



# MIDLANDS TECHNICAL COLLEGE

## Corporate and Continuing Education

### **THE Midlands' Guide for Training**

September • October • November • December 2014

**[midlandstech.edu/cce](http://midlandstech.edu/cce)**

***Need specialized training to  
match your company's needs?***



**MTC Business Solutions** offers custom  
Corporate Training and Consulting Programs.  
**Call (803) 691-3907 to see how we can help.**



**ONLINE:** [midlandstech.edu/cce](http://midlandstech.edu/cce)



**PHONE-IN:** (803) 732-0432, Mon-Thurs, 8 am - 4:30 pm, Fri, 8 am - 1:30 pm, for all Corporate and Continuing Education inquiries.



**FAX OR EMAIL US:** Print a registration form at [midlandstech.edu/cce/registrationform.pdf](http://midlandstech.edu/cce/registrationform.pdf). Fax it to (803) 732-5255 or email it to [cce@midlandstech.edu](mailto:cce@midlandstech.edu).



**WALK-IN:**

<b>Airport Campus</b>	Academic Center, Room 110 Mon-Thu, 8 am - 4:30 pm Fri, 8 am - 1:30 pm	<b>Northeast Campus</b>	Student Information, Room 160 Mon-Thurs, 8 am - 4:30 pm Fri, 8 am - 1:30 pm
<b>Batesburg-Leesville Campus</b>	Mon-Thu, 8 am - 4:30 pm Fri, 8 am - 1:30 pm	<b>Fairfield Campus</b>	Mon-Thu, 8 am - 4:30 pm, Fri, 8 am - 1:30 pm
<b>Beltline Campus</b>	Student Center, 2nd Floor Welcome Desk Mon-Thu, 8 am - 4:30 pm Fri, 8 am - 1:30 pm	<b>SC Works</b>	700 Taylor Street, Columbia, SC 29212 Tue & Thu, 8 am - 4:30 pm
<b>Harbison Campus</b>	Harbison Hall, Room 101 Mon-Thu, 8 am - 4:30 pm Fri, 8 am - 1:30 pm		

All registrations require proof of legal presence in the U.S.

### Quick, easy, affordable payment options.

Learn more about our loans, veterans programs and our payment plans by visiting [midlandstech.edu/cce/finaid.htm](http://midlandstech.edu/cce/finaid.htm) or call (803) 732-0432.

A 2.5% credit card service fee will be applied to all credit and debit card transactions used to pay tuition and fees.



### We can bill your company!

To bill your company, furnish a purchase order number, a credit card number, a company check, or a letter of authorization to bill on company letterhead. The letter should have an authorized signature and the company Federal Tax ID number. Send this letter along with a completed registration form.

[www.midlandstech.edu/cce/RegistrationForm.pdf](http://www.midlandstech.edu/cce/RegistrationForm.pdf)

### Refunds

- You must officially withdraw from a class to receive a refund.
- If you do not withdraw and do not attend, you are still responsible for payment.
- You may request a transfer into another class, or you can send someone else in your place.
- Tuition will be refunded 100% for any classes canceled by the college.

To withdraw, contact the Corporate and Continuing Education Registration Office at (803) 732-0432.

# of days BEFORE the start of class	% of Refund
5 or more	100%
1 to 4	50%
0	0%

### Special Accommodations

The college requests students notify Counseling Services (803-822-3505) of any special accommodation needs at least 30 working days prior to the first day of class. This notification will help ensure quality and availability of services needed.

### Continuing Education Units (CEUs)

The CEU is a nationally recognized method for recording participation in a continuing education program that does not carry toward a degree, but does meet established standards for increasing knowledge and competencies. One CEU is awarded for each 10-contact hours of successful completion in an organized, non-credit continuing education program. Records for CEUs are kept on file in the Registrar's office at Midlands Technical College. No CEUs are awarded for personal enrichment courses.

### CHANGE NOTIFICATION

Midlands Technical College reserves the right to make necessary changes in registration fees, course dates, times, curricula, and faculty. This includes canceling courses when there is insufficient enrollment. Every effort will be made to work with students who have already enrolled in a course where changes were made.

*Early registration is recommended as courses fill early or are canceled due to lack of enrollment.*

### Training Guide Web Links and Web Information

In Fall Semester 2014, Midlands Technical College will launch a new website. Some web links and website information included in this training guide may change at that time. Please call (803) 732-0432 if you need assistance accessing any website information referenced in this guide.

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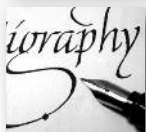
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## LEGEND



### Locations

AIRPT	Airport Campus	HARBH	Harbison Campus
BATES	Batesburg-Leesville Campus	LEMS	Lexington EMS
BLTLN	Beltline Campus	MAI	Midlands Audio Institute
CEONL	Online Class	NEAST	Northeast Campus
CEOFS	Off Campus Class	RSDI	Richland School District One
FFQJ	Fairfield Campus	WPLAW	WP Law, Inc.



Online courses are identified throughout the catalog by this symbol.



Look for the QuickJobs symbol to identify these programs.



New courses are identified throughout the catalog by this symbol.



Programs approved for Chapter 31 benefits are identified throughout the catalog by this symbol.



Look for the QuickJobs symbol to identify these programs.

# Learn to be competitive

## Make yourself employable fast

- Start a new career or move up to a better one.
- Fast-paced Continuing Education programs offer Career Training.
- Despite the current economy, there is still a demand for skilled workers in SC.
- Industry experts agree that 70% of jobs projected through 2016 will require specific or occupational training, not a four-year degree.
- QuickJobs programs have been developed for fields where job growth is expected.
- Many programs can be completed in less than three months.
- Some programs have annual earning potentials over \$60,000.
- You may be eligible for tuition assistance.



### Pick up a paycheck sooner than you think!

Take a look at the QuickJobs training MTC offers:

#### Business Management

Accounting and Payroll Specialist .....	pg.8
Lean Six Sigma Green Belt .....	pg.10
Project Manager .....	pg.8

#### Computers

Advanced Desktop and Server Administrator .....	pg.13
Computer Technician .....	pg.14
Database Analyst .....	pg.14
Desktop and Server Administrator .....	pg.13
Front-End Web Developer .....	pg.19
Office Administrative Specialist .....	pg.16

#### Creative Careers

Audio Engineer .....	pg.20
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Landscape/Horticulturist .....	pg.23
Locksmith* .....	
Personal Trainer .....	pg.23
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#### Employee and Leadership Development

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#### Healthcare and Human Services

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#### Industrial, Trades & Manufacturing

Building Construction Manager .....	pg.32
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Industrial Electrical Technician .....	pg.33
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Pipefitter .....	pg.36
SC Manufacturing Certification .....	pg.36
Small Engine Mechanic .....	pg.39
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Welder .....	pg.40-41

\*Visit [midlandstech.edu/cce/quickjobs](http://midlandstech.edu/cce/quickjobs) or call (803) 732-0432 for program information.

### Interested in something else?

There are hundreds of other certificates, programs, and even online courses offered by MTC. Check them out at [midlandstech.edu/cce/programs](http://midlandstech.edu/cce/programs).

## Start now. Don't wait.

To begin, go to [midlandstech.edu/cce/quickjobs](http://midlandstech.edu/cce/quickjobs) or call (803) 732-0432 for more information.

### Additional assistance for those receiving unemployment benefits or eligible for WIA

The Midlands Workforce Development Board works in partnership with Midlands Technical College to help job seekers build the skills they need for jobs that are in demand. Call your nearest SC Works Center in Columbia, Lexington or Winnsboro and ask about the Workforce Investment Act (WIA) and tuition assistance for QuickJobs training as well as other training available at MTC. In Columbia, call (803) 737-0206. If you live closer to the Lexington WorkForce Center, call (803) 359-6131 or go by and ask to speak to a WIA case manager. In Winnsboro, call (803) 815-0627 and ask about WIA.



MIDLANDS WORKFORCE  
DEVELOPMENT BOARD

Working Together for Tomorrow's Workforce



## Senior Enrichment

If you are 60 years of age or older, you are eligible for a 10% discount on most Midlands Technical College Corporate and Continuing Education courses.



*Click to your classroom.*



**MTC ONLINE LEARNING.  
ANYTIME. ANYWHERE.**

**Register now!** Visit [midlandstech.edu/cce](http://midlandstech.edu/cce)  
or call (803) 732-0432.

## Testing Center for Certifications & Licensures

Midlands Technical College offers a wide variety of certifications and licensures in its multipurpose testing center. Testing is open to anyone needing to take any of the hundreds of exams that are offered. Tests include high-stakes certifications and licensures by Microsoft, CompTIA, Cisco, ASWB, ASE and FSOT as well as many other national and state licensures.

The testing center is located at the Harbison Campus and offers weekday and Saturday hours for most exams. For a complete listing of all certifications and licensures offered, visit one of the following websites or call one of the numbers listed below.

**PROMETRIC™**  
[prometric.com](http://prometric.com)

**CERTiPORT®**  
[certiport.com](http://certiport.com)

**Castle**   
Sound Solutions Responsive Service  
[castleworldwide.com](http://castleworldwide.com)

Magistrate Applicant Exam

**PEARSON**  
**VUE**  
AUTHORIZED CENTER  
[vue.com](http://vue.com)

  
**comira**  
Test us.  
[comirateesting.com](http://comirateesting.com)

  
**ISO-QUALITY**  
TESTING, INC.  
GLOBAL COMPUTERIZED EXAMINATION SOLUTIONS  
[isoqualitytesting.com](http://isoqualitytesting.com)



**KRYTERION®**  
**HOST**  
LOCATION  
Contact Specific  
Exam Company

**ACT®** Career Ready 101™

***FREE Practice Exams*** (A+, Network+, Security+, and Microsoft Office)

**For more information about any of MTC's testing services, or to schedule a test or practice exam, please call the Testing Center at (803) 732-5342 or (803) 732-5337.**

# Build Your Post-Military Career with Midlands Technical College

MTC offers high-quality education and training programs that provide greater employment opportunities for veterans.

*Nationally recognized certifications • Fast-paced QuickJobs programs • VA approved programs*

## Tuition Assistance

Military tuition assistance is dependent primarily upon your command. All of our courses, certificates, and QuickJobs lead toward certificates and are awarded both Continuing Education Units and Clock Hours. Many commands will approve tuition assistance for promotion points, career advancement, and morale purposes. Check with your Education Service Officer (ESO) to find out more.

## VA Vocational Rehabilitation

Our courses, certificates, and QuickJobs are approved for Chapter 31 Benefits. To find out more about these benefits go to: <http://www.vba.va.gov/bln/vre/index.htm>.

## Montgomery GI Bill

Midlands Technical College Corporate and Continuing Education has several programs approved for your VA benefits.



### BUSINESS MANAGEMENT

- FastTrac NewVenture
- Human Resource (SHRM) Exam Review for PHR and SPHR
- Lean Six Sigma Green Belt
- Office Administrative Specialist

### COMPUTERS

- A+ IT Technician
- Cisco Certified Entry Network Technician
- Cisco Certified Network Associate (CCNA)
- Database Analyst
- Desktop and Server Administrator
- Front-End Web Developer
- Network+ Technician
- Security+ Technician

### HEALTHCARE AND HUMAN SERVICES

- Clinical Massage Therapist
- Emergency Medical Technician–Basic
- Sonographer

### INDUSTRIAL/MANUFACTURING

- South Carolina Manufacturing Certification
- Machinist/Computer Numerical Control (CNC) Operator
- Pipefitter
- Welder



*The number and scope of these programs are expanding, so check back frequently at [midlandstech.edu/cce/va](http://midlandstech.edu/cce/va).*

**Get the latest news on GI Bill Benefits at <http://www.gibill.va.gov>.**

**Contact MTC's Veterans Affairs Office  
at (803) 738-7717 for more information on courses  
or on how to apply for your benefits.**

Midlands Technical College does not discriminate in admissions or employment on the basis of race, sex, national origin or ethnic group, color, age, religion, disability, genetic information, military service, or pregnancy. The compliance officer for Affirmative Action, Equal Employment Opportunity and Disability Action can be reached at (803) 822-3261. For information about MTC graduation rates, the median debt of students who completed their programs, and other information, please visit our website at [midlandstech.edu/gep](http://midlandstech.edu/gep).

# BUSINESS MANAGEMENT



## BUSINESS MANAGEMENT ONLINE COURSES: NEW FOR FALL

### • Human Resources Professional

## 10 Top TEN Most Popular Online Courses:

- A-Z Grant Writing
- Accounting Fundamentals
- Administrative Assistant Fundamentals
- Bookkeeping with QuickBooks
- Employment Law Fundamentals

- Introduction to Access
- Project Management for PMP
- Purchasing Fundamentals
- Real Estate Investing
- Understanding the HR Function

*More than 450 online courses are currently being offered, and new topics are always being added.  
Go to [midlandstech.edu/cce](http://midlandstech.edu/cce) for the latest list of course offerings and to register.*

## Finance and Accounting

### Accounting Essentials

Master basic record-keeping procedures including: journalizing transactions, posting to a ledger and preparing a trial balance and financial statement. The accounting cycle will also be covered in detail. Students will gain an understanding of key financial and operational measures. \$649

Sep 9-Dec 4 TTh 6 pm-9 pm HARBN CEOFF 623 72

### Business Math

Develop an understanding of the fundamentals of everyday math, the kind we most frequently use in the workplace and at home. Learn practical applications for dealing with percentages, formulas, and the graphics and statistics that are so present in everyday activity. Perfect even if you only need a refresher! \$199

Nov 7-Nov 14 F 9 am-1 pm NEAST CEFIN 512 20

### Payroll Preparation Essentials

Aspiring payroll professionals learn the fundamentals needed to excel in this constantly changing field. The course also will appeal to existing payroll professionals as a way to refresh their knowledge and bring them up to date. \$99

Dec 9-Dec 11 TTh 6 pm-9 pm HARBN CEOFF 624 71

### QuickBooks

Set up a general ledger and chart of accounts, customize forms, create invoices, and learn how QuickBooks can assist with automating your payroll. Prerequisites: Accounting Essentials and Payroll Preparation Essentials or equivalent knowledge of basic accounting principles. \$349

Dec 15-Dec 16 MT 9 am-4 pm HARBN CEOFF 622 14

### Financial Strategies for Successful Retirement

Learn which assets are appropriate for retirement income, for lifetime use and for future generations. Explore how to make appropriate health care decisions. This course includes a workbook and study aids. Couples may attend together for the single fee. An optional financial planning consultation is provided after the class. \$79

Oct 7-Oct 28 T 6 pm-8:30 pm NEAST CEPFP 514 32  
Oct 8-Oct 29 W 6 pm-8:30 pm HARBN CEPFP 514 33

### Maximize Social Security: What Boomers Need to Know

Don't miss this valuable workshop designed especially for baby boomers with a focus on timing social security withdrawals to allow maximum retirement income. Recent legislation in Congress will be discussed. The decisions made today can have a tremendous bearing on the total benefits received over a lifetime. \$49

Dec 2 T 6 pm-8 pm HARBN CEPFP 700 01

### Protecting Your Hard Earned Assets in Volatile Times

Develop a master plan for a worry-free retirement. Will my nest egg survive this volatile market and the coming storms (increased taxes, inflation, market volatility, health care costs, and the debt crisis here and in Europe)? How long will my money last? Learn the helpful strategies for a confident financial future in an uncertain economy. \$59

Sep 4-Sep 11 Th 6 pm-8 pm HARBN CEPFP 698 05  
Oct 9-Oct 16 Th 6 pm-8 pm NEAST CEPFP 698 06

## Human Resources

### SHRM Exam Review

Use this up-to-date program to further develop your HR knowledge or to assist you in preparing for the certification exam. Receive the SHRM Learning System® for PHR®/SPHR® Certification Preparation for free, a \$695 value. Students are asked to register two weeks before the class starts. \$999

Sep 8-Dec 1 M 6 pm-9 pm NEAST CEHRS 503 22



# BUSINESS MANAGEMENT

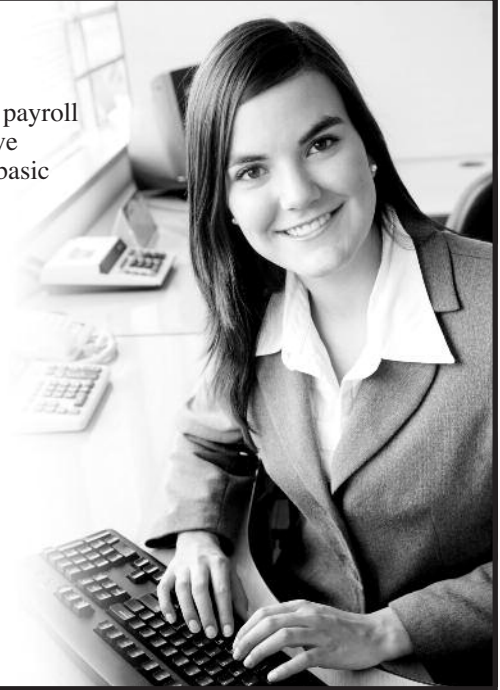
## **QJ** Accounting and Payroll Specialist

This program is designed to provide training for an entry level accounting and/or payroll specialist position. The certificate earned will indicate to an existing or prospective employer that the participant has both the manual and computerized exposure to basic accounting principles, together with other essential knowledge and skills.

	Hours	Costs
Accounting Essentials .....	66	\$649
Payroll Preparation Essentials .....	6	\$99
QuickBooks.....	12	\$349
Introduction to Computers .....	6	\$169
Excel, Introduction.....	12	\$279
Excel, Intermediate .....	12	\$279
Business Math.....	8	\$199
*Computer Typing for Everyone .....	12	\$239
*Organizing Computer Files.....	6	\$169
*Outlook, Introduction .....	12	\$279

**Total: 140 - 146 hrs \$2,431-\$2,541\***

*\*Choose two electives. Total costs will vary, depending on electives.*



## **Project Manager QJ**

### **Project, Introduction**

Create your first Microsoft Project schedule by adding tasks and resources, creating a baseline and viewing the critical path. \$329

Nov 11-Nov 13 TTh 6 pm-9 pm NEAST CEPMG 560 52

### **Project, Advanced**

Bring your deliverables in on time using project calendars, tracking and updating project progress. Advanced features such as working with reports and multiple projects will also be discussed. \$329

Dec 2-Dec 4 TTh 6 pm-9 pm NEAST CEPMG 561 52

### **PMP/CAPM Exam Prep Boot Camp**

Let us help you earn the PMP or CAPM certification with classes taught by industry experts who are PMPs. The same curriculum is used by PMI chapters to prepare their members for the PMP exam. Workbooks and practice exams included. Bring your PMBOK to class with you! Classes conducted in partnership with the Midlands PMI Chapter. \$1595

Sep 22-Sep 25 MTWTh 8 am-6 pm NEAST CEPMG 547 06

## *Try our expanded Course Search*

The new **quick and easy** way to  
find ***exactly*** what you need

*We're excited too!*

**midlandstech.edu/cce/coursesearch**





## Foundations of Project Management

This 12-class series is designed to provide a solid foundation in the tools and techniques of project management. The material in this series is consistent with the fifth edition of "A Guide to the Project Management Body of Knowledge (PMBOK® Guide)."

### YOU WILL BENEFIT FROM THIS TRAINING SERIES IF:

- You desire to improve or learn new project management skills.
- You are preparing for professional certification (PMP or CAPM).
- You are a professional project manager seeking PDUs for recertification.

