



# COMMUNITY EDUCATION THAT WORKS



**SHELTON STATE**  
COMMUNITY COLLEGE

**SPRING 2019**

# COMMUNITY EDUCATION

**W**elcome to the spring 2019 schedule of courses offered by the Shelton State Community College Community Education and Lifelong Learning Center. Courses for both programs are included in this schedule. While Lifelong Learning classes are open only to seniors age 55 and older, Community Education classes (with the exception of age-specific classes) are open to everyone.



Certification for a new career is attained through completing the course and passing board exams.



### COMMERCIAL TRUCK DRIVING, TUSCALOOSA

TEBI 225-01 CRN 50001

January 2 - February 27, 2019

TEBI 225-02 CRN 50003

March 4 - April 25, 2019

TEBI 225-03 CRN 50026

April 29 - June 24, 2019

Contact Hours: 288

Course Fee: \$1500

Mondays through Thursdays

7:30 a.m. - 5:00 p.m.

### MARTIN CAMPUS

This is an eight-week program offered through Community Education. Upon successfully completing the program's course and passing the DOT Road Test, the student will receive an operator's license and a certificate of completion from Shelton State Community College, WIOA and VA approved.

For more information, call 205.391.2386 or email [rwaldrop@sheltonstate.edu](mailto:rwaldrop@sheltonstate.edu).

### CLINICAL MEDICAL ASSISTANT PROGRAM

TEBI 001-01 CRN 50006

March 19 - June 13, 2019

Tuesdays and Thursdays

Saturdays: March 23, April 6 and 13, May

4 and 18, June 1 and 8

6:00 p.m. - 9:30 p.m.

The class will meet some Saturdays.

Contact Hours: 140

Clinical Externship Hours: 160

Course Fee: \$2899 (textbooks included)

**MARTIN CAMPUS**, Room 2909

WIOA Approved

This program is intended for students who want to prepare for an exciting, challenging, and rewarding career in healthcare. This program will train students to assist physicians by performing functions related to the clinical responsibilities of a medical office. Instruction includes, among other things, preparing patients for examination and treatment, routine laboratory procedures, diagnostic testing, and technical aspects of phlebotomy and the cardiac life cycle. Students will review important topics, including phlebotomy, pharmacology, the proper use and administration of medications, taking and documenting vital signs, cardiology (including proper lead placements), professional workplace behavior, ethics, and the legal aspects of healthcare. This program includes 140 hours of classroom lecture, hands-on labs, and a clinical externship opportunity at a local healthcare provider. To be eligible for the clinical rotation, students must successfully complete the 140-hour program, submit to both a thorough background check and a drug screening, and meet other requirements.

Note: Upon successful completion of this program, students would be eligible to sit for the National Healthcareer Association's (NHA) Certified Clinical Medical Assistant (CCMA) national examination. The examination will be administered when the class is completed. The cost of this examination is \$155.

For more information, call 205.391.2482 or email [workforce@sheltonstate.edu](mailto:workforce@sheltonstate.edu).



## PHARMACY TECHNICIAN PROGRAM

This program will be offered again later in the year.

Contact Hours: 50

Clinical Externship Hours: 80

Course Fee: \$1399 (textbooks included)

**MARTIN CAMPUS**, Room 2909

WIOA Approved

This comprehensive 50-hour course will prepare students to enter the pharmacy field and to take the Pharmacy Technician Certification Board's (PTCB) exam. Technicians work under the supervision of a registered pharmacist in hospitals, home infusion pharmacies, community pharmacies, and other healthcare settings. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions, and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, billing, and reimbursement.

For more information, call 205.391.2482 or email [workforce@sheltonstate.edu](mailto:workforce@sheltonstate.edu).



## PATIENT CARE TECHNICIAN

TEBI 003-01

CRN 50008

March 25 - June 3, 2019

Contact Hours: 120

Course Fee: \$2399 (textbooks included)

Mondays, Tuesdays, and Thursdays

5:30 p.m. - 9:30 p.m.

