

Corporate & Community EDUCATION

Fall 2015 Course Schedule | September–December 2015



SCMC Grads Are Getting Ahead! YOU CAN, TOO!
SEE PAGE 2.
Enroll in a *QUICK* **JOBS** Certification Program This Fall and Get Ahead!



TriCounty
TECHNICAL COLLEGE

CORPORATE AND COMMUNITY EDUCATION

FROM THE COVER

TCTC recognized the South Carolina Manufacturing Certified (SCMC) students in July with an awards breakfast. Some of the students recognized at this event are pictured on the cover. Pictured from left to right are Bradley Smith, Mittie Ables, Charles White, Peggy Ellison, Frank Cox, and Rosa Aguiar.

The SCMC program prepares students with essential skills for high-demand careers in advanced manufacturing—including 200 hours of training which provides the student the opportunity to earn eight nationally recognized certifications. While the scholarship funds from the SC Legislature have been depleted for SCMC training, the need for employees with these skills has NOT diminished.

If you are interested in learning more about this career, please visit www.tctc.edu/SCMC or call 864-646-1700. Inquire about other scholarships that may aid in paying for this certification program.

SCMC INFORMATION SESSION SCHEDULE:

All information sessions are at 9:00 am at the Pendleton Campus, Industrial & Business Development Center.

DATES:

8/5, 8/21, 9/4, 9/18, 10/2, 10/16, 11/6, 11/20, 12/4, 12/18

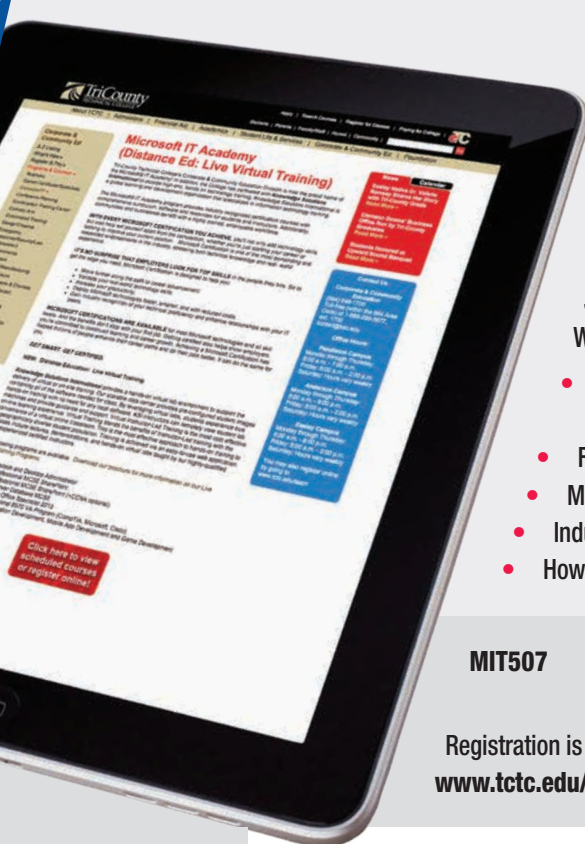


Visit Our Website for Complete Course Information

Contents in this booklet are just a sampling of our offerings. Visit www.tctc.edu/Learn for everything available to you and for updates.

TABLE OF CONTENTS

BUSINESS & ADMINISTRATIVE SUPPORT.....	PAGE 6
COMPUTERS & INFORMATION TECHNOLOGY.....	PAGES 6–7
CONSTRUCTION.....	PAGE 8
DESIGN & CREATIVE	PAGES 9–10
DRIVING.....	PAGE 9
EMERGENCY RESPONSE	PAGE 10
HEALTHCARE	PAGES 10–13
INDUSTRIAL/MANUFACTURING.....	PAGE 14
ONLINE PROGRAMS & COURSES	PAGE 4
TRANSPORTATION	PAGE 14



PREPARE FOR AN EXCITING IT CAREER

Learn more about the programs above. Join us for our next 21st Century Career Webinar—topics include:

- Gaining a competitive advantage in today's workforce
- Fastest growing IT and technical Jobs
- Marketing yourself using social media
- Industry preferred certifications
- How do you stand out in today's job market?

MIT507 FREE WEBINAR

Every Wednesday, 2 pm or 6 pm

Registration is required. Call 864-646-1700 or visit www.tctc.edu/MIT.

M = MONDAY

T = TUESDAY

W = WEDNESDAY

R = THURSDAY

F = FRIDAY

S = SATURDAY

U = SUNDAY

LEGEND

Anderson QJC—Anderson QuickJobs Center, 512 Michelin Blvd, Anderson
 Anderson—Anderson Campus, 511 Michelin Blvd, Anderson
 AnMed—AnMed Health, Anderson
 Cannon—Cannon Memorial Hospital, Pickens
 Easley—Easley Campus, 1774 Powdersville Rd, Easley
 OMC—Oconee Medical Center, Seneca
 Pendleton—Pendleton Campus, 7900 Hwy 76, Pendleton
 Pickens QJC—Pickens QuickJobs Center, 1774 Powdersville Rd, Easley
 Oconee QJC—Oconee QuickJobs Center, 104 Vocational Dr, Seneca
 Watkins Ctr—204 S Main St, Honea Path



QuickJobs Certificates are the most in-demand programs in our area. Designed to train you and get you into the workforce within 6 months or less. Programs are taught on the main campus at Tri-County Technical College and at satellite locations (Anderson, Oconee and Pickens).



Business Starter Courses: Thinking of starting a small business? We suggest you enroll in these. See page 6 or visit www.tctc.edu/SmallBusiness.



VA Approved: Training programs approved by the Veterans Administration.



National Certification: These programs incorporate a national exam, which if passed, will result in a certificate that is recognized nationally.



