



Alabama
Department of
Postsecondary Education

Representing Alabama's Public Two-Year College System

**REID STATE TECHNICAL COLLEGE
COURSE SYLLABUS**

COURSE TITLE: TRK111/Basic Operations

COURSE HOURS: 4 credit hours

COURSE RPEREQUISITES: None

MEETING DATES: Monday – Friday 7:00 a.m. – 3:00 p.m.

INSTRUCTOR: Gerald Steege

OFFICE LOCATION: Building 800

OFFICE HOURS: Monday –Friday 7:00 a.m. - 3:00 p.m.

COURSE DISCRIPTION: This course introduces students to the fundamentals of becoming a professional commercial motor vehicle driver. Topics include orientation, control systems, vehicle inspections and reporting, basic control shifting, backing, coupling and uncoupling, proficiency development, and special rigs. Upon completion, the students should demonstrate proficiency in safely executing skill field tasks and pre-trip inspections to Commercial Drivers License standards.

COURSE OBJECTIVES:

Students will be able to:

1. Identify the name, location, and function of each of the primary controls including those required for steering, accelerating, shifting, braking, and parking.
2. Identify the name, location, and functions of each of the secondary controls including those required for control of lights, signals, windshield wipers, washers, interior climate control, engine starting and shutdown.
3. Identify the name, location, and function of the acceptable reading range of the various gauges and instruments required to monitor vehicle and engine speed, as well as status of fuel, oil cooling, and electrical systems.

COURSE OUTLINE:

Week 1

Introduction to Written Material
Introduction to Hours of Service (Log-Book)
Introduction to Map Reading & Trip Planning

Week 2

Introduction to Pre-trip Inspection
Introduction to Straight-Line Backing

Week 3

Practice Pre-trip Inspection
Practice Basic Controls
Introduction to Transmission (Shifting Gears)

Week 4

Proficiency Practice on Pre-trip inspection
Proficiency Practice on Basic Controls
Proficiency Practice on Transmission (Shifting Gears)

Week 5

Proficiency Practice on Pre-trip Inspection
Proficiency Practice on Basic Controls
Introduction to Road Driving

Week 6

Proficiency Practice on Pre-trip inspection
Proficiency Practice on Basic Controls
Proficiency Practice on Road Driving

Week 7

Proficiency Practice on Pre-trip Inspection
Proficiency Practice on Basic Control
Proficiency Practice on Road Driving Test

Week 8

Proficiency Practice on Pre-trip Inspection
Proficiency Practice on Basic Control
Proficiency Practice on Road Test
Final Examination

COLLEGE MISSION:

Reid State Technical College is a rural, degree-granting, two-year institution that provides quality academic and technical education to students from diverse backgrounds and abilities. The college promotes economic growth by preparing a qualified workforce for business and industry.

GOALS:

To accomplish the mission and purpose of the Institution, the following goals have been established:

Imperative I – Education, Training, and Career Development

1. To provide programs of study, which lead to a certificate, diploma, or an associate degree and to provide a core of general studies courses designed to assist students in developing the knowledge, skills, and work ethic necessary to become productive members of a democratic society.
2. To maintain an atmosphere conducive to learning by providing a competent staff, student services, and adequate equipment and physical facilities.
3. To provide educational offerings at times and in facilities that can best serve the College's clientele.

Imperative II – Accessibility

1. To maintain an open-door admissions policy which permits entry of students with a variety of abilities, interests, and aspirations.
2. To provide educational access to individuals with a desire and documented ability to benefit from the College's offerings.

Imperative III – Quality

To pursue and maintain accreditation by the Accrediting Commission of the Council on Occupational Education (COE) and appropriate program accreditations.

Imperative IV – Diversity

To provide educational opportunities without regard to race, gender, ethnicity, disability, socio-economic status, or age for those who have documented ability to benefit.

Imperative V – Articulation

To strengthen program articulation between the College and business and Industry.

Imperative VI – Economic Development

1. To offer the services of institutional personnel and the use of facilities of the college, as appropriate, for community service to the area.
2. To promote economic development of the area by providing on-campus and on-site instruction in special interest courses designed to meet the specific needs of business and industry.

3. To be involved with chambers of commerce, industrial development commissions, and other economic development groups in community service activities.

COURSE EVALUATION/GRADING:

Must maintain an overall 77 average to pass

Must maintain an overall 2.0 grade point average to receive a certificate.

