

WORKFORCE DEVELOPMENT

256.840.4211 | TWALKER@SNEAD.EDU

The Workforce Development Division at Snead State Community College offers training opportunities designed to give you the skills you need to succeed. We provide personal enrichment classes, professional development opportunities, business and industry specific training and short-term skill training programs aimed at helping you obtain those skills needed in today's workforce. For more detailed information on specific training being offered each semester, please visit www.snead.edu/workforce or contact the Workforce Development staff.

Cherri Barnard
Workforce Development Specialist
256.840.4152
cbarnard@snead.edu

Teresa Walker
Director of Workforce Development
256.840.4211
twalker@snead.edu

In the event Snead State should experience the need for all in-person classes to transition to remote instruction due to the COVID-19 pandemic or other event warranting the need for such plans, such communication will be provided to the students. This communication will provide details to the program's remote instructional plan to complete the necessary theory, lab and/or clinical to meet the course objectives necessary for successful completion in a remote environment. For further information contact Teresa Walker, twalker@snead.edu, or Cherri Barnard, cbarnard@snead.edu.

CAREER SKILLS TRAINING PROGRAM CALENDAR 2021-2022

Clinical Medical Assistant

April 5Registration Opens
July 20 Deadline to receive results from
background screen
July 27Payment Deadline; Notification
of WIOA/VA funding Deadline
Aug. 3.....Class Orientation
Aug. 9.....Last day to drop for full refund
Aug. 10First day of class
Aug. 10Last day to drop for 75% refund**
Nov. 11Veteran's Day Holiday*
Nov. 20CPT exam

Nov. 23-25 Thanksgiving Holiday*
Dec. 18 NCRC exam
Dec. 21-23Christmas holiday
Dec. 28-30New Year's holiday
Mar. 22-24 Spring Break
April 16.....Last Class Day
April 18.....CCMA exam

Phlebotomy Technician

April 5Registration Opens
July 20 Deadline to receive results from
background screen
July 27 Payment Deadline; Notification of
WIOA/VA funding Deadline
Aug. 3.....Class Orientation
Aug. 9.....Last day to drop for full refund
Aug. 10First day of class
Aug. 10Last day to drop for 75% refund**
Nov. 18Last Class Day
Nov. 20CPT exam

Welding Technology

April 5Registration Opens
Aug. 16 Payment Deadline; Notification
of WIOA/VA funding Deadline
Aug. 24Class Orientation
Aug. 30Last day to drop for full refund
Aug. 31First day of class
Aug. 31Last day to drop for 75% refund**
Sept. 9.....NCRC exam
Oct. 5, 7, 12 OSHA 10 hr General Industry
(*Must be present each day*)
Oct. 26MSSC Safety exam
Nov. 23-25 Thanksgiving Holiday*
Dec. 14 MSSC Manufacturing exam
Dec. 21-23 Christmas Holiday*
Dec. 28-30 New Year's Holiday*
Feb. 1MSSC Quality exam
March 15 MSSC Maintenance exam
March 22-24 Spring Break*
June 7 Payment deadline for extra
AWS certifications
June 16.....Last day to submit AWS
certification plates
July 16Forklift Safety training
July 28 Last Class Day/Submit for NCCER
credential

*No classes held

**No refunds given after this date, see WFD refund policy

CAREER SKILLS TRAINING

Career skills training programs are designed to provide individuals with employable skills in an accelerated, condensed manner. These programs may be completed within 15 weeks to 11 months in a variety of career fields. Financial assistance is available for those who qualify through the Veteran's Educational Benefits Program and the Workforce Innovation and Opportunity Act (WIOA) for a select number of programs.

NMAT 9000 NC: CLINICAL MEDICAL ASSISTANT (WIOA Approved) - 298 contact hours

Location: Boaz Campus/Arab Instructional Site

Tuition: \$4,995, including all textbooks, two sets of scrubs, health screenings (physical, drug screens), National Career Readiness Certificate (NCRC), BLS for Healthcare certification, and the national health care exam fees and study guides - Certified Phlebotomy Technician (CPT) and the Certified Clinical Medical Assistant (CCMA).

This comprehensive program is designed to allow students to become trained as a Clinical Medical Assistant. The clinical medical assistant program prepares students to function effectively in many of the administrative/clerical and medical assistant clinical positions in the healthcare industry. Instruction covers important information on anatomy and physiology, medical terminology, clinical knowledge to include blood pressure checks, using a stethoscope, urine analysis, basic insurance billing aspects, medical ethics, customer service and legal aspects. Students will also learn EKG basics and be prepared to collect blood, and other specimens, from clients for the purpose of laboratory analysis and become familiar with all aspects related to blood collection and develop comprehensive skills to perform venipunctures completely and safely, as well as BLS for Healthcare certification. In addition to classroom hours, the program includes on-site job shadowing and clinicals through Marshall Medical Centers - which is required for certification. Upon completion of the program, students will obtain a National Career Readiness Certificate (CRC) and sit for the Certified Clinical Medical Assistant (CCMA) and the Certified Phlebotomy Tech (CPT) exams given through NHA (National Healthcareer Association).

**This program is hybrid utilizing both face-to-face and virtual instruction. Students are required to have*

access to the internet, laptop/desktop computer and have proficient computer skills. Financial aid will not cover the cost of an electronic device such as laptops, desktops, tablets, etc.

A clear background check is required for entrance into the program, and a clean drug screen is required for continued enrollment in the program.

- **Trends in Medical Assisting - 5 hours**

Explores the skills and responsibilities of the medical assistant, examines behaviors necessary to be successful in the health care industry, and discusses various credentialing opportunities and the various types of medical establishments in which these professionals work and the current occupational outlook.