*A student manual and handouts are provided, but each student should bring a personal copy of the PMBOK® Guide.*

**Register today by calling (803) 732-0432 or visit [midlandstech.edu/cce](http://midlandstech.edu/cce).**

### Projects and Project Management

Learn the difference between projects and project management in the context of the project management framework from the PMBOK® Guide (5th Edition). Students will be introduced to the elements of the framework, which includes 10 knowledge areas, 47 processes, and five process areas. \$149

Sep 9 T 6 pm-9 pm NEAST CEPMG 548 58

### Project Integration Management

Learn about six of the processes in this knowledge area. Using content consistent with the PMBOK® Guide (5th Edition), class will focus on Develop Project Charter, Develop Project Management Plan, Direct and Manage Project Execution, Monitor and Control Project Work, Perform Integrated Change Control, and Close Project or Phase. \$149

Sep 11 Th 6 pm-9 pm NEAST CEPMG 549 55

### Project Scope Management

Learn the five project management processes in the Project Scope Management knowledge area. Using content consistent with the PMBOK® Guide (5th Edition), this class will emphasize Collect Requirements, Define Scope, Create WBS, Verify Scope, and Control Scope. \$149

Sep 16 T 6 pm-9 pm NEAST CEPMG 550 55

### Project Time Management

Time management is critical for project success. Students will review six processes in the Project Time Management knowledge area. Using content consistent with the PMBOK® Guide (5th Edition), this class will emphasize Define and Sequence Activities, Estimate Activity Resources and Durations, and Develop and Control Schedule. \$149

Sep 18 Th 6 pm-9 pm NEAST CEPMG 551 55

### Project Cost Management

In this session, students will review three processes in the Project Cost Management knowledge area. Using content consistent with the PMBOK® Guide (5th Edition), this class will cover Estimate Costs, Determine Budget and Control Costs. \$149

Sep 30 T 6 pm-9 pm NEAST CEPMG 552 55

### Earned Value Management

Prepare for the PMP exam by tackling this difficult topic. Hands-on exercises will teach you how to calculate earned value, variances, indices, forecasts, and more. \$149

Oct 2 Th 6 pm-9 pm NEAST CEPMG 553 55

### Project Quality Management

Gain insight into the three processes in the Project Quality Management knowledge area: Plan Quality Management, Perform Quality Assurance, and Control Quality. Use tools like Ishikawa diagrams and mind mapping tools to perform root cause analysis. \$149

Oct 7 T 6 pm-9 pm NEAST CEPMG 554 55

### Project Human Resource Management

Gain insight into the three processes in the Project Human Resource Management knowledge area as outlined in the PMBOK® Guide - 5th Edition: Plan Quality Management, Perform Quality Assurance, and Control Quality. \$149

Oct 9 Th 6 pm-9 pm NEAST CEPMG 555 55

### Project Communication Management

Don't let communications derail your project. Gain insight into the processes in the Project Communication Management knowledge area as outlined in the PMBOK® Guide - 5th Edition: Plan, Manage and Control Communications. \$149

Oct 21 T 6 pm-9 pm NEAST CEPMG 556 55

### Project Risk Management

Learn the six processes in the Project Risk Management knowledge area: Plan Risk Management, Identify Risks, Perform Qualitative Risk Analysis, Perform Quantitative Risk Analysis, Plan Risk Responses, and Monitor & Control Risks. This session includes a classroom exercise related to developing a risk exposure model. \$149

Oct 23 Th 6 pm-9 pm NEAST CEPMG 557 55

### Project Procurement Management

Learn the processes in the Project Procurement Management knowledge area as outlined in the PMBOK® Guide - 5th Edition. The processes are Plan Procurement Management, Conduct, Control and Close Procurements. \$149

Oct 28 T 6 pm-9 pm NEAST CEPMG 558 55

### Project Stakeholder Management

Learn the processes in the Project Stakeholder Management NEW knowledge area in the PMBOK® Guide - 5th Edition. The processes are Identify Stakeholders, Plan Stakeholder Management, and Manage and Control Stakeholder Management. \$149

Oct 30 Th 6 pm-9 pm NEAST CEPMG 559 55

# BUSINESS MANAGEMENT

## Quality

*Looking for ways to upgrade your skills to become more valuable to your employer or in the marketplace?*



Look no further than the Center for Quality at MTC. We offer a competitive range of Quality programs to meet your needs, ranging from quality systems training (ISO 9001, AS9100, TS 16949, ISO 14000, etc.) to Lean, and Lean Six Sigma Certification programs. See below for a listing of our training programs.

- **Quality Systems (ISO/TA/AS)**
- **Five-Day Lead Auditor** **NEW**
- **Environmental Systems**
- **Lean**
- **Statistical Tools and Methods**
- **Lean Six Sigma** **QJ** **VA**
- **ASQ Certifications**
- **Productivity and Quality Improvement Tools**
- **Aerospace Quality Management System**

**For complete course lists, descriptions and the next available class dates, please visit our website at [midlandstech.edu/cce/centerforquality](http://midlandstech.edu/cce/centerforquality) or call (803) 732-0432.**

## Real Estate

### Property Management OPL019004

This 32-hour, pre-licensing course must be successfully completed prior to taking the SC Real Estate Commission's Property Management Exam. Students will need to download the Real Estate License Law from the LLR website [www.llr.state.sc.us](http://www.llr.state.sc.us). Text included. \$399

Sep 8-Sep 11	MTWTh	8:30 am-5 pm	NEAST	CERLE 504 11
Nov 8-Nov 16	SSu	8:30 am-5 pm	NEAST	CERLE 504 12

### Unit I Real Estate Prelicensing OPL019001

Successfully complete this course and receive 60 hours toward certification that qualifies you to take the SC Real Estate Commission's first year's sales license exam. Some of the topics covered are: real property law, agency relationships, federal/state laws, and pricing. Bring a calculator and highlighter. Text included. \$450

Sep 8-Oct 9	MTTh	6 pm-10 pm	NEAST	CERLE 505 09
Oct 27-Dec 1	MTTh	6 pm-10 pm	NEAST	CERLE 505 10

## Small Business and Entrepreneur

### In-Business Tax Workshop

This In-Business Tax Workshop will concentrate on topics specifically to help the entrepreneur who has started their business and is looking for a refresher or help to understand the following topics: what you need to know about federal taxes when hiring employees/contractors, how to manage your payroll, and what you need to know when you run your business out of your home. \$35

Oct 16	Th	9 am-12 pm	NEAST	CESMB 577 05
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### Start-Up Business Tax Workshop

The Start-Up Business Tax Workshop will concentrate on topics specifically to help the entrepreneur who has never been in business and is looking for the basic first steps when it comes to important issues such as: applying for an Employer Identification Number (EIN),

recordkeeping, bookkeeping and accounting, and selecting a form of business organization (sole proprietor, partnership, corporation, etc.). The entrepreneur will also learn the basics of calculating a net profit or loss for tax purposes as well as self-employment tax and making estimated tax payments. \$35

Sep 18	Th	9 am-12 pm	NEAST	CESMB 576 06
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### Tax Implications for Small Business Under the Affordable Care Act

This overview/introduction will present and discuss the status of important, tax related impact on small business entities under the Patient Protection and Affordable Care Act (PPACA). Discussion topics: Types of mandates, Which mandate applies, Duties and responsibilities, Exchanges/Marketplaces, Deadlines, Calculations, etc. \$59

Sep 25	Th	9 am-12 pm	NEAST	CESMB 578 02
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## BUSINESS MANAGEMENT

Looking for a new insight into your business enterprise?  
*FastTrac® may be exactly what you need!*

Be the entrepreneur you want to be! Midlands Technical College offers FastTrac® NewVenture™ and FastTrac® GrowthVenture™.

- FastTrac® GrowthVenture™
- FastTrac® NewVenture™ for Boomers
- FastTrac® NewVenture™

For more information, please contact Tom Ledbetter at 803-691-3885.

To register for upcoming classes, visit the FastTracSC Coalition website at <http://midlandstech.affiliate.fasttrac.org>.



## COMPUTERS



### COMPUTER ONLINE COURSES: NEW FOR FALL

- CompTIA A+

### 10 Top TEN Most Popular Online Courses:

- C++ for the Beginner
- C# Programming for the Beginner
- Computer Skills for the Workplace
- Creating Web Pages with HTML
- Excel, Introduction
- Java, Introduction
- Keyboarding
- Oracle, Introduction
- PowerPoint, Introduction
- SQL, Introduction

More than 450 online courses are currently being offered, and new topics are always being added.  
 Go to [midlandstech.edu/cce](http://midlandstech.edu/cce) for the latest list of course offerings and to register.

### Beginning Computer Courses

#### Computer Basics for Seniors

Perfect for beginners age 60 and older who want to become computer literate. Course topics include hardware, software, internet, and email. \$99.

Oct 10-Oct 17 F 9 am-12 pm HARBN CEBEG 549

#### Computer Typing for Everyone

If you use a desktop computer or laptop, typing is an invaluable skill that can open doors and enhance your career opportunities. This class will help you get started. \$239

Sep 5-Sep 26 F 9 am-12 pm FFQJ CEBEG 519 35  
 Sep 8-Sep 29 M 1 pm-4 pm NEAST CEBEG 519 36  
 Sep 8-Sep 29 M 6 pm-9 pm NEAST CEBEG 519 74

#### Introduction to Computers

Perfect for beginners who want to become computer literate. Course topics include hardware, software, internet and email. \$169

Sep 3	W	9 am-4 pm	BATES	CEBEG 582 16
Sep 4	Th	9 am-4 pm	FFQJ	CEBEG 582 17
Sep 9	T	9 am-4 pm	NEAST	CEBEG 582 18
Sep 23-Sep 24	TW	6 pm-9 pm	HARBN	CEBEG 582 56
Sep 25	Th	9 am-4 pm	HARBN	CEBEG 582 19
Oct 8-Oct 9	WTh	6 pm-9 pm	NEAST	CEBEG 582 57
Nov 11	T	9 am-4 pm	NEAST	CEBEG 582 20

#### Organizing Computer Files

Do you have trouble organizing digital photos, documents, and downloads on your computer? Learn to use file management in the Windows environment. The topics include creating and working with folders, finding files, cut, copy, paste, and more. \$169

Sep 16	T	9 am-4 pm	NEAST	CEBEG 534 39
Sep 30	T	9 am-4 pm	HARBN	CEBEG 534 40
Oct 6-Oct 13	M	6 pm-9 pm	HARBN	CEBEG 534 68

# COMPUTERS

## Computer Support

### A+ IT Technician **VA**

The perfect course for those who are or want to be entry-level computer service technicians. Learn to install, remove, upgrade, maintain, and troubleshoot computer hardware. Prepare for the A+ exams 801 and 802. \$1999

Oct 6-Oct 17	MTWTh F	9 am-4:30 pm 9 am-1 pm	HARBN CEDST 528 10
Nov 10-Dec 11	MTWTh	6 pm-9:45 pm	NEAST CEDST 528 56

### Administering Windows Server 2012

Learn to administer and maintain Windows Server 2012 infrastructure such as implementing server images, user and group management with active directory domain services (AD DS) and group policy, remote access and network policies, data security, monitoring, and update management. \$1999

Oct 6-Oct 16	MTWTh	6 pm-9:45 pm	HARBN CEMCS 714 54
Nov 10-Nov 14	MTWTh F	9 am-4:30 pm 9 am-1 pm	HARBN CEMCS 714 05

### Application Server Administration

Students will learn the fundamentals of administration of Microsoft Exchange Server and SharePoint Server. Additionally students will learn to create SQL queries and the basics of SQL Administration. \$1999

Sep 8-Sep 12	MTWTh F	9 am-4:30 pm 9 am-1 pm	NEAST CEMCS 717 02
Oct 20-Oct 30	MTWTh	6 pm-9:45 pm	HARBN CEMCS 717 51
Nov 17-Nov 21	MTWTh F	9 am-4:30 pm 9 am-1 pm	HARBN CEMCS 717 03

### Installing and Configuring Windows Server 2012

Learn to implement a core Windows Server 2012 infrastructure in an existing enterprise environment. This course is part one of a three-part series and focuses on the initial implementation and configuration of core services including Active Directory Domain Services (AD DS), networking services, and Microsoft Hyper-V Server 2012 configuration. \$1999

Sep 22-Oct 2	MTWTh	6 pm-9:45 pm	HARBN CEMCS 713 54
Oct 27-Oct 31	MTWTh F	9 am-4:30 pm 9 am-1 pm	HARBN CEMCS 713 05



### Cisco ICND Part 1

This class prepares you to take the Cisco 100-101 Interconnecting Cisco Networking Devices Part 1 (ICND1) exam which validates your ability to install, operate, and troubleshoot a small enterprise branch network; including basic network security. A CCENT will have the skills required for entry-level network support. \$1499

Oct 13-Oct 17	MTWTh F	9 am-4:30 pm 9 am-1 pm	NEAST CECIS 668 05
Dec 8-Dec 12	MTWTh F	9 am-4:30 pm 9 am-1 pm	NEAST CECIS 668 06

### Cisco ICND Part 2

This class prepares you to take the Cisco 200-101 Interconnecting Cisco Networking Devices Part 2 (ICND2) exam associated with the CCNA Routing and Switching certification. (\*\*Note that we strongly recommend that you pass the CCENT 100-101 exam before taking this class\*\*). \$1499

Nov 17-Nov 21	MTWTh F	9 am-4:30 pm 9 am-1 pm	NEAST CECIS 666 10
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### Server Virtualization

Design and implement a virtualization or cloud solution into an existing infrastructure or design a virtual environment from scratch. Implement Microsoft Hyper-V, install and manage VMWare ESXi, work with host management suites such as vCenter and use type 2 virtualization solutions such as Oracle Virtualbox and basic SAN/NAS solutions. Prerequisites: A+, Network+, Active Directory. \$1499

Oct 6-Oct 10	MTWTh F	9 am-4:30 pm 9 am-1 pm	NEAST CEMCS 716 02
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### Network+ **VA**

Acquire the fundamental skills and concepts that are used on the job in any type of networking career. You will be able to work with the major networking technologies and systems in use in modern PC-based computer networks as you also prepare for the Network+ certification exam. \$1499

Sep 8-Sep 18	MTWTh	6 pm-9:45 pm	HARBN CENET 724 54
Oct 20-Oct 24	MTWTh F	9 am-4:30 pm 9 am-1 pm	HARBN CENET 724 10

### Security+ **VA**

Theft and destruction of intellectual property takes place despite the presence of firewalls, encryption, and corporate edicts. Prepare to implement and monitor security on networks, applications, and operating systems, and respond to security breaches, as you also prepare for the Security+ exam. \$1499

Sep 15-Sep 19	MTWTh F	9 am-4:30 pm 9 am-1 pm	NEAST CESEC 664 09
Nov 10-Nov 20	MTWTh	6 pm-9:45 pm	HARBN CESEC 664 54
Dec 1-Dec 5	MTWTh F	9 am-4:30 pm 9 am-1 pm	HARBN CESEC 664 10



# COMPUTERS

## Computer Support

### **QJ VA Desktop and Server Administrator MCSA (Microsoft Certified Systems Associate)**

This certificate program provides you with the skills necessary to implement, administer, and troubleshoot a Microsoft domain based network. This includes setting up and configuring Windows-based client operating systems and managing Windows servers. The skills learned will make you competitive in today's job market with both large and small IT employers.

#### COMPTIA COURSES

A+ IT Technician (*Ten days*)

Network+ (*Five days*)

#### TWO EXAMS

CompTIA A+ 801 and 802

CompTIA Network+ 005

#### MICROSOFT COURSES

Installing and Configuring Windows Server 2012  
(*Five days*)

Administering Windows Server 2012  
(*Five days*)

Application Server Administration (SQL, SharePoint, Exchange)  
(*Five days*)

#### TWO EXAMS

Exam 70-410: Installing and Configuring  
Windows Server 2012

Exam 70-411: Administering Windows Server 2012

No Exam

*\* Courses should be taken in the order listed*

**Save \$1,500 – Enroll in the certificate program today.**

Course cost including CompTIA/MCSA exams if taken separately .....\$9,495

**Package Price – with discount .....\$7,995**

*Includes books, materials, practice and certification exams, and the opportunity to retake the course within one year at no cost.*

**Must  
register for  
entire package  
to receive  
discount.**

### **QJ VA Advanced Desktop and Server Administrator**

**MCSA – Security+ (CompTIA)**

**Cisco (Certified Entry Network Technician)**

This advanced certificate takes the Desktop and Server Administrator Certificate to the next level by adding additional credentials in information security and network configuration. With a greater understanding of how to configure and protect sophisticated networks, you will have the skills to work with the largest and most complete corporate networks.

#### COMPTIA COURSES

A+ IT Technician (*Ten days*)

Network+ (*Five days*)

Security+ (*Five days*)

#### FOUR EXAMS

CompTIA A+ 801 and 802

CompTIA Network+ 005

CompTIA Security+ 301

#### MICROSOFT COURSES

Installing and Configuring Windows Server 2012 (*Five days*)

Administering Windows Server 2012 (*Five days*)

Application Server Administration

#### TWO EXAMS

Exam 70-410: Installing and Configuring Windows Server 2012

Exam 70-411: Administering Windows Server 2012

No Exam

#### CISCO COURSES

Interconnecting Cisco Network Devices Part 1 (*Five days*)

#### ONE EXAM

ICND1

*\* Courses should be taken in the order listed*

**Save \$2,097 – Enroll in the certificate program today.**

Course cost including CompTIA/MCSA/Cisco exams if taken separately .....\$12,493

**Package Price – with discount .....\$10,396**

*Includes books, materials, practice and certification exams, and the opportunity to retake the course within one year at no cost.*

**Must  
register for  
entire package  
to receive  
discount.**

# COMPUTERS

## Computer Support

### **QJ VA** Computer Technician

A computer technician is a person who repairs and maintains computers and network servers. The technician's responsibilities may extend to include building or configuring new hardware, installing and updating software packages, and creating and maintaining computer networks. Computer repair technicians work in a variety of settings, encompassing both the public and private sectors. Get the skills you need to succeed.

#### Required Courses:

A+ IT Technician	60 Hours
Network+	30 Hours
<b>Total Hours</b>	<b>90 Hours</b>
<b>Total Cost</b>	<b>\$3498</b>

## Databases

### Crystal Reports, Introduction

Crystal Reports is a database report writer and is used for analyzing and presenting database information. You will learn to create and modify reports, apply formatting and formulas. \$599

Sep 8-Sep 11	MTWTh	6 pm-9 pm	HARBN CEDBS 588 52
Nov 24-Nov 25	MT	9 am-4 pm	HARBN CEDBS 588 36

### Database Design

Is your database easy to work with and efficient? Learn the theory behind relational databases, entity relationship diagrams, and normalization of data. Students will plan the design of a database. \$189

Nov 3	M	9 am-4 pm	HARBN CEDBS 614 41
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### Database Productivity Lab

At the end of the Database Design and Management Certificate Program, students design a working database, queries, forms, and reports. This hands-on session provides the review and practical

application needed to pull it all together and fine-tune your new database management skills. \$149

Dec 11	Th	9 am-4 pm	HARBN CEDBS 626 23
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### SQL, Introduction

Prepare yourself to use generic SQL (Structured Query Language) to retrieve, store and manipulate data from any relational database. Querying and SQL statements fundamentals will be covered. \$399

Nov 10-Nov 11	MT	9 am-4 pm	NEAST CEDBS 590 45
Nov 12-Nov 20	WTh	6 pm-9 pm	HARBN CEDBS 590 53

### SQL Server Database Services

Learn everything you need to be productive with SQL Server. This course gives you hands-on exposure to database design and creation, security, diagramming, backup, recovery, indexes, views, stored procedures, triggers, and basics of reporting services. \$699

Dec 8-Dec 10	MTW	9 am-4 pm	HARBN CESQL 609 20
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### **QJ VA** Database Analyst

In today's workplace, managers, programmers, and professionals need database skills. Without question, effective understanding, management, and analysis of data is a key to success for business professionals at all levels. To earn this certificate, students must successfully complete the following courses within a two-year period. Courses should be taken in the order listed.

