

Midlands
Technical
College

CORPORATE AND
CONTINUING EDUCATION

THE Midlands' Guide for Training

January • February • March • April 2014

midlandstech.edu/cce



Quick Jobs
Midlands Technical College

Scholarships
Available
to qualified
applicants

Learn more at
midlandstech.edu/cce/scholarship

5

quick and easy ways to register

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



ONLINE: 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. Fax it to (803) 732-5255 or email it to cce@midlandstech.edu.



WALK-IN:

Airport Campus Academic Center, Room 110
Mon-Thu, 8 am - 4:30 pm
Fri, 8 am - 1:30 pm

Batesburg-Leesville Campus Mon-Thu, 8 am - 4:30 pm
Fri, 8 am - 1:30 pm

Beltline Campus Student Center, 2nd Floor
Welcome Desk
Mon-Thu, 8 am - 4:30 pm
Fri, 8 am - 1:30 pm

Harbison Campus Harbison Hall, Room 101
Mon-Thu, 8 am - 4:30 pm
Fri, 8 am - 1:30 pm

Northeast Campus Student Information Office
CT 160
Mon-Wed, 8 am - 5 pm
Thu, 8 am - 5:30 pm
Fri, 8 am - 1:30 pm

Fairfield Campus Fairfield QuickJobs Center
Mon-Thu, 8 am - 4:30 pm,
Fri, 8 am - 1:30 pm

Quick, easy, affordable payment options.

Learn more about our loans, veterans programs and our payment plans by visiting 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.

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.



Table of Contents



Business Management7



Computers11



Creative Careers20



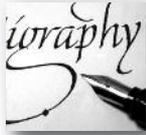
Employee and Leadership Development23



Healthcare and Social Services27



Industrial and Manufacturing32



Personal Enrichment42

LEGEND



Locations

AIRPT	Airport Campus	NEAST	Northeast Campus
BATES	Batesburg-Leesville Campus	OFFC	Off Campus
BLTLN	Beltline Campus	ONLN	Online
FFQJ	Fairfield Campus	SCSFM	South Carolina State Farmer's Market
HARBN	Harbison Campus	RSDI	Richland School District One
MAI	Midlands Audio Institute	WPLAW	WP Law, Inc.

@ Online courses are identified throughout the catalog by this symbol.

QJ Look for the QuickJobs symbol to identify these programs.

NEW New courses are identified throughout the catalog by this symbol.

VA VA approved programs are identified through out 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.

Scholarships available to qualified applicants. Visit www.midlandstech.edu/cce/scholarship or call (803) 732-5360 for more information.



Pick up a paycheck sooner than you think!

Take a look at the QuickJobs training MTC offers:

Business

Accounting and Payroll Specialist	pg.7
Customer Relations Specialist	pg.24
Office Administrative Specialist	pg.16
Project Manager	pg.9

Computer Technology

Advanced Desktop and Server Administrator	pg.13
Computer Technician	pg.12
Database Analyst	pg.14
Desktop and Server Administrator	pg.13
Web Designer	pg.19

Construction and Trades

BPI Building Analyst Professional	pg.39
Building Construction Manager	pg.32
Forklift Operator	pg.33
Industrial Electrical Technician	pg.33
Industrial Mechanical Technician	pg.35
Landscaper/Horticulturist	pg.22
Locksmith	pg.23
Pipefitting	pg.37
Small Engine Mechanic	pg.39
Truck Driver/CDL	pg.39
Welder	pg.40

Healthcare

Cardiac Care Technician	pg.27
Certified Nursing Assistant	pg.27
Clinical Massage Therapist	pg.28
EKG Technician	pg.28
Emergency Medical Technician	pg.28
Medical Office Specialist	pg.31
Medical Office Billing and Coding Specialist	pg.30
Patient Care Technician	pg.30
Phlebotomist	pg.29
Veterinary Assistant	pg.31

Manufacturing

Manufacturing Certified Production Technician (MSSC CPT)	pg.36
Lean Six Sigma Green Belt	pg.10
Machinists/CNC Operator	pg.36

Creative Careers

Audio Engineer	pg.20
Cake Decorator	pg.20
Floral Designer	pg.21
Interior Decorator	pg.22
Photographer	pg.44

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.

Start now. Don't wait.

To begin, go to 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.



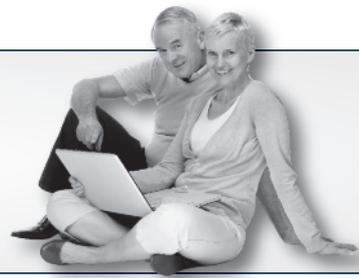
MIDLANDS WORKFORCE
DEVELOPMENT BOARD

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/online 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 certification 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

PEARSON
VUE
AUTHORIZED CENTER
vue.com



CERTIPORT®
certiport.com

comira
Test us.
comiratesting.com

KRYTERION®
HOST
LOCATION
Contact Specific
Exam Company

Castle
Sound Solutions Responsive Service
castleworldwide.com

ISO-QUALITY
TESTING, INC.
GLOBAL COMPUTERIZED EXAMINATION SOLUTIONS
isoqualitytesting.com

ACT® Career Ready 101™

Magistrate Applicant Exam

FREE Practice Exams

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

- Certified Financial Planner
- 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 (CCENT)
- Cisco Certified Network Associate (CCNA)
- Database Analyst Certificate
- Desktop Server Administrator - MCSA
- Network+ Technician
- Security+ Technician

HEALTHCARE

- Clinical Massage Therapist
- Sonographer

INDUSTRIAL/MANUFACTURING

- Certified Production Technician (MSSC – CPT)
- Machinist and CNC Operator
- NCCER Pipefitter
- Welder – Basic, Intermediate, and Advanced

The number and scope of these programs are expanding, so check back frequently at midlandstech.edu/cce/va.

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



Contact MTC's Veterans Affairs Coordinator 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.