- **Communication - 10 hours**

Understanding how to exchange written, oral and nonverbal information, which is fundamentally crucial in the exchange of communication in health care. Identifying techniques for overcoming communication barriers. Understanding that a positive attitude is essential and professional when having daily contact with patients, colleagues and other professionals face-to-face and by phone, e-mail, or other electronic technologies, including electronic health records (EHRs), or by letter to promote effective and meaningful communications.

- **Legal and Ethical Issues - 5 hours**

Understand and define scope of practice and how it relates to the duties of a medical assistant within the state that the medical assistant is employed. Differentiate between scope of practice and standard of care for medical assistants. Understand medical law and malpractice, confidentiality, consent, ethical issues, medical records, HIPPA, GINA, and ADA.

- **Anatomy & Physiology - 20 hours**

Understanding anatomic descriptors and fundamental body structure of the human body: the nervous system, the senses, the integumentary system, the skeletal system, the muscular system, the respiratory system, the circulatory system, the immune system, the digestive system, the urinary system, the endocrine system and the reproductive system.

- **Infection Control – 15 hours**

Understanding the importance of infection control and that it is an ongoing aspect of health care for both patient and the health care provider. Understand regulations of the Centers for Disease Control (CDC) which impact health care practices, compliance with federal, state and local health laws and regulations, personal protective equipment, blood-borne pathogens, disinfection/sterilization techniques, sanitization procedures, risk management procedures and standard precautions.

- **Measurements – 12 hours**

Understanding the importance of body measurements in relation to patient care. Knowledge base of measuring height, patient weigh-in, weight and BMI conversions. Understanding the importance, and demonstrating correct recording, of height, weight, oral, rectal and axillary temperature, pulse rate, respirations and blood pressure.

- **Clinical Setting – 15 hours**

Prepare for the preparation of the patient for physical examinations and other procedures and examinations through physical assessment, patient history, preparation and positioning. The performance of several evaluation tests for common specialty exams and procedures are discussed as well as the specific examinations and procedures for assessing the OB/GYN and pediatric patient, eyes, ears and pulmonary.

- **Laboratory Procedures – 95 hours**

Performing laboratory procedures, patient and health care provider safety is at the forefront of these duties, including the collection of specimens. Prevention of disease is of utmost importance in preparing for these clinical tasks. All guidelines should be noted regarding safe and efficient practice of procedures in the physician's office laboratory and in dealing with patients. Safety practices from methods of collection techniques through the testing process: the physician's office laboratory, specimen collection and processing, blood specimen collection and diagnostic testing. Class includes clinical rotation at Marshall Medical Centers to include a minimum of 30 venipunctures, and 10 capillary sticks, to be eligible to sit for the Certified Phlebotomy Technician (CPT) exam through NHA.

- **Medication Administration – 20 hours**

Correct and accurate medication administration is the responsibility of all health care workers at every level of care. Students will understand pharmacology fundamentals, measurement systems, basic mathematics and dosage calculations, administering oral and noninjectable medications, administering injections and immunizations. Proficiency with basic math skills is necessary for preparing medications – basic functions of addition, subtraction, multiplication, and division as well as be able to calculate and convert fractions, decimals, percentages, and ratio proportions.

- **EKG – 6 hours**

Students will understand the anatomy and physiology of the heart and common cardiovascular tests. Discuss the equipment and supplies needed to perform an EKG and identify the 12 leads and describe which area of the heart each represents.

- **Minor Surgery – 15 hours**

Students will have a working knowledge of the care and function of basic instruments used in the medical office to perform minor surgical procedures. Basic information for assisting the provider and preparing the patient is covered along with a description of the specialized instruments used in the performance of minor office surgery.

- **Emergencies – 17 hours**

Recognize and respond to medical office emergencies, principles and steps of professional provider CPR and AED. Knowledge base of symptoms that constitute an emergency – heart attack, heat stroke, heat exhaustion, shock, stroke. Identify the emergency plan for response to a natural disaster or other emergency.

- **Emergency Preparedness – 10 hours**

Learn how to respond and how to assist the provider in treating an individual with an emergency in the medical office. Develop an emergency plan for natural disasters and other emergencies in the medical office. Develop a personal safety plan for work and home.

- **Nutrition – 10 hours**

Learn the knowledge base of nutrition, exercise and healthy living. Understand the Guidelines for Good Health table, the ChooseMyPlate Food Guidance System, parts of a food label and how to interpret, dietary supplements, special dietary needs for weight control, diabetes, cardiovascular disease, hypertension, cancer, lactose sensitivity, gluten free and food allergies. Know the importance of exercise, sleep and a positive outlook toward health.

- **Psychology - 10 hours**

Learn coping and problem solving skills to assist with the stress of everyday life and occasional crisis of routine living. Many procedures can be used to include, chosen religious beliefs, activities that reinforce one's significance and independence, meditation and other relaxation exercises.

- **Office Administration – 20 hours**

Emphasis is placed on developing office skills and knowledge of medical terms. In the program, students learn to provide office support to medical facilities including records management, medical report production, patient interface, insurance and billing responsibilities, telephone interaction, scheduling, office policies and procedures, office documents and confidentiality.

- **Job Prep – 7 hours**

Emphasis is placed on resume building and positive interviewing skills. Students will also test with ACT WorkKeys to obtain a National Career Readiness Certificate.