DSS SNAP2Work Program: This is an employment and training program for SNAP recipients, funded by the Department of Social Services (DSS).

REGISTER FOR EACH CLASS ONLINE! Online registration is easy, completely secure, personalized just for you and conveniently available 24/7 at www.tctc.edu/Learn.

Tri-County Technical College does not discriminate in admission or employment on the basis of race, color, religion, sex, qualifying disability, veteran's status, age, or national origin.

Online Courses

anytime, anywhere... just a click away!

Learn
from the
comfort of
home!

Learn More...

Online Courses Include:

- **Expert Instructor**
- **24-Hour Access**
- **Online Discussion Areas**
- **6 Weeks of Instruction**
- **Hundreds of courses to choose from**
- **New sessions begin each month**

Online Courses are informative, fun, convenient, and highly interactive. Courses are project-oriented and include lessons, quizzes, hands-on assignments, discussion areas, six-week format, supplementary links, and more.

You can complete any course entirely from your home or office, any time of the day or night.

Courses Start as Low as:

\$129

Tri-County Technical College

www.tctc.edu/ed2go

Introduction to Microsoft Excel

Discover the secrets to setting up fully formatted worksheets quickly and efficiently.

Intermediate Microsoft Excel

Master advanced features of Microsoft Excel 2007, including charting and PivotTables, and discover how this powerful MS Office program can boost your productivity.

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Accounting Fundamentals

Gain a marketable new skill by learning the basics of double-entry bookkeeping, financial reporting, and more.

A to Z Grantwriting

Learn how to research and develop relationships with potential funding sources, organize grantwriting campaigns, and prepare proposals.

Medical Terminology: A Word Association Approach

Prepare for a career in the health services industry by learning medical terminology in a memorable and enjoyable fashion.

Introduction to QuickBooks

Learn how to quickly and efficiently gain control over the financial aspects of your business.

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Explore a Career in Medical Coding

Learn how to use the CPT manual and the ICD-9-CM to find medical codes for any disease, condition, treatment, or surgical procedure.

Intermediate Microsoft Excel

Master advanced features of Microsoft Excel 2007, including charting and PivotTables, and discover how this powerful MS Office program can boost your productivity.

Beginning Writer's Workshop

Get a taste of the writer's life and improve your writing skills in this introduction to writing creatively.

Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language.

Human Anatomy and Physiology

Gain a greater appreciation and understanding of the marvelous complexity of the human body.

Introduction to CSS and XHTML

Learn to create state-of-the-art Web sites using modern CSS and XHTML techniques.

Speed Spanish

Learn six easy recipes to glue Spanish words together into sentences, and you'll be speaking Spanish in no time.



ACCELERATION LEARNING CENTER For Office Professionals



**Starting at
\$199 per
Class + Books**

Enroll in Individual Classes:

- Accounting Basics
- Building a Foundation with Microsoft Office
- Computer Applications
- Computer Concepts
- Computers in the Medical Office
- Customer Service
- Electronic Health Records
- Finance & Accounting for Non-Financial Managers
- HIPAA for Medical Office Personnel
- Integrating Microsoft Office
- Keyboarding
- Medical Keyboarding
- Medical Office Procedures
- Medical Terminology
- Medical Transcription
- Microsoft Access
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Windows
- Microsoft Word
- Patient Access Specialist
- Patient Billing
- Payroll Accounting
- QuickBooks
- and more

**For more information,
call Alicia Brown at
(864) 646-1733 or visit
www.tctc.edu/Learn.**

The **Acceleration Learning Center for Office Professionals**, located at the Pendleton Campus, is a unique learning experience featuring:

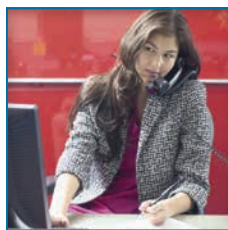
- Mentored learning
- Blended/hybrid format (online/classroom)
- Flexible start dates
- Working at your own pace
- Scheduling lab time for each course, if needed
- Most coursework that can be completed in the center's lab, online, at home or at work

QuickJobs Career Certificates

Starting at \$995, plus textbooks and certification exam fee, if available.

- **Administrative Office Specialist Certificate***
MOS – Microsoft Office Specialist Certification
- **Bookkeeping and Payroll Specialist Certificate***
QBCU – QuickBooks Certified User
- **Computer Concepts Certificate**
- **General Office Certificate**
- **Customer Service Certificate***
ICSA – International Customer Service Association Certification
- **Medical Office Billing & Electronic Health Records Certificate***
CEHRS – National HealthCareer Assoc. Certified Electronic Health Records Specialist
- **Medical Office/Patient Access Specialist Certificate***
NAHAM – National Association of Healthcare Access Management Certification
- **Medical Documentation (Transcription) Specialist Certificate***
CHDS – Certified Healthcare Documentation Specialist
- **Medical Scribe Specialist Certificate***
CMSA – American College of Medical Scribe Specialists: Certified Medical Scribe Apprentice

*Stackable Credential Opportunity: National Certifications Available!



BUSINESS & ADMINISTRATIVE SUPPORT

MICROSOFT OFFICE SPECIALIST—MOS CERTIFICATION (Acceleration Learning Center) **NATIONAL CERTIFICATION**

Upon completing the Administrative Office Specialist Certificate, you will be eligible to take the Microsoft Office Specialist (MOS) Certification Exams in Word,



Excel and PowerPoint. For details, visit www.tctc.edu/Microsoft.

NEW! QUICKBOOKS 2015 & CERTIFICATION PREP (BLENDED LEARNING 50% CLASSROOM, 50% ONLINE)

Upon completion of this course, you'll be able to take the certification exam to validate your QuickBooks knowledge by becoming an Intuit QuickBooks Certified User (QBCU). Topics include basic accounting principles, backing up files, creating companies, working with vendors and customers, banking with QuickBooks, customizing QuickBooks, classes, the accounting cycle, physical inventory, payroll, estimates and time tracking, balance sheet accounts, budgets, closing books, adjusting entries, and more. (Certification Exam additional. Includes 140 days FREE QuickBooks 2015 trial software.)