BUSINESS MANAGEMENT



POPULAR BUSINESS MANAGEMENT ONLINE COURSES:

- Achieving Success with Difficult People
- Fundamentals of Supervision and Management
- Individual Excellence
- Project Management for PMP
- Accounting Essentials

More than 300 online courses are currently being offered, and new topics are always being added. Go to midlandstech.edu/cce/online 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

Jan 14-Mar 27 TTh 6 pm-9 pm HARBN CEOFF 623 69

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 present in everyday activity. Perfect even if you only need a refresher! \$199

Feb 28-Mar 7 F 9 am-1 pm NEAST CEFIN 512 18

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

Apr 1-Apr 3 TTh 6 pm-9 pm HARBN CEOFF 624 69

QuickBooks

Set up a general ledger and chart of accounts, customize forms, create invoices, and run payroll using QuickBooks. \$349

Feb 11-Feb 12 TW 9 am-4 pm HARBN CEOFF 622 11

Apr 21-Apr 29 MT 6 pm-9 pm HARBN CEOFF 622 81



Accounting and Payroll Specialist Certificate Program

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
Introduction to Computers	6	\$169
Introduction to Excel	12	\$279
Intermediate Excel	12	\$279
QuickBooks.....	12	\$349
Payroll Preparation Essentials	6	\$99
Business Math.....	8	\$199
*Computer Typing for Everyone	12	\$239
*Organizing Computer Files.....	6	\$169
*Introduction to Outlook.....	12	\$279
<i>*Choose two electives</i>		
Total: 140 - 146 hrs		\$2,431-\$2,541*

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



BUSINESS MANAGEMENT

Human Resources

Employee Relations Law

The certificate in Employee Relations Law series is designed to provide a comprehensive, practical, convenient, and cost-effective way to acquire knowledge about complex employment laws that impact virtually every employment-related decision. In addition to continuing education credit, your completion of this program may be applied to recertification credit for HR professionals through the Human Resource Certification Institute (HRCI). Class meets Mar 13, Apr 10, May 8, June 12, July 10, Aug 14, Sept 11, Oct 9, Nov 13, Dec 11. \$749
Mar 13-Dec 11 Th 8 am-12 pm NEAST CEHRS 510 07

Onboarding Made Easy

This class teaches the fundamentals of a good onboarding program and how to create an orientation and training experience that will improve retention while reducing ramp-up time. \$249
Jan 23 Th 8:30 am-4:30 pm NEAST CEHRS 530 01

SHRM Essentials of HR

Use this human resource management basics course to increase your HR knowledge and reduce your company's exposure to costly HR-related lawsuits. Managers will also benefit by enhancing their knowledge of employment law, recruiting and selection, compensation, and employee training and orientation. \$499
Apr 22-Apr 23 TW 8:30 am-5 pm NEAST CEHRS 500 32

SHRM Exam Review

Use this up-to-date program to further develop your HR knowledge or to assist you in preparing for the Professional in Human Resources (PHR®) or Senior Professional in Human Resources (SPHR®) certification exams. Receive the New SHRM Learning System® for PHR®/SPHR® Certification Preparation for free, a \$695 value. Students are encouraged to register two weeks before the class starts. \$999
Feb 17-May 5 M 6 pm-9 pm NEAST CEHRS 503 21

PMP/CAPM EXAM PREP BOOT CAMP

MTC's boot camp covers all topics in the Project Management Body of Knowledge (PMBOK) in just four days!



Why MTC's PMP/CAPM Exam Prep is the best

- Classes conducted in partnership with the Midlands PMI Chapter.
- Classes taught by industry experts who are PMPs, who practice project management daily, and have classroom training experience.
- The same curriculum is used by PMI chapters to prepare their members for the PMP exam.
- Workbooks and practice exams included.
- Includes more than the number of formal training hours required by PMI to be eligible to take the exam.



Mar 24-27 MTWTh 8 am - 6 pm NEAST CEPMG 547 04 \$1195

Be a part of the MTC community



Like us on Facebook



Join our group on LinkedIn



Follow us on Twitter

Group Name: Midlands Technical College Corporate and Continuing Education

BUSINESS MANAGEMENT

Project Management **QJ**

Project, Introduction

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

Apr 16 W 9 am - 4 pm NEAST CEPMG 560 05

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

Apr 17 Th 9 am - 4 pm NEAST CEPMG 561 04

Foundations of Project Management Certificate

This twelve-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:

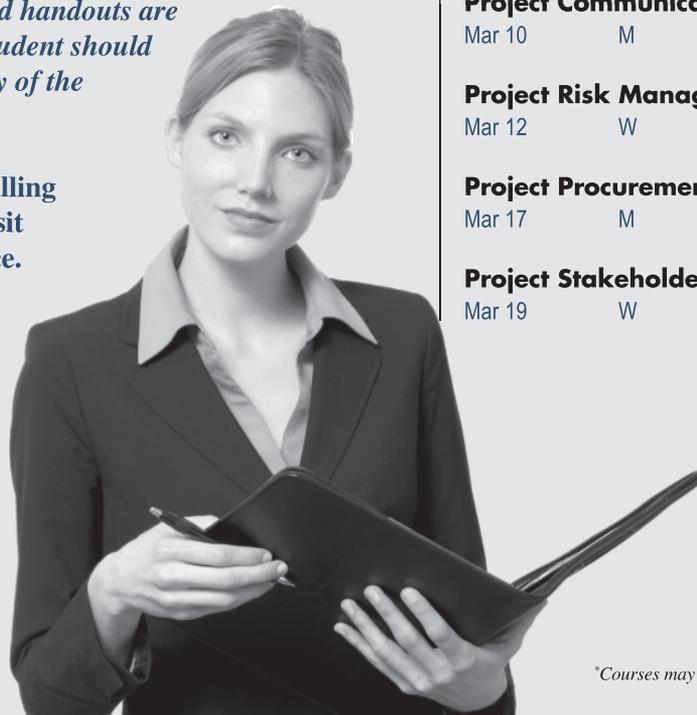
- You desire to improve or learn new project management skills.
- You are preparing for professional certification (PMP or CAPM).
- You are a professional project manager seeking PDUs for recertification.

Classes are offered from 6-9 PM at MTC's Northeast Campus.

