings with Blue Cheese Dipping Sauce
- Chicken Schnitzel with Cream Gravy

Time: 8:30 a.m.-2:30 p.m.
 Date: July 8, 2017
 Location: Culinary Arts/8 Commerce Street
 Instructor: Chef Cawley
 Fee: \$65.00

Louisiana Favorites Cooking

Get your hands in the pot as we mix together some of Louisiana's favorite dishes. This class is part cooking class and part dining experience. Your class will work together to prepare Cajun Gumbo, Creole Jambalaya and Bread Pudding. Your chef instructor may even teach you how to flambé!

Time: 8:30 a.m.- 2:30 p.m.
 Date: February 11, 2017
 Location: Culinary Arts/8 Commerce Street
 Instructor: Chef Cawley
 Fee: \$75.00

The Art of Southern Summer Vegetables

If there's ever a time to focus on fresh vegetables, it's now. Farmers markets filled with a multitude of fresh local vegetables at their best. Learn to make classic Southern style vegetables and some new favorites.

- Corn and Three Pepper Soufflé
- Cold Cucumber and Dill Soup
- Fried Baby Okra with Remoulade Sauce
- Southern Ratatouille
- Lee's Pea Salad

Time: 8:30 a.m.-2:30 p.m.
 Date: August 26, 2017
 Location: Culinary Arts/8 Commerce Street
 Instructor: Chef Cawley
 Fee: \$55.00

Pizza Cooking

You'll learn, you'll laugh and you'll eat. The lifetime of fun has just begun as you'll gain the confidence and skills to create amazing pizzas in your home kitchen! The class will include making pizza dough and six different pizzas, both traditional and nontraditional.

Time: 8:30 a.m.- 2:30 p.m.
 Date: April 22, 2017
 Location: Culinary Arts/8 Commerce Street
 Instructor: Chef Cawley
 Fee: \$50.00

Easy and Impressive Desserts

Serving a homemade dessert to your family and friends doesn't have to be hard. Forget making a stop at the bakery once you learn how easy it can be to create desserts that pack as much simplicity as they do "wow factor." You will learn to make the following:

- Lemon Tart
- Classic Pound Cake with Fresh Berries and Balsamic Reduction
- Molten Chocolate Cake
- Grilled Peaches with Honey and Lime

Time: 8:30 a.m.-2:30 p.m.
 Date: October 14, 2017
 Location: Culinary Arts/8 Commerce Street
 Instructor: Chef Cawley
 Fee: \$50.00

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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 - 8:15 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, LT 309	Location: Trenholm Campus, Library Tower	Location: Trenholm Campus, Library Tower
3 Sessions: Feb 4, 11, 18 March 4, 11, 18 June 3, 10, 17 Aug 5, 12, 19 Oct 7, 14, 21 Nov 4, 18, 25	8 Sessions: Jan 24 - Feb 16 Feb 28 - March 23 May 9 - June 1 July 6 - Aug 1 Sept 5 - Sept 28	8 Sessions: Jan 18 - Feb 13 Feb 20 - Mar 15 May 9 - May 31 July 17 - Aug 9 Sept 4 - Sept 27 Oct 16 - Nov 8

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: Feb 4, 11, 18 April 8, 15, 22 May 6, 13, 20 Oct 7, 14, 21
Instructor: TBA	
Fee: \$89.00	
Location: Trenholm Campus, LT 211	

Microsoft Office 2013

This course is intended to offer individuals training in the use/application of Microsoft Office 2013. The course will cover Excel, Word, and Access and will include some discussion of Outlook and PowerPoint.

Time: (TU/TH) 6:00 - 8:15 p.m.	8 Sessions: Jan 24 - Feb 16 March 2 - March 27 May 9 - June 1 July 6 - Aug 1 Sept 5 - Sept 28 Oct 3 - Oct 26
Instructor: TBA	
Fee: \$109.00	
Location: Trenholm Campus, TBA	

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 - 8:15 p.m.	8 Sessions: Jan 23 - Feb 15 Feb 22 - March 20 May 8 - June 5 July 17 - Aug 9 Sept 6 - Oct 2 Oct 16 - Nov 8
Instructor: TBA	
Fee: \$109.00	
Location: Patterson Campus	