A “D” is not considered passing. Students who make a “D” in any course must retake the course to satisfactorily complete the program.

STUDENT MUST HAVE A MINIMUM 77 GRADE POINT AVERAGE IN ALL SEVEN TRUCK DRIVING COURSES TO TAKE THE CDL FINAL EXAMINATION.

70 – 76 =D

77 – 82 =C

83 – 92 =B

93 – 100 =A

Written exams 40%

Performance 50%

Work ethics 10%

ATTENDANCE POLICY:

Any student who is absent four days in any semester will be referred to the counseling office. Tardiness: A student is considered tardy if he/she reports to class late or leaves early. College policy requires attendance for the entire class period. Three tardies will count as one absence. A student may be counted absent for the entire class if the student leaves before the end of the class period.

TEXT BOOK (S):

1. Alabama Drivers license Handbook
2. Federal Motor Carrier Safety Regulation Manual

OTHER REQUIRED MATERIALS: Rand McNally Road Atlas

REASONABLE ACCOMMODATIONS:

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ACADEMIC MISCONDUCT:

The disciplinary action for academic misconduct will follow the procedures of the college catalog. Examples of academic dishonesty/misconduct are provided in the policy.

This course assists the college in its mission and goals through the following:

1. By providing required courses for a truck driving certificate
2. Offered on a non-discriminatory basis
3. By meeting the standards of business and industry
4. Help to prepare an individual for reasonable expectation of employment
5. Classes are taught by certified faculty
6. Classes are taught in classrooms that are adequate
7. Classes are offered at times that best serves the college clientele.
8. Course offerings are at such frequency as to meet the needs of the community.
9. By having instructors who are willing to make reasonable accommodations.
10. Has a goal to keep class in tune with the Council of Occupational Education.

Revised: 10-05-10

**REID STATE TECHNICAL COLLEGE
COMMERCIAL TRUCK DRIVING
ORIENTATION**

Item #	Initials	Date
1. Grades		
2. Fees		
3. Attendance		
4. Announcements		
5. Insubordination		
6. Negligence		
7. Alcohol, drugs, narcotics		
8. Weapons		
9. Smoking		
10. Cleanliness		
11. Atmosphere for learning & Safety		
12. Fire Prevention		
13. Internet Use Agreement		
14. After school hours		
15. Designated student parking		
16. Withdrawal form		
17. Visitors		
18. Accidents		
19. Fighting		
20. Inclimate Weather drills & gear		
21. Pre-Trip inspection		
22. Drivers license		
23. Social Security Card		
24. Physical Examination		
25. Drug Screen Receipt		
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27. Motor vehicle record check		
28. Drug and Alcohol Regulations		
29. CDL Written Test		
30. Third Party test form		
31. CDL file		
32. Final Examination		

I, _____, have had the above listed and initialed information explained to me as it pertains to the Commercial Truck Driving program at Reid State Technical College. I fully understand and will comply to the information as it was presented and explained. I realize that failure to comply with any part of or all of the above listed requirements or a violation of any rules and regulations as explained can have an adverse effect on my grades, and/or the possibility of expulsion from the program.

Signature

Date



*Alabama
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Representing Alabama's Public Two-Year College System

**REID STATE TECHNICAL COLLEGE
COURSE SYLLABUS**

COURSE TITLE: TRK112/Safe Operating Practices
COURSE HOURS: 3 credit hours
COURSE RPEREQUISITES: None
MEETING DATES: Monday – Friday 7:00 a.m. – 3:00 p.m.
INSTRUCTOR: Gerald Steege
OFFICE LOCATION: Building 800
OFFICE HOURS: Monday –Friday 7:00 a.m. - 3:00 p.m.

COURSE DISCRIPTION: This course offers proper defensive driving techniques applicable to the commercial motor vehicle driver and involves the interaction between the student/vehicle and the highway traffic environment. Topics include visual search, communication, speed and space management, night operation, extreme driving conditions, and proficiency development. Upon completion, the student should demonstrate basic operating skills that ensure safety of the driver and other vehicle operators to Commercial Drivers License standards.

COURSE OBJECTIVES:

Students will be able to:

1. Demonstrate the use of turn signals, brake lights, four-way flashers headlights, and horn for communication.
2. Demonstrate the ability to position vehicle properly in traffic in order to create a safe driving environment.