	Hours	Costs
Access, Introduction .....	12	\$279
Access, Intermediate .....	12	\$279
Database Design .....	6	\$189
SQL, Introduction .....	12	\$399
Access, Advanced .....	12	\$279
Crystal Reports, Introduction .....	12	\$599
SQL Server Database Services .....	18	\$699
Database Productivity Labs .....	6	\$149
<b>Total: 90 hrs</b>		<b>\$2,872</b>

*Prerequisites:* Basic understanding of computers and Windows, together with an interest in data-gathering techniques and data analysis.



# COMPUTERS

## Microsoft Office

### Access, Introduction

Take away the mystery of database design in Access by creating, designing, and editing tables. Learn to create simple queries and filters and to design simple forms and reports. \$279

Sep 29-Sep 30	MT	9 am-4 pm	HARB	CEDBS 620 34
Oct 1-Oct 9	WTh	9 am-4 pm	HARB	CEDBS 620 69

### Access, Intermediate

Learn about database normalization, relationships, referential integrity and how to analyze tables. Explore complex queries with joins, calculated fields and summarizing and grouping values. Learn to enhance forms, create customized reports, labels, charts, and PivotTables and PivotCharts. \$279

Oct 13-Oct 14	MT	9 am-4 pm	HARB	CEDBS 623 27
Oct 15-Oct 23	WTh	6 pm-9 pm	HARB	CEDBS 623 63

### Access, Advanced

Learn to query with SQL statements and attach SQL queries to Access controls. Create crosstab, parameter and action queries. Create, run and attach macros to the events of database objects. Import, export and link objects and interact with XML documents. Optimize database resources, set options and properties to protect the database. \$279

Nov 24-Dec 2	MT	6 pm-9 pm	NEAS	CEDBS 624 62
Dec 3-Dec 4	WTh	9 am-4 pm	NEAS	CEDBS 624 24

### Creating a Simple Excel Spreadsheet

Learn to create a simple Excel spreadsheet complete with formats and easy formulas. \$79

Oct 24	F	9 am-12 pm	FFQJ	CESDS 628 23
Nov 21	F	9 am-12 pm	NEAS	CESDS 628 22

### Excel, Introduction

Excel is used in most offices. Learn how to create effective and efficient worksheets using formatting, printing, formulas, common functions, and charts. \$279

Sep 2-Sep 3	TW	9 am-4 pm	NEAS	CESDS 602 26
Sep 15-Sep 16	MT	9 am-4 pm	HARB	CESDS 602 27
Oct 13-Oct 14	MT	9 am-4 pm	FFQJ	CESDS 602 29
Oct 14-Oct 15	TW	9 am-4 pm	NEAS	CESDS 602 28
Oct 22-Oct 30	WTh	6 pm-9 pm	HARB	CESDS 602 74

### Excel, Intermediate

Students will learn how to use multiple worksheets and workbooks efficiently, and they will start working with more advanced formatting options including themes, backgrounds, and watermarks. They will also learn how to create outlines and subtotals, how to create and apply cell names, and how to work with lists and tables. Students will save workbooks as Web pages, insert and edit hyperlinks, and save a workbook as a PDF file. This course also covers worksheet auditing and protection, file sharing and merging, and workbook templates. \$279

Oct 20-Oct 21	MT	9 am-4 pm	HARB	CESDS 610 48
Oct 27-Oct 28	MT	9 am-4 pm	NEAS	CESDS 610 49
Nov 10-Nov 18	MT	6 pm-9 pm	HARB	CESDS 610 70

### Excel, Advanced

Students will work with more advanced functions including logical, date, time, statistical and financial, as well as lookup functions such as

VLOOKUP, MATCH, and INDEX. In addition, students will learn about array formulas, data validation and database functions such as DSUM. They will learn how to import and export data. Finally, students will learn about the analytical features of Excel (such as Goal Seek) and how to automate Excel using macros. \$279

Dec 15-Dec 16	MT	9 am-4 pm	HARB	CESDS 611 31
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### Excel Formulas and Functions

Work with basic math formulas and progress to conditional, lookups, date and time, financial, statistical, and conversion examples. Protect and hide your formulas and create user-defined functions. \$159

Dec 1	M	9 am-4 pm	HARB	CESDS 630 19
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### Excel Graphs

Graphs are very powerful tools for visually representing your important numeric data. Learn how simple it is to create in Excel. \$79

Oct 3	F	9 am-12 pm	HARB	CESDS 629 13
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### Excel Macros

Enjoy the efficiency of macros as you learn to record mouse clicks and keystrokes for playback later or to record a sequence of commands you use to perform repetitive tasks in Excel. Get the basics in this class. \$79

Dec 2	T	1 pm-4 pm	NEAS	CESDS 640 15
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### Excel Pivot Tables

Learn to use Pivot Tables to summarize large amounts of data and analyze it in a variety of ways. \$79

Dec 2	T	9 am-12 pm	NEAS	CESDS 631 18
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### Outlook, Introduction

Make the most of your email communications. Learn to work with contacts and distribution lists. Find out how Outlook tasks can help you get organized and use the Outlook calendar to keep up with your busy schedule. \$279

Nov 5-Nov 6	WTh	9 am-4 pm	HARB	CESCH 708 24
Nov 5-Nov 6	WTh	9 am-4 pm	FFQJ	CESCH 708 25
Nov 10-Nov 19	MW	6 am-9 pm	NEAS	CESCH 708 52

### Outlook, Advanced

Take your Outlook skills to the next level. Learn how to customize Outlook, automate commonly used actions, work with folders, organize Outlook components, and use the Rules Wizard. \$159

Dec 8	M	9 am-4 pm	NEAS	CESCH 702 23
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### PowerPoint, Introduction

Your presentations can be show stopping. Create slide shows using PowerPoint's most commonly used features. \$279

Oct 22-Oct 23	WTh	9 am-4 pm	HARB	CEPDP 629 26
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### PowerPoint, Advanced

Import from other applications, create photo albums, share presentations, and create templates. Use multimedia effects including sound and video to produce professional, effective presentations. \$279

Dec 1-Dec 2	MT	9 am-4 pm	HARB	CEPDP 650 04
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# COMPUTERS

## Microsoft Office

### Transitioning to Office 2013

Explore the new features in Microsoft's newest release of Word, Excel, PowerPoint, Outlook, and more. Students should have training or experience in a previous version of Microsoft Office. \$159

Nov 20 Th 9 am-4 pm NEAST CEMSO 513 05

### Word, Introduction

Learn everything you need to get started creating and editing documents, formatting, proofing, controlling page setup, and more. \$279

Sep 17-Sep 18 WTh 9 am-4 pm HARBN CEWDP 593 12

Oct 1-Oct 2 WTh 9 am-4 pm NEAST CEWDP 593 13

Oct 20-Oct 28 MT 6 pm-9 pm NEAST CEWDP 593 71

Dec 1-Dec 2 MT 9 am-4 pm FFQJ CEWDP 593 14

### Word, Intermediate

Enhance your proficiency with Word using tables, styles, templates, graphics, section breaks and columns. \$279

Oct 29-Oct 30 WTh 9 am-4 pm HARBN CEWDP 594 27

Dec 3-Dec 11 WTh 6 pm-9 pm NEAST CEWDP 594 61

### Word, Advanced

Create top-notch documents using forms, sharing documents, and document revisions. In addition, you will work with long document features, such as table of contents, indexes, bookmarks, master documents, mail merge and macros. \$279

Dec 15-Dec 16 MT 9 am-4 pm NEAST CEWDP 595 25

### Word, Introduction for Seniors

A class especially for those age 60 and older who want to learn the basics of Microsoft Word, including creating and editing documents, formatting, printing, and more. \$99

Dec 5-Dec 12 F 9 am-12 pm NEAST CEWDP 597 21

Follow  
us on:



## Microsoft Office Certifications • Microsoft Office Specialist – MOS

The Microsoft Office Specialist validates skills using Microsoft Office and Windows. This certification meets the demand for the most up-to-date skills on the latest technologies from Microsoft. Windows, Word, Excel, PowerPoint, Access, and Outlook courses will help you reach this goal.

Exams can be scheduled by calling (803) 732-5337. Corporate and Continuing Education students can take free practice exams in the testing center at the Harbison Campus to further prepare for the exams.

## **QJ VA** Office Administrative Specialist

*Build an effective office career by developing your technical expertise and communication skills.*

Give yourself a competitive edge by obtaining the tools necessary to thrive in a business setting. This program offers a solid business communication foundation while also teaching the computer skills that are vital to every office career. Emphasis is placed on developing strong computer and communication abilities.

Requirements	Hours	Costs
Word, Introduction	12	\$279
Word, Intermediate	12	\$279
Excel, Introduction	12	\$279
Excel, Intermediate	12	\$279
Organizing Computer Files	6	\$169
Outlook, Introduction	12	\$279
Computer Typing for Everyone	12	\$239
Becoming a Customer Service Star	6	\$159
Business Grammar	6	\$149
Business Letter Writing	6	\$149
Enhancing Your Professionalism	3	\$179

**Total: 99 hrs \$2,339**





# COMPUTERS

## Microsoft Office

### Microsoft Office Certificate

Get the tools you need to succeed. Microsoft Office is the most used software in offices today. Starting from the absolute beginner level and taking you to advanced levels, these courses provide step-by-step, easy-to-understand instructions on how to work with and master Microsoft Office programs. Learn from our experienced, expert instructors in a hands-on, state-of-the-art computer lab. Each student will receive a professionally prepared manual with each class—perfect for reference afterward. To earn the certificate, participants must satisfactorily complete the following courses within a two-year period.

Requirements	Hours	Costs
Microsoft Windows 8, Introduction	12	\$279
Microsoft Word, Introduction	12	\$279
Microsoft Word, Intermediate	12	\$279
Microsoft Word, Advanced	12	\$279
Microsoft Excel, Introduction	12	\$279
Microsoft Excel, Intermediate	12	\$279
Microsoft Excel, Advanced	12	\$279
Microsoft PowerPoint, Introduction	12	\$279
Microsoft PowerPoint, Advanced	12	\$279
Microsoft Access, Introduction	12	\$279
Microsoft Access, Intermediate	12	\$279
Microsoft Access, Advanced	12	\$279
Microsoft Outlook, Introduction	12	\$279
Microsoft Outlook, Advanced	6	\$159
<b>Total: 162 hrs</b>		<b>\$3,786</b>

## Mobile Devices and Applications

### iPad Basics

Learn to use your iPad to get the most from your mobile device. We'll cover tricks and traps as well as some of our favorite applications. This is a hands-on class, so you'll need to bring your own iPad. \$89

Sep 5	F	9 am-12 pm	NEAST	CEAPP 503 20
Nov 25	T	9 am-12 pm	NEAST	CEAPP 503 21

## SharePoint

### SharePoint Foundations

Use, create, and edit content in a team site. You will also create and perform basic management of a team site using SharePoint Foundation 2010. This course is designed for individuals who will need to access

information on a Microsoft SharePoint team site or for individuals who may need to create and manage a team site. \$429

Sep 23-Sep 24	TW	9 am-4 pm	HARB	CESPT 514 09
Nov 5-Nov 6	WTh	9 am-4 pm	NEAST	CESPT 514 10

Validate your knowledge and experience  
*with an IT Certification*



### MTC IT Certifications:

- Cover relevant information in today's changing IT marketplace
- Make a perfect fit if you are:
  - New to technology
  - Changing jobs
- Help you use evolving technologies
- Fine-tune your troubleshooting skills
- Improve your job satisfaction
- Demonstrate to your employers, peers and customers that you are committed to advancing your skills

**Register today – call (803) 732-0432 or visit [midlandstech.edu/cce](http://midlandstech.edu/cce)**

# COMPUTERS

## Social Media

### Social Media Business Basics

What is social media and how can it help my business? Learn the fundamentals and history of the main social networking sites, and how to incorporate different types of social media outlets into your personal career search or business marketing plan. This class is for business professionals who have little or no experience with social media. \$199

Oct 13 M 9 am-4 pm NEAST CESOC 521 17



## Are you unemployed with training or experience in Information Technology?



The Growing Resources for Information Technology (GRIT) program funded by the U.S. Department of Labor Employment and Training Administration is offering competitive scholarship opportunities for training in application development and systems support.

**To see if you meet the eligibility requirements, visit [midlandtech.edu/cce/grit](http://midlandtech.edu/cce/grit).**



Growing Resources for  
Information Technology

### **QJ VA** Front-End Web Developer Applied Computing\*

For students who want to be sophisticated users of computing technology in their field of study, from insurance, to healthcare, to the arts; coursepower provides the foundational computing skills needed for your profession.

Course	Hours	Costs
HTML5	12	\$359
CSS3-Cascading Style Sheets	12	\$359
CSS3, Advanced	12	\$359
JavaScript	30	\$1199
Photoshop, Introduction	12	\$359
Social Media Business Basics	6	\$199
Search Engine Optimization (SEO)	3	\$199
Visual Studio	3	\$149
Web Site Production Lab	18	\$599
<b>TOTAL:</b>	<b>108</b>	<b>\$3,781</b>



\*The Front-End Web Developer courses are the foundational courses for coursepower's Applied Computing Certificate.

\*\*Grades will be given in the Web-Site Production Lab. To receive a Front-End Web Developer Certificate, you must earn a grade of C or better.

# COMPUTERS

## Web Development and Print Media

### CSS3 - Cascading Style Sheets

Learn to apply local styles, style sheets, and to create classes to control the appearance of your Web sites by separating visual presentation from content. Learn CSS basics to build effective navigation and page layouts, and then move on to work with typography, colors, backgrounds, and white space. Explore how the four major browsers affect CSS. Prerequisite: HTML5 or equivalent experience. \$359

Sep 22-Sep 23 MT 9 am-4 pm NEAST CEWDV 551 05

### CSS3 - Cascading Style Sheets, Advanced

CSS3 is a growing technology. In this class you will study advanced selectors and styling, gradients, shadows, transitions, and rounded corners. Learn what currently works, how it works, and how to work around browsers that have not yet implemented the full functionality of CSS3. \$359

Sep 29-Sep 30 MT 9 am-4 pm NEAST CEWDV 556 01

### Dreamweaver

Design and produce high-impact websites with Dreamweaver. Learn to create, link, and enhance web pages that make a difference. If you are a Mac user, call 803.732.0432 to reserve an iMac for use in class. \$699

Dec 1-Dec 9 MT 9 am-4 pm NEAST CEWDA 537 04

### HTML5

Learn to use HTML5 to structure Web content. Create semantically meaningful page structures and explore basic CSS principles. Work with lists and tables, links, and images. Explore effective web site planning and authoring principles, learn how to create a semantic document structure, and how to build interactive forms, apply native data validation, and embed HTML5 audio and video. \$359

Sep 16-Sep 17 MT 9 am-4 pm NEAST CEWDV 550 06

### InDesign Fundamentals

You can design and produce professional print documents and layouts. Learn how to manipulate text, shapes, colors, and frames to create eye-catching print products using Adobe InDesign. If you are a Mac user, call 803.732.0432 to reserve an iMac for use in class. \$359

Dec 10-Dec 11 WTh 9 am-4 pm NEAST CEPDP 626 32

### JavaScript

Learn the fundamental concepts of the JavaScript language. You will learn how to use JavaScript to communicate with users, modify the Document Object Model (DOM), control program flow, validate forms, animate images, create cookies, change XHTML on the fly, and communicate with databases. Prerequisites: HTML5 and CSS3 equivalent knowledge. \$1199

Oct 6-Oct 10 MTWThF 9 am-4 pm NEAST CEWDV 557 01

### Photoshop, Introduction

Make your graphics shine. Incorporate color techniques and filters. Understand and work with layers; including creating masks, painting layers, adjusting layers, and other tools. Also includes a brief introduction to creating web-ready graphics. If you are a Mac user, call 803.732.0432 to reserve an iMac for use in class. \$359

Oct 20-Oct 21 MT 9 am-4 pm NEAST CEGPH 601 33

### Search Engine Optimization (SEO)

Learn about ETHICAL ORGANIC search engine optimization (SEO) and how you can start using it to increase your website's visibility to search engines to attract the right kind of traffic. You will learn how to implement basic optimization strategies, like conducting keyword research, implementing website coding changes, and the importance of other utilities, such as social media, testimonials and blogging sites. \$199

Oct 24 F 9 am-12 pm NEAST CEWDV 552 03

### Visual Studio

Visual Studio Express provides a free development environment to develop applications for the latest platforms. Students will learn the foundational skills for creating and editing different software languages in the latest release of Visual Studio Express. \$149

Sep 15 M 9 am-12 pm NEAST CEWDV 558 01

### Web Site Production Lab

At the end of the Web Design Certificate program, students will design a simple website. Additionally, using current tools, students will configure a hosting system with a domain name, create a directory and upload files. This hands-on session will showcase and demonstrate the web design skills acquired in the program. \$599

Oct 27-Oct 29 MTW 9 am-4 pm NEAST CEWDV 553 03

## **QJ VA FRONT-END WEB DEVELOPER**

Turn your love for technology and design into a career with a Midlands Technical College certificate in web design. Our website design certificate can prepare you for a career in the information technology sector. You will receive hands-on training with 19 programs like Photoshop and learn to program using HTML5 with JavaScript and CSS3.

Course	Hours	Costs
HTML5	12	\$359
CSS3-Cascading Style Sheets	12	\$359
CSS3, Advanced	12	\$359
JavaScript	30	\$1199
Photoshop, Introduction	12	\$359
Social Media Business Basics	6	\$199
Search Engine Optimization (SEO)	3	\$199
Visual Studio	3	\$149
Web Site Production Lab	18	\$599
<b>TOTAL:</b>	<b>108</b>	<b>\$3,781</b>



# COMPUTERS

## Windows

### Windows 8 Introduction

Get comfortable with Microsoft Windows 8's NEW operating system. Learn this 'metro' interface and its new capabilities. Whether you are new to computers or have used them previously, this "hands-on" class

will teach you how to easily navigate, customize, launch, house, and secure applications. Learn to use Internet Explorer 10 also. \$279

Sep 3-Sep 4	WTh	9 am-4 pm	HARB	CEWIN 582 07
Nov 5-Nov 6	WTh	9 am-4 pm	NEAS	CEWIN 582 08

# CREATIVE CAREERS



## CREATIVE CAREER ONLINE COURSES: NEW FOR FALL

### • Secrets of Better Photography

## 10 Top TEN Most Popular Online Courses:

- Become a Veterinary Assistant
- Beginning Writer's Workshop
- Child Day Care Management Specialist
- Publish and Sell Your E-Books
- Real Estate Law
- Secrets of Better Photography
- Start Your Own Arts & Crafts Business
- Wow! What a Great Event!
- Write Like a Pro
- Writerrific: Creative Writing for Writers

*More than 450 online courses are currently being offered, and new topics are always being added.  
Go to [midlandstech.edu/cce](http://midlandstech.edu/cce) for the latest list of course offerings and to register.*

## Animal Care

### Veterinary Assistant Certificate

Become a competent veterinary assistant learning receptionist duties, laboratory procedures, medical terminology, Animal CPR, and customer

skills. Successful completion of this certificate program will qualify you for an entry-level position as a veterinary assistant. All materials included. \$799

Oct 7-Nov 13	TTh	6 pm-9 pm	HARB	CEANC 508 13
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## Audio Engineer

### Audio Engineering, Introduction

Learn how to use standard types of audio equipment - microphones, mixing consoles, compressors, EQ's reverbs, and power amps will be covered with live demonstration during classes. Classes will also cover maintenance and troubleshooting. Classes meet at Midlands Audio Institute, 207 S. Prospect St. (803) 782-6910. \$399

Sep 8-Oct 27	M	7 pm-9 pm	MAI	CEMUS 507 02Z
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### Commercial Music Theory

If you are going to be working in the music business, you need to know the difference between "off key" and "on." This course covers the music theory, ear training and harmony related to commercial/contemporary music from rock'n'roll to classical music. Classes meet at Midlands Audio Institute, 207 S. Prospect St. (803)782-6910. \$399

Oct 30-Dec 18	Th	7 pm-9:20 pm	MAI	CEMUS 511 05Z
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### Live Sound Production

Learn the ins and outs of running live sound for production companies, theatres, artists, churches and more. This class includes a two-hour lab. Textbook included. Classes meet at Midlands Audio Institute, 207 S. Prospect St., Columbia, SC 29205. (803)782-6910. [info@midlandsaudioinstitute.com](mailto:info@midlandsaudioinstitute.com). \$399

Nov 3-Dec 15	M	7 pm-9:57 pm	MAI	CEMUS 521 05Z
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### Music Business

Whether you want to be the manager of a band, make extra income as a booking agent or do both for yourself as an artist, this course will give you the skills to navigate through the world of the music business.