**MARTIN CAMPUS**, Room 2109

WIOA Approved

The healthcare industry is currently undergoing major changes in the manner in which patient care is provided. This restructuring has resulted in the introduction of a new category of healthcare worker trained to perform a variety of patient care services. Patient Care Technicians must possess the technical skills necessary to service complex patient personal care issues, including the implementation of selected portions of a specific care plan that may include rehabilitation services, basic bedside care, collection of laboratory specimens, phlebotomy, and EKGs. The Patient Care Technician works alongside doctors, nurses, and other healthcare providers to oversee and monitor patients. This Patient Care Technician Program will provide you with the basic medical knowledge and hands-on skills necessary to perform or obtain technical diagnostic testing and perform direct patient care.

NOTE: Additionally, this program meets the necessary requirements to take the National Healthcareer Association's (NHA) Certified Patient Care Technician (CPCT), Certified Nurse Technician (CNT), and/or Certified Patient Care Associate (CPCA) national certification exams.

For more information, call 205.391.2482 or email [workforce@sheltonstate.edu](mailto:workforce@sheltonstate.edu).

## DENTAL ASSISTING PROGRAM

TEBI 002-01

CRN 50007

March 21 - May 16, 2019

6:00 p.m. - 9:30 p.m.

Contact Hours: 60

Clinical Externship Hours: 40

Course Fee: \$1499 (textbooks included)

**MARTIN CAMPUS**, Room 2910

WIOA Approved

The 60-hour Dental Assisting Program prepares students for entry-level positions in one of the fastest growing healthcare positions: dental assisting. The purposes of this course are to familiarize the student with all areas of pre-clinical dental assisting and provide training in the professional skills required to function as an assistant in the dental practice. This course covers key areas and topics. Administrative aspects include the history of dentistry and dental assisting, introduction to the dental office, the legal aspects of dentistry, policies, and guidelines. Clinical aspects include introduction to oral anatomy, dental operatory, dental equipment, introduction to tooth structure, primary and permanent teeth, the oral cavity and related structures, proper patient positioning, dental hand-pieces, sterilization, and other areas. In addition to entry-level administrative jobs, this course is ideal for students interested in pursuing a future formal dental hygienist program.

For more information, call 205.391.2482 or email [workforce@sheltonstate.edu](mailto:workforce@sheltonstate.edu).



## VETERINARY ASSISTANT PROGRAM

TEBI 004-01

CRN 50010

March 27 - June 12, 2019

Contact Hours: 100

Clinical Externship Hours: 40

Course Fee: \$2299 (textbooks included)

6:00 p.m. - 9:30 p.m.

**MARTIN CAMPUS**, Room TBA

WIOA Approved

This 100-hour Veterinary Assistant Program introduces students to the exciting and growing field of veterinary medicine. Students will learn about the care of animals as well as how to recognize signs of illness and disease. This program also covers interpersonal communication, interaction with clients and their animals, as well as how to assist the veterinarian during examinations. Administrative duties, such as fee collection, banking, and managing accounts payable, are also emphasized to provide the student with the skills necessary to maintain an efficient front office. Students will enjoy learning through classroom lecture as well as hands-on labs.

Clinical Externship: As part of this Veterinary Assistant Program, you will be eligible to participate in a 40-hour clinical externship.

## MEDICAL BILLING AND CODING PROGRAM

This program will be offered later in the year.

Contact Hours: 80

Course Fee: \$1999 (textbooks included)

Mondays and Wednesdays

**MARTIN CAMPUS**, Room 2910

WIOA Approved

This combined 80-hour billing and coding course offers the skills needed to solve insurance billing problems, manually file claims (using the CPT and ICD-10 manual), complete common insurance forms, trace delinquent claims, appeal denied claims, and use generic forms to streamline



billing procedures. The course covers the following areas: CPT (Introduction, Guidelines, Evaluation, and Management), specialty fields (such as surgery, radiology, and laboratory), ICD-10 (Introduction and Guidelines), and basic claims processes for medical insurance and third party reimbursements.

Students will learn how to find the services and codes using manuals (CPT, ICD-10 and HCPCS). Note: After obtaining the practical work experience (six months to two years), 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 Management Association (AHIMA) Certified Coding Associate (CCA) exam, and/or other national certification exams.

For more information, call 205.391.2482 or email [workforce@sheltonstate.edu](mailto:workforce@sheltonstate.edu).