3. Demonstrate the ability to adjust their speed to the configuration and condition of the road way.
4. Demonstrate the ability to define hydroplane and recognize the potential locations that could contribute to hydroplaning.
5. Demonstrate the ability to define and lessen crash severity.
6. Define how gross vehicle weight, center of gravity, and speed affect the stability of the vehicle.
7. Demonstrate the ability to establish proper following distance.
8. Avoid overhead obstructions.

COURSE OUTLINE:

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Introduction to Written Material
Introduction to Hours of Service (Log-Book)
Introduction to Map Reading & Trip Planning

Week 2

Introduction to Pre-trip Inspection
Introduction to Straight-Line Backing

Week 3

Practice Pre-trip Inspection
Practice Basic Controls
Introduction to Transmission (Shifting Gears)

Week 4

Proficiency Practice on Pre-trip inspection
Proficiency Practice on Basic Controls
Proficiency Practice on Transmission (Shifting Gears)

Week 5

Proficiency Practice on Pre-trip Inspection
Proficiency Practice on Basic Controls
Introduction to Road Driving

Week 6

Proficiency Practice on Pre-trip inspection
Proficiency Practice on Basic Controls
Proficiency Practice on Road Driving

Week 7

Proficiency Practice on Pre-trip Inspection

Proficiency Practice on Basic Control

Proficiency Practice on Road Driving Test

Week 8

Proficiency Practice on Pre-trip Inspection

Proficiency Practice on Basic Control

Proficiency Practice on Road Test

Final Examination

COLLEGE MISSION:

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GOALS:

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2. To maintain an atmosphere conducive to learning by providing a competent staff, student services, and adequate equipment and physical facilities.
3. To provide educational offerings at times and in facilities that can best serve the College's clientele.

Imperative II – Accessibility

1. To maintain an open-door admissions policy which permits entry of students with a variety of abilities, interests, and aspirations.
2. To provide educational access to individuals with a desire and documented ability to benefit from the College's offerings.

Imperative III – Quality

To pursue and maintain accreditation by the Accrediting Commission of the Council on Occupational Education (COE) and appropriate program accreditations.

Imperative IV – Diversity

To provide educational opportunities without regard to race, gender, ethnicity, disability, socio-economic status, or age for those who have documented ability to benefit.

Imperative V – Articulation

To strengthen program articulation between the College and business and Industry.

Imperative VI – Economic Development

1. To offer the services of institutional personnel and the use of facilities of the college, as appropriate, for community service to the area.
2. To promote economic development of the area by providing on-campus and on-site instruction in special interest courses designed to meet the specific needs of business and industry.
3. To be involved with chambers of commerce, industrial development commissions, and other economic development groups in community service activities.

COURSE EVALUATION/GRADING:

Must maintain an overall 77 average to pass

Must maintain an overall 2.0 grade point average to receive a certificate.

A “D” is not considered passing. Students who make a “D” in any course must retake the course to satisfactorily complete the program.

STUDENT MUST HAVE A MINIMUM 77 GRADE POINT AVERAGE IN ALL SEVEN TRUCK DRIVING COURSES TO TAKE THE CDL FINAL EXAMINATION.

70 – 76 =D

77 – 82 =C

83 – 92 =B

93 – 100 =A

Written exams 40%

Performance 50%

Work ethics 10%

ATTENDANCE POLICY:

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TEXT BOOK (S):

1. Alabama Drivers license Handbook
2. Federal Motor Carrier Safety Regulation Manual

OTHER REQUIRED MATERIALS: Rand McNally Road Atlas

REASONABLE ACCOMMODATIONS:

Reid State Technical College provides reasonable accommodations to students with disabilities in compliance with the Americans with Disabilities Act. Students with disabilities are invited and encouraged to discuss their needs and accommodation strategies upon request. The ADA coordinator may be reached through the Office of Student Services.

ACADEMIC MISCONDUCT:

The disciplinary action for academic misconduct will follow the procedures of the college catalog. Examples of academic dishonesty/misconduct are provided in the policy.

This course assists the college in its mission and goals through the following:

1. By providing required courses for a truck driving certificate
2. Offered on a non-discriminatory basis
3. By meeting the standards of business and industry
4. Help to prepare an individual for reasonable expectation of employment
5. Classes are taught by certified faculty
6. Classes are taught in classrooms that are adequate
7. Classes are offered at times that best serves the college clientele.
8. Course offerings are at such frequency as to meet the needs of the community.
9. By having instructors who are willing to make reasonable accommodations.
10. Has a goal to keep class in tune with the Council of Occupational Education.