CSE585	9/22–11/12	TR	6–9 pm	Pendleton	\$599 (classroom/online)
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FAST CLASS: Get Going with QuickBooks 2015

CSE544	9/15–9/17	TR	5:30–9:30 pm	Pendleton	\$225
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FAST CLASS: Keep Going with QuickBooks 2015

CSE545	11/10–11/12	TR	5:30–8:30 pm	Pendleton	\$149
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SMALL BUSINESS/ENTREPRENEUR *QUICKBOOKS* BUSINESS *STARTER*

STEPS TO STARTING A BUSINESS

BXN562	9/17	R	5:30–8:30 pm	Pendleton	Free
BXN562	10/15	R	5:30–8:30 pm	Pendleton	Free
BXN562	11/19	R	5:30–8:30 pm	Pendleton	Free

REAL ESTATE BUSINESS *STARTER*

New home building is on the increase which means it's a great time to consider a career in real estate. Classes are available for individuals interested in First Year Sales, Property Management, Post Licensing, Broker A & B Management courses or continuing education credits.

Visit www.tctc.edu/RealEstate for more information.

RLS500	First Year Sales	9/8–10/27	TR	6–10 pm	Pendleton	\$479
RLS504	Property Mgt	9/14–10/7	MW	6–10 pm	Pendleton	\$305
RLS501	Post Licensing	10/12–11/11	MW	6–9 pm	Pendleton	\$305
RLS501	Post Licensing	11/16–11/20	M–F	8:30 am–3:30 pm	Pendleton	\$305



COMPUTERS & INFORMATION TECHNOLOGY

WEB DESIGN ONLINE

The Web Design Certificate Program is structured for those who wish to become professional web designers, and need a more flexible schedule.

Our online Web Design Certificate Program focuses on the foundation of web design, creating web pages, and marketing on the internet. Each class is 24 hours and \$129. New classes start each month. Visit tctc.edu/webdesign for more details.

KON501	Creating Web Pages	KEN798	Introduction to Photoshop CS5/CS6
KEN664	Introduction to CS6 and XHTML	KEN793	Introduction to Flash CS5/CS6
KEN590	Introduction to Dreamweaver	KEN609	Marketing your Business on the Internet
KON538	Designing Effective Websites	KON508	Achieving Top Search Engine Positions

IT CERTIFICATIONS

COMPUTER TECHNICIAN/A+ CERTIFICATION PREP

QUICK!OBS VA APPROVED NATIONAL CERTIFICATION

Learn the essential principles of installing, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing, preventive maintenance, customer service, and communication skills. Class will prepare students for the CompTIA® A+® National Certification Exams. Employment of computer support specialists is expected to grow 18% from 2010 to 2020, about as fast as the average for all occupations. Job prospects should be favorable. Includes books and toolkit.

CSE541 9/8–12/1 T 6–10 pm Pickens QJC \$1,699

NEW! COMPUTER NETWORK SUPPORT SPECIALIST/NETWORK+ CERTIFICATION PREP

QUICK!OBS VA APPROVED NATIONAL CERTIFICATION

Learn to analyze, test, troubleshoot, and evaluate existing network systems, such as Local Area Network (LAN), Wide Area Network (WAN), and Internet systems or a segment of a network system. Perform network maintenance to ensure networks operate correctly with minimal interruption. Prepares you for the CompTIA® Network+® National Certification Exam. Employment of computer network support specialists is expected to grow 18% from 2010 to 2020, about as fast as the average for all occupations. Job prospects should be favorable.

CSE557 2/24–4/28 T 6–10 pm Pickens QJC \$1,395

NEW LIVE DISTANCE EDUCATION (VIRTUAL LEARNING & CERTIFICATION TOOL KITS)

MICROSOFT IT ACADEMY—Earn a Certification Today!

QUICK!OBS NATIONAL CERTIFICATION

As part of the Microsoft IT Academy, the College has partnered with Knowledge Solutions International to provide high-end, hands on technology training. Knowledge Solutions International is a global learning and development organization that specializes in information technology training. Each certification program includes certified instruction, official curriculum and exam vouchers.

DAY AND EVENING PROGRAMS AVAILABLE—VISIT WWW.TCTC.EDU/MIT FOR COMPLETE DETAILS.

Microsoft IT Academy Certification Programs (Live Virtual Training)		
IT Certification Programs	Program Fee	Start Dates
A+ Certification	\$1,750	Aug31 Nov 16
Security+ Certification	\$1,955	Sept 28
A+ Help Desk & Desktop Administrator	\$5,525	Aug 31 Nov 16
MCSA Network Administrator	\$5,525	Oct 19
MCSA SQL Database Administrator	\$5,525	Sept 7
PROGRAM INCLUDES: Virtual Labs for hands on experience with six months access. Certified Official Courseware. Certification Exam Vouchers. Certified Live Training by Vendor Certified Trainer. Resume Construction.		

NEW! Certification Tool Kit	
IT Certification Programs	Program Fee
MCSA Windows 7	\$1,175
MCSA Server 2012	\$1,575
MCSE Exchange Messaging	\$1,975
MCSE SharePoint	\$1,975
MCSA Office 365	\$1,975
MCSA SQL Database	\$1,975
MTA Developer	\$1,175
MCSD Developer	\$1,975
KIT INCLUDES: Virtual Labs for hands on experience with six months access. Official self-paced study guide. Practice and review questions. Case scenarios, exercises, and best practices. Webcasts on Exam 70-680 objectives from Microsoft TechNet. Fully searchable eBook of this guide, plus sample chapters from related books.	