Cost: \$149 each

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.



Projects and Project Management*

Jan 27 M 6 pm - 9 pm NEAST CEPMG 548 56

Project Integration Management*

Jan 29 W 6 pm - 9 pm NEAST CEPMG 549 53

Project Scope Management

Feb 3 M 6 pm - 9 pm NEAST CEPMG 550 53

Project Time Management

Feb 5 W 6 pm - 9 pm NEAST CEPMG 551 53

Project Cost Management

Feb 17 M 6 pm - 9 pm NEAST CEPMG 552 53

Earned Value Management

Feb 19 W 6 pm - 9 pm NEAST CEPMG 553 53

Project Quality Management

Feb 24 M 6 pm - 9 pm NEAST CEPMG 554 53

Project Human Resource Management

Feb 26 W 6 pm - 9 pm NEAST CEPMG 555 53

Project Communication Management

Mar 10 M 6 pm - 9 pm NEAST CEPMG 556 53

Project Risk Management

Mar 12 W 6 pm - 9 pm NEAST CEPMG 557 53

Project Procurement Management

Mar 17 M 6 pm - 9 pm NEAST CEPMG 558 53

Project Stakeholder Management

Mar 19 W 6 pm - 9 pm NEAST CEPMG 559 53

**Courses may be taken in any order after completing these two classes.*

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 or call (803) 732-0432.

Real Estate

Basics of Good Home Design and Building **NEW**

Plan your dream home while learning the basics of good architectural design. This course, led by Richard Mock of Richard Mock Designs, will cover designing a custom home, reading architectural plans, adhering to residential building codes, and effectively communicating with builders, subcontractors, architects, and designers. You'll also hear from other building professionals to make sure your dream-home-plan works inside and out. Class participants will have the opportunity to receive constructive feedback about their plan from a professional in the housing industry. All you need is grid paper, a ruler, a pen, and pencil. \$99

Jan 14-Feb 4	T	7 pm-9 pm	NEAST CERLE 547 01
Feb 25-Mar 18	T	7 pm-9 pm	NEAST CERLE 547 02
Mar 3-Mar 24	M	7 pm-9 pm	HARBN CERLE 547 03
Mar 31-Apr 21	M	7 pm-9 pm	HARBN CERLE 547 04

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. Text included. \$399

Jan 18-Jan 26 SSu 8:30 am-5 pm NEAST CERLE 504 09

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

Jan 9-Feb 13 MTTh 6 pm-10 pm NEAST CERLE 505 05
Feb 24-Mar 27 MTTh 6 pm-10 pm HARBN CERLE 505 06

Small Business and Entrepreneurship

In-Business Tax Workshop

This In-Business Tax Workshop will concentrate on topics 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

Feb 20 Th 9 am-12 pm NEAST CESMB 577 03

Start-Up Business Tax Workshop

The Start-Up Business Tax Workshop will concentrate on topics to help the entrepreneur who has never been in business and is looking for the basic first steps to get going in the right direction 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

Jan 23 Th 9 am-12 pm NEAST CESMB 576 04
Mar 20 Th 9 am-12 pm NEAST CESMB 576 05

BUSINESS MANAGEMENT

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

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

Don't miss out on statewide grants that are now available.

- **FastTrac® GrowthVenture™:** Tues Jan 14-Mar 18, 6-9 pm
- **FastTrac® NewVenture™ for Veterans**
- **FastTrac® NewVenture™ for Boomers:** Tues Apr 1-Jun 3, 6-9 pm



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

COMPUTERS



POPULAR COMPUTER ONLINE COURSES:

- **Introduction to C# Programming**
- **Introduction to Java**
- **Introduction to Excel 2010**
- **Introduction to Access 2010**

More than 300 online courses are currently being offered, and new topics are always being added. Go to midlandstech.edu/cce/online for the latest list of course offerings and to register.

Beginning Computer Courses

Introduction to Computers

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

Jan 7	T	9 am-4 pm	FFQJ	CEBEG 582 07
Jan 8	W	9 am-4 pm	BATES	CEBEG 582 06
Jan 13	M	9 am-4 pm	HARBN	CEBEG 582 08
Jan 27	M	9 am-4 pm	NEAST	CEBEG 582 09
Apr 17	Th	9 am-4 pm	NEAST	CEBEG 582 10
Jan 15-Jan 16	WTh	6 pm-9 pm	NEAST	CEBEG 582 52
Feb 4-Feb 5	TW	6 pm-9 pm	HARBN	CEBEG 582 53

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

Mar 7-Mar 14	F	9 am-1 pm	NEAST	CEBEG 549 15
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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

Jan 17-Jan 31	F	9 am-1 pm	FFQJ	CEBEG 519 30
Feb 7-Feb 21	F	9 am-1 pm	HARBN	CEBEG 519 31
Feb 3-Feb 24	M	6 pm-9 pm	NEAST	CEBEG 519 72

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

Jan 14	T	9 am-4 pm	HARBN	CEBEG 534 32
Jan 28	T	9 am-4 pm	NEAST	CEBEG 534 33
Jan 30	Th	9 am-4 pm	FFQJ	CEBEG 534 34
Feb 18-Feb 19	TW	6 pm-9 pm	NEAST	CEBEG 534 65

COMPUTERS

Computer Support

A+ IT Technician

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

Mar 10-Mar 21	MTWTh	8:30 am-4 pm	NEAST	CE DST 528 07
	F	8:30 am-12:30 pm		
Mar 31-Apr 24	MTWTh	6 pm-9:45 pm	NEAST	CE DST 528 53

Administering Windows Server 2012

Learn to administer Windows Server 2012. This course is part-two of a three-part series and focuses on the administration tasks necessary to maintain a 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

Feb 3-Feb 7	MTWTh	8:30 am-4 pm	HARB N	CE MCS 714 01
	F	8:30 am-12:30 pm		
Apr 7-Apr 11	MTWTh	8:30 am-4 pm	NEAST	CE MCS 714 02
	F	8:30 am-12:30 pm		
Feb 17-Feb 27	MTWTh	6 pm-9:45 pm	HARB N	CE MCS 714 51