**REID STATE TECHNICAL COLLEGE
COMMERCIAL TRUCK DRIVING
ORIENTATION**

Item #	Initials	Date
1. Grades		
2. Fees		
3. Attendance		
4. Announcements		
5. Insubordination		
6. Negligence		
7. Alcohol, drugs, narcotics		
8. Weapons		
9. Smoking		
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11. Atmosphere for learning & Safety		
12. Fire Prevention		
13. Internet Use Agreement		
14. After school hours		
15. Designated student parking		
16. Withdrawal form		
17. Visitors		
18. Accidents		
19. Fighting		
20. Inclimate Weather drills & gear		
21. Pre-Trip inspection		
22. Drivers license		
23. Social Security Card		
24. Physical Examination		
25. Drug Screen Receipt		
26. Medical card		
27. Motor vehicle record check		
28. Drug and Alcohol Regulations		
29. CDL Written Test		
30. Third Party test form		
31. CDL file		
32. Final Examination		

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**REID STATE TECHNICAL COLLEGE
COURSE SYLLABUS**

COURSE TITLE: TRK113/Non-vehicle Activities
COURSE HOURS: 2 credit hours
COURSE RPEREQUISITES: None
MEETING DATES: Monday – Friday 7:00 a.m. – 3:00 p.m.
INSTRUCTOR: Gerald Steege
OFFICE LOCATION: Building 800
OFFICE HOURS: Monday –Friday 7:00 a.m. - 3:00 p.m.

COURSE DISCRPTION: This course focuses on activities not directly related to the potential job performance of the commercial motor vehicle driver. Topics include handling cargo, cargo documentation, hours of service requirements, accident procedures, personal health and safety, trip planning, employability skills, and public and employer relations. Upon completions, the student will demonstrate performance of these activities to Commercial Drivers License standards to ensure safety to the driver, vehicle, cargo, and other motorists.

COURSE OBJECTIVES:

Students will be able to:

1. Demonstrate knowledge of the Federal Motor Carrier Safety Regulations on hours of service and how to comply with them.
2. Maintain a complete, neat, and accurate record and recap of daily activities.
3. Interpret hours of service categories correctly.

4. Prepare a daily log free of violations and errors in calculation and spelling.

COURSE OUTLINE:

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Introduction to Written Material
Introduction to Hours of Service (Log-Book)
Introduction to Map Reading & Trip Planning

Week 2

Introduction to Pre-trip Inspection
Introduction to Straight-Line Backing

Week 3

Practice Pre-trip Inspection
Practice Basic Controls
Introduction to Transmission (Shifting Gears)

Week 4

Proficiency Practice on Pre-trip inspection
Proficiency Practice on Basic Controls
Proficiency Practice on Transmission (Shifting Gears)

Week 5

Proficiency Practice on Pre-trip Inspection
Proficiency Practice on Basic Controls
Introduction to Road Driving

Week 6

Proficiency Practice on Pre-trip inspection
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Week 7

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Revised: 10-05-10

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COMMERCIAL TRUCK DRIVING
ORIENTATION**

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**REID STATE TECHNICAL COLLEGE
COURSE SYLLABUS**

COURSE TITLE: TRK114/Vehicle Maintenance
COURSE HOURS: 2 credit hours
COURSE RPEREQUISITES: None
MEETING DATES: Monday – Friday 7:00 a.m. – 3:00 p.m.
INSTRUCTOR: Gerald Steege
OFFICE LOCATION: Building 800
OFFICE HOURS: Monday –Friday 7:00 a.m. - 3:00 p.m.

COURSE DISCRIPTION: This course introduces students to the various components of the vehicle and how they work in order that malfunctions and safety hazards may be recognized before serious damages or accidents occur. Topics include vehicle systems, preventative maintenance and servicing, and diagnosing and reporting malfunctions. Upon completion, the student should be able to perform routine service functions and simple maintenance tasks and recognize when a vehicle needs repair.

COURSE OBJECTIVES:

Students will be able to:

1. Inspect and check the condition of important parts of the tractor-trailer, including instruments and controls, engine and drive train.
2. Make pre-trip inspections correctly.
3. Make en-route inspections.