REGISTER TODAY! Online registration is easy, completely secure, personalized just for you and conveniently available 24/7 at www.tctc.edu/Learn.

Tri-County Technical College does not discriminate in admission or employment on the basis of race, color, religion, sex, qualifying disability, veteran's status, age, or national origin.



CONSTRUCTION

ELECTRICAL WIRING CERTIFICATE *QUICKJOBS*

SNAP2Work

Homes, businesses, and factories require more wiring than ever before, and electricians will be needed to install the necessary components. Learn installation of residential and commercial/industrial electrical circuits.

Employment of electricians is projected to grow 23% from 2010–2020, faster than the average for all occupations. Entry level pay in South Carolina is \$13.21 per hour or \$27,500 per year. Book(s) additional.

BWR500	Electrical Wiring I: Residential	9/8–10/8	TR	6–9 pm	Pendleton	\$299
BWR501	Electrical Wiring II: Residential	10/13–11/12	TR	6–9 pm	Pendleton	\$299

ELECTRICIAN EXAM PREP

Prepare for licensure as an Electrician. Book(s) additional.

BWR567	9/9–12/9	W	6–9 pm	Pendleton	\$499
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CONSTRUCTION EXAM PREP

Prepares candidates to take the SC State License Exam. Book(s) additional.

BLD607	Limited General Contractor License Exam Prep	11/30–12/9	M–W	6–9 pm
	Pendleton	\$299		
BLD603	Residential Builder License Exam Prep	10/13–10/22	T–R	6–9 pm
	Pendleton	\$299		
BLD606	UNLIMITED General Contractor License Exam Prep	9/14–9/24	M–R	6–9 pm
	Pendleton	\$425		

CERTIFIED FIBER OPTIC TECHNICIAN CERTIFICATIONS *QUICKJOBS*

Designed for anyone interested in learning basic fiber optic networking and becoming certified by the Fiber Optics Association (FOA). For more information, visit www.tctc.edu/Fiber or call 864-646-1700.

PRE-HIGHWAY CONSTRUCTION INSPECTOR/TESTING TECHNICIAN:

ASPHALT ROADWAY/EARTHWORK & BASE COURSE *QUICKJOBS* **SNAP2Work**

Provides both classroom and hands-on training for equipment, concepts, specifications, and material testing procedures necessary to perform work as a highway construction inspector/testing technician. Once completed, students may take the tests for both the SCDOT Asphalt Roadway Technician Certification and SCDOT Earthwork & Base Course. For more information, visit www.tctc.edu/PreHwy or call 864-646-1700.

SPONSORED BY

Blanchard



HEAVY EQUIPMENT OPERATOR TRAINING

QUICKJOBS **VA** APPROVED **SNAP2Work**

Provides both classroom and hands-on training for equipment applications, attachments, operating controls, preventive maintenance requirements, and basic operating techniques.

- HWY501—NCCER Core Curriculum and OSHA 10-hour construction standards
- HWY520—NCCER Heavy Equipment Operations Level 1 plus two additional NCCER modules (Backhoes and Wheel Loaders)

8/31–10/22	M–R	8 am–5 pm	Anderson	\$5,620
	& F	8 am–2 pm		

Projected national job growth is expected to be 24% from 2010–2020. For more information, call 864-646-1700 or visit www.tctc.edu/HEO.

DRIVING COURSES

DEFENSIVE DRIVING/POINT REDUCTION

Defensive Driving (DDC8) provided by the National Safety Council is available on all TCTC campuses. This 8-hour course provides a 4-point reduction to your driver's license and is also recognized by many insurance agencies for rate reduction.

TXN701 Offered bi-weekly* Location varies* \$85

MOTORCYCLE SAFETY TRAINING

Basic, Intermediate, and Experienced Rider programs are available. Training is held in a weekend format at the Anderson QuickJobs Center.

TXN750 Basic Motorcycle Class F 6–10 pm & S–U 8 am–4 pm Anderson QJC \$239

TXN751 Intermediate Motorcycle Class F 6–10 pm & S 8 am–5 pm Anderson QJC \$139

TXN752 Experienced Motorcycle Class U 8 am–3 pm Anderson QJC \$79

For full course descriptions, visit www.tctc.edu/drive or call 864-646-1700.



DESIGN/CREATIVE

PHOTOGRAPHY—LEARN THE BASICS OF YOUR DIGITAL CAMERA

SXN560 9/17–9/24 R 6–9 pm Anderson QJC \$65

PHOTOGRAPHY—SPECIALIST CERTIFICATE **BUSINESS STARTER**

Learn to use the functions of your camera to create photos you want others to see. Book(s) additional.

SXN565	Photography I: The Camera	9/2–9/30	W	6–9 pm	Pendleton	\$169
	Class Outing	9/27	U	2–5 pm		
SXN566	Photography II: Composition	10/7–11/11	W	6–9 pm	Anderson QJC	\$169
	Class Outing	11/8	U	2–5 pm		
SXN567	Photography III: Exposure					
	& Lighting Techniques	11/10–12/15	T	6–9 pm	Anderson QJC	\$189
SXN568	Photoshop Elements for					
	Photographers	9/22–10/27	T	6–9 pm	Pendleton	\$189

Thinking of starting a business? Enroll in our Business Starter courses. See page 6.

CULINARY **QUICKJOBS** **BUSINESS STARTER** **SNAP 2Work**

We offer a variety of classes that can benefit you in your pursuit of a career in the food industry or just simply improve your culinary skills for family and friends.

CUL500	Introduction to Cooking	9/29–10/14	TW	6–9 pm	Pendleton	\$239
CUL501	Cooking I: Soups & Sauces	10/20–11/4	TW	6–9 pm	Pendleton	\$239
CUL502	Cooking II: Meats & Entrees	11/10–12/1	TW	6–9 pm	Pendleton	\$239
	(no class 11/25)					

SERVSAFE® Food Safety Management Training

The ServSafe program helps prepare you for the ServSafe Food Protection Manager Certification exam.

