

# Skills Training Division

The Skills Training Division provides short-term non-credit, competency-based training programs coordinated through Gadsden State's Skills Training Center located on the East Broad Campus. All training programs within this division are measured by contact hours rather than semester hours. Students may register for classes at any time throughout the year and may continue until the appropriate skills have been attained. For more information, call 256.549.8640 or 256.549.8638.

Students who complete training programs within this division will be awarded an institutional certificate of completion documenting the area of training.

## Advanced Certified Nursing Assistant, Phlebotomy

The Nursing Assistant program is designed to meet the growing needs of the community's healthcare system. It prepares students to perform routine nursing-related services to patients in hospitals or long-term care facilities, including phlebotomy. Successful completers are eligible to take the certification exams for nursing assistants and phlebotomists. Areas of employment include care in clinics, doctor's offices, home health services, hospice and laboratories.

## Air Conditioning and Refrigeration

The Air Conditioning and Refrigeration program prepares individuals to apply basic technical skills and knowledge to repair, install, service and maintain the operation of heating, air conditioning and refrigeration systems.

## Medication Assistant

The Medication Assistant program is designed to complete in five weeks. The training prepares students to administer routine medications to patients in nursing facilities, assisted living environments, correctional institutions and more.

## Office Careers

The Office Careers program prepares students to perform the duties of administrative assistants. Instruction is provided in Microsoft Office applications, data entry, medical office procedures, records management, business calculations, accounting, career development and customized computer courses.

## Phlebotomy

Phlebotomy training prepares students to obtain blood samples for testing in any laboratory setting. Once this fast-paced, six-week course is complete, students are able to enter the workforce and are eligible to take the Phlebotomy Certification Exam administered by the National Healthcareer Association (NHA).

## Truck Driving

The Truck Driving program teaches students to drive trucks and buses, delivery vehicles and other commercial vehicles. Successful completers earn a Class A Commercial Driver's License.

## Welding

The Welding program prepares individuals to unite or separate parts by heating, using a variety of techniques and equipment such as brazing, arc, gas and laser operations.

**Skills Training students are not eligible for federal student aid.**