## **MEDICAL ADMINISTRATIVE ASSISTANT**

TEBI 000-01

CRN 50009

March 20 - May 8, 2019

Contact Hours: 50

Course Fee: \$1499 (textbooks included)

Mondays and Wednesdays

6:00 p.m. - 9:30 p.m.

**FREDD CAMPUS**, Room 107

WIOA Approved

This 50-hour course prepares students to function effectively in many of the administrative and clerical positions in the health care industry. Medical administrative assistants, medical secretaries, and medical records clerks are all positions in great demand. This program covers important background information on the medical assisting profession and interpersonal skills, medical ethics and law, medical terminology, basics of insurance billing and coding, telephone techniques,

scheduling appointments, medical records management, and management of practice finances. This program provides students with a well-rounded introduction to medical administration, so the student can gain the skills required to obtain a medical administrative assistant position in the health care field.

Note: Upon successful completion of this program, students would be eligible to sit for the National Healthcare Association's (NHA) Certified Medical Administrative Assistant (CMAA) national examination.

For more information, call 205.391.2482 or email [workforce@sheltonstate.edu](mailto:workforce@sheltonstate.edu).



## **FUNDAMENTALS OF CARPENTRY**

TEBI 025-01

CRN 40034

October 16, 2018 - March 5, 2019

Contact Hours: 154

Course Fee: \$250

Mondays and Wednesdays

5:30 p.m. - 9:30 p.m.

**FREDD CAMPUS**, Building 200, Room 240

WIOA Approved

Fundamentals of Carpentry will use a combination of classroom and shop projects to help students gain in-depth knowledge of building construction. Students will gain knowledge in safety, terminology, and various materials and tools used daily in the field. In the classroom, students will learn the most common forms of math used on the job, different construction methods, blueprint reading, and the strict safety rules associated with construction. In the shop,

students will build group and individual projects and understand the processes and different stages of construction up to a finished project.

For more information, call 205.391.2482 or email [workforce@sheltonstate.edu](mailto:workforce@sheltonstate.edu).

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These courses offer skills training for job enhancement.



### **FORKLIFT OPERATOR SAFETY TRAINING**

This eight-hour course is designed to demonstrate proper forklift operation and safety following OSHA regulations. This course consists of the following:

- An up-to-date safety DVD complete with handbook
- Classroom review of DVD, handbook, and other materials
- Practical training driving a forklift, placing a load, and loading a truck

Upon scoring 80% or better on a written test, participants will receive an operator's license wallet card.

For more information on available dates, call 205.391.2482 or email [workforce@sheltonstate.edu](mailto:workforce@sheltonstate.edu).

### **SHELTON STATE SERVSAFE® FOOD SAFETY TRAINING**

Course materials have been updated to include *ServSafe® Manager, 6th edition*. Food safety in a food service establishment is non-negotiable. Each year an estimated six to twelve million Americans contract food-borne illnesses as a result of contamination by microorganisms. These illnesses are preventable. Proper training is the key to preparing food in a safe environment. The ServSafe® Program is the premier food safety training offered by the National Restaurant Association Education Foundation.

For more information, call 205.391.2482 or email [workforce@sheltonstate.edu](mailto:workforce@sheltonstate.edu).



### **BASIC COMPUTER SKILLS**

TEBI 201-01 CRN 50055

April 12, 19, 26 and May 3, 2019

Course Fee: \$135 (textbook included)

Fridays

12:00 p.m. - 4:00 p.m.

Class Limit: 12 students

**MARTIN CAMPUS**, Room 1914A

Four sessions

Have you never used a computer before? Do you feel like computer terms are written in a foreign language? Most jobs require a working knowledge of certain computer skills. This class will teach computer basics from using the mouse and keyboard, sending messages across the country via email, creating documents, and working with databases and files.

For more information, call 205.391.2482 or email [workforce@sheltonstate.edu](mailto:workforce@sheltonstate.edu).

## BASIC MICROSOFT WORD 2016

TEBI 202-01 CRN 50056

May 10, 17, 24, 31, 2019

Course Fee: \$135 (textbook included)

Fridays

12:00 p.m. - 4:00 p.m.