CUL530	SERVSAFE Food Safety Manager	9/17	R	8 am–6 pm	Pendleton	\$179
CUL530	SERVSAFE Food Safety Manager	10/15	R	8 am–6 pm	Anderson QJC	\$179
CUL530	SERVSAFE Food Safety Manager	11/12	R	8 am–6 pm	Anderson QJC	\$179

ART

ART504	Beginning Watercolor	9/17–9/24	R&MTR	6–8 pm	Anderson QJC	\$109
ART505	Beginning Acrylic Painting	10/22–10/28	R&M–W	6–8 pm	Anderson QJC	\$109
ART506	Watercolor & Watercolor Pencils	11/23–12/1	MT	3–5 pm	Anderson QJC	\$109

SEWING

Learn the basics, that lay the foundation for strong knowledge and application of sewing. Class ends with the creation of your choice of a purse or a pillow. Fees do not include materials. Materials list will be provided the first night of the class. Bring your own sewing machine.

SEW505	Sewing I	9/10–10/1	R	6–9 pm	Anderson QJC	\$99
SEW501	Sewing II	10/8–10/29	R	6–8 pm	Anderson QJC	\$99



EMERGENCY RESPONSE

EMERGENCY MEDICAL TECHNICIAN CERTIFICATE
QUICK100 VA APPROVED NATIONAL CERTIFICATION
SNAP2Work

Emergency Medical Technicians (EMTs) provide emergency care to the critically ill and injured at an emergency scene. Our EMT program is certified and regulated by the SC Department of Health and Environmental Control. Successful completion qualifies you to take the National Registry certification examination and become certified in South Carolina. This 256-hour program meets the new National Registry and SC DHEC/EMS standards. Book(s) additional. Prerequisites: High School diploma/GED, WorkKeys assessment and must be submitted prior to registration.

DOC679	9/11–3/30/16	Twice a week, varies	9 am–1 pm	Pendleton	\$1,295
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NEW! THE ACTIVE ASSAILANT: CITIZEN SURVIVAL TRAINING PROGRAM

This 4-hour participatory class that includes live hands-on training scenarios for active shooter awareness and incident response. Topics include: Our Mindset vs Active Assailant Mindset, History of Active Assailants, A.I.D.D.U.S. (Alert, Inform, Deny, Defend, Depart, Unite and Survive), live hands-on scenarios, and Tournequet and Wound Packing.

FX0511	9/17	S	9 am–1 pm	Pendleton	\$149
FX0511	10/24	S	9 am–1 pm	Pendleton	\$149
FX0511	12/5	S	9 am–1 pm	Pendleton	\$149



HEALTHCARE

Core courses and prerequisites for various healthcare certificate programs. Books, fees and uniforms are an additional cost when required.

CPR / BASIC LIFE SUPPORT / HEALTHCARE PROVIDER

AHA600	9/26	S	9 am–3:30 pm	Pendleton	\$79
AHA600	10/17	S	9 am–3:30 pm	Pendleton	\$79
AHA600	11/21	S	9 am–3:30 pm	Pendleton	\$79
AHA600	12/12	S	9 am–3:30 pm	Pendleton	\$79

PEDIATRIC FIRST AID/CPR/AED FOR CHILD CARE PROFESSIONALS

AHA609	9/19	S	9 am–3 pm	Pendleton	\$75
AHA609	10/17	S	9 am–3 pm	Pendleton	\$75

HEALTH SYSTEMS AND PROFESSIONALISM

DOC572	9/14–10/12	M	6–9 pm	Pendleton	\$215
DOC572	11/2–11/30	M	6–9 pm	Pendleton	\$215
DON572	ONLINE	Start anytime	Call 864-646-1700 for details		\$215

REGISTER TODAY! Online registration is easy, completely secure, personalized just for you and conveniently available 24/7 at www.tctc.edu/Learn.

Tri-County Technical College does not discriminate in admission or employment on the basis of race, color, religion, sex, qualifying disability, veteran's status, age, or national origin.

HUMAN DISEASE PHARMACOLOGY

DOC575	9/28–10/28	MW	6–9 pm	Pendleton	\$365
DON575	ONLINE	Start anytime		Call 864-646-1700 for details	\$365

MEDICAL TERMINOLOGY WITH ANATOMY & PHYSIOLOGY

DOC568	10/6–11/24	T–R	6–9 pm	Pendleton	\$375
DON500	ONLINE	Start anytime		Call 864-646-1700 for details	\$299

ELECTROCARDIOGRAM (EKG) TECHNICIAN CERTIFICATE

QUICKSTART NATIONAL CERTIFICATION

Electrocardiogram (EKG) Technicians are responsible for performing electrocardiogram tests in hospitals and physician offices. These tests are used to monitor and record electrical impulses transmitted by the heart. Topics include: medical terminology, anatomy and physiology, CPR for the health care professional, identifying heart rhythms, operation of a 12-lead electrocardiograph machine, treadmill stress tests and use of a Holter monitor, legal and professional aspects of patient contact. A national certification is also available. Prerequisites: Medical Terminology with Anatomy and Physiology, CPR/Basic Life Support/Healthcare Provider, Health Systems and Professionalism.

DOC690	10/5–11/12	MTW	5:30–8:30 pm	OMC	\$904 (incl. exam fee)
DOC690	10/12–12/2	ONLINE	Start anytime	Call	\$904 (incl. exam fee)

NURSE AIDE CERTIFICATE

QUICKSTART VA APPROVED SNAP2Work

The Nurse Aide is the primary direct care giver in long-term care, home health, hospitals, and private duty services. This course, approved by the South Carolina Department of Health and Human Services (SCDHHS), contains through a combination of classroom lecture, simulated laboratory care, and hands-on clinical experience in a long-term care facility which qualified you to take the SC Nurse Aide Competency Exam, which is required to work in a variety of healthcare facilities and organizations.