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 - 8:15 p.m.	8 Sessions	Jan 23 - Feb 15	Feb 22 - Mar 20
Instructor: TBA		May 8 - June 5	July 17 - Aug 9
Fee: \$109.00		Sept 6 - Oct 2	Oct 16 - Nov 8
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 - 8:15 p.m.	8 Sessions	Jan 23 - Feb 15	Feb 22 - Mar 20
Instructor: TBA		May 8 - June 5	July 6 - Aug 1
Fee: \$109.00		Sept 6 - Oct 2	Oct 3 - Oct 26
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 - 8:15 p.m.	8 Sessions	Jan 24 - Feb 16	Mar 2 - Mar 27
Instructor: TBA		May 9 - June 1	July 6 - Aug 1
Fee: \$109.00		Sept 5 - Sept 28	Oct 3 - Oct 26
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 - 8:15 p.m.	8 Sessions	Jan 23 - Feb 15	Feb 22 - Mar 20
Instructor: TBA		May 8 - June 5	July 17 - Aug 9
Fee: \$109.00		Sept 6 - Oct 2	Oct 16 - Nov 8
Location: Patterson Campus			

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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 Campus, TBA
 8 Sessions:
 Jan 24 - Feb 16 Mar 2 - Mar 28
 May 9 - June 1 July 6 - Aug 1
 Sept 5 - Sept 28 Oct 3 - Oct 26

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 Campus, TBA
 8 Sessions:
 Jan 23 - Feb 15 Feb 22 - Mar 20
 May 1 - May 24

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 Campus, TBA
 8 Sessions:
 Feb 15 - Mar 13 May 1 - May 24
 July 10 - August 2

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 Campus, TBA
 8 Sessions:
 Jan 23 - Feb 15 Feb 22 - Mar 20
 May 8 - June 5 July 17 - Aug 9
 Sept 6 - Oct 2 Oct 16 - Nov 8

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 Campus, TBA
 8 Sessions:
 Jan 24 - Feb 16 Mar 2 - Mar 28
 May 9 - June 1 July 6 - Aug 1
 Sept 5 - Sept 28 Oct 3 - Oct 26

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: Trenholm Campus, TBA
 8 Sessions:
 Jan 23 - Feb 15 Feb 22 - Mar 20
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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, TBA
 8 Sessions:
 Jan 23 - Feb 15 Feb 22 - Mar 20
 May 8 - June 5 July 17 - Aug 9
 Sept 6 - Oct 2 Oct 16 - Nov 8

Time: (TU/TH) 6:00 - 8:15 p.m.
 8 Sessions:
 Jan 24 - Feb 16 Mar 2 - Mar 28
 May 9 - June 1 July 6 - Aug 1
 Sept 5 - Sept 28 Oct 3 - Oct 26

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 Campus, TBA
 8 Sessions:
 Jan 23 - Feb 15 Feb 22 - Mar 20
 May 8 - June 5 July 17 - Aug 9
 Sept 6 - Oct 2 Oct 16 - Nov 8

Youth Summer Programs

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 10 - July 20

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 10 - July 13

Time: (M - TH) 10:00 a.m. - 12:00 p.m.

Location: Library Tower, Room 309

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 10 - July 13

Time: (M-TH) 10:00 a.m. - 12:00 p.m.

Location: Library Tower, Room 315

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 5 - June 15

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 5 - June 15

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)