Cisco Certified Entry Networking Technician (ICND1 v2.0)

This class prepares you to take the Cisco 100-101 Interconnecting Cisco Networking Devices Part 1 (ICND1) exam that 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

Feb 24-Feb 28	MTWTh	8:30 am-4 pm	NEAST	CE CIS 668 02
	F	8:30 am-12:30 pm		
Mar 31-Apr 10	MTWTh	6 pm-9:45 pm	NEAST	CE CIS 668 51

Cisco CCNA (ICND2 v2.0)

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 you must also pass the CCENT 100-101 exam to get the CCNA certification.) \$1499

Mar 17-Mar 21	MTWTh	8:30 am-4 pm	NEAST	CE CIS 666 06
	F	8:30 am-12:30 pm		
Apr 14-Apr 24	MTWTh	6 pm-9:45 pm	NEAST	CE CIS 666 54

Configuring Advanced Windows Server 2012 Services

Learn how to provision and configure advanced services using Windows Server 2012. This course is part-three in a series of three courses and

focuses on advanced configuration of services necessary to deploy, manage, and maintain a Windows Server 2012 infrastructure. \$1999

Feb 10-Feb 14	MTWTh	8:30 am-4 pm	HARB N	CE MCS 715 01
	F	8:30 am-12:30 pm		
Apr 14-Apr 18	MTWTh	8:30 am-4 pm	NEAST	CE MCS 715 02
	F	8:30 am-12:30 pm		
Mar 3-Mar 13	MTWTh	6 pm-9:45 pm	HARB N	CE MCS 715 51

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

Jan 27-Jan 31	MTWTh	8:30 am-4 pm	HARB N	CE MCS 713 01
	F	8:30 am-12:30 pm		
Mar 31-Apr 4	MTWTh	8:30 am-4 pm	NEAST	CE MCS 713 02
	F	8:30 am-12:30 pm		
Feb 3-Feb 13	MTWTh	6 pm-9:45 pm	HARB N	CE MCS 713 51

Network+

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

Jan 13-Jan 17	MTWTh	8:30 am-4 pm	HARB N	CE NET 724 06
	F	8:30 am-12:30 pm		
Mar 24-Mar 28	MTWTh	8:30 am-4 pm	NEAST	CE NET 724 07
	F	8:30 am-12:30 pm		
Jan 13-Jan 30	MTWTh	6 pm-9:45 pm	HARB N	CE NET 724 52

Security+

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

Feb 17-Feb 21	MTWTh	8:30 am-4 pm	HARB N	CE SEC 664 06
	F	8:30 am-12:30 pm		
Apr 21-Apr 25	MTWTh	8:30 am-4 pm	NEAST	CE SEC 664 07
	F	8:30 am-12:30 pm		
Mar 17-Mar 27	MTWTh	6 pm-9:45 pm	HARB N	CE SEC 664 51

Computer Technician Certificate

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.

Requirements:

A+ IT Technician	60 Hours
Network+	30 Hours
Total Hours	90 Hours

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.

COURSE NAME	EXAM
A+ IT Essentials (<i>Ten days</i>)	CompTIA A+ Essentials CompTIA A+ IT Tech
Network+ (<i>Five days</i>)	CompTIA Network+
Installing and Configuring Windows Server 2012 (<i>Five days</i>)	Exam 70-410: Installing and Configuring Windows Server 2012
Administering Windows Server 2012 (<i>Five days</i>)	Exam 70-411: Administering Windows Server 2012
Configuring Advanced Windows Server 2012 Services (<i>Five days</i>)	Exam 70-412: Configuring Advanced Windows Server 2012 Services

* Courses should be taken in the order listed

Save \$2,573 – Enroll in the certificate program today.

Course cost including CompTIA/MCSA exams if taken separately\$10,568

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.

QJ VA Advanced Desktop and Server Administrator MCSA (Microsoft Certified Solutions Associate) – Security+ (CompTIA) Cisco (Certified Entry Network Technician and Certified Network Associate)

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	FOUR EXAMS
A+ IT Essentials (<i>Ten days</i>)	CompTIA A+ 801 and 802
Network+ (<i>Five days</i>)	CompTIA Network+ 005
Security+ (<i>Five days</i>)	CompTIA Security+ 301
MICROSOFT COURSES	THREE EXAMS
Installing and Configuring Windows Server 2012 (<i>Five days</i>)	Exam 70-410: Installing and Configuring Windows Server 2012
Administering Windows Server 2012 (<i>Five days</i>)	Exam 70-411: Administering Windows Server 2012
Configuring Advanced Windows Server 2012 Services (<i>Five days</i>)	Exam 70-412: Configuring Advanced Windows Server 2012 Services
CISCO COURSES	TWO EXAMS
Interconnecting Cisco Network Devices Part 1 (<i>Five days</i>)	ICND1
Interconnecting Cisco Network Devices Part 2 (<i>Five days</i>)	ICND2

* Courses should be taken in the order listed

Save \$3,270 – Enroll in the certificate program today.

Course cost including CompTIA/MCSA/Cisco exams if taken separately\$15,665

Package Price – with discount\$12,395

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

COMPUTERS

Databases

Crystal Reports, Introduction

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

Apr 1-Apr 2 TW 9 am-4 pm HARBN CEDBS 588 33

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

Jan 8 W 9 am-4 pm HARBN CEDBS 614 37

Mar 24 M 9 am-4 pm NEAST CEDBS 614 38

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

Apr 30 W 9 am-4 pm NEAST CEDBS 626 20

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

Feb 5-Feb 6 WTh 9 am-4 pm NEAST CEDBS 590 42

Mar 26-Mar 27 WTh 9 am-4 pm HARBN CEDBS 590 43

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

Apr 22-Apr 24 TWTh 9 am-4 pm NEAST CESQL 609 17

Database Analyst **QJ** **VA**

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

Total: 90 hrs \$2,872

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

Mac Computer Courses

iMovie

Learn to create high-quality video using iMovie. This course covers importing existing movies, creating a new project, adding effects and sharing your finished product on social media sites. \$99

