

# 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.

## Auto Body

The Auto Body program prepares individuals to apply technical skills and knowledge to repair and refinish automobiles. Focus is placed on surface preparation, paint mixing, paint matching, paint applying and refinishing.

## Certified Nursing Assistant

The Nursing Assistant program is designed to meet the growing needs of the community's healthcare system. It prepares students in the theoretical and clinical practice of nursing assistance. Successful completers are eligible to take the certification exams for nursing assistants. Areas of employment include care in clinics, doctor's offices, home health services, hospice and laboratories.

## Electrician Assistant

The Electrician Assistant program prepares students to apply knowledge and skills to assist electricians with wiring methods, materials and associated NED requirements within residential and commercial wiring practices. Skills taught include wiring components, wiring methods, cable connections, metering, conduits and bending techniques.

## HVACR

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

## Machine Trades

The Machine Trades program prepares students to plan, manufacture, assemble, test and repair parts, mechanisms, machines and structures in which materials are cast, formed, shaped, molded, heat treated, cut, twisted, pressed, fused, stamped and worked.

## 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.

## Ready to Work (RTW)

Ready to Work provides a career pathway for adults with limited employment experiences through training in entry-level skills required for employment with most businesses and industries in Alabama. The Alabama Ready to Work

Skill Standards include communication skills and customer service, basic education, computer skills, problem solving, workplace behavior, manufacturing and job acquisition. Successful completers earn an Alabama Certified Worker Certificate and a State of Alabama Career Readiness Certificate.

## Truck Driving

The Truck Driving program teaches students to drive trucks and buses, delivery vehicles and other commercial vehicles. Successful completers earn a 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.**