4. Demonstrate a systematic procedure for making a quick and complete inspection.
5. Explain why malfunction can be unsafe.
6. Demonstrate the ability to perform certain minor vehicle maintenance work such as brake adjustment, inflating tires, greasing fifth wheel, and adjusting belts.
7. Demonstrate safe performance of routine service functions and maintenance tasks.
8. Demonstrate ability to perform minor vehicle maintenance in a safe and timely manner.

COURSE OUTLINE:

Week 1

Introduction to Written Material
Introduction to Hours of Service (Log-Book)
Introduction to Map Reading & Trip Planning

Week 2

Introduction to Pre-trip Inspection
Introduction to Straight-Line Backing

Week 3

Practice Pre-trip Inspection
Practice Basic Controls
Introduction to Transmission (Shifting Gears)

Week 4

Proficiency Practice on Pre-trip inspection
Proficiency Practice on Basic Controls
Proficiency Practice on Transmission (Shifting Gears)

Week 5

Proficiency Practice on Pre-trip Inspection
Proficiency Practice on Basic Controls
Introduction to Road Driving

Week 6

Proficiency Practice on Pre-trip inspection
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ORIENTATION

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Signature

Date



*Alabama
Department of
Postsecondary Education*

Representing Alabama's Public Two-Year College System

**REID STATE TECHNICAL COLLEGE
COURSE SYLLABUS**

COURSE TITLE: TRK115/Advanced Operating Practices

COURSE HOURS: 1 credit hour

COURSE RPEREQUISITES: None

MEETING DATES: Monday – Friday 7:00 a.m. – 3:00 p.m.

INSTRUCTOR: Gerald Steege

OFFICE LOCATION: Building 800

OFFICE HOURS: Monday –Friday 7:00 a.m. - 3:00 p.m.

COURSE DISCRIPTION: This course is designed for extended high-level skills. Training for coping with hazards of the roadway traffic environment. Topics include: hazard perception, emergency maneuvers, and skid control and recovery. Upon completion, the student should demonstrate perceptual skills for recognition of potential hazards as well, as the manipulative skills needed to handle the vehicle in an emergency.

COURSE OBJECTIVES:

Students will be able to:

1. Demonstrate the importance of hazard recognition.
2. Road characteristics.
3. Take quick defensive action to avoid problems.

COURSE OUTLINE:

Week 1

Introduction to Written Material
Introduction to Hours of Service (Log-Book)
Introduction to Map Reading & Trip Planning

Week 2

Introduction to Pre-trip Inspection
Introduction to Straight-Line Backing

Week 3

Practice Pre-trip Inspection
Practice Basic Controls
Introduction to Transmission (Shifting Gears)

Week 4

Proficiency Practice on Pre-trip inspection
Proficiency Practice on Basic Controls
Proficiency Practice on Transmission (Shifting Gears)

Week 5

Proficiency Practice on Pre-trip Inspection
Proficiency Practice on Basic Controls
Introduction to Road Driving

Week 6

Proficiency Practice on Pre-trip inspection
Proficiency Practice on Basic Controls
Proficiency Practice on Road Driving

Week 7

Proficiency Practice on Pre-trip Inspection
Proficiency Practice on Basic Control
Proficiency Practice on Road Driving Test

Week 8

Proficiency Practice on Pre-trip Inspection
Proficiency Practice on Basic Control
Proficiency Practice on Road Test
Final Examination

COLLEGE MISSION:

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GOALS:

To accomplish the mission and purpose of the Institution, the following goals have been established:

Imperative I – Education, Training, and Career Development

1. To provide programs of study, which lead to a certificate, diploma, or an associate degree and to provide a core of general studies courses designed to assist students in developing the knowledge, skills, and work ethic necessary to become productive members of a democratic society.
2. To maintain an atmosphere conducive to learning by providing a competent staff, student services, and adequate equipment and physical facilities.
3. To provide educational offerings at times and in facilities that can best serve the College's clientele.

Imperative II – Accessibility

1. To maintain an open-door admissions policy which permits entry of students with a variety of abilities, interests, and aspirations.
2. To provide educational access to individuals with a desire and documented ability to benefit from the College's offerings.

Imperative III – Quality

To pursue and maintain accreditation by the Accrediting Commission of the Council on Occupational Education (COE) and appropriate program accreditations.

Imperative IV – Diversity

To provide educational opportunities without regard to race, gender, ethnicity, disability, socio-economic status, or age for those who have documented ability to benefit.