Jan 7 T 9 am-12 pm NEAST CEMAC 501 02

iPhoto

Learn to organize, edit, and share photos using Apple's iPhoto. A comprehensive look that starts with importing photos from various sources through sharing those photos using print and social media. \$99

Jan 7 T 1 pm-4 pm NEAST CEMAC 500 02

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

Feb 3-Feb 4 MT 9 am-4 pm NEAST CEDBS 620 30

Feb 12-Feb 20 WTh 6 pm-9 pm HARBN CEDBS 620 66

and PivotCharts. \$279

Mar 19-Mar 20 WTh 9 am-4 pm NEAST CEDBS 623 25

Mar 5-Mar 13 WTh 6 pm-9 pm HARBN CEDBS 623 61

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, PivotTables,

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, and set options and properties to protect the database. \$279

Apr 10-Apr 17 Th 9 am-4 pm NEAST CEDBS 624 22

Mar 31-Apr 3 MTWTh 6 pm-9 pm HARBN CEDBS 624 60

COMPUTERS

Microsoft Office

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

Jan 29-Jan 30	WTh	9 am-4 pm	HARBN	CESDS 602 16
Feb 10-Feb 11	MT	9 am-4 pm	NEAST	CESDS 602 17
Mar 25-Mar 26	TW	9 am-4 pm	HARBN	CESDS 602 18
Mar 3-Mar 4	MT	9 am-4 pm	FFQJ	CESDS 602 19
Feb 24-Mar 4	MT	6 pm-9 pm	HARBN	CESDS 602 72

Excel, Intermediate

Design top-notch workbooks using outlines, templates, custom formats, charts, and links. Data management is discussed in detail to include filtering lists and using autofilter. Also learn how to perform data consolidations, and merge and work with Pivot Tables and Pivot Charts. \$279

Feb 17-Feb 18	MT	9 am-4 pm	HARBN	CESDS 610 39
Mar 17-Mar 18	MT	9 am-4 pm	NEAST	CESDS 610 40
Apr 8-Apr 16	TW	6 pm-9 pm	HARBN	CESDS 610 68

Excel, Advanced

Discover the value of scenarios, goal seeking, solver, data tables, and more advanced functions such as VLOOKUP. Export and import text and XML files, record and run macros, and create user functions. \$279

Apr 28-Apr 29	MT	9 am-4 pm	HARBN	CESDS 611 26
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Creating a Simple Excel Spreadsheet

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

Mar 21	F	9 am-12 pm	NEAST	CESDS 628 18
Mar 28	F	9 am-12 pm	BATES	CESDS 628 19

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

Jan 23	Th	9 am-4 pm	HARBN	CESDS 630 16
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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

Feb 28	F	9 am-12 pm	HARBN	CESDS 629 11
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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

Jan 31	F	9 am-2 pm	HARBN	CESDS 640 12
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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

Jan 24	F	9 am-12 pm	HARBN	CESDS 631 15
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Microsoft Office for PCs

Learn about the unique user interface available in Microsoft Office for PC users. Get a feel for the suite of products. \$169

Jan 29	W	9 am-4 pm	HARBN	CEMSO 512 08
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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.

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

Mar 17-Mar 18	MT	9 am-4 pm	NEAST	CESCH 708 19
Mar 17-Mar 18	MT	9 am-4 pm	FFQJ	CESCH 708 20

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

Mar 31	M	9 am-4 pm	NEAST	CESCH 702 21
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PowerPoint, Introduction

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

Mar 12-Mar 13	WTh	9 am-4 pm	NEAST	CEPDP 629 24
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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

Apr 15-Apr 16	TW	9 am-4 pm	NEAST	CEPDP 650 01
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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

Jan 21	T	9 am-4 pm	NEAST	CEMSO 513 03
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Top Ten Tips for Microsoft Office

Technology changes faster than we can keep up – often making our work life harder, rather than easier. In this hands-on workshop, you will learn the top-ten-tips for a more productive and less stressful work day. \$99

Apr 25	F	9 am-12 pm	NEAST	CEMSO 515 02
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Word, Introduction

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

Jan 22-Jan 23	WTh	9 am-4 pm	NEAST	CEWDP 593 05
Feb 12-Feb 13	WTh	9 am-4 pm	HARBN	CEWDP 593 06
Mar 24-Mar 31	M	9 am-4 pm	FFQJ	CEWDP 593 07
Mar 3-Mar 11	MT	6 pm-9 pm	NEAST	CEWDP 593 69

COMPUTERS

Microsoft Office

Word, Intermediate

Enhance your proficiency with Word using styles, tables, templates, graphics, mail merge, and macros. \$279

Feb 25-Feb 26 TW 9 am-4 pm HARBN CEWDP 594 24
Apr 1-Apr 9 TW 6 pm-9 pm NEAST CEWDP 594 59

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, and master documents. \$279

Apr 21-Apr 22 MT 9 am-4 pm HARBN CEWDP 595 23

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 \$89

Apr 25-May 2 F 9 am-12 pm NEAST CEWDP 597 19

QJ VA Office Administrative Specialist Certificate Program

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
Introduction to Word	12	\$279
Intermediate Word	12	\$279
Introduction to Excel	12	\$279
Intermediate Excel	12	\$279
Organizing Computer Files	6	\$169
Introduction to Outlook	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



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
Introduction to Microsoft Windows	12	\$279
Introduction to Microsoft Word	12	\$279
Intermediate Microsoft Word	12	\$279
Advanced Microsoft Word	12	\$279
Introduction to Microsoft Excel	12	\$279
Intermediate Microsoft Excel	12	\$279
Advanced Microsoft Excel	12	\$279
Introduction to Microsoft PowerPoint	12	\$279
Advanced Microsoft PowerPoint	12	\$279
Introduction to Microsoft Access	12	\$279
Intermediate Microsoft Access	12	\$279
Advanced Microsoft Access	12	\$279
Introduction to Microsoft Outlook	12	\$279
Advanced Microsoft Outlook	6	\$159
Total: 162 hrs		\$3,780