Class Limit: 12 students

**MARTIN CAMPUS**, Room 1914A

Four sessions

Topics in this course include opening, closing, creating, saving, previewing, and printing documents; bullets and numbering; font, character, and paragraph settings; move and copy commands; search and replace commands; spellers; thesaurus and grammar checks; glossaries and macros; document merges; tabulations and indentations; headers and footers; page numbering; document views; text selections; scroll bars; paginations; and shortcut keys.

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Personal enrichment courses offer personal interest classes for the community.

## SMALL ENGINE REPAIR WORKSHOP

COMM 203-50 CRN 50005

February 11 - April 8, 2019

Course Fee: \$75

Mondays

4:00 p.m. - 7:30 p.m.

**TUSCALOOSA CAREER AND TECHNOLOGY ACADEMY**, Room D-101

From lawnmowers to chain saws to garden tractors to emergency generators, this equipment is powered by small engines, and all the equipment will eventually need maintenance and repair. This course is ideal for anyone trying to save money by knowing how to diagnose, repair, and overhaul engines. Basic repair techniques will be taught as well as equipment maintenance.

## TASTE OF DELICIOUS CUISINE

**Chocolate Dessert:** March 5, 2019

Course Fee: \$45.00

COMM 235-50 CRN 50059

**Gourmet Pizza:** March 19, 2019

Course Fee: \$45.00

COMM 235-51 CRN 50060

**Vegetarian:** April 2, 2019

Course Fee: \$45.00

COMM 235-52 CRN 50061

**Hors d'oeuvres:** April 16, 2019

Course Fee: \$45.00

COMM 235-53 CRN 50062

**Asian:** April 30, 2019

Course Fee: \$45.00

COMM 235-54 CRN 50063

Tuesdays

6:00 p.m. - 8:00 p.m.

Class Limit: 6 students

Minimum Age: 16 years old

**FREDD CAMPUS**, Bldg. 700, Kitchen



Learn how to make an authentic dish from another culture, and then savor it with friends. Focus on regional cuisines, like homemade pasta from Italy or a Mediterranean dish with the flavors of basil, coriander, cumin, sweet Spanish paprika, sumac, lemon, mint, and saffron. The course fee includes your food supplies for the dishes served. You will receive the recipes and will not leave hungry. This class is hands-on, so please bring your apron.

For more information, call 205.391.2482 or email [workforce@sheltonstate.edu](mailto:workforce@sheltonstate.edu).



## INTRODUCTORY DIGITAL PHOTOGRAPHY

COMM 238-50

CRN 50057

April 2, 9, 23, and 30, 2019

Course Fee: \$135

Tuesdays

6:00 p.m. - 8:00 p.m.

Class Limit: 10 students

Minimum Age: 16 years old

**MARTIN CAMPUS**, Room 1833

Four sessions

This course teaches the basic principles of photography and is designed for the enthusiast and amateur photographer. Knowledge of camera and lens operation, memory cards, file formats, composition, exposure, output, and storing is the goal of this course. **The course requires a digital camera with interchangeable lenses.**

For more information, call 205.391.2482 or email [workforce@sheltonstate.edu](mailto:workforce@sheltonstate.edu).



## INTERMEDIATE DIGITAL PHOTOGRAPHY

COMM 239-50

CRN 50058

May 7, 14, 21, and 28, 2019

Course Fee: \$135

Tuesdays

6:00 p.m. - 8:00 p.m.

Class Limit: 10 students

Minimum Age: 16 years old

**MARTIN CAMPUS**, Room 1833

Four sessions

Prerequisite: Beginning Digital Photography

This course continues the study of aesthetic and technical theories and techniques of digital photography. Topics include intermediate level exposure, composition, lighting, creativity, image editing, and correction techniques. Students begin to develop a personal photographic style. **The course requires a digital camera with interchangeable lenses.**

## **INTRODUCTION TO SEWING (evening time)**

COMM 223-01 CRN 50042

March 19, 26, and April 2, 2019

Tuesdays

6:00 p.m. - 8:00 p.m.

Course Fee: \$89 (The cost of supplies is not included.)