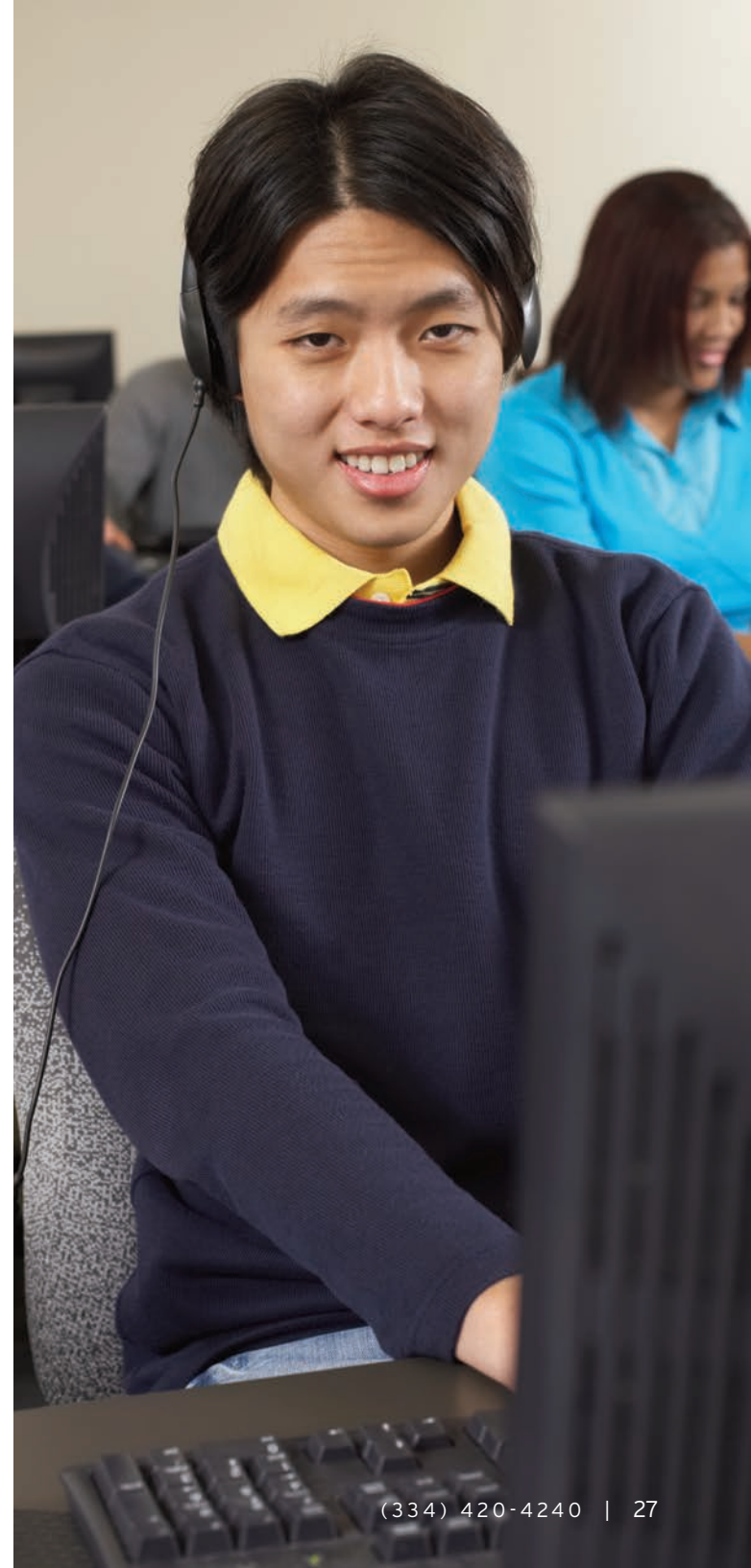
The Financial Planning and Career Preparation for Teenagers Program is designed to educate youth in fundamental financial concepts and to empower them to make positive, informed decisions to reach their financial and personal goals. Topics will include budgeting, buying, spending, saving, credit, basic investing, goal setting, and career options.

Date: June 12 - June 22

Time: (M-TH) 8:00 a.m. - 12:00 p.m.

Location: Trenholm Campus

Instructor: TBA Fee: \$99.00





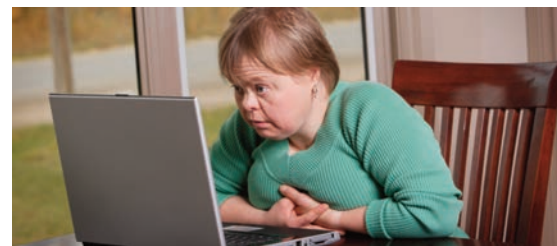
Weekend College



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:	TBA		
Session Date:	Jan 21	Feb 11	Mar 18
	April 15	May 20	June 24
	July 22	Aug 5	Sept 9
	Oct 7	Nov 4	Dec 9



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.

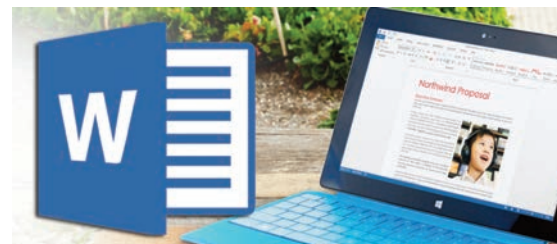
Time:	(Saturday) 1:00 p.m. - 3:00 p.m.		
Instructor:	TBA		
Fee:	\$35.00		
Location:	Trenholm Campus, Library Tower		
Session Date:	Jan 14	Feb 4	Mar 4
	April 8	May 6	June 10
	July 8	Aug 12	Sept 2
	Oct 7	Nov 4	Dec 2



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, Library Tower		
Session Date:	Jan 21	Feb 11	Mar 18
	April 15	May 13	June 17



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, Library Tower		
Session Date:	Jan 21	Feb 11	Mar 18
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Registration Information

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 class meeting, 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 class begins. Please include your name, social security number and course name in this request. No refunds will be given after the first class meeting. All registration will automatically be refunded in full for class cancellations due to insufficient enrollment. The Continuing Education office reserves the right to cancel any class that does not have a minimum of ten (10) registrants. Information will include the date, time and location of the course. Every effort is made to notify students of course cancellations by phone or e-mail prior to the start of classes.