- **BLS for Healthcare certification – 6 hours**

The BLS Course trains participants to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations, and provide early use of an AED. The BLS instructor-led course teaches both single-rescuer and team basic life support skills for application in both prehospital and in-facility environments with a focus on High-Quality CPR and team dynamics. In the instructor-led course, students participate in simulated clinical scenarios and learning stations. Students work with an AHA BLS instructor to complete BLS skills practice and skills testing. Students also complete a written exam.

- **Externship**

Students will gain insight into the daily operations of a clinical medical assistant in varying environments. The externship involves a maximum of 40 hours within a physician office associated with Marshall Medical Centers. Physician office types will vary, as well as the environment. Upon completion of the externship students will sit for the Certified Clinical Medical Assistant (CCMA) exam through NHA.

NMLT 9100 NC: PHLEBOTOMY TECHNICIAN - 136 contact hours

Location: Boaz Campus/Arab Instructional Site

Tuition: \$2,940, including all textbooks, two sets of scrubs, health screenings (physical, drug screens), National Career Readiness Certificate (NCRC), BLS for Healthcare certification, and the national health care exam fee and study guide - Certified Phlebotomy Technician (CPT).

This comprehensive program is designed to allow students to become a Phlebotomy Technician. Students will be prepared to collect blood specimens from clients for the purpose of laboratory analysis & become familiar with all aspects related to blood collection & develop comprehensive skills to perform venipunctures completely & safely. Classroom & lab work includes terminology, anatomy, physiology; blood collection procedures; specimen hands-on practice; BLS for Healthcare certification training & clinical training in skills & techniques to perform puncture methods. In addition to classroom hours, the program includes on-site clinicals - which is required for certification for phlebotomists.

Upon completion of the program, students will obtain a National Career Readiness Certificate (NCRC) & sit for the Certified Phlebotomy Tech (CPT) exam given through NHA (National Healthcareer Association).

**A clear background check is required for entrance into the program, and a clean drug screen is required for continued enrollment in the program. This program is hybrid utilizing both face-to-face and virtual instruction. Students are required to have access to the internet, laptop/desktop computer, and have proficient computer skills. Financial aid will not cover the cost of an electronic device such as laptops, desktop computers, tablets, etc.*

- **Phlebotomy Practice and Quality Assessment Basics – 5 hours**

Explores the skills and responsibilities of the phlebotomist, examines behaviors necessary to be successful in the health care industry, and discusses various credentialing opportunities and the various types of medical establishments in which these professionals work and the current occupational outlook. Topics also include professional appearance and personal health, communication strategies, active listening, telephone and e-mail communications and quality assessment.

- **Ethical, Legal and Regulatory Issues – 5 hours**

Understanding ethics and laws in healthcare. Students will learn how to avoid blood collection lawsuits, the basic functions of the medical record, informed consent vs. implied consent, key components of HIPAA and CLIA, patient confidentiality and medicolegal terms related to phlebotomy procedures, policies, and protocols designed to avoid medicolegal problems.

- **Basic Medical Terminology – 5 hours**

Understand word elements, such as roots, prefixes and suffixes. Combine elements to make words and divide complex words into these elements and learn the basic terms used in the laboratory.

- **The Human Body and the Cardiovascular System – 10 hours**

Understanding the basic functions of the cardiovascular system, the chambers of the heart and major heart blood vessels. Learn the characteristics of arterial, venous, and capillary blood, locate the veins most commonly used for phlebotomy, understand the meaning of hemostasis and the five basic steps in the coagulation (blood clotting) sequence.

- **Safety and Infection Control – 10 hours**

Understanding the importance of infection control and that it is an ongoing aspect of health care for both patient and the health care provider. Students will learn safety policies and procedures in specimen collection and transportation, personal safety from infection during specimen handling, as well as techniques for handwashing,

donning and removing gloves, gowning, masking, gloving and disposing of contaminated items. Also covered is the removal of patient's specimen from isolation room, safety measures for fire, electrical, radiation and chemical safety in a health care facility, avoiding transmission of bloodborne pathogens, and the elements of a disaster emergency plan for a health care facility.

- **Documentation, Specimen Handling and Transportation – 10 hours**

Understanding patient records, policies and procedures, laboratory test requisitions and Labels, specimen labels and blood collection lists. Learn specifics regarding specimen handling and transportation guidelines, delivery methods, storage and sample rejection.

- **Blood Collection Equipment – 10 hours**

Understanding the latest phlebotomy safety supplies and equipment including, blood collection equipment, venipuncture equipment, blood collection tubes and additives. Students are introduced to safety syringes, safety needles/holders, the tourniquets, gloves for blood collection, and other supplies such as antiseptics, sterile gauze pads, bandages specimen collection trays and microcollection equipment.

- **Preexamination/Preanalytical Complications – 10 hours**

Preanalytical variables are important to health care workers involved with blood collection. This course will cover patient complications and the preanalytical variables that are reported most often. Topics include categories of preanalytical variables, complications associated with test requests and identification, and complications associated with the specimen.

- **Venipuncture Procedures– 15 hours.**

Understanding of correct venipuncture procedures. Topics covered include blood collection process and using standard procedures. Mentally preparing for the patient encounter, patient identification, use of a tourniquet, cleansing the puncture site, performing a venipuncture, syringe method and leaving the patient.

- **Capillary Blood Specimens – 15 hours**

Understanding how to collect capillary blood specimens. Topics include indications for skin puncture, composition of capillary blood, collecting diagnostic capillary blood specimens, supplies for skin puncture and blood films for microscopic slides. After successful completion students are ready for clinical rotation at Marshall Medical Centers to include a minimum of 30 venipunctures, and 10 capillary sticks, to be eligible to sit for the Certified Phlebotomy Technician (CPT) exam through NHA.