**MARTIN CAMPUS**, Room 1913A

Three sessions

This class is a general overview of the sewing process and all it has to offer. At the conclusion of this class, you will be able to select fabric, follow pattern instructions, cut and pin fabric, and sew seams. Each session will feature a different project. A sewing machine is required, and students must be able to operate their own sewing machines. Attendees must be at least sixteen years of age. Sewing supplies cost extra. Prior to the first day of class, email [rwalddrop@sheltonstate.edu](mailto:rwalddrop@sheltonstate.edu) for a supply list.

## **INTRODUCTION TO SEWING (day time)**

COMM 223-02 CRN 50043

April 5, 12 and 19, 2019

Fridays

1:00 p.m. - 3:00 p.m.

Course Fee: \$89 (The cost of supplies is not included.)

**MARTIN CAMPUS**, Room 1913A

Three sessions

This class is a general overview of the sewing process and all it has to offer. At the conclusion of this class, you will be able to select fabric, follow pattern instructions, cut and pin fabric, and sew seams. Each session will feature a different project. A sewing machine is required, and students must be able to operate their own sewing machines. Attendees must be at least sixteen years of age. Sewing supplies cost extra. Prior to the first day of class, email [rwalddrop@sheltonstate.edu](mailto:rwalddrop@sheltonstate.edu) for a supply list.

## **WATERCOLOR**

COMM 221-01

CRN 50039

March 22, 29, April 5, 12, 19, and 26

Course Fee: \$99 (The cost of supplies is not included.)

Fridays

9:00 a.m. - 11:30 a.m.

**MARTIN CAMPUS**, Room 1943

Six sessions

Pre-requisite: Drawing

Learn watercolor techniques, basic color theory, paint mixing, the use of a paint brush, and other materials. Discover the satisfaction of creating an original watercolor painting. The class direction will be guided by the level of ability and experience of the students and their desires. Skill and experience are not required. Attendees must be at least sixteen years of age. Art supplies cost extra. Prior to the first day of class, email [rwalddrop@sheltonstate.edu](mailto:rwalddrop@sheltonstate.edu) for a supply list.

For more information, call 205.391.2482 or email [workforce@sheltonstate.edu](mailto:workforce@sheltonstate.edu).





## DEMOPOLIS HIGHER EDUCATION CENTER CLASSES

### COMMERCIAL TRUCK DRIVING

TEBI 226-02 CRN 50014  
March 4 - April 25, 2019  
Contact Hours: 288  
Course Fee: \$1500  
Mondays through Thursdays  
7:30 a.m. - 5:00 p.m.

#### NEW ERA BUILDING

This program is an eight-week, 288 contact hour program offered through Community Education. Upon successfully completing the program's course and passing the DOT Road Test, the student will receive an operator's license and a certificate of completion from Shelton State Community College, WIOA and VA approved.

For more information, call 205.391.2386 or email [workforce@sheltonstate.edu](mailto:workforce@sheltonstate.edu).

### PHARMACY TECHNICIAN PROGRAM

TEBI 003D-01 CRN 50013  
March 26 - May 14, 2019  
Contact Hours: 50  
Clinical Externship Hours: 80  
Course Fee: \$1499 (textbooks included)  
Tuesdays and Thursdays  
6:00 p.m. - 9:30 p.m.  
DEMOPOLIS HIGHER EDUCATION CENTER  
WIOA Approved

This comprehensive 50-hour course will prepare students to enter the pharmacy field and to take the Pharmacy Technician Certification Board's (PTCB) exam. Technicians work under the supervision of a registered pharmacist in hospitals, home infusion pharmacies, community pharmacies, and other healthcare settings. Course content includes medical terminology specific to the pharmacy, reading and interpreting prescriptions, and defining drugs by generic and brand names. Students will learn dosage calculations, I.V. flow rates, drug compounding, dose conversions, dispensing of prescriptions, inventory control, billing, and reimbursement.

For more information, call 205.391.2482 or email [workforce@sheltonstate.edu](mailto:workforce@sheltonstate.edu).





## **CERTIFIED NURSING ASSISTANT PROGRAM**

TEBI 002D-01

CRN 50011

March 26 - May 14, 2019

Contact Hours: 52

Clinical Training Hours: 24

Course Fee: \$1199 (textbooks included)

Tuesdays and Thursdays

6:00 p.m. - 9:30 p.m.