Textbook included. Classes will meet at Midlands Audio Institute, 207 S. Prospect St., (803) 782-6910. \$399

Sep 4-Oct 23	Th	7 pm-9 pm	MAI	CEMUS 510 05Z
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### Studio Recording I

Learn the latest techniques in audio recording. From analog to digital, this course will improve your abilities to record music at home or in a studio. Covers Pro Tools and analog outboard equipment. This class includes a two-hour lab. Classes meet at Midlands Audio Institute, 207 S. Prospect St. (803) 782-6910. \$399

Sep 9-Oct 28	T	7 pm-9:25 pm	MAI	CEMUS 522 02Z
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### Studio Recording II

Supplement to Studio Recording I. Required for Certificate Program. One-on-one time featuring eight hours of hands-on use of a Pro Tools system. Student must pass final exam and present a recording demo project for critique to pass the course. Must be completed within two years of beginning the certificate program. \$399

Nov 4-Dec 16	T	7 pm-9:57 pm	MAI	CEMUS 523 04Z
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# CREATIVE CAREERS

## Beverage Service

### Responsible Bartending – TIPS Certification

Must be 21 years old to attend. T.I.P.S. is a nationally recognized program that will help you become a responsible bartender. T.I.P.S. certification is normally required by an establishment before an employee can work behind the bar. Certification upon completion of test at end of class. \$100

Sep 14	Su	1 pm-5 pm	HARBN CEKIT 587 06
Oct 12	Su	1 pm-5 pm	HARBN CEKIT 587 07
Nov 9	Su	1 pm-5 pm	HARBN CEKIT 587 08

## Cake Decorator QJ

### Cake Decorator Professional Certificate

This 18-hour certificate program prepares you for all aspects of cake decorating – personal pleasure, the workplace, or starting your own business. Bring to the first class: Tips; bags; couplers; spatula or spoons; and practice board. A list of all required supplies will be handed out at the first class. See the “Materials list” on the website for all supply requirements. Learn the perfect techniques in creating beautiful flowers using royal icing, piping and piping gel in transferring patterns. Find out how the experts create beautiful cakes. \$159

Sep 2-Oct 7	T	6 pm-9 pm	CEOFS CEKIT 522 18
Oct 21-Dec 2	T	6 pm-9 pm	CEOFS CEKIT 522 19



## Child Development

### Blood Borne Pathogens/Health and Safety

Receive 2.5 hours of blood borne pathogens training and 2.5 hours of Health and Safety. Study health and safety issues by creating a safe and healthy environment for children. Learn the proper procedures to prevent illness and accidents in the classroom. \$20

Oct 4	S	8 am-1:30 pm	HARBN CEABC 519 07
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### Curriculum

Take this opportunity to gather creative ideas to strengthen the curriculum at your center. \$20

Sep 13	S	8 am-1:30 pm	HARBN CEABC 501 14
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### Guidance

Understand how to guide behavior of young children. \$20

Nov 1	S	8 am-1:30 pm	HARBN CEABC 502 09
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### Health and Safety

Study health and safety issues by creating a safe and healthy environment for children. Learn the proper procedures to prevent illness and accidents in the classroom. \$20

Dec 6	S	8 am-1:30 pm	HARBN CEABC 500 06
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## Event Planner

### Event & Wedding Planning I

Part one of a three-course certificate program. Master the scope of duties, personal interest and aptitude, potential career paths, self-preparation to begin a business and the components of a basic event planning client consultation. Participation in an assigned class event is required for certificate completion. \$339

Sep 9-Sep 23	TW	6 pm-9 pm	HARBN CEEVT 514 02
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### Event & Wedding Planning II

Part two of a three-course certificate program. You will receive step-by-step instructions, worksheets and checklists, guidance for selecting venues/vendors, contract negotiation skills, protocol/etiquette, dealing with VIPs, security issues, etc. Prerequisite: Event and Wedding Planning I. All materials included in price. \$339

Sep 24-Oct 8	TW	6 pm-9 pm	HARBN CEEVT 515 02
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### Event & Wedding Planning III

It all comes together in this course which offers guidance and resources for the event professional and wedding consultant who is ready to put knowledge into action. This class covers all aspects of starting a business, creating a business plan, and marketing. Prerequisites: Event Planning I and II. All materials included in price. \$339

Oct 14-Oct 22	TW	6 pm-9 pm	HARBN CEEVT 512 04
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# CREATIVE CAREERS

## Floral Designer

### Floral Design Certificate

The fundamentals of floral arranging will give students enough basic skills to seek entry level positions in the floral business. Introduction to materials and equipment, principles of good design, color, and specialized designs are covered. Master the skills with the included text. \$399

Sep 8-Oct 14 MT 6 pm-9 pm HARBN CEFLC 501 10

### Floral Design, Basic

You will learn about bow-tying, bud vases, one-sided and all around arrangements; as well as cut flower care, contemporary, exotic, and silk

arrangements. Continue to master the skills with the included text. \$199

Sep 8-Sep 29 M 6 pm-9 pm HARBN CEFLC 517 06

### Make Your Own Holiday Wreath and Garland

Want to have a one-of-a-kind wreath or garland this year for your holiday decorating? This class will demonstrate four different ways of decorating wreaths and garlands to add to the festivity of the season. Bring a hot glue gun to class and the materials are supplied. \$79

Oct 20-Oct 27 M 6 pm-9 pm HARBN CEFLC 520 01

## Interior Decorator

### Decorating Quick: New and Redo!

Learn to give your rooms a facelift using the newest trends. This class will teach you how and when to use new purchases and when a redo will do! \$149

Oct 7-Oct 16 TTh 6 pm-9 pm HARBN CEDCP 544 01

### Interior Decorator Certificate

Students complete projects applying color and pattern relationships, floor planning skills, window treatments, furniture selection, blueprint reading, cost estimations, accessories, electrical and lighting, and the decorator/client business relationship. View website for detailed schedule. \$699

Sep 3-Dec 17 W 6 pm-9 pm NEAST CEDCP 529 06

### Interior Decorating, Beginning

Fundamental theories of decorating are introduced enabling students to apply beginning skills. Lessons include floor plan drafting, traffic flow, space and furniture arranging, furniture history and period styles, and a beginning analysis of color and pattern relationships. Students will

complete a project based on skills learned. \$239

Sep 3-Oct 1 W 6 pm-9 pm NEAST CEDCP 502 05

### Interior Decorating, Intermediate

Prerequisite: Beginning Interior Decorating. Color and pattern, window treatments, fabric applications, carpet and oriental rugs, wall coverings, and painted finishes are covered. Estimate and calculate yardage for window treatments, carpet and wallpaper. Apply floor-planning skills to a project. Thursday field trip meets during the day. \$239

Oct 8-Nov 5 W 6 pm-9 pm NEAST CEDCP 503 05

### Interior Decorating, Advanced

Prerequisite: Intermediate Interior Decorating. Final theories include blueprint reading, electrical and lighting, accessories and trends, cost estimations and the decorator/client business relationship. The final project utilizes all skills to prepare a furniture, color/pattern layout, and cost schedule. Thursday field trip meets during the day. \$239

Nov 12-Dec 17 W 6 pm-9 pm NEAST CEDCP 504 05

## Landscaper and Horticulturist

### Arboriculture

Learn how to care for and maintain trees and other woody plants used in urban, residential, recreational, park, and street plantings. Learn how to properly care for and use tools, equipment and other materials in the maintenance of woody plants. The assets and liabilities of woody plants will also be discussed. \$169

Oct 20-Dec 8 M 6 pm-9 pm NEAST CEHOR 527 07

### Landscape Construction

Learn site preparation, drainage, patio, walkway, driveway construction with various materials, wooden decks, boardwalks, koi ponds, outdoor lighting, fences, segmented retaining walls, proper shrub and tree installation, raised vegetable/flower gardens and outdoor kitchens. A field trip showing most of the above is included. \$169

Oct 22-Dec 17 W 6 pm-9 pm NEAST CEHOR 506 13

### Landscape Design

Learn the principles of landscape design including form, function, symmetry vs. asymmetry, balance, texture, light shadow, composition and development of your own style. Study landscapes, lighting plans,

designing commercial properties, color theory, spatial arrangements, and water features. \$189

Oct 7-Dec 9 T 6 pm-9 pm NEAST CEHOR 530 14

### Pests in the Landscape

Learn to identify and control insects, diseases and weeds that are pests of landscape plants. Book included in tuition. \$189

Sep 3-Oct 22 W 6 pm-9 pm NEAST CEHOR 526 10

### Plant Growth and Development

Learn the morphology, anatomy and physiology of higher plants. Emphasis is on plant structure, functions of plant parts, plant processes, plant growth and development, and plant inheritance. \$169

Aug 18 – Oct 13 M 6 pm – 9 pm NEAST CEHOR 524 09

Follow  
us on:



# CREATIVE CAREERS

## Landscaper and Horticulturist

### **QJ** Landscaper and Horticulturist

#### *Your Program – Your Way*

You can earn a Midlands Technical College certificate in Landscaping and Horticulture by completing the seven core courses and two electives. Or you can pick and choose just the courses that interest you and take them at your leisure.

##### **Required Core Courses**

- Soil Management
- Woody Plants and Shrubs
- Pests in the Landscape
- Landscape Management
- Plant Growth and Development
- Landscape Construction
- Landscape Design

##### **Electives**

- Arboriculture
- Nursery Production, Greenhouse Management, and Plant Propagation
- Irrigation
- Annuals and Perennials
- Lawn Care
- Home Vegetable Gardening

**For complete course descriptions,  
visit [midlandstech.edu/cce](http://midlandstech.edu/cce)  
or call (803) 732-0432.**



## Personal Trainer **QJ**

### **Personal Trainer Certification**

Six-week program covers hands-on practical training preparing you to work with clients one-on-one in fitness facilities. Students participate in lectures including anatomy, exercise physiology, and nutrition. Prior to

obtaining their certification, students must get an Adult CPR/AED certification and complete a 30-hour internship. \$699

Sep 27-Nov 1	S	9 am-12 pm	BLTLN CEPYT 600 06
	S	1 pm- 4 pm	CEOFS

## Photographer

### **Editing Your Digital Images**

Improve your existing photographs through digital editing techniques. Learn to use generic editing tools to alter your images. Working knowledge of computers is required. Though computers are provided, students may also bring their own laptops with any photo editing software installed. \$99

Nov 3-Nov 10 MW 6 pm-9 pm NEAST CEPIC 525 08

### **Great Photography-Quick**

Improve your photography in less than a week. No matter what type of camera you have, you will gain creative and compositional tips to build compelling images. Focus on the image, not the camera. Composition, visual elements, creative approach, and personal style will be discussed. \$129

Dec 1-Dec 3 MTW 6 pm-9 pm HARBH CEPIC 528 16

### **Learning Camera Basics**

This course will teach you how, when, and why to change the settings in your digital camera. Learn how to identify particular camera settings and

when to use them for given effects. Students should bring their cameras (and manuals) for individual coaching. \$99

Oct 6-Oct 13 MW 6 pm-9 pm NEAST CEPIC 541 04

### **Photography Certificate **QJ****

Learn basic camera functions, exposure, and depth of field. In addition, receive further instruction in composition, how light affects images, filters and flash, wedding, portrait lighting, marketing and portfolio session. Conclude with a workshop in digital photo editing using Photoshop Elements. A SLR or DSLR camera is required. \$749

Sep 8-Oct 16 MWTh 6 pm-9 pm HARBH CEPIC 542 01

### **Photography: Basic**

Study camera techniques that go beyond the auto setting. Learn basic camera parts and how they affect the look of the final image. Study exposure, depth of field, perspective, composition, and the basics of digital photography to produce beautiful photos. A SLR or DSLR camera is recommended, but not necessary. \$179

Sep 8-Sep 22 MWTh 6 pm-9 pm HARBH CEPIC 538 05



# EMPLOYEE AND LEADERSHIP DEVELOPMENT



## EMPLOYEE AND LEADERSHIP ONLINE COURSES: NEW FOR FALL

### • Mastering Public Speaking

## 10 Top TEN Most Popular Online Courses:

- Building Teams that Work
- Effective Business Writing
- Keys to Effective Communication
- Employment Law Fundamentals
- Grammar Refresher
- Leadership
- Marketing Your Business
- Fundamentals of Supervision and Management
- Technical Writing
- Understanding the HR Function

*More than 450 online courses are currently being offered, and new topics are always being added.  
Go to [midlandstech.edu/cce](http://midlandstech.edu/cce) for the latest list of course offerings and to register.*

## Business Writing

### Business Grammar

Prevent embarrassing errors and increase your writing success with this intensive one-day program. Gain important tips on correct use of the English language and grammar rules. \$149

Sep 9	T	9 am-4 pm	BATES	CEWCS 500 21
Nov 6	Th	9 am-4 pm	NEAST	CEWCS 500 22

### Business Letter Writing

Learn to write business letters that get results. This course will help you write clear, concise, and well-organized letters that present a positive, professional image of you and your organization. \$149

Sep 25	Th	9 am-4 pm	NEAST	CEWCS 501 77
Oct 9	Th	9 am-4 pm	BATES	CEWCS 501 78
Dec 9	T	9 am-4 pm	NEAST	CEWCS 501 79

### Editing and Proofreading

Every piece of correspondence makes a statement about individuals and their organizations. Written mistakes are not only embarrassing; they can also be very costly. This program will help you develop effective editing and proofreading techniques to ensure effectiveness, accuracy, and efficiency in your written materials. \$169

Sep 23	T	9 am-4 pm	NEAST	CEWCS 502 26
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### Business Writing Essentials

Writing is an essential way of communicating with others. The quality of your writing impacts how people view you and your organization. This course provides a grammar refresher and review of basic writing concepts such as structuring documents and proofreading. \$149

Nov 15	Sa	9 am-4 pm	NEAST	CEWCS 541 20
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## Career Development Facilitator

### Career Development Facilitator @

This program is comprised of 120 hours of coursework based on a nationally accepted curriculum. The program is designed to standardize the knowledge and experience of individuals who are working in workforce training programs and other career development services. Three onsite sessions are required. The first two onsite sessions, held at the Northeast Campus, will be on the first Friday (5-10 PM) and first Saturday (8:30 AM – 4:30 PM) after start date. The third onsite session

is graduation and determined by you and your instructor at a later date. Book and DVD are included. Instructor, Beth Lengel, Lengel Vocational Services. \$915

Sep 11 – Dec 11	NEAST	CECDF 600 78
Oct 9 – Jan 9	NEAST	CECDF 600 79
Nov 13 – Feb 13	NEAST	CECDF 600 80
Dec 11 – Mar 11	NEAST	CECDF 600 81

## Customer Service

### Becoming a Customer Service Star

Don't just talk about providing exceptional customer service; make it happen. Becoming a Customer Service Star will help you develop a service mindset and gain skills to boost your service performance. Examine your own customer service attitudes and relationships, both internally and externally, and explore opportunities for improvement. \$159

Sep 16	T	9 am-4 pm	BATES	CECUS 523 91
Nov 18	T	9 am-4 pm	NEAST	CECUS 523 92

### Call Center Professional

A well-trained call center is the heart of any operation. This comprehensive training will equip the potential employee with the

customer service and technical skills needed to enter the workforce with confidence and the ability to listen and to ask and answer questions to ensure a happy customer. \$899

Oct 6-Oct 24	MTWTh F	9 am-4 pm 9 am-1 pm	NEAST	CECUS 573 07
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### Customer Relations Specialist Certification Program QJ

The Customer Relations Certificate is designed for a broad range of participants, including individuals who seek entry into the customer service field or are seeking a career change. The certificate provides a well-rounded foundation in customer relations, professionalism, time management, and business communication. No class 11/4. \$479

Oct 7-Nov 18	TTh	6 pm-9 pm	HARB	CECUS 539 28
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# EMPLOYEE AND LEADERSHIP DEVELOPMENT

## Customer Service

### Dealing With the Angry Customer

Are you prepared to deal with upset customers? Each customer has his or her own unique wants, needs and personal situations. Sometimes, customers can be difficult and challenging. When situations like this occur, you must have the skills to deal effectively with the challenging customer, to maintain respect for the customer, and to refocus the situation on a positive outcome. \$149

Oct 15 W 9 am-4 pm NEAST CECUS 532 07

### Telephone Skills: Connecting With the Customer

From taking calls to transferring calls, from putting people on hold to taking messages, this program connects all the rules of telephone courtesy into a simple, easy-to-remember concept: treat the person on the other end of the line as though they were in the same room with you. \$79

Sep 11 Th 9 am-12 pm NEAST CECUS 534 22

## Legal

### SC Court Interpreter Certification Program Two-Day Orientation

(Prerequisite to Oral Examination): The Two-Day Orientation workshop is the only required course offered, related to and mandatory for South Carolina Court Interpreter Certification. This course covers the interpreter's role, modes of interpreting, legal terminology, and professional ethics. Candidates must successfully complete this course and must ALSO successfully pass the Written Examination in order to register and sit for the Oral Examination. Instructor: Melinda Gonzalez-Hibner. A photo I.D. is required. Check-in time is 8:00-8:30 AM. No senior citizen discount. A boxed lunch is included. \$250

Sep 27-Sep 28 SSu 8:30 am-5 pm NEAST CECIT 607 02

### SC State Constable Training Program: Basic Course

State constables are commissioned by SLED and support SC law enforcement in times of emergency and/or crisis. Prior to registering, candidates must take application to SLED and receive approval to receive the training. Must pass a comprehensive test and qualify with firearms. Yearly in-service training updates are required. See website for specific schedule. \$599

Oct 1-Nov 17	MW	6 pm-10 pm	HARBN CECON 501 06
Oct 4-Oct 5	SSu	8 am-6 pm	CEOFS
Nov 15-Nov 16	SSu	8 am-6 pm	CEOFS