- **Pediatric and Geriatric Procedures – 13 hours**

Collecting blood from pediatric and geriatric patients requires much clinical knowledge about, and training for, the proper techniques. Both age groups require extra care in blood collection. Students will learn how to prepare the child and the parent, proper positions for restraining a child, how to handle combative patients, pediatric phlebotomy procedures, heelstick and fingerstick procedures and collection of capillary blood for neonatal screening and considerations in home care blood collections for geriatric patients.

- **Special Collections– 15 hours**

Understanding the various collections for specialized testing. Topics include, blood cultures, glucose tolerance test, blood coagulation monitoring, hematocrit, hemoglobin and other hematology parameters, cannulas and fistulas, donor room collections, arterial blood gases, and urine collections.

- **Job Prep – 7 hours**

Emphasis is placed on resume building and positive interviewing skills. Students will also test with ACT WorkKeys to obtain a National Career Readiness Certificate.

- **BLS for Healthcare certification – 6 hours**

The BLS Course trains participants to promptly recognize several life-threatening emergencies, give high-quality chest compressions, deliver appropriate ventilations, and provide early use of an AED. The BLS instructor-led course teaches both single-rescuer and team basic life support skills for application in both prehospital and in-facility environments with a focus on High-Quality

CPR and team dynamics. In the instructor-led course, students participate in simulated clinical scenarios and learning stations. Students work with an AHA BLS instructor to complete BLS skills practice and skills testing. Students also complete a written exam.

NWDT 9001 NC: WELDING TECHNOLOGY (WIOA Approved) - 424 contact hours

Location: Marshall Technical School, Guntersville

Tuition: \$5,500, including all textbooks, PPE & carrying case/bag (helmet, gloves, safety glasses and jacket), hand tools, gases and metals used in the lab, forklift safety training, National Career Readiness Certificate (NCRC), MSSC Certified Production Technician certification (CPT), NCCER credential, OSHA 10 hr General Industry training, and one AWS certification process.

Welding is a high-tech industry that can take you places all over the world. Welds are everywhere, from ladders to aircraft carriers, from NASCAR to national defense, and from laboratory to sales and repair; the varied welding industry impacts virtually every industry. Few career choices offer so many options for employment and opportunity for growth. In this program, Snead State Community College's Welding Technology will prepare students to enter the high-tech industry of welding. The NCCER curriculum includes training in Stick, MIG (solid wire & flux core) and TIG welding. The program also covers 10 hour OSHA safety training, forklift safety training, MSSC Certified Production Technician training and employability skills. Upon completion of this program, and in addition to the welding training certificate, students will obtain a National Career Readiness Certificate, one weld process of choice, forklift safety training card, MSSC CPT certification and the OSHA 10 hour safety training.

- **Basic Safety – 5 hours**

Presents basic job site safety information to prepare workers for the construction environment. Describes the common causes of workplace incidents and accidents and how to avoid them. Introduces common personal protective equipment, including equipment required for work at height, and its proper use. Information related to safety in several specific environments, including welding areas and confined spaces, is also provided.

- **Introduction to Construction Math – 10 hours**

Reviews basic math skills related to the construction trades and demonstrates how they apply to the trades. Covers multiple systems of measurement, decimals, fractions, and basic geometry.

- **Introduction to Hand Tools – 2 hours**

Introduces common hand tools used in a variety of construction crafts. Identifies tools and how to safely use them. Also presents proper hand tool maintenance.

- **Introduction to Power Tools – 2 hours**

Identifies and describes the operation of many power tools common in the construction environment. Provides instruction on proper use, as well as safe-handling guidelines and basic maintenance.

- **Introduction to Construction Drawings – 10 hours**

Introduces the basic terms, components, and symbols of construction drawings, as well as the most common drawing types. Also covers the interpretation and use of drawing dimensions.

- **Introduction to Basic Rigging – 2.5 hours**

Provides basic information related to rigging and rigging hardware, such as slings, rigging hitches, and hoists. Emphasizes safe working habits in the vicinity of rigging operations.

- **Basic Communication Skills – 2 hours**

Provides techniques for effective communication on the job. Includes examples that emphasize the importance of both written and verbal communication skills. Describes the importance of reading skills in the construction industry and discusses effective telephone and e-mail communication skills.

- **Basic Employability Skills – 8 hours**

Describes the opportunities offered by the construction trades. Discusses critical thinking and essential problem-solving skills. Also identifies and discusses positive social skills and presents information on computer systems and their industry applications. Students will create resumes and test for the National Career Readiness Certificate through ACT WorkKeys.

- **Introduction to Materials Handling – 2 hours**

Describes the hazards associated with handling materials and provides techniques to avoid both injury and property damage. Also introduces common material handling equipment.

- **Welding Safety – 1.5 hours**

Covers safety equipment, protective clothing, and procedures applicable to the cutting and welding of metals.

- **Oxyfuel Cutting – 2 hours**

Explains the safety requirements for oxyfuel cutting. Identifies oxyfuel cutting equipment and setup requirements. Explains how to light, adjust, and shut down oxyfuel equipment. Trainees will perform cutting techniques that include straight line, piercing, bevels, washing, and gouging.

- **Plasma Arc Cutting – 2 hours**

Introduces plasma arc cutting equipment and safe work area preparation. Identifies correct amperage, gas pressures, and flow rates. Covers plasma-arc cutting methods for piercing, slotting, squaring, and beveling metals. Explains how to store equipment and clean the work area.