DEMOPOLIS HIGHER EDUCATION CENTER

WIOA Approved

The Certified Nursing Assistant (CNA) Program is a 75-hour, non-credit course. A combination of 52 hours of classroom theory and lab and 24 hours of a supervised clinical training is offered during the program and is taught on campus and at local healthcare facilities. Focus areas will include controlling infection, promoting residents' independence, taking and recording vital signs, and caring for the residents' environment. Students will also learn patient personal care skills, as well as communication and interpersonal skills. To be eligible for the clinical training, students must successfully complete the 52-hour program, submit to a thorough background check and drug screening, submit current information on

certain immunizations (TB skin test and Hepatitis B series), and meet other requirements. The CNA Program prepares the student to sit for the Certified Nurse Aide Examination, administered by Interactive Health Network (IHN).

For more information, call 205.391.2482 or email [workforce@sheltonstate.edu](mailto:workforce@sheltonstate.edu).

## **PHYSICAL THERAPY AIDE PROGRAM**

This program will be offered later in the year.

Contact Hours: 50

Course Fee: \$1099 (textbooks included)

Tuesdays and Thursdays

6:00 p.m. - 9:30 p.m.

DEMOPOLIS HIGHER EDUCATION CENTER

WIOA Approved

This comprehensive 50-hour Physical Therapy Aide Program prepares students for the growing field of physical therapy. The physical therapy aide is generally responsible for carrying out the non-technical duties of physical therapy, such as preparing treatment areas, ordering devices and supplies, and transporting patients working under the direction of the physical therapist. Furthermore, these workers assist physical therapists in providing services that help improve mobility, relieve pain, and prevent or limit permanent physical disabilities of patients suffering from injuries or disease. Physical therapy aides may be employed in nursing homes, hospitals, sports rehabilitation centers, and some orthopedic clinics. Note: This program does not include a national or state certification as part of its overall objectives.

A high school diploma or GED is required for all medical technician programs. Both a background check and drug screen will be required to begin clinical externships.

For more information, call 205.391.2482 or email [workforce@sheltonstate.edu](mailto:workforce@sheltonstate.edu).

## LIFELONG LEARNING CENTER

For a \$30 fee per class, senior students age 55 and older may take any of the courses offered through the Lifelong Learning Center. You must register prior to the start of class.

For more information, call 205.391.2482 or email [workforce@sheltonstate.edu](mailto:workforce@sheltonstate.edu).

### HEALTH AND FITNESS

#### WEIGHT TRAINING FOR SENIORS

LLL 166-01 CRN 50037

January 14 - March 6, 2019

Course Fee: \$30

Mondays and Wednesdays

11:30 a.m. - 12:30 p.m.

**MARTIN CAMPUS**, Room 1262

Please join us for fun and fitness! Designed especially for seniors, this course will improve overall muscular and cardiovascular strength and endurance, as well as help to prevent osteoporosis.



## ED2GO INSTRUCTOR-LED ONLINE COURSES

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our website to view start dates for the courses that interest you.

Complete any course entirely from your home or office at any time of the day or night.

- Introduction to Microsoft Excel
- Creating Web Pages
- Accounting Fundamentals
- Speed Spanish
- Introduction to Dreamweaver
- Medical Terminology: A Word Association Approach
- Introduction to QuickBooks
- GRE Preparation - Part 1
- Intermediate Microsoft Excel
- Real Estate Investing
- Introduction to Microsoft Access
- Introduction to Microsoft Word
- Project Management Fundamentals
- Computer Skills for the Workplace
- A to Z Grant Writing
- Introduction to PC Troubleshooting
- Introduction to PowerPoint
- Discover Digital Photography
- Grammar Refresher

Register at [www.ed2go.com/shelton](http://www.ed2go.com/shelton).



For more information, call 205.391.2386 or email [rwaldrop@sheltonstate.edu](mailto:rwaldrop@sheltonstate.edu).