## Personal Development

### Enhancing Your Professionalism

Building and maintaining a professional image is key to your success. Learn how to build self-confidence, present yourself professionally, and communicate more effectively. Take away the top traits of true professionalism. \$79

Oct 30	Th	9 am-12 pm	BATES CECDS 564 64
Dec 3	W	9 am-12 pm	NEAST CECDS 564 65

### Improve Your Memory

Are you struggling with your memory or retaining information? This three-hour program provides an array of tips and techniques to expand the power of your mind. You will gain tools to help you retain more information, such as names, numbers and important facts and details. This class is based on information from "Memory Dynamics" by Evelyn Wood. \$79

Oct 7 T 9 am-12 pm HARBN CECDS 633 19

### Professional Presentation Skills

Learn to speak confidently to groups. Whether speaking to groups, making presentations to management, or working with customers, you have a short period of time to get your message across. Learn how to make a positive impression and deliver your message with power and professionalism. \$189

Sep 17 W 9 am-4 pm NEAST CECDS 572 34



# EMPLOYEE AND LEADERSHIP DEVELOPMENT

## Personal Development

### 21st Century Workforce Skills

*Are you equipped for the future?*



#### 21st Century Skills

Do you have the right skills employers are looking for? Technical skills alone are not enough to meet employer's expectations for productivity and performance. In a recent survey, employers ranked professionalism, teamwork, critical thinking, and verbal communication as the most important skills in the workplace. This certificate will prepare you to be successful at work by building the core set of skills employers value most. By learning to communicate effectively, think critically, collaborate well with others, and demonstrate personal accountability you will have the skills to succeed in the 21st century workplace. \$623

Sep 15-Sep 18	MTWTh	9 am-4 pm	NEAST	CECDS 763 20
Oct 13-Nov 17	M	6 pm-9 pm	NEAST	CECDS 763 19
Nov 15	S	9 am-4 pm		
Oct 24-Nov 14	F	9 am-4 pm	NEAST	CECDS 763 22

#### Taking Charge of Change

When you can recognize your internal reactions to change, you can better manage your responses. This course will help you learn strategies to accept change, reduce stress, and remain productive during the change process. This course is part of the 21st Century Skills Certificate. \$79

Sep 8	M	6 pm-9 pm	NEAST	CECDS 723 12
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#### Verbal Communication Skills \$79

Oct 13	M	6 pm-9 pm	NEAST	CECDS 719 15
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#### Personal Accountability and Professionalism \$79

Oct 20	M	6 pm-9 pm	NEAST	CECDS 720 15
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#### Principles of Teamwork, Collaboration, and Trust \$79

Oct 27	M	6 pm-9 pm	NEAST	CECDS 721 20
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#### Critical Thinking and Problem Solving \$79

Nov 3	M	6 pm-9 pm	NEAST	CECDS 722 16
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#### Taking Charge of Change \$79

Nov 10	M	6 pm-9 pm	NEAST	CECDS 723 16
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#### Business Writing Essentials \$149

Nov 15	Sa	9 am-4 pm	NEAST	CEWCS 541 20
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#### Dealing with Conflict \$79

Nov 17	M	6 pm-9 pm	NEAST	CECDS 724 16
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## Supervisory and Leadership

### Analyzing and Solving Problems

Learn systematic models to understand the root of a problem, how to solve a problem, and how to prevent future problems. \$79

Oct 9	Th	6 pm-9 pm	NEAST	CELSD 694 40
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### Coaching and Counseling - Part 1

Learn methods of distinguishing coaching from counseling and how to provide positive feedback for improvement. \$79

Sep 2	T	1:30 pm-4:30 pm	NEAST	CELSD 660 38
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### Coaching and Counseling - Part 2

A continuation of the Part 1 course in which you learn to recognize, overcome concerns, and practice counseling skills. \$79

Sep 9	T	1:30 pm-4:30 pm	NEAST	CELSD 690 33
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### Leading in a Changing Environment

Learn strategies to introduce change into the workplace, while also learning what roles and responsibilities you have in leading a change effort. \$79

Oct 23	Th	6 pm-9 pm	NEAST	CELSD 696 32
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### Making Solid Decisions

Workplace decision making can be both challenging and rewarding. Although supervisors have the authority to make decisions on behalf of

direct reports, most will find more support for decisions (and more cooperation when it comes time to implement those decisions) if stakeholders are involved in the process. \$79

Oct 16	Th	6 pm-9 pm	NEAST	CELSD 695 32
Nov 25	T	1:30 pm-4:30 pm	NEAST	CELSD 695 33

### Motivating to Excel

Participants learn how basic motivation theory relates to workplace behavior, what competencies supervisors need to provide a motivating environment, and how to develop a tool kit for employee reward and recognition. \$79

Sep 4	Th	6 pm-9 pm	NEAST	CELSD 692 28
Oct 14	T	1:30 pm-4:30 pm	NEAST	CELSD 692 29

### Planning for Results

Who has time to plan? This course will help participants discover the benefits of planning, as well as help them identify various types of planning tools. \$79

Oct 2	Th	6 pm-9 pm	NEAST	CELSD 583 34
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### Setting Goals and Objectives

Learn how to be successful at goal setting through action plans and methods of measuring progress for continuous improvement. \$79

Sep 25	Th	6 pm-9 pm	NEAST	CELSD 693 31
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# EMPLOYEE AND LEADERSHIP DEVELOPMENT

## Supervisory and Leadership

### Supervisory Unit 3: Developing and Retaining Talent

Creating and maintaining a quality work team is a business imperative. Learn how proper interviewing and selection techniques, coupled with effective employee orientation and training, evaluation and recognition methods, enable supervisors to develop and retain a productive workforce. \$299

Sep 23-Oct 21 T 1:30 pm-4:30 pm NEAST CELSD 513 43

### Supervisory Unit 4: Managing the Process

Helping employees manage work processes involves setting goals, solving problems, making decisions, creating a plan, and managing the changes that are inevitable in any process. This unit takes a how-to, hands-on approach to managing each of these functions. \$299

Sep 25-Oct 23 Th 6 pm-9 pm NEAST CELSD 514 40

Nov 4-Dec 2 T 1:30 pm-4:30 pm NEAST CELSD 514 42

### Supervisory Unit 5: Leading for Desired Results

Now, more than ever, leadership skills are critical. Situations require adaptive leadership skills in a diverse work environment. Learn to be a leader who drives major strategic initiatives and positions your organization to win. \$289

Nov 6-Dec 11 Th 6 pm-9 pm NEAST CELSD 515 41

### The Challenge of Leadership – Legally Speaking

Being aware of key legislation and ensuring compliance throughout the organization is a major responsibility for both human resources (HR) and for line supervisors/managers. \$79

Nov 6 Th 6 pm-9 pm NEAST CELSD 577 33

## Supervisory Program

### Unit 1: Finding the Supervisor Within

Participants will explore the role of supervisor and set specific goals in their professional and personal development. Understanding the fundamental responsibilities of a supervisor within the context of their specific work environment, they will develop confidence and clarity in their leadership role. \$299

Coming in 2015

### Unit 2: Communicating for Impact

Communication is a necessity for successful supervision. Essential Communication Skills is designed to equip leaders with the skills they need to communicate clearly, listen carefully, give and receive feedback, and coach and counsel effectively. \$299

Coming in 2015

### Unit 3: Developing and Retaining Talent

Creating and maintaining a quality work team is a business imperative. Learn how proper interviewing and selection techniques, coupled with effective employee orientation and training, evaluation and recognition methods, enable supervisors to develop and retain a productive workforce. \$299

Sep 23-Oct 21 T 1:30 pm-4:30 pm NEAST CELSD 513 43

### Unit 4: Managing the Process

Helping employees manage work processes involves setting goals, solving problems, making decisions, creating a plan, and managing the changes that are inevitable in any process. This unit takes a how-to, hands-on approach to managing each of these functions. \$299

Sep 25-Oct 23 Th 6 pm-9 pm NEAST CELSD 514 40

Nov 4-Dec 2 T 1:30 pm-4:30 pm NEAST CELSD 514 42

### Unit 5: Leading for Desired Results

Now, more than ever, leadership skills are critical. Situations require adaptive leadership skills in a diverse work environment. Learn to be a leader who drives major strategic initiatives and positions your organization to win. No class Nov. 27. \$299

Nov 6-Dec 11 Th 6 pm-9 pm NEAST CELSD 515 41



# HEALTHCARE AND HUMAN SERVICES



## HEALTHCARE AND HUMAN SERVICES ONLINE COURSES: NEW FOR FALL

### • End of Life Care

## Top TEN Most Popular Online Courses:

- Anatomy & Physiology
- Assisting Aging Parents
- Become an Optical Assistant
- Certificate in Healthy Aging
- EMT – Hybrid

- HIPAA Compliance
- Medical Billing & Coding
- Medical Terminology
- Mental Health Care Career Prep
- Nutritional Fitness Coach

*More than 450 online courses are currently being offered, and new topics are always being added.  
Go to [midlandstech.edu/cce](http://midlandstech.edu/cce) for the latest list of course offerings and to register.*

## Healthcare

### Basic IV Therapy

This four-hour course teaches health care professionals the knowledge and skills necessary to insert and maintain peripherally inserted catheters. The student will gain hands-on experience and will earn 0.4 CEUs upon successful completion. \$115

Oct 10 F 12 pm-4 pm HARBN CEMED 601 06

### CPR

BLS Healthcare Provider CPR/AED for adult, child and infant is taught using the most current guidelines for healthcare providers and emergency response personnel. Qualification is good for two years. \$85

Sep 6	S	8 am-5 pm	AIRPT	CEMED 522 20
Sep 20	S	8 am-5 pm	AIRPT	CEMED 522 21
Oct 4	S	8 am-5 pm	AIRPT	CEMED 522 22
Oct 11	S	8 am-5 pm	AIRPT	CEMED 522 23
Oct 18	S	8 am-5 pm	AIRPT	CEMED 522 24
Nov 1	S	8 am-5 pm	AIRPT	CEMED 522 25
Nov 15	S	8 am-5 pm	AIRPT	CEMED 522 26
Dec 6	S	8 am-5 pm	AIRPT	CEMED 522 27
Dec 13	S	8 am-5 pm	AIRPT	CEMED 522 28

### Cardiac Care Technician

The ability to read and recognize heart rhythms is the main function of

the cardiac care technician. Students will receive hands-on experience in interpreting heart rhythms and arrhythmias. White scrubs and white closed-toe shoes must be worn to all classes/clinicals. Clinical hours will vary. \$549

Sep 22-Dec 15 MW 8 pm-10 pm BLTN CEMED 500 05

### Certified Nurse Assistant (CNA)

Students receive 107 hours of training in basic nursing care through a combination of classroom lecture, simulated laboratory care, and hands-on clinical experience in a local long-term-care facility. This DHHS-approved course prepares students to sit for the Nurse Aide Competency Evaluation Services Exam (800-475-8290). Day classes will meet Monday-Friday from 8 am-1 pm the first week only. On the last day of class, meeting time is 8 am-4 pm. \$809

Sep 8-Oct 9	MTWTh	8 am – 1 pm	FFQJ	CEMED 613 39
Sep 15-Oct 16	MTWTh	8 am- 1 pm	AIRPT	CEMED 613 25
Sep 22-Nov 20	MTTh	6 pm-10 pm	AIRPT	CEMED 613 35
Sep 29-Oct 30	MTWTh	8 am-1 pm	RSDI	CEMED 613 07
Oct 6-Nov 6	MTWTh	8 am – 1pm	AIRPT	CEMED 613 26
Oct 27-Nov 26	MTWTh	8 am – 1pm	AIRPT	CEMED 613 27
Nov 3-Dec 11	MTWTh	8 am – 1pm	FFQJ	CEMED 613 40
Nov 10-Dec 18	MTWTh	8 am – 1pm	RSDI	CEMED 613 08
Nov 17-Dec 18	MTWTh	8 am – 1pm	AIRPT	CEMED 613 28

## Attention Healthcare Students:

### You must bring the following items to the first class:

#### EKG, Cardiac Care Technician and Phlebotomy Students:

- Completed immunization form, [midlandstech.edu/cce/hs/CEhealthform.pdf](http://midlandstech.edu/cce/hs/CEhealthform.pdf). Immunization records may be attached to this form. If vaccination records are not available, then titer levels demonstrating immunity may be used in lieu of having the immunizations re-administered.

#### Certified Nurse Assistant, EKG, Cardiac Care Technician and Phlebotomy Students:

- Two-Step TB test – please see date range specifics for each course.
- SLED background check – please see date range specifics for each course. (Not required for Phlebotomy.)
- Clean drug screen (five-panel minimum) taken within 30 days of start of class.

**Uniform policy:** All CNA, EKG, Cardiac Care Tech, and Phlebotomy students must wear white scrubs and white closed-toe shoes to all classes and clinicals.





# HEALTHCARE AND HUMAN SERVICES

## Healthcare



### Clinical Massage Therapist

**QJ VA**

Massage therapy provides not only stress relief to patients/clients but also health benefits. Swedish massage, deep tissue massage, reflexology, acupressure, sports massage, and neuromuscular massage are just a few of the many approaches to massage therapy.

Employment for massage therapists is expected to increase 20 percent from 2014 to 2020, faster than average for all occupations. Let us help you gain the skills necessary to begin your career as a Clinical Massage Therapist.

**For more information about  
this exciting career, visit  
[midlandstech.edu/cce/massage](http://midlandstech.edu/cce/massage)  
or call (803) 732-5218.**

**Plan ahead and register now.  
Classes start September 22, 2014.  
\$7645**

### EKG Specialist **QJ**

Topics include anatomy and physiology of the heart, mechanics of the EKG machine, stress testing and Holter monitoring. The course consists of 32 hours of classroom training and 24 hours of clinical training. Clinical hours will vary. \$549

Oct 14-Dec 11 TTh 4 pm-6 pm HARB CEMED 605 06

### EMT Basic **QJ VA**

Students who successfully complete this course will be eligible to take the National Registry exam sponsored by SC DHEC. Prerequisite: High school diploma, GED, and WorkKeys assessment tests (reading for information, applied math, locating information, minimum score of 3) WorkKeys must be submitted PRIOR to registration (EMT Program Manager, Continuing Education, PO Box 2408, Columbia, SC 29202). \$1059

Sep 15-Mar 23 MW 6 pm-10 pm BLTLN CEMED 635 14

### EMT Hybrid **QJ**

This course requires students to complete online course work every week and attend one night of practical work per week. Students who successfully complete this course will be eligible to take the National Registry exam sponsored by SC DHEC.

Prerequisites: high school diploma/GED, and WorkKeys assessments tests (reading for information, applied math, locating information, min score 3). WorkKeys must be submitted prior to registration - mail to: EMT Program Manager, Cont. Ed., PO Box 2408, Columbia, SC 29202. \$1059

Sep 9-Mar 24 T 6 pm-10 pm LEMS CEMED 641 04

### First Aid

General principles of first aid covering medical emergencies, injury emergencies and environmental emergencies according to American Heart Association and National Safety Council guidelines. \$55

Sep 5	F	6 pm-10 pm	AIRPT	CEMED 521 09
Oct 3	F	6 pm-10 pm	AIRPT	CEMED 521 10
Oct 31	F	6 pm-10 pm	AIRPT	CEMED 521 11
Dec 5	F	6 pm-10 pm	AIRPT	CEMED 521 12

### Injections for Medical Assistants

This course provides medical assistants with training for performing successful injections. Students must have completed or be enrolled in a medical assisting curriculum. \$55

Oct 10 F 4 pm-6 pm HARB CEMED 603 08

### Phlebotomy **QJ**

Students will learn to follow universal precautions, tie tourniquets, identify veins, and demonstrate knowledge and use of equipment necessary for drawing blood. Students will be able to identify appropriate tubes and labels for tests, prep the site, perform venipunctures and finger sticks, and administer bedside glucose. \$639

Sep 9-Nov 4	TTh	6 pm-9 pm	AIRPT	CEMED 550 15
Sep 22-Oct 20	MWTh	6 pm-10 pm	FFQJ	CEMED 550 29
Sep 29-Oct 22	MWF	8 am-1 pm	FFQJ	CEMED 550 23
Oct 6-Dec 8	MW	9 am-12 pm	AIRPT	CEMED 550 10
Oct 20-Dec 17	MW	6 pm-9 pm	AIRPT	CEMED 550 16
Nov 3-Dec 4	MWTh	6 pm-10 pm	FFQJ	CEMED 550 28

### Anatomy and Physiology

This 48-contact-hour, all-lecture course is a general introduction to the anatomy and physiology of the human body. This course is a prerequisite for other courses and certificate programs. \$569

Sep 2-Oct 23	TTh	9 am-12 pm	FFQJ	CEMPR 500 09
Sep 16-Nov 6	TTh	6 pm-9 pm	BATES	CEMPR 500 11
Oct 7-Dec 2	TTh	6 pm-9 pm	AIRPT	CEMPR 500 08

# HEALTHCARE AND HUMAN SERVICES

## Healthcare

### Anatomy and Physiology @

This 48-contact-hour, online course is a general introduction to the anatomy and physiology of the human body. This course is a prerequisite for other courses and certificate programs. Must have PC availability. Mandatory attendance for orientation, mid-term and final exam. \$569

Sep 26-Nov 14

AIRPT

CEMPR 501 04

Sep 2-Oct 23	TTh	9 am-12 pm	FFQJ	CEMPR 524 16
Sep 9-Oct 30	TTh	2 pm-5 pm	RSDI	CEMPR 524 11
Oct 6-Dec 3	MW	9 am-12 pm	BATES	CEMPR 524 15
Oct 6-Dec 3	MW	6 pm-9 pm	FFQJ	CEMPR 524 17
Oct 7-Dec 4	TTh	9 am-12 pm	AIRPT	CEMPR 524 10
Oct 20-Dec 17	MW	6 pm-9 pm	NEAST	CEMPR 524 13

### Medical Terminology

Students will learn medical terminology by analyzing the prefix, suffix, word roots, and combinations used in medical terms. This course is a prerequisite for other courses and medical certificate programs. This course may be used for exemption of AHS 102. \$529

### Medical Terminology @

Students will learn medical terminology by analyzing the prefix, suffix, word roots, and combinations used in medical terms. This course is a prerequisite for other courses and medical certificate programs. This course may be used for exemption of AHS 102. Mandatory attendance for orientation, mid-term, and final exam. Must have PC availability. \$529

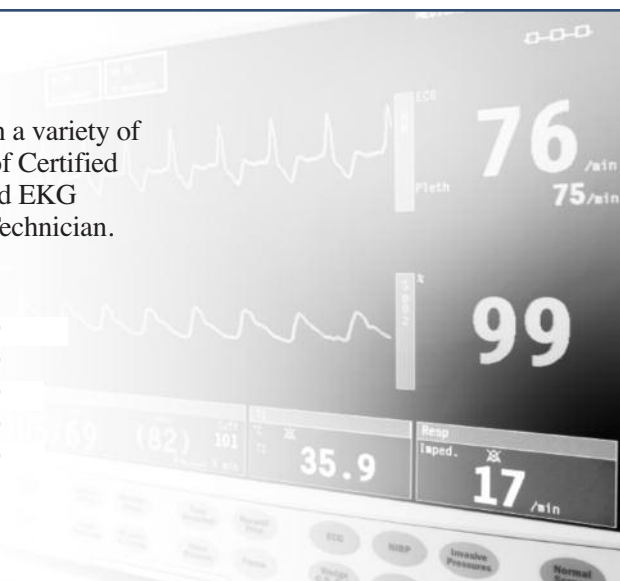
Oct 3-Nov 21 AIRPT CEMPR 525 05

## Patient Care Technician @

Students who complete this course of study will be able to work in a variety of healthcare settings. The program includes successful completion of Certified Nurse Assistant (CNA), Phlebotomy, Cardiac Care Technician, and EKG Classes. Medical Terminology is a prerequisite for Cardiac Care Technician. Cardiac Care Technician is a prerequisite for EKG.