- **Base Metal Preparation – 3 hours**

Describes how to clean and prepare all types of base metals for cutting or welding. Identifies and explains joint design and base metal preparation for all welding tasks.

- **Weld Quality – 4 hours**

Identifies the codes that govern welding, including marine welds. Identifies and explains weld imperfections and causes. Describes non-destructive testing, visual inspection criteria, welder qualification tests, and the importance of quality workmanship

- **SMAW: Equipment and Setup – 1.5 hours**

Describes SMAW welding and welding safety. Explains how to connect welding current and set up arc welding equipment. Also explains how to use tools for cleaning welds.

- **Shielded Metal Arc Electrodes – 5 hours**

Describes electrode characteristics and different types of filler metals. Reviews the role of the American Welding Society (AWS) and

the American Society of Mechanical Engineers (ASME). Explains proper storage and control of filler metals and identifies the use of codes.

- **SMAW: Beads and Fillet Welds – 20 hours**

Describes the preparation and setup of arc welding equipment and the process of striking an arc. Explains how to detect and correct arc blow. Describes how to make stringer, weave, overlapping beads, and fillet welds.

- **Joint Fit-Up and Alignment – 20 hours**

Describes job code specifications. Explains how to use fit-up gauges and measuring devices to check fit-up and alignment and use plate and pipe fit-up and alignment tools to properly prepare joists. Explains how to check for joint misalignment and poor fit.

- **SMAW: Groove Welds with Backing – 20 hours**

Introduces groove welds and explains how to set up welding equipment for making groove welds. Describes how to make groove welds with backing. Provides procedures for making flat, horizontal, vertical, and overhead groove welds.

- **SMAW: Open V-Groove Welds – 20 hours**

Introduces various types of groove welds and describes how to prepare for groove welding. Describes the techniques required to produce various open V-groove welds.

- **Welding Symbols – 2.5 hours**

Identifies and explains the different types of fillet weld, groove weld, and non-destructive examination symbols. Explains how to read welding symbols on drawings, specifications, and Welding Procedure Specifications (WPS).

- **Reading Welding Detail Drawings – 10 hours**

Identifies and explains welding detail drawings. Describes lines, fills, object views, and dimensioning on drawings. Explains how to use notes on drawings and the bill of materials. Explains how to sketch and draw basic welding drawings.

- **Physical Characteristics and Mechanical Properties of Metals – 4 hours**

Explains physical characteristics, mechanical properties, composition, and classification of

common ferrous and nonferrous metals. Identifies the various standard metal forms and structural shapes. Shows how to extract metal information from Welding Procedure Specification (WPS) sheets and Procedure Qualification Records (PQRs). Covers visual inspection, magnetic testing, and X-ray fluorescent spectrometry methods used to identify metals.

- **Preheating and Postheating of Metals – 1 hour**

Explains preheating, interpass temperature control, and postheating procedures that sometimes need to be done to preserve weldment strength, ductility, and weld quality. Covers the equipment used for heat treating metals.

- **GMAW and FCAW: Equipment and Filler Metals – 3 hours**

Describes general safety procedures for GMAW and FCAW. Identifies GMAW and FCAW equipment and explains the filler metals and shielding gases used to perform GMAW and FCAW. Explains how to set up and use GMAW and FCAW equipment and how to clean GMAW and FCAW welds.

- **GMAW Plate – 80 hours**

Explains how to set up and use GMAW equipment and how to select and use different filler metals and shielding gases. Describes how to make multiple-pass fillet and V-groove welds on carbon steel plate in various positions.

- **FCAW Plate – 60 hours**

Explains how to set up and use FCAW equipment and how to select and use different filler metals and shielding gases. Describes how to make multiple-pass fillet and V-groove welds on carbon steel plate in various positions.

- **GTAW: Equipment and Filler Metals – 5 hours**

Explains GTAW safety. Identifies and explains the use of GTAW equipment, filler metals, and shielding gases. Covers the setup of GTAW equipment.

- **GTAW Plate – 70 hours**

Describes how to build pads on carbon steel plate using GTAW and carbon steel filler metal. Also explains how to make multiple-pass GTAW fillet welds on carbon steel plate coupons in the

1F, 2F, 3F, and 4F positions, and how to make GTAW V-groove welds in the 1G, 2G, 3G, and 4G positions.

- **GMAW: Aluminum Plate – 30 hours**

Covers the setup of GMAW equipment for welding aluminum plate. Explains aluminum metallurgy and the characteristics of aluminum welding; how to clean and prepare aluminum plate coupons for welding; and problems often encountered in aluminum welds. Explains GMAW techniques used in aluminum welding. Provides GMAW procedures on how to build weld pads on aluminum plate; how to make fillet welds on aluminum plate in the 1F, 2F, 3F, and 4F positions; and how to make V-groove welds on aluminum plate with backing in the 1G, 2G, 3G, and 4G positions

- **OSHA 10 Hour General Industry – 10 hours**

This course covers OSHA Standards, policies, and procedures in general industry. Topics include scope and application of the OSHA General Industry Standards, general industry principles and special emphasis on those areas in general industry which are most hazardous. Upon course completion students will have the ability to define general industry terms found in the OSHA General Industry Standards, identify hazards which occur in general industry, locate and determine appropriate OSHA General Industry Standards, policies, and procedures, and describe the use of OSHA General Industry Standards and regulations to supplement an ongoing safety and health program. Participants are required to attend the full ten hours, and pass the final exam to receive the OSHA 10 hour general industry wallet card.

- **Forklift Safety – 6 hours**

Designed to demonstrate proper forklift operation, following OSHA regulations. This course consists of instruction, classroom review and practical training driving a forklift, placing a load and truck loading. Upon scoring 80% or better on a written test, participants will receive an operator's license wallet card.