Imperative V – Articulation

To strengthen program articulation between the College and business and Industry.

Imperative VI – Economic Development

1. To offer the services of institutional personnel and the use of facilities of the college, as appropriate, for community service to the area.
2. To promote economic development of the area by providing on-campus and on-site instruction in special interest courses designed to meet the specific needs of business and industry.
3. To be involved with chambers of commerce, industrial development commissions, and other economic development groups in community service activities.

COURSE EVALUATION/GRADING:

Must maintain an overall 77 average to pass

Must maintain an overall 2.0 grade point average to receive a certificate.

A “D” is not considered passing. Students who make a “D” in any course must retake the course to satisfactorily complete the program.

STUDENT MUST HAVE A MINIMUM 77 GRADE POINT AVERAGE IN ALL SEVEN TRUCK DRIVING COURSES TO TAKE THE CDL FINAL EXAMINATION.

70 – 76 =D

77 – 82 =C

83 – 92 =B

93 – 100 =A

Written exams 40%

Performance 50%

Work ethics 10%

ATTENDANCE POLICY:

Any student who is absent four days in any semester will be referred to the counseling office. Tardiness: A student is considered tardy if he/she reports to class late or leaves early. College policy requires attendance for the entire class period. Three tardies will count as one absence. A student may be counted absent for the entire class if the student leaves before the end of the class period.

TEXT BOOK (S):

1. Alabama Drivers license Handbook
2. Federal Motor Carrier Safety Regulation Manual

OTHER REQUIRED MATERIALS: Rand McNally Road Atlas

REASONABLE ACCOMMODATIONS:

Reid State Technical College provides reasonable accommodations to students with disabilities in compliance with the Americans with Disabilities Act. Students with disabilities are invited and encouraged to discuss their needs and accommodation strategies upon request. The ADA coordinator may be reached through the Office of Student Services.

ACADEMIC MISCONDUCT:

The disciplinary action for academic misconduct will follow the procedures of the college catalog. Examples of academic dishonesty/misconduct are provided in the policy.

This course assists the college in its mission and goals through the following:

1. By providing required courses for a truck driving certificate

2. Offered on a non-discriminatory basis
3. By meeting the standards of business and industry
4. Help to prepare an individual for reasonable expectation of employment
5. Classes are taught by certified faculty
6. Classes are taught in classrooms that are adequate
7. Classes are offered at times that best serves the college clientele.
8. Course offerings are at such frequency as to meet the needs of the community.
9. By having instructors who are willing to make reasonable accommodations.
10. Has a goal to keep class in tune with the Council of Occupational Education.

Revised: 10-05-10

**REID STATE TECHNICAL COLLEGE
COMMERCIAL TRUCK DRIVING
ORIENTATION**

Item #	Initials	Date
1. Grades		
2. Fees		
3. Attendance		
4. Announcements		
5. Insubordination		
6. Negligence		
7. Alcohol, drugs, narcotics		
8. Weapons		
9. Smoking		
10. Cleanliness		
11. Atmosphere for learning & Safety		
12. Fire Prevention		
13. Internet Use Agreement		
14. After school hours		
15. Designated student parking		
16. Withdrawal form		
17. Visitors		
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20. Inclimate Weather drills & gear		
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Signature

Date



*Alabama
Department of
Postsecondary Education*

Representing Alabama's Public Two-Year College System

**REID STATE TECHNICAL COLLEGE
COURSE SYLLABUS**

COURSE TITLE: TRK116/Proficiency Development
COURSE HOURS: 1 credit hour
COURSE RPEREQUISITES: None
MEETING DATES: Monday – Friday 7:00 a.m. – 3:00 p.m.
INSTRUCTOR: Gerald Steege
OFFICE LOCATION: Building 800
OFFICE HOURS: Monday –Friday 7:00 a.m. - 3:00 p.m.

COURSE DISCRIPTION: This course provides an opportunity to refine and polish, vehicle handling skills, and the safe and fuel-efficient operating practices. Student performance is closely monitored by instructors to ensure that students' progress toward the level of proficiency required for attainment of the Commercial Drivers License.

COURSE OBJECTIVES:

Students will be able to:

1. Demonstrate the ability to handle a vehicle safely.
2. Check fuel correctly.
3. Take quick, defensive action to avoid problems.