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.

Medical Certification Training	4
Online Learning	5
E-Learning Healthcare Courses	14
Technology Ed	16
Administrative Professionals Workshop	20
One-day Seminars	21
Business and Professional	22
Cooking Course	23
Computer Technology	24
Personal Enrichment	26
Youth	27
Weekend College	28
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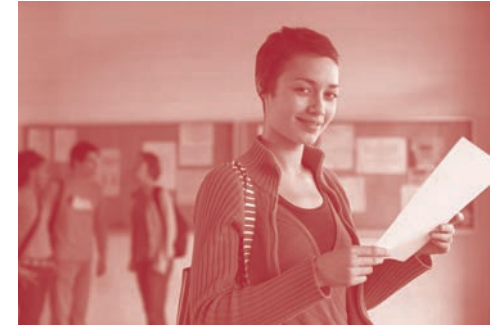
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Register Early and Receive a 10% Discount*

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



Trenholm State
COMMUNITY COLLEGE

Post Office Box 10048 | Montgomery, AL 36108
(334) 420-4240 | Fax (334) 420-4236 | www.trenholmstate.edu

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 ___/___/___

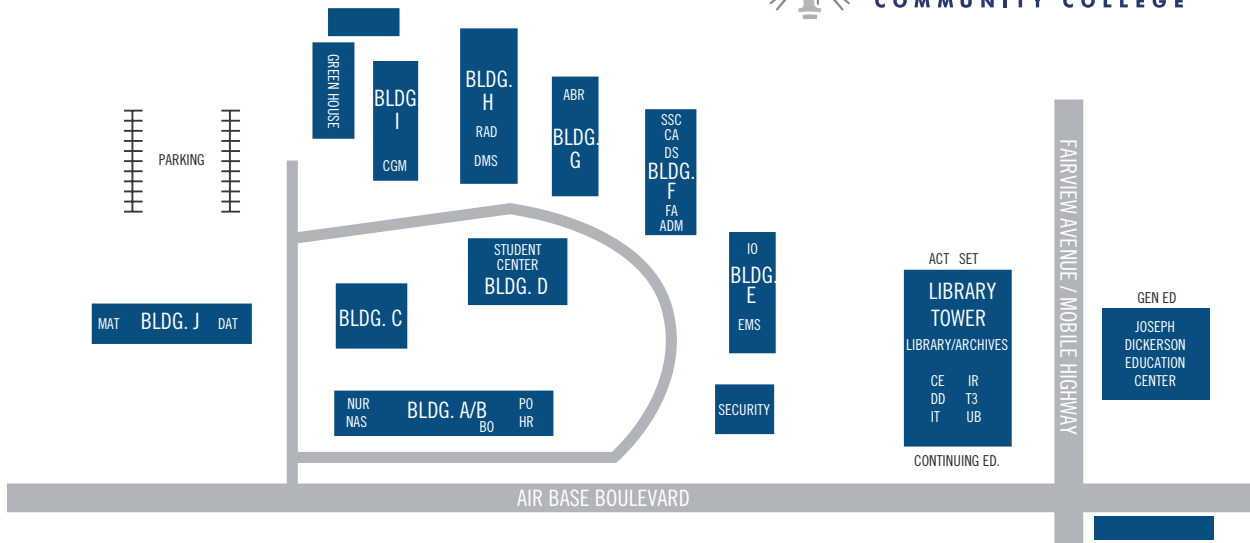
Name on Card (please print) _____

COURSE TITLE	DATE	FEE

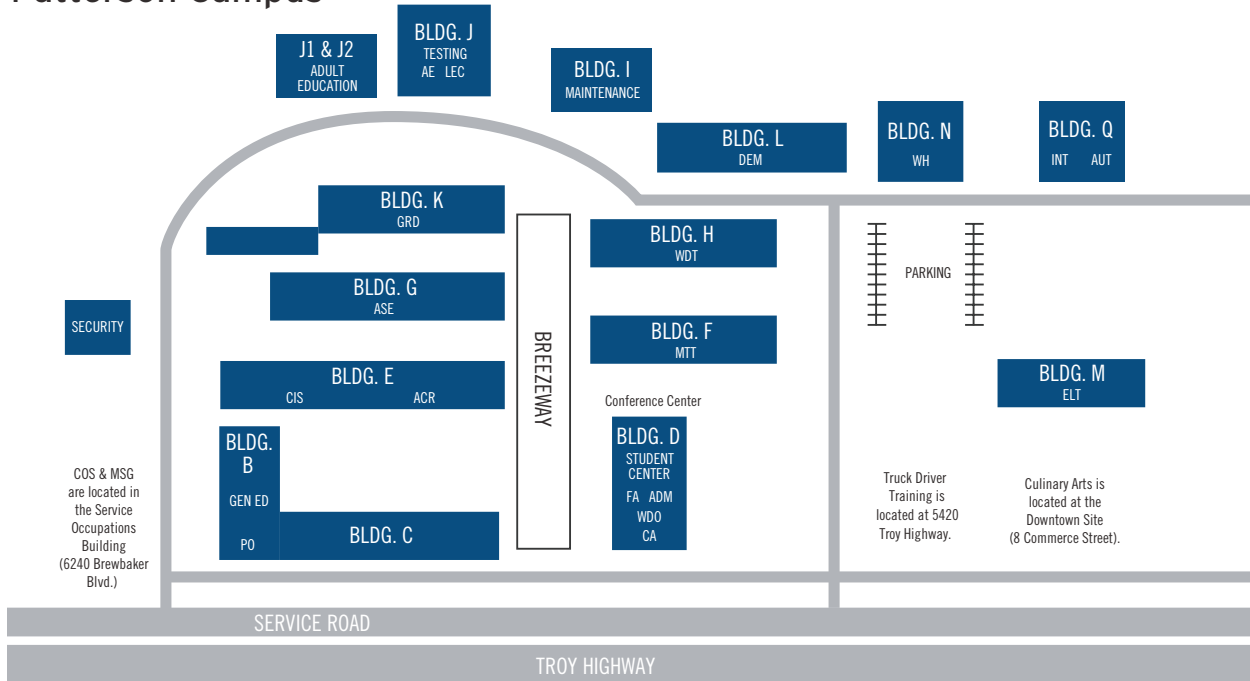
Total: \$ _____

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Trenholm Campus



Patterson Campus



ACR	A/C & Refrigeration
ACT	Accounting
ADM	Admissions
ABR	Automotive Collision Repair
AE	Adult Education
ASE	Automotive Service
AUT	Automotive Manufacturing
BKST	Bookstore