	Hours	Cost
<b>Certified Nurse Assistant (CNA)</b>	<b>107</b>	<b>\$809</b>
<b>Medical Terminology</b>	<b>48</b>	<b>\$529</b>
<b>Phlebotomy</b>	<b>51</b>	<b>\$639</b>
<b>Cardiac Care Technician</b>	<b>46</b>	<b>\$549</b>
<b>EKG Specialist</b>	<b>56</b>	<b>\$549</b>
<b>Total:</b>	<b>308 hrs</b>	<b>\$3,075*</b>

\*All books included in cost.



## Medical Information Management

### CPT and HCPCS Coding

CPT is a coding method used to bill for procedures and services performed by physicians. HCPCS is a coding system that represents procedures (other than those described in CPT) that might be provided in a medical setting. This course uses case studies to provide a basic understanding of the principles and guidelines used in CPT and HCPCS coding. Prerequisites: High school diploma or GED. Anatomy & Physiology and Medical Terminology with minimum grade of C. \$769

Oct 1-Dec 10 W 6 pm-9 pm AIRPT CEMIM 563 04

Must have computer access. Mandatory attendance for orientation, mid-term and final exam. \$769

Oct 3-Dec 12

AIRPT

CEMIM 564 04

### Certified Professional Coder Exam Prep

This course prepares students to sit for the American Academy of Professional Coders Exam (AAPC). Students will fine tune their knowledge of ICD-9, CPT, and HCPC coding for physician, hospital, and outpatient settings and learn about the different coding books, the layout of each book and how to use each. Prerequisites: Medical Billing with a minimum grade of C. \$409

Sep 25-Dec 18 Th 6 pm-9 pm

HARBN CEMIM 500 04

### CPT and HCPCS Coding @

CPT is a coding method used to bill for procedures and services performed by physicians. HCPCS is a coding system that represents procedures (other than those described in CPT) that might be provided in a medical setting. This course uses case studies to provide a basic understanding of the principles and guidelines used in CPT and HCPCS coding. Prerequisites: High school diploma or GED. Anatomy & Physiology and Medical Terminology with minimum grade of C.

### Electronic Health Records

Learn the concepts of recording a patient's record in digital format that can be shared across different health care settings. The EHR is a complete record of a clinical patient encounter as well as supporting other care-related activities. \$469

Oct 15-Dec 10 W 6 pm-9 pm

HARBN CEMIM 513 05

# HEALTHCARE AND HUMAN SERVICES

## Medical Information Management

### Medical Office Specialist @

Perform office administrative duties utilizing specific knowledge of medical terminology for hospital, clinic, or physician offices. Duties include scheduling appointments, compiling and recording medical charts, reports, correspondence, and other types of patient records.



	Hours	Cost
Enhancing Your Professionalism	3	\$79
Word, Introduction	12	\$279
Organizing Computer Files	6	\$169
Electronic Health Records	24	\$469
Medical Terminology	48	\$529
<b>TOTAL</b>	<b>93</b>	<b>\$1,525</b>

### ICD-10 Coding @

The international classification of diseases (ICD) is a standardized coding system that correlates diseases and diagnosis. Understanding ICD codes is essential for anyone working in medical records, patient billing and insurance forms, and admitting. This course teaches the principles and guidelines for assigning the appropriate codes to diagnostic conditions. Prerequisites: High school diploma or GED, Anatomy & Physiology, and Medical Terminology with a minimum grade of C. Mandatory attendance for orientation, mid-term and final exam. \$729

Oct 3-Dec 18

AIRPT

CEMIM 515 04

### Medical Billing @

This class teaches the student how to be proficient in billing in a healthcare setting and how to enhance reimbursement. Clinical and legal issues are included. Prerequisites: Medical Terminology, Anatomy and Physiology, CPT/HCPCS Coding, and ICD-10 Coding. Mandatory attendance for orientation, mid-term and final exam. \$559

Sep 5-Nov 7

NEAST

CEMIM 511 04

### Medical Billing and Coding Specialist QJ

The medical office billing and coding specialist has more responsibility than ever with the advent of electronic health records. This certificate prepares students to sit for the CPC exam administered by the AAPC.

Prerequisites:	Hours	Cost
Medical Terminology	48 hrs	\$529
Anatomy & Physiology	48 hrs	\$569
<b>Core classes:</b>		
CPT/HCPCS Coding	30 hrs	\$769
CD-10 Coding	36 hrs	\$729
Medical Billing (final class)	30 hrs	\$559
<b>TOTAL</b>	<b>192</b>	<b>\$3,155*</b>

\*all books included in total cost

*Be a part of the MTC community*

#### Group Name:

Midlands Technical College Corporate and Continuing Education



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# INDUSTRIAL, TRADES, AND MANUFACTURING



## INDUSTRIAL, TRADES, AND MANUFACTURING ONLINE COURSES: NEW FOR FALL

• Certified Indoor Air Quality Manager

• Solar Power Professional

### Top **TEN** Most Popular Online Courses:

- Distribution and Logistics Management
- Freight Broker / Agent Training
- Green-Fundamentals of Sustainable Buildings
- HVAC Technician
- Manufacturing Applications

- Manufacturing Fundamentals
- Performing Comprehensive Building Assessments
- Principles of Green Buildings
- Purchasing Fundamentals
- Supply Chain Management Fundamentals

*More than 450 online courses are currently being offered, and new topics are always being added.  
Go to [midlandstech.edu/cce](http://midlandstech.edu/cce) for the latest list of course offerings and to register.*

## Construction

*Books can be purchased at the Airport Campus bookstore.*

### Print Reading for Construction

Learn the basics of reading construction blueprints. Primary emphasis is on architectural and structural plans. Learn symbols, terminology, and abbreviations associated with reading construction plans. \$379

Nov 10-Dec 15 MW 6 pm-9 pm AIRPT CECLR 515 17

### Residential Builder Exam Prep

Prepares experienced residential trades people to pass the SC Home Builders Exam. Emphasis is on study methods, test taking procedures, and highlighting the reference materials recommended by the examiners. State exam references are surveyed and recommendations made concerning study, tabbing, and highlighting key information. \$249

Nov 11-Dec 9 T 6 pm-9 pm AIRPT CECLR 523 08

### Residential Building Framing and Finishing

Learn to frame floors, walls, ceilings, roofs, build stairs, install roof coverings, siding, windows and doors, interior wall coverings, cabinets, and trim. Emphasis is placed on construction industry approved building methods and estimating procedures. Training prepares students for the SC Home Builders Exam. \$289

Oct 9-Dec 4 Th 6 pm-9 pm AIRPT CECLR 532 08

### Residential Contractor Business and Law

This course helps prepare you for the Business and Law portion of the SC Home Builders Exam. This class will also help individuals who plan to build their own home, as well as currently licensed contractors and home inspectors to understand legal and management issues involved in construction. \$249

Oct 7-Nov 4 T 6 pm-9 pm AIRPT CECLR 508 08



## Building Construction Manager

REQUIREMENTS:	HOURS	COSTS
Print Reading for Construction	30	\$379
Residential Building Site Prep and Foundations	24	\$289
Residential Building Framing and Finish	24	\$289
Residential Building Codes	24	\$289
Residential Builder Business and Law	15	\$249
Residential Builder Exam Prep	15	\$249
<b>Total:</b>	<b>132</b>	<b>\$1,744</b>





# INDUSTRIAL, TRADES, AND MANUFACTURING

## Electrical

### Industrial Electrical Technician

Gain good fundamental knowledge of the theory and skills that are required of an electrical technician in the industrial arena. For complete course details, and prerequisites, visit [midlandstech.edu/cce/ic/IndustrialElectrical.htm](http://midlandstech.edu/cce/ic/IndustrialElectrical.htm). Books are included in tuition.

**For questions, call (803) 732-0432.**

*See page 34 for a complete listing.*

#### Basic Electronics

Learn basic electronics principles, components and functions including atomic structure of conductors, insulators, and semi-conductors; characteristics of current flow and resistor construction; semi-conductor construction and basic diode types. Basic Math for Electricians, Electrical Fundamentals I, II and III are pre-requisites for this course. \$499

Sep 8-Oct 8	MW	6 pm-9 pm	AIRPT	CEEM 562 12
Sep 9-Oct 9	TTh	6 pm-9 pm	AIRPT	CEEM 562 09

#### Electrical Fundamentals I

Learn the basic concepts of electricity—beginning with atomic structure and electron current flow, including electrical quantities, Ohm's Law, static electricity, magnetism, resistance, basic DC circuits, electrical units and power measuring instruments. Prerequisite: Basic Math for Electricians. \$699

Sep 9-Oct 23	TTh	6 pm-9 pm	AIRPT	CEEM 563 15
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#### Electrical Fundamentals II

Continue in the study of the fundamentals of electricity and effective troubleshooting techniques on the job with the intermediate concepts of electricity: Magnetic Induction, Basic Trigonometry and Vectors, Alternating Current, and Inductance and Capacitance in Series and Parallel Circuits. Prerequisite: Electrical Fundamentals I. \$599

Nov 4-Dec 16	TTh	6 pm-9 pm	AIRPT	CEEM 564 11
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#### Electrical Motor Controls

Learn to work with relays, timers, push buttons, magnetic starters, fuses overloads and wiring practices, all of which are related to industry and motor control. Students will physically connect three-

phase motors and control circuits as part of the course. Basic Math for Electricians, Electrical Fundamentals I, II and III are pre-requisites for this course. \$499

Oct 21-Nov 20	TTh	6 pm-9 pm	AIRPT	CEEM 505 14
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#### Electrical Print Reading

Learn to read and interpret electrical blueprints and schematics used in residential and industrial settings. Emphasis will be on hands-on applications of print reading, circuit knowledge and troubleshooting circuits through the use of prints. Basic Math for Electricians, Electrical Fundamentals I, II and III are pre-requisites for this course. \$269

Sep 30-Oct 14	TTh	6 pm-9:15 pm	AIRPT	CEEM 579 02
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#### Programmable Logic Controllers

Learn to use the hardware and software associated with the Programmable Logic Controller (PLC), using Allen Bradley PLC trainers and MicroLogix software. Learn the basics of programming, including basic Boolean algebra. Basic Math for Electricians, Electrical Fundamentals I, II and III are pre-requisites for this course. \$499

Oct 23-Nov 25	TTh	6 pm-9 pm	AIRPT	CEEM 507 13
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#### Troubleshooting

Learn to safely and efficiently troubleshoot and locate electrical problems using schematic prints along with electrical measuring tools such as multimeters, clamp-on meters, ammeters, megohmmeters, proximity voltage meters, hand-held oscilloscopes, and other measuring devices. Basic Math for Electricians, Electrical Fundamentals I, II and III are pre-requisites for this course. \$499

Dec 2-Jan 15	TTh	6 pm-9 pm	AIRPT	CEEM 580 02
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**Prerequisite: High School Diploma or GED. 75% attendance and a 70% test score average are required for successful completion of the courses.**

## Forklift Operator

### Forklift Training

Learn the correct care and use of forklift equipment. Topics include information covered in OSHA's Powered Industrial Truck Standard (OSHA Standard 1910.178). Successful students receive a three-year forklift certification. Safety requirements prohibit open, cloth or

high-heeled shoes. Students must be 18 years of age. \$159

Sep 13	S	8 am-5 pm	AIRPT	CEHEQ 501 09
Oct 11	S	8 am-5 pm	AIRPT	CEHEQ 501 10
Nov 8	S	8 am-5 pm	AIRPT	CEHEQ 501 11
Dec 13	S	8 am-5 pm	AIRPT	CEHEQ 501 12

## HVAC

### Basic Air Conditioning, Electrical Controls and Troubleshooting

This course includes basic information on air conditioning, electrical wiring, and control circuits. The student will also learn fundamental troubleshooting techniques. This course is an excellent prerequisite for the 'Everything You Need to Know About Heat Pumps' class. \$299

Sep 6-Sep 27	S	8 am-11:45 am	HARBN	CEHVA 520 11
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the inner workings of heat pump systems from refrigerant circuits and components to defrost controls and troubleshooting. \$299

Oct 4-Oct 25	S	8 am-11:45 am	HARBN	CEHVA 500 11
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### NATE Heat Pump Certification

Prepare for NATE certification in four areas: heat pump installation, heat pump servicing, air conditioner installation, and air conditioner servicing. Taught by (NATE) proctor. \$379

Nov 10-Nov 24	MTh	6 pm-9 pm	NEAST	CEHVA 510 08
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### Heat Pumps – Everything You Need to Know

Service technicians - enhance your service and repair abilities. Learn

# INDUSTRIAL, TRADES, AND MANUFACTURING

## Industrial Maintenance

### **QJ** INDUSTRIAL MAINTENANCE TECHNICIAN PROGRAMS

## When a billion-dollar operation suddenly goes down...

*the advanced technical skills of a few team members are the only thing that can bring the whole automated process back to life.*

This program focuses on preparing students with solid entry level skills for a mechanical and electrical industrial maintenance career.

Industrial employers are finding that the supply of experienced industrial maintenance technicians is shrinking due to an aging workforce, and an increasing demand due to an increase in industry moving into the Midlands area. This creates a gap between the need for qualified technicians and their availability to employers. This generates an excellent opportunity for successful students in this program to find high-paying jobs in this field.

The curriculum in this program is geared toward providing participants with the entry level skills they need to be employed as industrial maintenance technicians. The curriculum includes approximately 880 hours of training in the following topics.

#### Classes should be taken in the order they are listed.

Mechanical Program Courses	Hours	Cost	Electrical Program Courses	Hours	Cost
Applied Math	44	\$ 749	Basic Math for Electricians	10	\$ 169
Fasteners & Anchors	12	\$ 169	Electrical Fundamentals I	42	\$ 699
Hand & Power Tools	44	\$ 749	Electrical Fundamentals II	36	\$ 599
Precision Measuring	20	\$ 329	Electrical Fundamentals III	30	\$ 499
Blueprint Reading	72	\$1,149	Programmable Logic Controls	30	\$ 499
Safety & Rigging Fundamentals	20	\$ 329	Electrical Motor Controls	30	\$ 499
Basic Mechanical Components	80	\$1,329	Electrical Print Reading	16	\$ 269
Bearings and Lubrication	56	\$ 899	Troubleshooting	30	\$ 499
Gearboxes	20	\$ 329	Variable Frequency Drives	30	\$ 499
Pumps	40	\$ 659	Basic Electronics	30	\$ 499
Shaft Alignment	76	\$1,239	<b>Total Program</b>	<b>284</b>	<b>\$4,730</b>
Valves & Piping	40	\$ 659			
Hydraulics & Pneumatics	72	\$1,159			
<b>Total Program</b>	<b>596</b>	<b>\$9,747</b>			

*\*Books included in all course costs.*



Midlands Technical College, in conjunction with local manufacturing companies, has developed training that offers you the opportunity to achieve your goals and become an integral part of one of these companies' teams. We have dedicated training programs that can range in length from one to two years. Combine this training with your talent and commitment, and your opportunities could be life-changing.

**purePOWER**  
TECHNOLOGIES  
A NAVISTAR COMPANY



INTERNATIONAL  PAPER

**Register now for classes that start on August 14 and September 8**

# INDUSTRIAL, TRADES, AND MANUFACTURING

## Industrial Maintenance

### High-Tech, High-Paying Jobs in Manufacturing and Industrial Maintenance

Local employers are hiring...

*However, many are having trouble finding people with the right training to fill their open positions.*

**Train with MTC for these in-demand jobs!**

**Visit us online at [midlandstech.edu/cce](http://midlandstech.edu/cce) or call (803) 732-0432.**

## Manufacturing

### Blueprint Reading & Basic Measuring Tools

An introductory course in blueprint reading or precision measuring tools. This course will take you through the alphabet of lines, views, and general rules for reading engineering blueprints. This course will also provide hands-on training in the use of micrometers, calipers, height gages, indicators and various transfer gages. \$465

Dec 1-Dec 5	MTWTh	9 am-3:30 pm	NEAST	CEMFG 588 56
	F	9 am-11 am		

### Introduction to Mills

Learn the set-up and basic working knowledge of vertical mills. Learn proper safety, care, set-up and operation of manual machine shop mills. An excellent course for students with little machining background or students taking the CNC Operator/Programmer certificate program. Prerequisite: Blueprint Reading & Measuring Tools course \$465

Sep 17-Oct 8	TWTh	9 am-12 pm	NEAST	CEMFG 627 50
Sep 17-Oct 8	TWTh	1 pm-4 pm	NEAST	CEMFG 627 51
Sep 17-Oct 8	TWTh	5 pm-8 pm	NEAST	CEMFG 627 52
Dec 8-Dec 11	MTWTh	8 am-4:30 pm	NEAST	CEMFG 627 53

### Introduction to Lathes

Learn the set-up and basic working knowledge of machining lathes. Learn proper safety, care, set-up and operation of manual turning lathe. An excellent course for students with little machining background or students taking the CNC Operator/Programmer certificate program. Prerequisite: Blueprint Reading & Measuring Tools course. \$465

Oct 29-Nov 19	TWTh	9 am-12 pm	NEAST	CEMFG 626 50
Oct 29-Nov 19	TWTh	1 pm-4 pm	NEAST	CEMFG 626 51
Oct 29-Nov 19	TWTh	5 pm-8 pm	NEAST	CEMFG 626 52
Dec 15-Dec 18	MTWTh	8 am-4:30 pm	NEAST	CEMFG 626 53

## Machinist/Computer Numerical Control (CNC) Operator

# *Have you got what it takes?*

Machinists and Computer Numerical Control (CNC) Operators work in small, medium and large facilities manufacturing parts for almost everything you see in your daily life. Anything from a part for a kitchen appliance to a machined part for your car was created by a machinist or a CNC operator.

Machinists and CNC operators are enjoying a strong job market with full- and part-time employment opportunities and varied working hours available. High volume manufacturers typically run their machining centers 24/7. Salaries range from \$15-\$22 per hour with proficient CNC programmers making from \$50,000-\$60,000 based on expertise. If you are good with your hands and technically inclined, this could be a career path for you.