# READYTOWORK

INFORMATION GUIDE



## **Shelton State Community College**

Martin Campus and C.A. Fredd Campus  
Tuscaloosa, Alabama

West Alabama Works Workforce Center  
Brookwood, Alabama

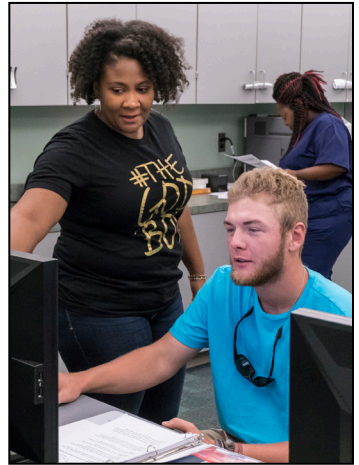
West Blocton High School  
West Blocton, Alabama

# **BUSINESS & INDUSTRY PARTNERS**

The Alabama Certified Worker Certificate can be used as:

- a pre-requisite for entry-level employees
- professional development for existing
- employees a tool for internal career advancement or promotion

Training is provided at no cost to the participant, but requires an investment of time, and willingness to learning new skills. Individuals who successfully complete the **Ready to Work** program are more prepared to become productive employees. Participants receive training in soft skills that will improve employee retention, time management, problem solving skills, critical thinking techniques, and much more.



**Ready to Work** participants are required to demonstrate positive work ethic through-out their progression through the program. Participants are monitored on: Attendance, Punctuality, Attitude, Motivation, Organization, and overall workplace ethics.

Graduates of the **RTW** program have successfully advanced through rigorous training and experiential learning activities to prepare them to excel in the workforce. These participants will show dedication, initiative, and are **Ready to Work** for YOU!

For more Information on becoming a business and industry partner visit:

[www.AlabamaReadytoWork.org](http://www.AlabamaReadytoWork.org)

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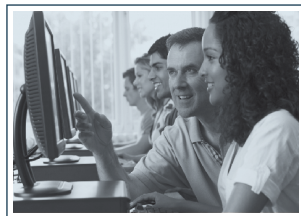
## **CONTACT**

Shelton State Community College  
Workforce Development  
[workforce@sheltonstate.edu](mailto:workforce@sheltonstate.edu)  
205.391.2482



### ABOUT RTW

Alabama's **Ready to Work** program provides a career pathway for individuals with limited education and employment experience. **Ready to Work's** workplace environment provides trainees the entry-level skills required for employment with most businesses and industries in Alabama. Training is provided at no cost to participants.



The **Ready to Work** curriculum is set to standards cited by business and industry employers throughout the state, and the skills cited in the U. S. Department of Labor's **Secretary's Commission on Achieving Necessary Skills (SCANS)** Reports.

### RTW MANAGEMENT

The **Ready to Work** program is managed by the **Alabama Community College System Office (ACCS)** in partnership with **AIDT**. Administrative tasks are completed by both entities.

The **Ready to Work** curriculum is delivered through programs located at Alabama community colleges. **AIDT** is the proprietor of all **RTW** curriculum, and provides access to the curriculum at no cost to any Alabama community college.

### ENROLLMENT

Qualified participants may enter the **RTW** program at any time judged appropriate by the **RTW** Program Director. For detailed enrollment requirements, contact the nearest participating Alabama community college.

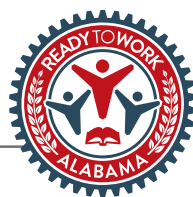
### CREDENTIALS

**Certification Requirements include:**

- 95% Attendance and Punctuality rate.
- Satisfactory achievement of work ethic, organizational skills, attitude, and motivation.
- 70% or higher on all required assessments.
- Successful completion of WorkKeys assessments with level 3 or higher.

**Upon successful completion of the RTW program, graduates will receive two industry recognized credentials:**

- National Career Readiness Certificate – issued by **ACT**
- Alabama Certified Work Certificate – issued by **AIDT**



## CURRICULUM

The **Ready to Work** core curriculum consists of 6 training modules and **ACT WorkKeys**. Each module is comprised of 3 to 6 lessons that build upon and reinforce common concepts. All curriculum modules, including **ACT WorkKeys**, are structured to reinforce the essential skills of reading, writing, listening, speaking and arithmetic.

**RTW** curriculum includes both online and classroom components. Assessments are used to measure mastery of skills presented through the curriculum. All assessments must be completed with a score of 70% or higher to receive credit.