MANUFACTURING SKILLS STANDARDS COUNCIL (MSSC)

The Manufacturing Skill Standards Council (MSSC) is an industry-led, training, assessment and certification system focused on the core skills and knowledge needed by the nation's front-line production and material handling workers. The nationwide MSSC System, based upon industry defined and federally-endorsed standards, offers both entry-level and incumbent workers the opportunity to demonstrate that they have acquired the skills increasingly needed in the technology-intensive jobs of the 21st century.

NWKO 9010 NC: CERTIFIED PRODUCTION TECHNICIAN (CPT) - 140 contact hours (WIOA Approved)

Location: Boaz Campus/Arab Instructional Site

The CPT Certification addresses the core technical competencies of higher skilled production workers in all sectors of manufacturing. MSSC awards certificates to individuals who pass any of its Production Modules: Safety, Maintenance Awareness, Manufacturing Processes & Production, and Quality Practices & Measurement; and a full Certified Production Technician (CPT) Certificate to those who pass all four original modules.

Manufacturing Safety Practices Module - 35 hours

- Customer needs
- Communication and leadership
- Team building and decision making
- Safety organization
- Personal protective equipment
- Fire and electrical safety
- Hazardous material safety
- Aligned with OSHA 10

Manufacturing Maintenance Practices Module - 35 hours

- Basic electrical circuits
- Pneumatic and hydraulic power systems
- Lubrication
- Bearing and couplings
- Belt and chain drives

- Machine control concepts
- Machine automation
- High vacuum systems

Manufacturing Print Reading, Measurement and Tools Module - 35 hours

- Mechanical principles
- Materials and material testing
- Production processes
- Machining processes and tooling
- Procedures and process documentation
- Production planning and work-flow
- Packaging and distribution

Quality Practices Module - 35 hours

- Blueprint reading
- Basic measurement
- Precision measurement
- Dimensional gauging
- SPC and control charts
- Continuous improvement
- Inspections
- Audits
- Prevention and correction

NWKO 8001 NC: CERTIFIED LOGISTICS ASSOCIATE (CLA) - 30 contact hours

Location: Boaz Campus/Arab Instructional Site

This course provides students with the foundational broad knowledge they will need to understand the world of supply chain and related core competencies. Learning materials include a PDF textbook and e-learning modules. The course includes modules on:

- Global Supply Chain - 3 hours
- The Logistics Environment - 3 hours
- Safety - 4 hours
- Safe Equipment Operations - 3 hours
- Material Handling Equipment - 3 hours
- Quality Control - 3 hours
- Workplace Communication - 3 hours
- Teamwork and Problem Solving - 4 hours

- Computer Usage - 4 hours

NWKO 8004 NC: CERTIFIED LOGISTICS TECHNICIAN (CLT) - 30 contact hours

Location: Boaz Campus/Arab Instructional Site

Prerequisite: NWKO 8001 (Certified Logistics Associate)

The course provides students with the mid-level technical knowledge needed to understand the world of supply chain logistics and related core competencies. Learning materials include a PDF textbook and e-learning modules. This course includes:

- Product Receiving - 3 hours
- Product Storage - 3 hours
- Order Processing - 3 hours
- Packaging and Shipment - 3 hours
- Inventory Control - 4 hours
- Safe Handling of Hazardous Materials - 3 hours
- Evaluation of Transportation Modes - 3 hours
- Customs - 3 hours
- Dispatch and Tracking Operations - 5 hours

BUSINESS AND INDUSTRY TRAINING

The Training for Existing Business and Industry Program at Snead State Community College provides company-specific training, and open-enrollment classes, to businesses in Marshall County and the surrounding areas. The College works with businesses to identify employee training needs and tailor services around those needs. The training can take place on location at the business or on the college campus.

ALABAMA READY TO WORK PROGRAM

The Alabama Ready to Work is a program that assesses and scores job skills and work habits. It's a way for you to prove to employers that you are The One. Ready to Work is FREE. Upon successful completion of the program, students will receive two credentials: Alabama Certified Worker and the ACT National Career Readiness Certificate. The credentials complement other diplomas, certificates and degrees. It shows employers what you can do and measures the skills that

employers and colleges seek. Whether looking for work or preparing for a better job, get ready! Snead State Community College can prepare you to be Career Ready! As an added benefit, graduates of Snead State's Ready to Work program will receive a FREE class for up to 4 credit hours. The curriculum for the Ready to Work program includes:

- Job Prep- Career Exploration Tools, Resumes, Applications, Interviews
- Technology Basics- Document Management, Information Curation/Working Online, Social Networking, Virtual Team Tools, Productivity Tools
- Problem Solving-Time Management, Structured Decision Making, Six Step Problem Solving, Problem Solving Strategies and Tools, Negotiation, Conflict Resolution
- Workplace Behavior-Diversity, Harassment, Workplace Violence, Work Ethics, Safety
- Communication
- Financial Literacy

CONTINUING EDUCATION

Personal enrichment classes and professional development opportunities are available through continuing education courses. We offer a wide range of highly interactive courses that you can take entirely over the Internet. All of our courses include expert instructors, many of whom are nationally known authors. Our online courses are affordable, fun, fast, convenient, and geared just for you. Snead also offers private music lessons on campus for piano, voice, guitar and violin, as well as the Alexander Technique. Snead also serves as the host for the Alabama School of Gospel Music each year in June. In addition, Snead State is authorized to award professional continuing education units for childcare.