COMPUTERS

Microsoft SharePoint

SharePoint Foundation 1

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

Mar 4-Mar 5 TW 9 am-4 pm HARBN CESPT 514 06

SharePoint Foundation 2

Learn to manage site collections and components as a site collection administrator and as a site administrator. This course is for individual contributors or departmental staff, in a variety of job roles, with basic SharePoint skills. Those with responsibility for managing SharePoint sites as an enabling technology will also benefit. \$429

Mar 11-Mar 12 TW 9 am-4 pm HARBN CESPT 515 08

Microsoft 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 also use Internet Explorer 10. \$279

Jan 21-Jan 22 TW 9 am-4 pm HARBN CEWIN 582 03

Feb 26-Feb 27 WTh 9 am-4 pm NEAST CEWIN 582 04

Mobile Devices and Applications

Beginning iOS for the iPad and iPhone

This course is for novice developers who want to get started writing iOS programs. We start with an introduction to the Objective-C language and Apple's Xcode development environment. Then we dive into the Cocoa Touch Framework that provides the graphical user interface and multi-touch gestures for the iPhone. Topics covered include setting up elegant user interfaces using Storyboards, using Core Location and Mapkit to pinpoint your location, designing view controllers and table views, and accessing the Camera. \$1299

Jan 13-Jan 17 MTWTh 8:30 am-4 pm NEAST CEAPP 504 02
F 8:30 am-12:30 pm

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

Jan 31 F 9 am-12 pm NEAST CEAPP 503 15

Mar 21 F 9 am-12 pm HARBN CEAPP 503 16

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

COMPUTERS

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.



Growing Resources for
Information Technology

To see if you meet the eligibility requirements, visit midlandstech.edu/cce/grit.

Social Media

Social Media Business Basics

What is social media and how can it help my business? Learn the essentials of setting-up and using social media sites such as Twitter, Facebook and others. This class is for business professionals who have little or no experience with social media. \$199

Feb 10	M	9 am-4 pm	HARBN CESOC 521 14
Mar 17	M	9 am-4 pm	NEAST CESOC 521 15



Applied Computing Certificate

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
Dreamweaver	24	\$699
HTML5	12	\$359
CSS3	12	\$359
JavaScript	18	\$999
Photoshop	12	\$359
Social Media Business Basics	6	\$199
Search Engine Optimization	3	\$199
Web Site Production Lab	18	\$599
Beginning iOS for the iPhone and iPad	30	\$1299
Total:	135	\$5,071



COMPUTERS

Web and Print Media

Acrobat Fundamentals

Gain the skills you need to create, edit, and secure PDF documents, and learn to create interactive PDF forms. \$199

Apr 7 M 9 am-4 pm NEAST CEGPH 606 25

Acrobat, Advanced

Acquire the skills to produce high-quality PDFs using techniques for color management. Use the Preflight feature to test and convert a document to comply with print provider requirements. Create interactive forms, distribute PDF documents and forms, and compile form data returned from users. \$199

Apr 14 M 9 am-4 pm NEAST CEGPH 612 16

CSS3 – Cascading Style Sheets

Learn to apply local styles, style sheets, and to create classes to control the appearance of your websites 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

Mar 18-Mar 19 TW 9 am-4 pm NEAST CEWDV 551 03

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

Feb 17-Feb 20 MTWTh 9 am-4 pm NEAST CEWDA 514 34

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 website 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

Mar 4-Mar 5 TW 9 am-4 pm NEAST CEWDV 550 03

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

Jan 27-Jan 28 MT 9 am-4 pm NEAST CEPDP 626 29

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 Part 1 and 2 or equivalent knowledge. \$999

Mar 24-Mar 26 MTW 9 am-4 pm NEAST CEWDV 549 02

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

Feb 11-Feb 12 TW 9 am-4 pm NEAST CEGPH 601 31

Search Engine Optimization (SEO) **NEW**

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

Apr 4 F 9 am-12 pm NEAST CEWDV 552 01

Web Site Production Lab **NEW**

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

Apr 21-Apr 23 MTW 9 am-4 pm NEAST CEWDV 553 01

WEB DESIGNER CERTIFICATE

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 programs like Adobe® Dreamweaver and Photoshop and learn to program using HTML5 with JavaScript and CSS3.

Course	Hours	Costs
Dreamweaver	24	\$699
HTML5	12	\$359
CSS3	12	\$359
JavaScript	18	\$999
Photoshop	12	\$359
Social Media Business Basics	6	\$199
Search Engine Optimization	3	\$199
Web Site Production Lab	18	\$599
TOTAL:	105	\$3,772



CREATIVE CAREERS



POPULAR CREATIVE CAREER ONLINE COURSES:

- Child Day Care Management Specialist
- Cooking and Catering/Management Associate
- Wellness Coaching + Natural Health Consultant Business

More than 300 online courses are currently being offered, and new topics are always being added. Go to midlandstech.edu/cce/online for the latest list of course offerings and to register.

Animal Control

Animal Control II

This 40-hour course offers South Carolina's Animal Control Officers a comprehensive program to prepare to deliver professional and humane

services that meet the high standards of quality that citizens expect and deserve. (Part I and Part II do not have to be taken in sequence.)

Check www.midlandstech.edu/cce for scheduled times and locations.

Audio Engineering

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

Jan 13-Mar 10 M 7 pm-9 pm MAI CEMUS 507 01Z

Recording and Mixing W/Pro Tools

Importing, exporting, file management, advanced mixing, editing, monitoring, and mastering using the Pro Tools platform will be focus of the class. Students will be required to complete recording projects for a final grade. This course includes a two-hour lab. Textbook included.