DOC686	10/5–11/3	M–F	1–5 pm	Pendleton	\$1,064
DOC686	9/1–9/30	M–F	8 am–Noon	Easley QJ	\$1,064
DOC686	11/9–12/10	M–F	1–5 pm	Pendleton	\$1,064
DON530	ONLINE	Start anytime		Call 864-646-1700 for details	\$1,049

GERIATRIC NURSING ASSISTANT

Increase your employment options by adding the Alzheimer's & Dementia Seminar to the Nurse Aide Certificate and earn the Geriatric Nursing Assistant Certificate, specializing in Alzheimer's & Dementia. Includes Healthcare Provider CPR.

ALZHEIMER'S & DEMENTIA SEMINAR

This seminar will provide you with in depth knowledge and interventions as you work with residents, patients, and family members who are affected by dementia, including Alzheimer's disease. For professionals who hold a healthcare credential, you may be eligible to earn Certified Dementia Practitioner (CDP) through the National Council of Certified Dementia Practitioners (NCCDP) after completing the course. Call us to schedule an in-facility course for your staff.

DOC629	10/7–11/9	M–W	9 am–1 pm	Pendleton	\$195
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PHLEBOTOMY TECHNICIAN CERTIFICATE NATIONAL CERTIFICATION

Responsibilities of a phlebotomy Tech may include: collecting fluid or tissue samples, drawing blood using different collection techniques, explaining procedures to patients, and conducting standard laboratory tests. The Phlebotomy Certificate Program is designed to prepare students to obtain blood specimens by skin puncture or venipuncture using proper technique on adults, children and infants. Our curriculum has ASHP or ASPT approval to become nationally certified. Clinical hours will vary. Prerequisites: Medical Terminology with Anatomy & Physiology, CPR/Basic Life Support/Healthcare Provider and Health Systems and Professionalism.

DOC641	10/26–12/10	MTW		AnMed, various	\$434
DOC689	12/11–12/31	MTW, varies		AnMed, various	\$505



PATIENT CARE TECHNICIAN CERTIFICATE

QUICK10:SNAP2Work

Diversify your health care skills by enrolling in our compressed PCT schedule to gain the knowledge and skills for this in-demand position. Obtaining these skills will expand your options for employment and make you a valued team member in the hospital, ED, physician practices, and other areas. Topics from nursing assistant, phlebotomist, EKG technician

careers are included. Schedules will vary as you progress through this course and may include morning, afternoon, and evening classes. Prerequisites: Medical Terminology with Anatomy & Physiology, CPR/Basic Life Support/Healthcare Provider and Health Systems and Professionalism.

IV THERAPY CERTIFICATE

This certificate program is designed to educate health care professionals in understanding principles and practice of intravenous therapy with an emphasis on venipuncture techniques, equipment, equipment, precautions, complication of intravenous therapy, and nursing responsibilities. This course includes 12 hours of class and skills practice with a post course requirement to submit documentation of five successful IVs for the award of a 15 hour certificate in IV Therapy.

ENTRY REQUIREMENTS/WHAT TO EXPECT

Due to South Carolina practice laws only certain professionals may administer IV Therapy.

QUALIFICATIONS FOR COURSE

MA, LPN or RN. Must show current certification

DOC579	10/5–10/26	M	6–9 pm	Pendleton	\$261
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PHYSICAL THERAPY/RESTORATIVE AIDE CERTIFICATE **QUICK10:SNAP2Work**

Prepare for a rewarding career as a valued member of the physical therapy team. The physical therapist aide assists the physical therapist assistant or physical therapist in setting up the treatment areas for therapy services, documentation, and other routine services. This 52-hour program includes classroom, laboratory, and clinical observation experience in local facilities. Employment of physical therapist aides is expected to increase 43% from 2010 to 2020. Demand for physical therapy services is expected to increase in response to the healthcare needs of a growing elderly population.

DOC661	9/8–11/3	TR	6:30–8:30 pm	Pendleton	\$540
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PERSONAL TRAINER CERTIFICATE **NATIONAL CERTIFICATION**

RAPIDLY GROWING FIELD... This course is an approved University Curriculum Course of the American Council on Exercise which is designed to give you the knowledge and understanding necessary to prepare for the ACE Personal Trainer Certification Exam and become an effective personal trainers. This course presents the ACE Integrated Fitness Training® (ACE IFT®) Model as a comprehensive system for designing individualized programs based on each client's unique health, fitness, and performance goals. The information covered by this course and the ACE IFT Model will help students learn how to facilitate rapport, adherence, self-efficacy, and behavior change in clients, as well as design programs that help clients to improve posture, movement, flexibility, balance, core function, cardiorespiratory fitness, and muscular endurance and strength.

IMPORTANT NOTE: To receive certificate you must complete Modules I and II.

SPECIAL EXERCISE PROGRAMMING TOPICS: Mind-body exercise, special populations, and exercise implications of common musculoskeletal injuries

DOC654	Personal Trainer Module I	9/8–10/8	TR	6–9 pm	Pendleton	\$299
DOC656	Personal Trainer Module II	10/13–11/12	TR	6–9 pm	Pendleton	\$299

MEDICAL BILLING & CODING SPECIALIST CERTIFICATE

QUICK10:SNAP2Work NATIONAL CERTIFICATION

With the recent passing of the Patient Protection and Affordable Care Act (ACA) and the regulations and changes it mandated, the need for Coding and Billing Specialists is predicted to grow 21% from 2012 to 2020. The course curriculum is offered via traditional classroom and online and includes the following which enables you to sit for the AAPC CPC or AHIMA CCA certification: Medical Terminology with Anatomy & Physiology, Human Disease & Pharmacology, ICD-10 CM/PCS

Coding with Basic CPT & HCPCS Coding, Intermediate Coding, Advanced Coding (Scenario coding), and Medical Insurance & Billing (online and classroom options). Contact us at 864-646-1700 for course times.