PROFESSIONAL CERTIFICATIONS AND TESTING

Certification proves your commitment to your chosen profession and can help individuals obtain better pay, career opportunities and job security. Snead State offers several professional certifications to assist individuals with professional growth and career opportunities.

ACT Workkeys and the National Career Readiness Certificate

WorkKeys® is a job skills assessment system that helps employers select, hire, train, develop, and retain a high-performance workforce.

Career Seekers: Taking WorkKeys tests is an important first step to prepare for education, training, or a career. WorkKeys scores help you compare your skills to the skills real jobs require. Employers across the country are requiring the WorkKeys assessments or recommending the National Career Readiness Certificate. These scores help employers choose the most qualified candidates for their jobs.

Employers: WorkKeys gives you a complete solution for employee selection and development. Our powerful solution offers both Foundational Skills and Soft Skills assessments, enabling you to assess the full potential of applicants and employees. The tools in this comprehensive system can be mixed and matched to meet diverse organizational needs including selection, screening, training & development and succession planning.

Successful completion of ACT WorkKeys assessments can lead to earning ACT's National Career Readiness Certificate. The Certificate is a portable credential that shows employers anywhere in the United States the achievement of a certain level of workplace employability skills in Applied Mathematics, Workplace Documents and Graphic Literacy. These workplace skills are highly important to the majority of jobs in the workplace.

Snead State Community College offers the following assessments by appointment only:

- Foundational Skills – Applied Math, Workplace Documents, Graphic Literacy, Applied Technology, Business Writing, and Workplace Observation.
- Soft Skills – Fit and Talent

National Healthcareer Association (NHA) certification

Just as each patient is special, so is each patient care provider. By providing students with the support and certification needed to succeed in the allied health field, NHA is one of the nation's largest allied health certification providers. Snead State is an approved testing site with NHA (National Healthcareer Association) to provide the following certifications. Pricing for certification includes a study guide:

- Certified Phlebotomy Technician (CPT) - \$235
- Certified Medical Administrative Assistant (CMAA) - \$235
- Certified Clinical Medical Assistant (CCMA) - \$285
- Certified EKG Technician (CET) - \$235
- Certified Billing Coding Specialist (CBCS) - \$235

Multi-Craft Test Maintenance Testing

Improve your hiring, training and promotion process for maintenance employee selection. The Multi-Craft Test is for use in selecting maintenance employees who have knowledge in seven different craft areas. Categories tested include:

- Hydraulics & Pneumatics
- Welding & Rigging
- Power Transmission, Lubrication, Mechanical Maintenance, Shop Machines, & Tools & Equipment
- Pumps, Piping & Combustion
- Motors, Control Circuits & Schematics & Print Reading
- Digital Electronics, Power Supplies, Computers & PLC, & Test Instruments
- Basic AC/DC Theory, Power Distribution & Electrical Maintenance

Transcripts are available upon written request by a participant. The policy concerning confidentiality of student records extends to student records through Workforce Development's non-credit training programs, and continuing education courses. (Refer to the section on "Confidentiality of Student Records" in this catalog.) Documents and records are maintained in the Tom Bevill Continuing Education Center. Submitted for retention are the application/registration form, activity

description, copy of award certificate, class roll, and evaluation forms. In the event of the demise of the College as a postsecondary institution, records would be referred to the Alabama Department of Archives and History in Montgomery, Alabama.

Workforce Development students are subject to all Snead State academic policies with the exception of the attendance policy. Please refer to the WFD attendance policy.

WORKFORCE DEVELOPMENT PAYMENT/REFUND POLICY **Career Skills Training/Continuing Education:**

- Pre-payment required.
- Withdrawal prior to first class meeting, full refund.
- Withdrawal after first class meeting, but prior to second class meeting, 75% refund.
- After second class meeting, no refund will be given.
- Failure to attend the program does not constitute withdrawal.

TEBI Programs:

- Purchase Order number or pre-payment required.
- Complete withdrawal prior to course deadline, full refund will be given. No refunds after course deadline, however substitutions are allowed.
- Failure to attend does not constitute withdrawal.

WORKFORCE DEVELOPMENT ATTENDANCE POLICY

Attendance/Tardiness

Regular attendance and participation is essential for learning. Attendance is measured by your presence in the classroom/online classroom and labs, as well as the submission of assignments or other assigned work given by your instructor. Attendance is not the same as participation. Students are expected to participate and submit assignments on time on a weekly basis by the deadline assigned by the instructor. This extends to the National Career Readiness Testing and employability skills session. Students who do not complete all assigned coursework and/or do not attend the National Career Readiness testing date, employability skills session, nor have an overall program pass rate of 70%, will not receive the training certificate. Students are allowed three excused absences with documentation.

Students exceeding the number of excused absences may be dropped from the training program. Additional attendance requirements for each individual program will be included in the course syllabus.

- Student attendance will be documented with a sign-in sheet for in-class/lab sessions, and by roll call within the on-campus, and/or virtual lectures. Students will need to sign in and sign out each day.
- Students must call in to Cherri Barnard at 256.840.4152, send Remind message, or email – cbarnard@snead.edu , prior to the beginning of the class if he/she is going to be absent or late.
- Instructor will note on the sign-in sheet that a call was, or was not, received from the student.
- If the student does not call in prior to class it is automatically an unexcused absence and the student runs the risk of being dropped from the class.

Absences – Excused with Documentation:

1. Death in the family. Appropriate verification will be needed, such as an obituary in the newspaper, funeral card, or note from the funeral home.
2. Physician documented illness or extended hospitalization. Appropriate verification will be required from your physician and/or hospital. This does not include emergency room visits from a previous day or doctor appointments scheduled in advance. Physician documented office visits for illness of a close family member

will be considered on a case by case basis.