Classes meet at Midlands Audio Institute. \$399

Jan 14-Mar 4 T 7 pm-9:15pm MAI CEMUS 524 01Z

Digital Music Production

Learn how to record music at home with the latest in digital music production. Upon completion of course, students will be able to mix projects into MP3 or CD format. Topics include MIDI, signal flow, multi tracking, and more. This course includes a two-hour lab. Classes meet at Midlands Audio Institute, 207 S. Prospect St. (803) 782-6910. \$399

Jan 16-Mar 6 Th 7 pm-9:15pm MAI CEMUS 525 03Z

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

Mar 17-May 5 M 7 pm-9:15pm MAI CEMUS 522 01Z

Beverage Service Management

Beverage Service Management **NEW**

Learn the differences in wines, beers, and spirits. Also learn basic bartending skills and how to identify and handle the over-served customer. Upon completion, the student will be T.I.P.S. certified and receive a certificate of completion. Students must be at least 21 years old. Classes are held at 4458 Augusta Rd, Suite 3B, Lexington, SC 29073. \$399

Jan 7-Jan 23	TTh	6 pm-9 pm	OFFC	CEKIT 523 05
Jan 11-Jan 25	S	10 am-5 pm	OFFC	CEKIT 523 08
Feb 4-Feb 20	TTh	6 pm-9 pm	OFFC	CEKIT 523 06
Feb 8-Feb 22	S	10 am-5 pm	OFFC	CEKIT 523 09
Mar 4-Mar 20	TTh	6 pm-9 pm	OFFC	CEKIT 523 07
Mar 8-Mar 22	S	10 am-5 pm	OFFC	CEKIT 523 10

Cake Decorating

Cake Decorating Professional Certificate **QJ**

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. Class will meet in the Demonstration Kitchen located in the Corbett Building at the SC State Farmers Market. \$159

Jan 14-Feb 18	T	6 pm-9 pm	SCSFM	CEKIT 522 12
Feb 25-Apr 1	T	6 pm-9 pm	SCSFM	CEKIT 522 13
Apr 8-May 13	T	6 pm-9 pm	SCSFM	CEKIT 522 14

Child Development

Curriculum

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

Feb 1 S 8 am-1:30 pm HARBN CEABC 501 12

Growth and Development

This program focuses on physical, emotional, social, cognitive, and language development. \$20

Jan 11 S 8 am-1:30 pm HARBN CEABC 503 09

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

Mar 1 S 8 am-1:30 pm HARBN CEABC 500 05

CREATIVE CAREERS

Constable

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 web for detailed schedule. \$599

Mar 3-Apr 14 MW 6 pm-10 pm HARBN CECON 501 05

Constable Training Update

For currently licensed State Constables. Changes in laws and new legislation will be discussed. Afternoon session focuses on firearm safety and re-qualification on firing range. SLED requires you to have completed yearly update by June 30. Class location: A. Lewis McCarty Firearms Training Center, 357 Landfill Lane, Lexington, SC 29073. \$99

Apr 26 S 8 am-6 pm OFFC CECON 511 11
May 31 S 8 am-6 pm OFFC CECON 511 12

Ebay

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

Jan 28-Feb 25 T 6 pm-9 pm HARBN CECEC 542 11
Mar 11-Apr 8 T 6 pm-9 pm NEAST CECEC 542 12

Event Planning

Event and 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

Jan 21-Jan 29 TW 6 pm-9 pm HARBN CEEVT 505 12

Event and 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

Feb 25-Mar 5 TW 6 pm-9 pm HARBN CEEVT 512 02

Event and 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

Feb 4-Feb 18 TW 6 pm-9 pm HARBN CEEVT 506 12

Corporate Event Planning

Gain an overview of planning events from a corporate perspective covering topics such as how to plan business meetings and conferences, working with vendors, contracts, seating, protocol, business etiquette, use of social media and webinars in events, and other related topics. Two nights of this class will be spent with the Event and Wedding Planning II class. Schedules overlap. \$349

Feb 4-Feb 19 TW 6 pm-9 pm HARBN CEEVT 513 02

Fitness Trainer

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

Feb 8-Mar 15 S 9 am-12 pm BLTLN CEPYT 600 04
1 pm-4 pm OFFC

Floral Design

Floral Design Certificate

This 24-hour course in 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. No class 1/20/14. \$349

Jan 13-Feb 24 M 6 pm-9 pm HARBN CEFLC 501 07
Mar 1 S 9 am-3 pm

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. No class 1/20/14. \$159

Jan 13-Feb 10 M 6 pm-9 pm HARBN CEFLC 517 03

Floral Design, Advanced

Enhance your skills. Emphasis will continue on fresh floral arrangements but will also touch on uses of artificial flowers. \$159

Mar 10-Mar 31 M 6 pm-9 pm HARBN CEFLC 502 14

CREATIVE CAREERS

Interior Design

Interior Decorating 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. Optional three-hour business start-up class is included. \$699

Jan 15-Apr 23	W	6 pm-9 pm	NEAST CEDCP 529 03
Jan 8-Apr 16	W	9 am-12 pm	HARBN CEDCP 529 04
Feb 3	M	9 am-12 pm	OFFC
Mar 10	M	9 am-12 pm	OFFC
Apr 14	M	9 am-12 pm	OFFC

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

Jan 15-Feb 12	W	6 pm-9 pm	NEAST CEDCP 502 03
Feb 6	Th	6 pm-9 pm	OFFC

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

Feb 19-Mar 19	W	6 pm-9 pm	NEAST CEDCP 503 03
Mar 13	Th	12 pm-3 pm	OFFC

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

Mar 26-Apr 23	W	6 pm-9 pm	NEAST CEDCP 504 03
Apr 17	Th	8 am-5 pm	OFFC

Designing Your Way

Learn to navigate the many options for today's savvy decorating consumer using your computer and new technology to visualize and create your dreams. Use the most current tips, trends, and techniques to achieve your personal aesthetic goals. \$239

Jan 13-Feb 24	M	6 pm-9 pm	HARBN CEDCP 543 01
Jan 14-Feb 18	T	9 am-12 pm	HARBN CEDCP 543 02

Home Staging

Home staging is the most important tool for home sales. Master up-to-date techniques to accent the uniqueness of your space through lecture/video format and hands-on training. Three classes will be offsite; locations to be determined. \$219

Mar 11-Mar 27	TTh	6 pm-9 pm	HARBN CEDCP 538 06
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Landscaping