BO	Business Office
CA	Cashier
CE	Continuing Education
CGM	Early Care & Education
CIS	Computer Information Systems
COS	Cosmetology (Svc Occupations Bldg)
CUA	Culinary Arts (Downtown Site)
DAT	Dental Assisting
DEM	Diesel Mechanics
DD	Dean of Development
DDT	Drafting & Design
DMS	Diagnostic Medical Sonography
DS	Dean of Students
ELT	Electrical/Instrumentation
EMT	Emergency Medical Services
FA	Financial Aid
Gen Ed	General Education
GRD	Graphic Design
HR	Human Resources
INT	Industrial Maintenance
IO	Dean of Instruction's Office
IT	Assistant Dean of Information Tech
IR	Institutional Effectiveness
LEC	Learning Enhancement Center
NUR	Practical Nursing
MTT	Machine Tooling Technology
MAT	Medical Assisting
MSG	Massage Therapy (Svc Occupations Bldg)
NAS	Nursing Assisting
PO	President's Office
RAD	Radiology
SET	Office Administration
SSC	Student Success Center
T3	Title III-B
TRK	Truck Driving Facility
UB	Upward Bound
WDO	Dean of Workforce Development's Office
WDT	Welding
WH	Warehouse



Trenholm State
COMMUNITY COLLEGE

**H. COUNCILL
TRENHOLM STATE
TECHNICAL COLLEGE
LEARNING RESOURCE CENTER**





Post Office Box 10048 ❖ 1225 Air Base Boulevard ❖ Montgomery, AL 36108 ❖ 334-420-4240 ❖ Fax 334-420-4236 ❖ www.trenholmstate.edu