COURSE OUTLINE:

Week 1

Introduction to Written Material
Introduction to Hours of Service (Log-Book)
Introduction to Map Reading & Trip Planning

Week 2

Introduction to Pre-trip Inspection
Introduction to Straight-Line Backing

Week 3

Practice Pre-trip Inspection
Practice Basic Controls
Introduction to Transmission (Shifting Gears)

Week 4

Proficiency Practice on Pre-trip inspection
Proficiency Practice on Basic Controls
Proficiency Practice on Transmission (Shifting Gears)

Week 5

Proficiency Practice on Pre-trip Inspection
Proficiency Practice on Basic Controls
Introduction to Road Driving

Week 6

Proficiency Practice on Pre-trip inspection
Proficiency Practice on Basic Controls
Proficiency Practice on Road Driving

Week 7

Proficiency Practice on Pre-trip Inspection
Proficiency Practice on Basic Control
Proficiency Practice on Road Driving Test

Week 8

Proficiency Practice on Pre-trip Inspection
Proficiency Practice on Basic Control
Proficiency Practice on Road Test
Final Examination

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Imperative V – Articulation

To strengthen program articulation between the College and business and Industry.

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2. To promote economic development of the area by providing on-campus and on-site instruction in special interest courses designed to meet the specific needs of business and industry.
3. To be involved with chambers of commerce, industrial development commissions, and other economic development groups in community service activities.

COURSE EVALUATION/GRADING:

Must maintain an overall 77 average to pass

Must maintain an overall 2.0 grade point average to receive a certificate.

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70 – 76 =D

77 – 82 =C

83 – 92 =B

93 – 100 =A

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Performance 50%

Work ethics 10%

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TEXT BOOK (S):

1. Alabama Drivers license Handbook
2. Federal Motor Carrier Safety Regulation Manual

OTHER REQUIRED MATERIALS: Rand McNally Road Atlas

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ACADEMIC MISCONDUCT:

The disciplinary action for academic misconduct will follow the procedures of the college catalog. Examples of academic dishonesty/misconduct are provided in the policy.

This course assists the college in its mission and goals through the following:

1. By providing required courses for a truck driving certificate
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4. Help to prepare an individual for reasonable expectation of employment
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6. Classes are taught in classrooms that are adequate
7. Classes are offered at times that best serves the college clientele.
8. Course offerings are at such frequency as to meet the needs of the community.
9. By having instructors who are willing to make reasonable accommodations.
10. Has a goal to keep class in tune with the Council of Occupational Education.

Revised: 10-05-10

**REID STATE TECHNICAL COLLEGE
COMMERCIAL TRUCK DRIVING
ORIENTATION**

Item #	Initials	Date
1. Grades		
2. Fees		
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5. Insubordination		
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*Alabama
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Representing Alabama's Public Two-Year College System

**REID STATE TECHNICAL COLLEGE
COURSE SYLLABUS**

COURSE TITLE: TRK117/Commercial Drivers License

COURSE HOURS: 2 credit hours

COURSE RPEREQUISITES: None

MEETING DATES: Monday – Friday 7:00 a.m. – 3:00 p.m.

INSTRUCTOR: Gerald Steege

OFFICE LOCATION: Building 800

OFFICE HOURS: Monday –Friday 7:00 a.m. - 3:00 p.m.

COURSE DISCRIPTION: This course is a review of information and requirements for obtaining a Commercial Drivers License (CDL). Upon completion, the student should demonstrate preparedness for passing the Commercial Drivers License examination with CDL.

COURSE OBJECTIVES:

Students will be able to:

1. Demonstrate the ability to handle a vehicle safely.
2. Have the ability to operate commercial vehicles using safety guidelines.
3. Have the ability to pass the written CDL examination.

COURSE OUTLINE:

Week 1

Introduction to Written Material
Introduction to Hours of Service (Log-Book)
Introduction to Map Reading & Trip Planning

Week 2

Introduction to Pre-trip Inspection
Introduction to Straight-Line Backing

Week 3

Practice Pre-trip Inspection
Practice Basic Controls
Introduction to Transmission (Shifting Gears)

Week 4

Proficiency Practice on Pre-trip inspection
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Week 5

Proficiency Practice on Pre-trip Inspection
Proficiency Practice on Basic Controls
Introduction to Road Driving

Week 6

Proficiency Practice on Pre-trip inspection
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Proficiency Practice on Road Driving

Week 7

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Revised: 10-05-10

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COMMERCIAL TRUCK DRIVING
ORIENTATION**

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