MEDICAL OFFICE BILLING & ELECTRONIC HEALTH RECORDS SPECIALIST CERTIFICATE **(Acceleration Learning Center) QUICK1[●]3[●]S NATIONAL CERTIFICATION**

Designed to prepare you for employment in a medical office or hospital environment. Includes Medical Terminology, HIPAA Compliance, Medical Office Procedures, Electronic Health Records, Computers in the Medical Office, and Patient Billing. Once completed, students are eligible to take the *National HealthCareer Association (NHA) Certified Electronic Health Records Certification Examination*. **COST:** \$2,165 plus textbooks and certification exam, and computer skills prerequisites, if required. Mentored Learning. Start any time, continuous start dates. For more information, call Alicia Brown at 864-646-1733.

PATIENT ACCESS SPECIALIST CERTIFICATE **(Acceleration Learning Center) QUICK1[●]3[●]S NATIONAL CERTIFICATION**

Prepare for employment in one of the most important and concentrated areas in health care as a Patient Access Specialist. Includes: Customer Service for Healthcare, Medical Terminology, Healthcare Insurance I & II, and Patient Access Specialist. Prepares you for the *Certified Healthcare Access Associate (CHAA)* exam. **COST:** \$1,995 plus textbooks and certification exam, and computer skills prerequisites, if required. Mentored Learning. Start any time, continuous start dates. For more information, call Alicia Brown at 864-646-1733.

MEDICAL DOCUMENTATION (TRANSCRIPTIONIST) SPECIALIST **(Acceleration Learning Center) QUICK1[●]3[●]S NATIONAL CERTIFICATION**

Obtain the knowledge and skills needed to transcribe doctors' notes into official patient histories and reports. Prepares you to take the *Registered Healthcare Documentation Specialist (RHDS)* exam. **COST:** \$1,393 plus textbooks and certification exam, and computer skills prerequisites, if required. Mentored Learning. Start any time, continuous start dates. For more information, call Alicia Brown at 864-646-1733.

NEW! MEDICAL SCRIBE SPECIALIST CERTIFICATE **(Online) QUICK1[●]3[●]S NATIONAL CERTIFICATION**

Designed to train the individual in the entry-level field of medical scribe. Students will learn the fundamentals of the career, including medical terminology, anatomy and physiology, electronic health records, medico-legal rules and regulations, including HIPAA, the essentials of medical billing and coding. Prepares you to sit for the national scribe certification exam administered by the *American College of Medical Scribe Specialists*—the *Medical Scribe Certification & Aptitude Test (MSCAT)*. **COST:** \$1,995, plus textbooks and certification exam, and computer skills prerequisites, if required. For more information, call Alicia Brown at 864-646-1733.

Online Learning. Start any time, continuous start dates.

COSMETOLOGY CE 2015: COLOR+ CUT=THE DYNAMIC DUO

TAKE YOUR SKILLS TO A NEW LEVEL! You will learn to:

- Analyze the head form, face shape, facial features, and cranial divisions to customize your work
- Identify challenges in order to create the right haircut and color technique for your client's desired results
- Gain information to counter-balance facial and head form challenges during an interactive segment
- Make haircut shapes and hair color placement that relate to each other
- Develop a design plan by creating a blueprint

Licensed cosmetology instructors will provide you with an exciting day of learning, including group activities and working with partners. This will be a live 6-CEU Update, approved by the SC State Board of Cosmetology. *You must bring your cosmetology license and 1 photo ID.*

DOS615 11/8 U 9 am–4:30 pm Pendleton \$80 at the door, or \$65 if registering in advance



INDUSTRIAL/MANUFACTURING

SIX-SIGMA YELLOW BELT

Six-Sigma Yellow Belt Training is being offered this Fall as an open-enrollment course. Businesses can send individuals to the course, or can request an in-house training session. Call 864-646-1700 for details. Special pricing for WCTC members.

OSHA 30-HOUR GENERAL INDUSTRY STANDARD

AON615	10/6-10/27	T	8 am–5 pm	Pendleton	\$749/WCTC \$529
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WASTEWATER

WTS506	Introduction	9/8	T	4–7 pm	Pendleton	\$59
WTS507	Charact.&Sampling	9/10	R	4–7 pm	Pendleton	\$59
WTS508	Basic Math	9/15–17	TR	4–7 pm	Pendleton	\$99
WTS509	B Bio Tmt Processes	9/22–24	TR	4–7 pm	Pendleton	\$99
WTS510	B Phy-Chem Tmt Pro	10/6–8	TR	4–7 pm	Pendleton	\$99
WTS512	Mechanical Eqmt	10/13	T	4–7 pm	Pendleton	\$59
WTS513	Field Eqmt	10/15	R	4–7 pm	Pendleton	\$59
WTS514	Plant Safety	10/20	T	4–7 pm	Pendleton	\$59
WTS511	Disinf/Advanc Tmt	10/22	R	4–7 pm	Pendleton	\$59
WTS533	Sludge Hndlg Dispos	11/3–5	TR	4–7 pm	Pendleton	\$99
WTS530	MathRev W WW Oper	11/10, 11/19	TR	4–7 pm	Pendleton	\$189
WTS698	W Distr Coll Sys	1/12–28/16	TR	4–7 pm	Pendleton	\$279



TRANSPORTATION

COMMERCIAL TRUCK DRIVING (CDL)

QUICKJOBS **VA** APPROVED **SNAP 2Work**

Interested in a career in the trucking industry where the jobs are plentiful? Jobs with good pay and benefits are available for commercial drivers.