**Classes fill quickly.**

**Plan now for this 10-month CNC certificate training program that begins August 7.**

Blueprint Reading & Measuring Tool.....	\$465
Introduction to Mills .....	\$465
Introduction to Lathes .....	\$465

Fundamentals of CNC Operator/Programmer Training .....	\$715
Principles of CNC Programming .....	\$770
Mastering CNC Programming .....	\$660

**For more information, please visit [midlandstech.edu/cce](http://midlandstech.edu/cce) or call (803) 732-0432.**

# INDUSTRIAL, TRADES, AND MANUFACTURING

## Manufacturing

### Make a Name for Yourself in Manufacturing **QJ VA** with a South Carolina Manufacturing Certification

A combination of raw talent and technical training is what it takes to make a name for yourself in the modern world of manufacturing. South Carolina Manufacturing Certification lets area employers know your skills are the ones they need. As part of this program, you also earn an industry-recognized national certification. **Many firms are hiring now!**



**Next classes begin the end of September. To enroll in a scholarship information session go to [midlandstech.edu/cce/scholarship](http://midlandstech.edu/cce/scholarship).**

**For more information, please visit [midlandstech.edu/cce](http://midlandstech.edu/cce) or call (803) 732-0432.**



## Mechanical

### Applied Math

Illustrates how math is used in Industrial Maintenance. Begin with basic math functions, explains decimal-fraction, conversions and the metric system. Review basic geometry, ratios and proportions, basic algebra, area, volume, circumference and tables. Explains right triangle trigonometry and other triangular applications in the trade. \$749

Sep 8-24 MTWTh 8 am-12 pm AIRPT CEIMT 687 02

### Fasteners & Anchors

This class describes the various threaded and non-threaded fasteners used in Industrial Maintenance. Students will learn how to select the correct fastener and the proper methods of installation. Prerequisite: Applied Math. \$169

Sep 29-Oct 1 MTW 8 am-12 pm AIRPT CEIMT 688 02

### Hand & Power Tools

This class introduces students to various hand and power tools that are used in Industrial Maintenance applications. It explains basic hand tool safety and procedures for selecting, inspecting, using, and maintaining the tools. Introduces different types of power tools and teaches procedures for selecting, using and maintaining these tools. Prerequisite: Applied Math. \$749

Oct 6-22 MTWTh 8 am-12 pm AIRPT CEIMT 689 02

### Precision Measuring

Covers the concept of measurement starting with rulers and levels. The class includes precision measuring tools such as calipers, micrometers, height gauges, surface plates and dial indicators. It explains how to read the various precision measuring instruments. Learn how to select, use and care for precision measuring tools. Prerequisite: Applied Math. \$329

Oct 29-Nov 5 MTWTh 8 am-12 pm AIRPT CEIMT 690 02

### Blueprint Reading

The course explains different types of blueprint drawings (civil, architectural, structural, mechanical, plumbing/piping, electrical), how to interpret them, and teaches field sketching. It explains orthographic projection, isometric, and schematic drawings used to show electrical, piping, hydraulic, and pneumatic systems. Prerequisite: Applied Math. \$1149

Nov 10-Dec 16 MTWTh 8 am-12 pm AIRPT CEIMT 691 02

## Pipefitter **QJ VA**

### Pipefitter

NCCER Pipefitting the NCCER Core, Pipefitting Level One and Pipefitting Level Two. This course teaches entry level skills required for hire by Chicago Bridge & Iron. Personal equipment needs will be discussed at the first class (an additional student cost of \$30). Books included in tuition. \$4815

Oct 13-Dec 9 MTWTh 7 am-5:30 pm FFQJ CEPPI 500 20





# INDUSTRIAL, TRADES, AND MANUFACTURING

## Safety and Environmental

### Asbestos Inspector

Federal and state regulations require specific training for personnel involved in asbestos management. This inspector course is designed for individuals who inspect for the presence of asbestos. SC-DHEC and NC-DHHS approved. Requires pre-notification to regulatory authorities and may be used for NC and SC licensing. \$525

Oct 6-Oct 8 MTW 8:30 am-5:30 pm NEAST CEASB 508 08

### Asbestos Inspector Refresher

Upon successful completion of the course, students will receive certificates of re-accreditation that may be used for licensing purposes. \$150

Sep 15 M 8:30 am-12:30 pm NEAST CEASB 501 19

Oct 6 M 8:30 am-12:30 pm NEAST CEASB 501 20

### Asbestos Management Planner Refresher and Asbestos Inspector Refresher

This course combines the four-hour Asbestos Inspector Refresher Training and the four-hour Asbestos Management Planner Refresher training. It reviews the initial Asbestos Inspector course and the Asbestos Management Planner course. Students will receive certificates of re-accreditation that may be used for licensing purposes. \$215

Sep 15 M 8:30 am-5:30 pm NEAST CEASB 507 15

Oct 6 M 8:30 am-5:30 pm NEAST CEASB 507 16

### Asbestos O&M Worker

This course meets SC-DHEC and EPA AHERA/ASHARA requirements for operations and maintenance workers performing clean-up or repair activities on friable asbestos-containing materials in schools, municipal water facilities, industrial manufacturing, and electrical generating facilities. Requires annual refresher. \$245

Sep 3-Sep 4 WTh 8:30 am-5:30 pm NEAST CEASB 510 09

### Asbestos O&M Worker Refresher

Reviews the initial Asbestos Operations and Maintenance Worker course. Students will receive certificates of re-accreditation used for licensing. SC-DHEC, NC-DHHS, and OSHA approved asbestos abatement training. Requires pre-notification to authorities and may be used for NC and SC licensing as an asbestos abatement professional. \$195

Sep 23 T 8:30 am-5 pm NEAST CEASB 509 13

### Asbestos Supervisor

The course meets SC-DHEC and EPA AHERA/ASHARA requirements for supervisors of asbestos projects and the NIOSH 582 course. Also for SC-DHEC licensing for persons performing air monitoring on asbestos projects and for the OSHA Competent Person training for all asbestos work in accordance with 1926.1101. Annual refresher required. \$700

Sep 15-Sep 19 MTWThF 8:30 am-4:30 pm NEAST CEASB 505 13

### Asbestos Supervisor Refresher

Reviews the initial AHERA Asbestos Supervisor course required for asbestos abatement supervisors in schools and public and commercial buildings and meets the annual refresher training requirements for OSHA Class I and II Competent person and SC-DHEC Asbestos Supervisor licensees. Students will receive certificates used for licensing. \$195

Sep 22 M 8:30 am-4:30 pm NEAST CEASB 506 12

### Asbestos Worker

This course meets SC-DHEC and EPA AHERA/ASHARA accreditation

requirements for abatement workers disturbing friable asbestos in schools and in public and commercial buildings. The course meets the requirements of OSHA 1926.1101. Course completers receive a certificate of accreditation used for licensing purposes. \$475

Oct 13-Oct 16 MTWTh 8:30 am-4:30 pm NEAST CEASB 503 08

### Asbestos Worker Refresher

This course reviews the initial AHERA Asbestos Worker course required for asbestos abatement workers in schools, public and commercial buildings. The course meets the annual refresher training requirements for OSHA Class I asbestos workers and SC-DHEC Asbestos Worker licensees. Students receive certificates for licensing purposes. \$195

Sep 23 T 8:30 am-4:30 pm NEAST CEASB 504 12

### Lead Dust Sampling Technician

This course is approved by the US EPA and HUD to teach individuals how to conduct non-abatement lead dust clearance testing. \$225

Sep 3 W 8:30 am-5:30 pm NEAST CELED 504 09

### Lead Inspector

Learn residential inspection for lead-based paint (LBP) using an X-ray fluorescence analyzer in accordance with HUD and EPA guidelines. This EPA approved training includes skills needed to perform a visual assessment and clearance sampling following a lead hazard control activity in target housing or child occupied facilities. \$595

Nov 10-Nov 12 MTW 8:30 am-5:30 pm NEAST CELED 501 08

### Lead Renovation, Repair and Painting

EPA rules apply to contractors who renovate or repair housing, child-care facilities or schools built before 1978. Trained contractors and workers must follow lead-safe work practice standards to reduce potential exposure to dangerous levels of lead during renovation and repair work. These standards are taught in this course. \$215

Sep 29 M 8:30 am-5:30 pm NEAST CELED 500 23

Nov 3 M 8:30 am-5:30 pm NEAST CELED 500 24

### Lead Risk Assessor

Learn to interpret an inspection report and develop a lead hazard control plan for determining the hazards posed by residential lead-based paint, evaluating and selecting appropriate abatement or interim control measures and developing a lead operations and maintenance plan. Prerequisite: Lead Inspector Class. \$350

Nov 13-Nov 14 ThF 8:30 am-5:30 pm NEAST CELED 502 08

### Lead Safe Weatherization

In addition to the EPA certification requirements for lead renovators, workers performing weatherization in pre-1978 housing funded by the US Department of Energy (DOE) must have training in Lead Safe Weatherization. \$195

Oct 8 W 8:30 am-5:30 pm NEAST CELED 505 10

### Lead Supervisor

Skills to manage a lead abatement project are taught in this EPA-approved Lead Supervisor course. Learn how to interpret lead specifications and supervise workers performing abatement work. Some states require on-the-job experience prior to licensure. This training may be used to perform work until experience requirements are met. \$695

Sep 9-Sep 12 TWThF 8:30 am-5:30 pm NEAST CELED 503 08

\*Student must complete the initial training class and have a certificate of completion as proof when they attend this class. Certificates must be current. If the certificate is expired, the student must retake the initial class before taking the refresher class. The student must have taken his or her last refresher class or initial class in that same discipline within the last two years.

# INDUSTRIAL, TRADES, AND MANUFACTURING

## Safety and Environmental

### Environmental, Health, and Safety Training

*Midlands Technical College provides customized environmental, health, and safety training at our college locations or your place of business. Contact us at (803) 691-3907 or [corporatetraining@midlandstech.edu](mailto:corporatetraining@midlandstech.edu)*

#### Courses Offered:

##### **DOT Awareness Level Training 49 CFR 172.700**

##### **Hazmat/HAZWOPER**

- 40-, 24-, and 8-Hour HAZWOPER Training
- Annual Refresher
- Accident Investigations
- Written Safety Plans
- Hazardous Chemical Handling, Storage, and Transportation
- Worksite Audits
- Employee/Employer Training

##### **NFPA 70E-ARC Flash Protection OSHA**

- 10-Hour General Industry/Construction Standard Training
- 30-Hour General Industry/Construction Standard Training
- Safety Audits
- Written Safety Plans
- Specialized Training
- Equipment Training and Testing
- Operator of Records
- Investigations
- Troubleshooting

##### **Wastewater/Water**

- Physical/Chemical Certification Exam Review
- Physical/Chemical Recertification – Review Unit Operations
- Physical/Chemical Recertification – Review Chemistry
- Biological Certification Exam Review
- Biological Recertification Review Audits
- Site Start-Up Planning/Design
- Sample Testing

**Courses are in accordance with: OSHA, EPA, DOT, and NFPA Regulations**

### @ Green and Environmental Online Classes



Alternative Energy Operation .....	\$725
Alternate Energy Operation (Industrial) .....	\$725
Certified Environmental Specialist .....	\$895
Certified Indoor Air Quality Manager (CIAQM) .....	\$1125
Certified Indoor Environmentalist (CIE).....	\$1325
Certified Microbial Investigator (CMI) .....	\$1325
Commercial Energy Auditor .....	\$845
Weatherization Auditor (DOE) .....	\$1145
Energy Efficient Design for Architects .....	\$1495
Fundamentals of Sustainable Buildings .....	\$1595
Green Building Sales Professional .....	\$525
Green Building Technical Professional .....	\$525
Green Supply Chain Professional .....	\$1595
Home Energy Auditor .....	\$795
Solar Hot Water Heating Specialist .....	\$995
Solid Waste Operations Certificate .....	\$999
Weatherization Energy Auditor (BPI) .....	\$1145

**For course descriptions, visit [midlandstech.edu/cce](http://midlandstech.edu/cce)**

# INDUSTRIAL, TRADES, AND MANUFACTURING

## Small Engine Mechanic



### Small Engine Mechanic **QJ**

Gain a working knowledge of types and operation of small engines, engine service and repair of outdoor power equipment, engine tune-up procedures and troubleshooting methods, engine failure analysis, engine performance measurement, engine system and engine rebuild procedures. See [www.midlandstech.edu/cce](http://www.midlandstech.edu/cce) for required tools. Lots of hands on learning. \$489

Sep 29-Nov 17 MW

6 pm-9 pm

AIRPT CESME 506 13

## Truck Driver/CDL **QJ**

### Truck Driver/CDL

This course is taught by Florence-Darlington Technical College (FDTC) at MTC's Airport Campus and includes classroom and highway instruction. Graduates will receive a Class A Commercial Driver's License. Prior to registrations, students must complete an interview with a certified admissions representative. CDL Permit must be obtained before class starts. \$3895

**For an interview and to discuss class start dates, call (843) 413-2715 or (843) 661-8385 to speak to a representative.**



## Welding

### Become a welding professional through Midlands Technical College's comprehensive day or modular evening welding programs.

- Classes are taught in accordance with AWS D1.1 standards and ASME (American Society of Mechanical Engineers) Section IX standards.
- **Personal equipment needs will be discussed at the first class (an additional student cost of approximately \$300).**
- 85% attendance, 70% test score average and satisfactory proficiency test performance are required for successful completion of all welding courses.
- Official AWS Certifications are available for an additional fee.





# INDUSTRIAL, TRADES, AND MANUFACTURING

## Welding

### Basic Welding for Home Projects

Learn the various welding techniques you can use in home projects. Includes safe practices, brazing, and arc welding. Learn how to safely and effectively use a cutting torch, do minor non-structural repairs, or weld artwork. Personal equipment needs will be discussed at the first class (additional cost of approximately \$100). \$349

Oct 6-Dec 8 M 6 pm-9 pm AIRPT CEWLD 511 27

## **QJ VA** WELDER-DAY PROGRAM

### Basic Welding QuickJobs Day Program

The QuickJobs Basic Welding Course offers the student introductory training needed to enter the welding profession. Upon completion of the course, the student will have competent training in safety, basic metallurgy, and industrial tool operation. Entry level welding skills will include fillet and groove welding in basic positions using the (SMAW) process. The student will be required to perform welding to industrial standards such as the American Welding Society (AWS). Students completing this course will have entry level skills needed for construction positions and for general fabrication shops or be ready for the Intermediate Welding Class which is the next level of training in the Day QuickJobs program. \$2695

Oct 13-Dec 16 MTWTh 7 am-5:30 pm AIRPT CEWLD 601 33

Oct 13-Dec 16 MTWTh 7 am-5:30 pm FFQJ CEWLD 601 34

### Intermediate Welding QuickJobs Day Program

This course is offered to students who completed the Basic Welding QuickJobs Day course and is open to persons demonstrating necessary welding skills to the instructor. Students are trained in the following: Personal safety; SMAW welding in non standard positions-2 weeks; Gas Metal Arc Welding (GMAW) to include solid wire and dual shield flux cored wire in fillet and groove welding-2 weeks; Gas Tungsten Arc Welding (GTAW) in multiple positions and metals to include steel, aluminum and stainless steel-4 weeks. The student will be required to perform welding to industrial standards such as the American Welding Society (AWS). Students completing this course will have basic and intermediate skills required minimums for employment in the

construction industry and fabrication shops, high rise construction and maintenance welding and repairs. \$2995

Oct 20-Dec 16 MTWTh 7 am-5:30 pm AIRPT CEWLD 602 33

Oct 20-Dec 16 MTWTh 7 am-5:30 pm FFQJ CEWLD 602 34

### Advanced Welding QuickJobs Day Program

This course is offered to students who completed the Basic and Intermediate Welding courses and is open to persons demonstrating advanced welding skills to the instructor. The student must show competency in Shielded Metal Arc Welding, Gas Tungsten Arc Welding and Gas Metal Arc Welding or have completed the Entry and Intermediate Welding courses. The student will be introduced to high pressure pipe welding. During the course, the student will be required to weld root passes, hot passes and fill and cover passes to code requirements on various diameter pipes. This class is intense and prepares the student for testing to corporate standards such as the American Welding Society (AWS), American Society of Mechanical Engineers (ASME) section IX and API Std. 1104. Students completing this course will possess skills required in the pipe welding and fabrication industry. \$1595

Sep 9-Oct 6 MTWTh 7 am-5:30 pm AIRPT CEWLD 603 59

Sep 9-Oct 6 MTWTh 7 am-5:30 pm FFQJ CEWLD 603 60

Oct 20-Nov 13 MTWTh 7 am-5:30 pm AIRPT CEWLD 603 61

Oct 20-Nov 13 MTWTh 7 am-5:30 pm FFQJ CEWLD 603 62

Nov 17-Dec 16 MTWTh 7 am-5:30 pm AIRPT CEWLD 603 63

Nov 17-Dec 16 MTWTh 7 am-5:30 pm FFQJ CEWLD 603 64



## Train now for employment at V.C. Summer Nuclear Station and other welding opportunities in business and industry.

*MTC students can be ready to be employed in as little as four months and often earn \$15-\$25 per hour to start, in welding and pipefitting jobs.*

***Start your future now. Sign up for a class today.***  
**midlandstech.edu/cce/welding • (803) 732-0432**



# INDUSTRIAL, TRADES, AND MANUFACTURING

## QJ VA WELDER-EVENING PROGRAM

### SMAW (Shielded Metal Arc Welding)

#### Basic Shielded Metal Arc Welding

Learn Shielded Metal Arc Welding (SMAW) for fabrication as well as production of standard and Code welding applications using various electrodes and joint configurations. Includes basic blueprint reading, basic weld symbols, equipment operation, and industrial safety. \$599

Sep 2-Oct 16	MTTh	6 pm-9 pm	FFQJ	CESMA 700 03
Sep 2-Oct 15	TWTh	6 pm-9 pm	AIRPT	CESMA 700 04
Oct 27-Dec 11	MTTh	6 pm-9 pm	FFQJ	CESMA 700 05
Oct 28-Dec 16	TWTh	6 pm-9 pm	AIRPT	CESMA 700 06

#### Intermediate Shielded Metal Arc Welding

A continuation of CESMA 700-Basic Shielded Metal Arc Welding (SMAW). Intermediate skills are developed in accordance with various codes and standards to include the AWS and ASME. Prerequisite: Completion of CESMA 700-Basic Shielded Metal Arc Welding (SMAW) or permission of the instructor. \$599

Sep 2-Oct 16	MTTh	6 pm-9 pm	FFQJ	CESMA 701 03
Sep 2-Oct 15	TWTh	6 pm-9 pm	AIRPT	CESMA 701 04
Oct 27-Dec 11	MTTh	6 pm-9 pm	FFQJ	CESMA 701 05
Oct 28-Dec 16	TWTh	6 pm-9 pm	AIRPT	CESMA 701 06

#### Advanced Shielded Metal Arc Welding

A continuation of CESMA 701-Intermediate Shielded Metal Arc Welding (SMAW). Intermediate and advanced skills are developed in accordance with various codes and standards to include the AWS and ASME. Prerequisite: Completion of CESMA 701-Intermediate Shielded Metal Arc Welding (SMAW) or permission of the instructor. \$599

Sep 2-Oct 16	MTTh	6 pm-9 pm	FFQJ	CESMA 702 03
Sep 2-Oct 15	TWTh	6 pm-9 pm	AIRPT	CESMA 702 04
Oct 27-Dec 11	MTTh	6 pm-9 pm	FFQJ	CESMA 702 05
Oct 28-Dec 16	TWTh	6 pm-9 pm	AIRPT	CESMA 702 06

### TIG (Gas Tungsten Arc Welding)

#### Basic Gas Tungsten Arc Welding (TIG)

Learn the entry-level aspects of the GTAW process. Instruction follows the guidelines set in the AWS entry-level welders program. Instruction on safety, equipment, materials selection, basic blueprint, and weld symbols is included. \$599

Sep 2-Oct 16	MTTh	6 pm-9 pm	FFQJ	CETIG 700 03
Sep 2-Oct 15	TWTh	6 pm-9 pm	AIRPT	CETIG 700 04
Oct 27-Dec 11	MTTh	6 pm-9 pm	FFQJ	CETIG 700 05
Oct 28-Dec 16	TWTh	6 pm-9 pm	AIRPT	CETIG 700 06

#### Advanced Gas Tungsten Arc Welding (TIG)

A continuation of CETIG 700 Basic Gas Tungsten Arc Welding (TIG), instruction includes advanced MIG/TIG welding of various metals, procedures and positions. Prerequisite: CETIG 700-Basic Gas Tungsten Arc Welding (TIG) or permission of the instructor. \$599