3. For students who are commuters – dangerous weather conditions in which driving is considered by local police authorities to be unsafe. (In the event of inclement weather please listen to WQSB, your local television station, or check our website at www.snead.edu for information regarding closures or delays)
4. Being called to testify in a court case or jury duty – but not for being arrested. (Verification required)
5. Active military duty. (Verification required)

These excused absences require that official documentation be provided the first day you return to class following the absence. If it is not provided on this day it will remain an unexcused absence and makeup work will not be allowed.

Absences – Not Excused

1. Childcare problems. Students cannot bring children to the College. Off campus childcare must be provided.
2. Incarceration/jailed.
3. Employment.
4. Lack of sleep, lack of motivation or attitude, or not feeling well.
5. Non excused absences are not limited to this list; there are many other reasons that you may not attend class that are not excused.

TERMS AND CONDITIONS

As a potential Workforce Development student (Training for Business and Industry, Career Skills Training, Continuing Education) you must agree to the terms below or your application will not be submitted. Please email cbarnard@snead.edu if you have questions regarding the following statements.

By clicking “I agree to the terms” on your application, I understand I am submitting my application for admission to Snead State Community College for non-credit education and training. I understand that withholding information or giving false information may make me ineligible for admission to the College or may subject me to immediate dismissal from the College. I have read this application and certify that the statements I have made on this application are correct and complete.

I agree to abide by the rules, policies, and regulations

of the College as outlined in the Student Handbook, College Catalog, and College Website.

I understand the official means of communication for Workforce Development students at Snead State Community College is via the Snead State Community College website, or student's email. Career Skills Training students will also receive communication text through Remind 101.

I voluntarily consent to receive information in electronic transactions. If I wish to remove consent, I understand I should contact the Workforce Development Office at Snead State Community College.

I agree that Snead State Community College owns all photographs taken at college events. Snead State Community College reserves the right to use these photographs for College promotional materials, both digital and print. If I wish to not have my photograph taken, I understand I must file a "Do Not Use Photograph" form with the Workforce Development Office.

Once enrolled, I understand that I am covered by the Federal Family Educational Rights and Privacy Act (FERPA), and that directory information is defined in the College Catalog. I understand that if I do not want directory information released, I must contact the Office of Admissions and Records.

Furthermore, I understand that other items may be required for admission. If enrolling in the Clinical Medical Assistant, or Phlebotomy Technician, program a clear background screen is required for entrance into the program, and a clean drug screen is required for continued enrollment. A complete description of course requirements and Information on how to complete the background screen can be found at www.snead.edu/workforce.

It is the policy of the Alabama Community College System Board of Trustees and Snead 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. (IN ACCS Board OF Trustees Policies 601.02 – 4.13.16 and 800.00 – 5.10.17) Updated: 2.15.2018

For information on withdrawal, refund and payment options, please visit: https://snead.edu/academics/workforce/wfd_refund_policy/.

Tobacco Free Campus

Effective January 2, 2013, Snead State Community College is a tobacco free campus. Smoking and use of tobacco products will not be permitted anywhere on campus. This tobacco-free policy includes instructional sites, centers, campus buildings, sidewalks, grounds, parking lots, building entrances, common areas, and college-owned vehicles. A "tobacco product" is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product (to include electronic or otherwise "smokeless" cigarettes), as well as smoke Students' Rights & Responsibilities 31 less, leaf, or "spit" tobacco products (often known as dip, chew, or snuff, in any form). More information on Snead's policy can be found by accessing the Student Handbook, page 30, available at <https://snead.edu/wp-content/uploads/2020/09/2019-Student-Handbook-1.pdf>.

ACKNOWLEDGEMENT

By submitting this form, I acknowledge that I have read and fully understand the terms and conditions, and what is expected of me during this training while a student at Snead State Community College. I understand that failure to meet these guidelines may result in not receiving program/training certificates, or dismissal from class.

Additional Information provided below on financial assistance, and other online programs provided through Workforce Development at Snead State Community College that may be of interest.

Financial Assistance

Financial assistance is available, for those who qualify, through the Workforce Innovation and Opportunity Act grant (WIOA) and Veteran's Educational Benefits for select programs.

Eligibility for WIOA grant funding is processed through local Career Centers.

Eligibility for Veteran's Educational Benefits is processed through the Financial Aid Office.

WIOA Statement

*NOTE: The Alabama Career Center processes federal funding payments for career skills training programs. Questions regarding funding payments are to be fielded through the Career Center with your representative. Questions regarding training are to be fielded through the Workforce Development Office at Snead State. The

Alabama Career Center cannot answer training program questions, or concerns.

Veteran's Educational Benefits Statement

*NOTE: The Financial Aid Office at Snead State Community College assists with the processing of Veteran's Educational Benefits for career skills training programs. Questions regarding funding payments are to be fielded through the Financial Aid Office. Questions regarding training are to be fielded through the Workforce Development Office at Snead State. The Financial Aid Office cannot answer training program questions, or concerns.

Third Party Partners

Education to Go: *www.ed2go.com/sneadstate*

Snead State Community College partners with Education to Go to offer online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations. Enrollment and payments are completed online by visiting *www.ed2go.com/sneadstate*.

CareerStep: *www.partner.careerstep.com/snead*

Snead State Community College has partnered with CareerStep to help students like you train for a rewarding new career. Enrollment and payments are completed online by visiting *www.partner.careerstep.com/snead*.