Trucking companies actively recruit students from our classes and we have a 97% placement rate. Class A and B courses begin on the same start date. Night driving is required for day classes. Class A consists of 164 hours of training, and Class B consists of 70 hours of training. Night classes are available—inquire for details at 864-646-1700.

TXN570	Class A	M–F *	8 am–5 pm	Anderson QJC	\$3,625
TXN527	Class B	M–F*	8 am–5 pm	Anderson QJC	\$1,475

* For current course dates/schedules, visit www.tctc.edu/Truck or call 864-646-1700.

Requirements: 10-year driving record, DOT physical, beginner's permit, copy of Social Security card, current SC Driver's License, and DOT drug screen (administered the first day of class). If you do not pass the DOT drug screen, federal regulations indicate that you will NOT be allowed to stay in the program.

In addition to the CDL training, the following courses/services are offered:

- 40-Hour Refresher Course—Only for those with a current CDL
- Permit Class
- Yard Operations
- Defensive Driving for Truck Drivers
- Federal Truck Inspections

Projected national job growth for trucking is expected to be 19% from 2010–2020. For complete class listings, course descriptions and schedules, visit www.tctc.edu/Truck.

REGISTER TODAY! Online registration is easy, completely secure, personalized just for you and conveniently available 24/7 at www.tctc.edu/Learn.

Tri-County Technical College does not discriminate in admission or employment on the basis of race, color, religion, sex, qualifying disability, veteran's status, age, or national origin.

REGISTRATION & CONTACT US

1. ONLINE: Search for courses and register online at www.tctc.edu/Learn.
2. BY PHONE: 864-646-1700 or toll-free (within the 864 area code) 1-866-269-5677, ext 1700.
3. BY FAX: 864-646-1894 Attn: Registration.
4. BY MAIL: Tri-County Technical College, Corporate & Community Education
Attn: Registration, PO Box 587, Pendleton, SC 29670.
5. IN PERSON: Stop by one of these locations to register and pay in person:
Monday–Thursday: 8 am–7 pm,
Friday: 8 am–2 pm, Saturday: Hours vary weekly.

PENDLETON CAMPUS

7900 Hwy 76, Pendleton, SC (Industrial & Business Development Center)

ANDERSON CAMPUS

511 Michelin Blvd, Anderson, SC

EASLEY CAMPUS

1774 Powdersville Rd, Easley, SC

GENERAL INFORMATION

TUITION & FEES

Courses have varying tuition and fees. We accept cash, checks, Visa, MasterCard, Discover, American Express, and purchase orders. Tuition and dates are subject to change. Some qualify for scholarship or sponsorship. Loans available to qualifying applicants. To confirm prices or inquire about loans or sponsorships, call 864-646-1700 or visit www.tctc.edu/Learn.

CANCELLATION & REFUND POLICY

Tri-County Technical College reserves the right to cancel courses due to insufficient enrollment and will refund the tuition paid by students. For students who request a refund at least 5 business days prior to the first day of class, the College will refund the full tuition. For students who request a refund less than 5 business days prior to the first day of class, the College will refund 80% of the tuition. No refunds will be made after the first day of class. In order to be issued a refund, the student must provide his/her social security number and date of birth.

ENTRANCE REQUIREMENTS FOR CORPORATE & COMMUNITY EDUCATION CLASSES

Tri-County Technical College adheres to the State Board for Technical and Comprehensive Education Policy 3-2-103, Minimum Age for Admission, with the following specific exemption: Students under the age of 18 may enroll in a non-credit course that is specifically designed for their age group or that has been approved by the Dean of Corporate & Community Education.

CONTINUING EDUCATION UNITS

CEU's are awarded to students who successfully complete their course. CEU's are recognized nationally and are defined as 10 contact hours of class participation in an organized continuing education program.

GRADING SYSTEM

Per Tri-County Technical College Procedure number 3-2-1050.1, the following grading system for non-credit, continuing education courses is as follows:

S-Satisfactory: "S" does not affect GPA calculations, earns CEU's, and generates no grade points.

U-Unsatisfactory: "U" does not affect GPA calculations, earns no CEU's, and generates no grade points.

SPECIAL ACCOMMODATIONS

Contact our Disabilities Coordinator at 800-735-2905 (TDD/Voice) or call 864-646-1569 for an appointment. Our facilities are handicap accessible.

Tri-County Technical College does not discriminate in admission or employment on the basis of race, color, religion, sex, qualifying disability, veteran's status, age, or national origin.

NEW! TRI-COUNTY TECHNICAL COLLEGE IS AN AMERICAN HEART ASSOCIATION TRAINING CENTER

Tri-County Technical College's Corporate & Community Education Division is proud to be a designated an American Heart Association (AHA) Training Center serving Anderson, Oconee, and Pickens (AOP) Counties. Our AHA Training Center offers quality AHA training courses in basic life support. The AHA Training Center also serves to support affiliated instructors who require certification, the latest training information, materials and course completion cards. In addition to our regularly scheduled classes, all classes can be customized and scheduled at a time and location that meets your specific needs.

NOW OFFERING: Quality, OSHA-approved emergency life support instruction combined with convenient classroom, online and workplace training options for healthcare providers, public safety personnel, childcare professionals, community members, and businesses

CPR

Basic Life Support for Healthcare
Provider (BLS)
Heartsaver First Aid/CPR/AED
Heartsaver Pediatric First Aid/
CPR/AED for childcare professionals
BLS/Heartsaver Skills Assessment

GROUP TRAINING

We specialize in Group and Corporate
ONSITE services.

For more information and class schedules,
contact Susan Blankenship at (864) 646-1706
or visit www.tctc.edu/LEARN.



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Association®

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