## INDUSTRY SPECIFIC CONCENTRATION (OPTIONAL)

The **Ready to Work** program will soon offer industry specific training options. Participants will be able to choose an optional concentration that provides targeted training in the chosen industry. Selecting this option will require participants to take one additional training module to earn the industry specific concentration. The concentrations are designed to introduce participants to the basic skills required in the selected industry.

ACT WORK KEYS	TECHNOLOGY BASICS	FDIC	COMMUNICATION	WORKPLACE BEHAVIORS	PROBLEM SOLVING	JOB PREP
Applied Math	Document Management	Budgeting Fundamentals	Nonverbal Skills	Diversity	Six-Step Problem Solving	Career Exploration Tools
Workplace Documents	Information Curation/ Working Online	Setting up a Checking Account	Verbal Skills	Workplace Violence	Problem Solving Strategies and Tools	Job Application
Graphic Literacy	Social Networking	Using a Checking Account	Working in Teams	Sexual Harassment	Structured Decision-Making	Resume Writing
	Virtual Team Tools	Maintaining a Checking Account		Workplace Ethics	Time Management	Interviewing
	Productivity Tools			Safety	Negotiation	
					Conflict Resolution	

For more Information about the RTW program visit: [www.AlabamaReadytoWork.org](http://www.AlabamaReadytoWork.org)

**Ready to Work information provided by AIDT.**

## **REGISTRATION AND WITHDRAWAL POLICY**

A variety of special interest courses is offered through Community Education. Most classes require a minimum number of participants. Interested persons should register at least two days prior to the starting date of the class to ensure enrollment. This registration may be achieved by emailing [workforce@sheltonstate.edu](mailto:workforce@sheltonstate.edu).

Payment may be made by cash, check, or credit card through the Cashier's Office on the Martin Campus. For your convenience, credit card payments may be made via telephone by calling the Cashier's Office at 205.391.2335. Checks and money orders should be made payable to Shelton State Community College (SSCC).

A student who withdraws before the start of a class will receive a 100% refund. Students must contact the Workforce Development office prior to the first day of class to withdraw officially from a course. Shelton State does not give cash refunds. Refunds are mailed from the Office of Business Services. A student who withdraws after the class begins will not be issued a refund. Failure to attend a class does not constitute withdrawal.

## **DATES OF SCHOOL CLOSINGS**

Shelton State Community College will not be open for classes on January 21 and March 11 - 15, 2019.

## **WEATHER STATEMENT**

Any time Shelton State Community College is closed, this closure includes all non-credit classes. Students are responsible for being aware of changing weather conditions and checking the status of SSCC hours of operation as well as the Tuscaloosa County School System. SSCC personnel will not call individual students regarding any change of hours. This information can be accessed at [sheltonstate.edu](http://sheltonstate.edu) and on SSCC's Facebook page.





**Before registering, please refer to the individual class contact information listed at the bottom of each class.**

**To register, please call 205.391.2482 or email [workforce@sheltonstate.edu](mailto:workforce@sheltonstate.edu).**

**Visit our website at**

**[sheltonstate.edu](http://sheltonstate.edu)**

**and click on the menu for Community/Corporate Education.**

**All classes must be self-supporting whether Lifelong Learning or Open Enrollment. A minimum number of students will be required for the class to meet enrollment criteria.**

## **CAMPUS AND SATELLITE LOCATIONS**



**Shelton State Community College  
Martin Campus**

9500 Old Greensboro Road  
Tuscaloosa, AL 35405



**Shelton State Community College  
Fredd Campus**

3401 Martin Luther King Blvd.  
Tuscaloosa, AL 35401



**Demopolis Higher Education Center**

186 Field of Dreams Drive  
Gallion, AL 36742



**SHELTON STATE**  
COMMUNITY COLLEGE

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9500 Old Greensboro Road  
Tuscaloosa, AL 35405

It is the policy of the Alabama Community College System Board of Trustees and Shelton State Community College, a postsecondary institution under its control, that no person shall, on the grounds of race, color, national origin, religion, marital status, disability, gender, age, or any other protected class as defined by federal and state law, be excluded from participation, denied benefits, or subjected to discrimination under any program, activity, or employment. Important information about the educational debt, earnings, and completion rates of students attending programs can be found at [sheltonstate.edu/gainfulemployment](http://sheltonstate.edu/gainfulemployment).