Sep 2-Oct 16	MTTh	6 pm-9 pm	FFQJ	CETIG 701 03
Sep 2-Oct 15	TWTh	6 pm-9 pm	AIRPT	CETIG 701 04
Oct 27-Dec 11	MTTh	6 pm-9 pm	FFQJ	CETIG 701 05
Oct 28-Dec 16	TWTh	6 pm-9 pm	AIRPT	CETIG 701 06

### MIG (Gas Metal Arc Welding)

#### Gas Metal Arc Welding (MIG)

Learn the entry level aspects of the Gas Metal Arc Welding GMAW process. Instruction follows the guidelines set in the AWS Entry Level Welders Program. Instruction on safety, equipment, materials selection, basic blueprint, and weld symbols is included. \$599

Sep 2-Oct 16	MTTh	6 pm-9 pm	FFQJ	CEWGM 700 03
Sep 2-Oct 15	TWTh	6 pm-9 pm	AIRPT	CEWGM 700 04
Oct 27-Dec 11	MTTh	6 pm-9 pm	FFQJ	CEWGM 700 05
Oct 28-Dec 16	TWTh	6 pm-9 pm	AIRPT	CEWGM 700 06

### Pipe Welding

#### Basic Pipe Welding

A beginning course in the pipe-welding process, this course will be taught within the guidelines provided by ASME Section IX and AWS D 1.1 standards. Proficiency in shielded metal arc welding (SMAW) is a prerequisite. \$599

Sep 2-Oct 16	MTTh	6 pm-9 pm	FFQJ	CEWPI 700 03
Sep 2-Oct 15	TWTh	6 pm-9 pm	AIRPT	CEWPI 700 04
Oct 25-Dec 16	TWTh	6 pm-9 pm	AIRPT	CEWPI 700 05
Oct 27-Dec 11	MTTh	6 pm-9 pm	FFQJ	CEWPI 700 06

Sep 2-Oct 16	MTTh	6 pm-9 pm	FFQJ	CEWPI 701 03
Sep 2-Oct 15	TWTh	6 pm-9 pm	AIRPT	CEWPI 701 04
Oct 27-Dec 11	MTTh	6 pm-9 pm	FFQJ	CEWPI 701 05
Oct 28-Dec 16	TWTh	6 pm-9 pm	AIRPT	CEWPI 701 06

#### Advanced Pipe Welding

A continuation of CEWPI 701-Intermediate Pipe Welding, this course will be taught within the guidelines provided by ASME Section IX and AWS D 1.1 standards. Prerequisite: Completion of CEWPI 701-Intermediate Pipe Welding or permission of instructor. \$599

Sep 2-Oct 16	MTTh	6 pm-9 pm	FFQJ	CEWPI 702 03
Sep 2-Oct 15	TWTh	6 pm-9 pm	AIRPT	CEWPI 702 04
Oct 27-Dec 11	MTTh	6 pm-9 pm	FFQJ	CEWPI 702 05
Oct 28-Dec 16	TWTh	6 pm-9 pm	AIRPT	CEWPI 702 06

#### Intermediate Pipe Welding

A continuation of CEWPI 700 Basic Pipe Welding, this course will be taught within the guidelines provided by ASME Section IX and AWS D 1.1 standards. Prerequisite: Completion of a basic pipe welding course or permission of instructor. \$599

# PERSONAL ENRICHMENT



## PERSONAL ENRICHMENT ONLINE COURSES: NEW FOR FALL

• Conversational French

• Introduction to Guitar

## Top TEN Most Popular Online Courses:

- Beginning Writer's Workshop
- Drawing for the Absolute Beginner
- Easy English
- Introduction to Digital Scrapbooking
- Music Made Easy

- Pleasures of Poetry
- Secrets of Better Photography
- Speed Spanish
- Start Your Own Edible Garden
- Stocks, Bonds and Investing, Oh My!

*More than 450 online courses are currently being offered, and new topics are always being added.  
Go to [midlandstech.edu/cce](http://midlandstech.edu/cce) for the latest list of course offerings and to register.*

## Art

### Basket Weaving, Pine Needle

This easy-to-learn technique is similar to the sweet grass weaving seen in Charleston. Using long needle pine straw, you will complete a beautiful round basket. Techniques will be demonstrated for changing the shape from round to oval, and for adding handles and lids. Tuition includes a \$5 supply fee. \$65

Oct 6-Oct 13 MW 6 pm-9 pm HARBN CEART 515 01

### Chair Caning

Learn to repair or replace a hand caned chair seat. It's easy, but you'll need to transport your piece to class each week. Technique taught is for a square or a rectangular seat measuring 12" x 12". See materials list on the web site for additional instructions and required supplies. \$99

Nov 4-Nov 13 TTh 6 pm-9 pm HARBN CEART 520 01

### Portrait Drawing

You will learn the basic steps needed to draw the human head. Starting with simple exercises and working from observation of a live model, you will understand how to create one of history's most important artistic subjects. Bring a Derwent 3B drawing pencil to the first class. \$139

Sep 29-Oct 22 MW 6:30 pm-8:30 pm BLTLN CEART 549 11

### The Art of Creative Calligraphy

Calligraphy is skilled penmanship and visual art. Learn to form the alphabet on envelopes, cards, experiment with inks, watercolors, pens, and embellish with gold-leafing. Bring a Sheaffer calligraphy pen set with small, medium, and large nibs, soft pencil and eraser, and pad of good, heavy 8 1/2 x 11 tracing paper to the first class. \$109

Sep 9-Oct 14 T 6:30 pm-8:30 pm NEAST CEART 526 09  
Oct 21-Nov 25 T 6:30 pm-8:30 pm BLTLN CEART 526 10

## Consumer Education

### Discount and Couponing Strategies

Finding values with discounts and coupons is easier than you think. Make the most of your financial resources without wasting money. Coupons and discounting are a great start to living a frugal life. We will discuss many ways and tips to save money, stretch the dollars, and reduce your spending painlessly. \$29

Oct 7 T 6 pm-8:30 pm HARBN CECED 566 01

### Ebay Basics

Learn the basics of buying and selling on eBay plus tips on bidding to win. Prerequisites: Basic computer and email skills with a working email address. \$119

Oct 20-Nov 17 M 6 pm-9 pm HARBN CECED 542 15

## Defensive Driving

### Defensive Driving

NOTE: Arrive 10 minutes early. No late arrivals will be admitted. Licensed drivers may take this eight-hour National Safety Council course every 3 years. Successful completion will remove up to 4 points on a SC driver's license (except DUI). Driver's license number and state required when registering. May reduce insurance costs. \$79

Sep 6	S	8 am-5 pm	NEAST	CEDDC 500 09
Sep 8-Sep 10	MW	6:30 pm-10:30 pm	NEAST	CEDDC 500 10
Sep 13	S	8:30 am-5:30 pm	HARBN	CEDDC 500 15
Sep 20	S	8:30 am-5:30 pm	FFQJ	CEDDC 500 28
Sep 23-Sep 24	TW	6 pm-10 pm	HARBN	CEDDC 500 16
Oct 4	S	8 am-5 pm	NEAST	CEDDC 500 17

Oct 6-Oct 8	MW	6:30 pm-10:30 pm	NEAST	CEDDC 500 18
Oct 11	S	8:30 am-5:30 pm	HARBN	CEDDC 500 19
Oct 18	S	8 am-5 pm	BATES	CEDDC 500 29
Oct 21-Oct 22	TW	6 pm-10 pm	HARBN	CEDDC 500 20
Nov 1	S	8 am-5 pm	NEAST	CEDDC 500 21
Nov 4-Nov 5	TW	6 pm-10 pm	HARBN	CEDDC 500 22
Nov 15	S	8:30 am-5:30 pm	HARBN	CEDDC 500 23
Nov 17-Nov 19	MW	6:30 pm-10:30 pm	NEAST	CEDDC 500 24
Dec 2-Dec 3	TW	6 pm-10 pm	HARBN	CEDDC 500 25
Dec 6	S	8 am-5 pm	NEAST	CEDDC 500 30
Dec 13	S	8:30 am-5:30 pm	HARBN	CEDDC 500 26
Dec 15-Dec 17	MW	6:30 pm-10:30 pm	NEAST	CEDDC 500 27

# PERSONAL ENRICHMENT

## Food and Cooking

### Eating Gluten-Free

Healthy and nutritious, gluten-free tastes great. Learn which foods are acceptable on a gluten-free diet. Instructor will provide all supplies. We'll make a gluten-free snack that students can sample. \$39

Dec 1 M 6 pm-8:30 pm HARBN CECED 565 01

### Wholesome Meals in Minutes

Do you find yourself cooking on the run and wondering if your family's school lunches and meals are healthy? Do you have favorite recipes that may not be nutritionally balanced? Bring a family favorite recipe or two to class, and learn to create nutrient dense "super food" meals that are quick, easy, and delicious! \$39

Oct 20 M 6 pm-8:30 pm HARBN CECED 568 01

## Snack & Learn Series – Healthy, Fit 'n Frugal NEW

*Does a healthy, Snack & Learn educational series sound entertaining, yummy, and enjoyable to you?*

Come join the fun in this new instructor-led series where each "Health 'n Fitness Class Theme & Healthy Snack" will be a "Surprise - Topic" until you come to class!

### SERIES & SNACK THEMES INCLUDE:

- Gluten Free Night with Flourless Brownies
- Naturally Made Products Made Inexpensively Yourself
- Bread Making Tips and Tricks
- Eat Plant Foods to Boost Immunity.

All supplies and snacks are included. Each class is only \$15. **Sign up early as spaces are limited!**

Tuesday, September 16	6-7:30 pm	"Who Doesn't Love Chocolate Snack Night"	HARBN	CECED 56901
Wednesday, October 29	6-7:30 pm	"Surprise Topic"	HARBN	CECED 56902
Monday, November 10	6-7:30 pm	"Surprise Topic"	HARBN	CECED 56903
Saturday, December 13	10-11:30 am	"Holiday Themed Surprise Topic"	HARBN	CECED 56904

## Languages

### French I

Do you need to communicate with French-speaking individuals? If so, this new direct approach to communicating with French-speaking individuals is for you. It's fast paced, easy to comprehend, and fun. \$129

Sep 2-Oct 21 T 6 pm-8:30 pm BLTLN CELNG 554 12

### French II

Build on skills learned in French I. \$129

Oct 28-Dec 16 T 6 pm-8:30 pm BLTLN CELNG 558 05

### Spanish I

Learn basic Spanish conversational skills needed to ask questions and understand the answers given. Text is included with tuition. \$169

Sep 4-Oct 23 Th 6 pm-8:30 pm NEAST CELNG 510 23

## Motorcycle

### Beginner's Motorcycle Class

This course is for individuals who want to learn basic techniques. A valid driver's license is required at the first class meeting. Twelve hours of riding on small (100-350 cc) training motorcycles. Must pass both a written and riding assessment to receive a completion certificate. \$239

Sep 5-Sep 7	F	6 pm-10 pm	BLTLN	CEMOT 501 76
	SSu	8 am-4 pm		
Sep 26-Sep 28	F	6 pm-10 pm	BLTLN	CEMOT 501 77
	SSu	8 am-4 pm		
Oct 10-Oct 12	F	6 pm-10 pm	BLTLN	CEMOT 501 78
	SSu	8 am-4 pm		
Oct 24-Oct 26	F	6 pm-10 pm	BLTLN	CEMOT 501 79
	SSu	8 am-4 pm		
Nov 7-Nov 9	F	6 pm-10 pm	BLTLN	CEMOT 501 80
	SSu	8 am-4 pm		
Nov 21-Nov 23	F	6 pm-10 pm	BLTLN	CEMOT 501 81
	SSu	8 am-4 pm		
Dec 5-Dec 7	F	6 pm-10 pm	BLTLN	CEMOT 501 82
	SSu	8 am-4 pm		

Dec 12-Dec 14 F 6 pm-10 pm BLTLN CEMOT 501 83

SSu 8 am-4 pm

### Intermediate Motorcycle Class

Class is for the rider with minimum-to-moderate riding experience; includes seven hours of riding. Must have held a motorcycle learner's permit for a minimum of 60 days. A fully licensed and insured motorcycle or scooter is required. No mopeds. \$139

Oct 17-Oct 18 F 6 pm-10 pm BLTLN CEMOT 601 11  
S 8 am-5 pm

### Experienced Motorcycle Class

Class is a skills tune-up for the experienced rider with a motorcycle license. Students with a learner's permit must have had the permit for a minimum of 60 days. Includes five hours of riding. A fully licensed and insured motorcycle or scooter is required. No mopeds. \$79

Oct 19 Su 9 am-4 pm BLTLN CEMOT 701 11

## PERSONAL ENRICHMENT

# *Have you considered turning your personal interest into* **A CAREER?**

- Interior Decorator
- Photographer
- Event and Wedding Planner
- Cake Decorator
- Veterinary Assistant

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### Music

#### Guitar

Beginners to intermediate players will learn the various parts of the guitar, how to name the strings and how notes relate to the guitar in this hands-on class. You'll have the tools to play easy popular songs at the end of this course. Please bring an acoustic guitar (in good working order) to class--not a classical guitar. \$149

Sep 30-Dec 11 Th 5:30 pm-7:30 pm HARBN CEMUS 544 05

#### Harmonica

Beginner to intermediate students will learn scales, straight harp, cross harp, blues and note bending. Styles include folk, country and blues.

Bring a Hohner Special 20 Harmonica in the key of C to the first class. \$149

Oct 30-Dec 11 Th 7:30 pm-9:30 pm HARBN CEMUS 541 03

#### The Joy of Music **NEW**

Would you like to explore the beauty of music? Join this musical journey from the Middle Ages to the 21st Century. This music appreciation course will help you better understand music in relation to culture and history. Lectures, group interaction, and the opportunity to play musical instruments in a small ensemble are included. \$99

Sep 9-Oct 14 T 6 pm-7 pm HARBN CEMUS 549 01

### Sewing and Quilting

#### Free-Motion Machine Quilting

Have you noticed the lovely machine quilted designs on modern quilts and thought "I would love to be able to do that?" In this class, you will practice a variety of free-motion meandering quilting designs and simple continuous line designs. Bring all supplies to the first class. See website for materials list. \$69

Sep 25-Oct 9 Th 6 pm-8 pm HARBN CESEW 539 03

#### Learn to Paper Piece Quilt Blocks

This old technique for piecing quilt blocks has been updated and revised to create intricate designs with straight-line stitching. Fabric is sewn to a block design printed on a paper foundation then torn away after the sewing is complete. In this class, students will practice paper piecing several blocks to finish a six-inch project. See website for materials list. \$49

Sep 4-Sep 11 Th 6 pm-8 pm HARBN CESEW 543 03

#### Sewing I

Beginners and those with minimal experience will learn the practical basics and creative potential sewing offers. Learn straight and zigzag

stitches, straight seams, curved seams, fabrics, and patterns. Students will complete a decorative pillow and a project with a pattern. Class will choose the final project. Sewing machine required. See website for materials list. \$179

Sep 9-Oct 14 T 6 pm-9 pm HARBN CESEW 533 05

#### Sewing II

Perfect your sewing skills in this follow-up to Sewing I. Students must be able to sew and operate their own sewing machines. Sewing machine is needed in class. See website for materials list. \$159

Oct 21-Nov 18 T 6 pm-9 pm HARBN CESEW 550 04

#### Smocking for the Holidays **NEW**

Learn this wonderful and precious technique to create something special for the little one in your life just in time for the holidays. Choose between a collar for the girls and a sweatshirt for the boys. Easy Peasy and so much fun! Supplies for one collar or one sweatshirt insert are provided. \$119

Nov 3-Nov 12 MW 6 pm-9 pm HARBN CESEW 556 01



# PERSONAL ENRICHMENT

## Travel

*Attend an information session for two upcoming trips!*

### REFLECTIONS OF ITALY

Trip Scheduled .....April 13-22, 2015

Info Session .....September 9, 2014, 6-7 pm  
Harbison Campus

### ISLANDS OF NEW ENGLAND

Trip Scheduled .....June 12-19, 2015

Info Session .....October 16, 2014, 6-7 pm  
Northeast Campus

## Wellness

### Do Yourself a Favor: Don't Diet Ever Again **NEW**

In most people's sense of the word, to diet means to take a brief break from one's usual eating habits to lose weight. For most people the results of dieting don't last. Learn how to create healthy habits one step at a time. Long term optimal weight is not about the perfect diet or exercise regimen, it's about mindset and strategy. \$29

Sep 18 Th 6 pm-8 pm NEAST CECED 570 01

### Exercise for Beginners

This class covers gear, nutrition, injury prevention, and training schedules. The goal is to inspire you to better health—off the couch or computer—to walking, jogging or running on a regular basis in less than three months. Dress comfortably as students will exercise. \$79

Sep 4-Oct 2 Th 6 pm-8 pm HARBN CECED 560 03

### Fitness, Food and Losing Weight

Hear unique principles and secrets to losing weight permanently, naturally and without gimmicks in this engaging seminar. Be in control of your nutrition, health, and fitness. The three stages of permanent

weight loss are Mind, Muscle, and Mouth. Learn the basics PLUS some Biggest Loser Secrets to turbo-charge weight loss efforts. \$29

Nov 17 M 6 pm-8:30 pm HARBN CECED 567 01

### Stress Is Not the Enemy, Lack of Recovery Is! **NEW**

Stress is deemed to be the enemy, while in reality it's the stimulus for growth. Learn the different types, how to avoid the bad consequences, and how to use the response to your advantage. Life is a series of sprints, walks, and turns. Rather than trying to avoid stress, learn the skills to navigate throughout your daily life. \$29

Oct 30 Th 6 pm-8 pm NEAST CECED 571 01

### Yoga

Feel calm, peaceful and centered as you learn yoga techniques. You'll practice yoga postures, breathing exercises, meditation, deep relaxation along with lecture and discussion. Classes meet at Arsenal Hill Community Center, 1800 Lincoln Street, Columbia. Bring a yoga mat to class. \$99

Sep 11-Oct 30 Th 5:30 pm-7 pm CEOFS CECED 537 06

## Woodworking

### Woodworking Practices and Principles

This class will give a broad introduction about woodworking with an emphasis on hand tools. Students will learn the principles of sharpening tools, using hand tools, woodworking joints, furniture construction, tool

selection, and a brief introduction to woodworking machinery. No tools are necessary to take the course. \$129

Sep 9-Oct 14 T 6 pm-9 pm CEOFS CECED 561 03

## Writing

### Basics of Screenwriting

Screenwriting basics include formatting, structure, dialogue, and character, referencing familiar citations, and examples from classic and current cinema. \$119

Sep 10-Oct 15 W 7 pm-9 pm BLTLN CEWRT 548 04

seeing your work published. Whether you're crafting short stories, novels, screenplays, or creative nonfiction, bring in your writing to be work shopped in a nurturing, relaxed academic atmosphere. \$169

Oct 21-Nov 18 TTh 7 pm-9 pm BLTLN CEWRT 551 02

### Write That Novel

Aspiring writers will learn to create engaging plots, vivid characters, riveting dialogue, and most importantly how to attract the interest of agents and editors. \$159

Sep 9-Oct 28 T 6:30 pm-9 pm NEAST CEWRT 542 05

*Books and materials for Personal Enrichment program courses can be determined by looking up the course on [midlandstech.edu/cce](http://midlandstech.edu/cce) and clicking on "materials."*

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To apply for a scholarship, you must attend an information session. Sessions will provide details about eligibility, the application process, and training programs.

*Additionally, see page 18 for scholarships specific to IT in our GRIT Program.*