Landscaping and Horticulture Certificate Program

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
or call (803) 732-0432.**

SPRING COURSES

Arboriculture \$169

Jan 6 - Mar 31	M	6 pm - 9 pm	NEAST CEHOR 527 05
Apr 21 - Jun 16	M	6 pm - 9 pm	NEAST CEHOR 527 06

Home Vegetable Gardening \$205

Mar 6 - Apr 3	Th	6 pm - 9 pm	NEAST CEHOR 533 08
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Irrigation \$209

Jan 14 - Mar 4	T	6 pm - 9 pm	WPLAW CEHOR 507 11
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Landscape Design \$189

Feb 18 - Mar 20	TTh	6 pm - 9 pm	NEAST CEHOR 530 12
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Landscape Management \$169

Mar 12 - Apr 30	W	6 pm - 9 pm	NEAST CEHOR 522 11
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Nursery Production, Greenhouse Management and Propagation \$169

Jan 14 - Feb 27	Th	6 pm - 9 pm	NEAST CEHOR 523 05
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Plant Growth and Development \$169

Mar 11 - Apr 29	T	6 pm - 9 pm	NEAST CEHOR 524 08
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Soil Management \$169

Feb 10 - Mar 31	M	6 pm - 9 pm	NEAST CEHOR 520 09
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CREATIVE CAREERS

Locksmith

Locksmithing Certificate

Fundamental theories of locksmithing are introduced enabling students to apply beginning skills. Lessons include blank key cutting, lock disassembly, lock reassembling and lock pinning. History, applications

and tools will be covered. Current SLED background check required, \$25. Report due at first class meeting. Text included. \$999
Jan 21-Feb 26 TW 5:30 pm-7:30 pm HARBN CELKS 503 07

Pool Operator

SC Certified Pool Operator

Prepares individuals responsible for operating and/or managing swimming pools or spas in SC to sit for the CPO Exam and covers pertinent topics. The SC CPO exam is administered through Applied

Measurement Professionals (AMP), not through MTC. Call 1-800-345-6559 or visit www.goamp.com. Calculator needed. \$129
Mar 5 W 9 am-4 pm HARBN CECPO 500 31
Apr 2 W 9 am-4 pm HARBN CECPO 500 32

EMPLOYEE AND LEADERSHIP DEVELOPMENT



POPULAR EMPLOYEE AND LEADERSHIP ONLINE COURSES:

- Effective Business Writing
- Grammar Refresher
- Technical Writing
- Writing Effective Grant Proposals

More than 300 online courses are currently being offered, and new topics are always being added. Go to midlandstech.edu/cce/online for the latest list of course offerings and to register.



Lunch and Learn Series

Change: It's Not a Bad Word

Change is positional – the new method, the new boss, the new idea, the new policy. Transition is the mental process that people go through as they struggle to accept these new things. Bring a bag lunch and learn new ways to strengthen your change resilience. \$25

Feb 7 F 12 PM - 1 PM OFFC CELUN 505 01

Dining Etiquette in Business Settings

Lunch and Learn Session. Location to be announced. Enjoy a lunch where business dining etiquette is taught and practiced. Lunch is included. \$50

Jan 29 W 12 PM - 1:30 PM OFFC CELUN 502 01

Dress for Success

Want your personal appearance to match your professional knowledge and skills? Bring a bag lunch and join others to learn tips and tricks to dress for success every day. \$25

Feb 12 W 12 PM - 1 PM OFFC CELUN 504 01

Excel Pivot Tables

Learn to use PivotTables to summarize large amounts of data and analyze it in a variety of ways. \$25

Mar 28 F 12 PM - 1 PM OFFC CELUN 501 01

Handwritten Notes – An Effective Business Tool

Handwritten notes are a rare commodity now, but are more important

than ever. Bring a bag lunch and learn the essential, effective techniques for using handwritten notes in the business world. \$25
Feb 26 W 12 PM - 1 PM OFFC CELUN 503 01

Managing Time to Manage Your Life

Time management techniques are important for any profession. Without appropriate techniques for managing time, you can become overwhelmed and unable to meet the demands placed on your time. Bring a bag lunch and learn how to get back on track and give your priorities the time they need. \$25

Mar 7 F 12 PM - 1 PM OFFC CELUN 506 01

Out Interviewing the Interviewer

You've seen the job posting – you feel you have the qualifications – you'd love to apply. But, the thought of having to interview for a position puts fear in your heart and sends your stress levels skyrocketing. Bring a bag lunch and come learn how to take the fear out of interviewing by learning how to interview successfully. \$25

Apr 4 F 12 PM - 1 PM OFFC CELUN 507 01

Templates Save Time

Templates are a great way to save time and create consistent Office 2010 documents. The right template can make creating attractive documents quicker and easier. \$25

Feb 28 F 12 PM - 1 PM OFFC CELUN 500 01

All classes are held at IT-oLogy, 1301 Gervais Street, Suite 200, Columbia, SC 29201.
Bring your lunch and gain new skills.

EMPLOYEE AND LEADERSHIP DEVELOPMENT

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

Feb 20	Th	9 am-4 pm	NEAST CEWCS 500 10
Apr 8	T	9 am-4 pm	NEAST CEWCS 500 11

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

Feb 25	T	9 am-4 pm	NEAST CEWCS 501 74
Mar 20	Th	9 am-4 pm	NEAST CEWCS 501 72
Apr 29	T	9 am-4 pm	NEAST CEWCS 501 75

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

Mar 15	S	9 am-4 pm	NEAST CEWCS 541 13
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Writing Grants That Win!

Learn how to write winning grant proposals. The instructor will share proven strategies for preparing successful grant application packages. Learn how to write a compelling needs statement and program description that gets funders' attention. Gain techniques for developing measurable objectives, evaluation plans, and timelines. Learn where to gather financial documents and budget information you'll need to demonstrate sustainability. Take away many valuable tools and resources. \$189

Mar 19	W	9 am-4 pm	NEAST CEGRT 501 11
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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

Jan 9-Apr 9	ONLN	CECDF 600 73
Feb 20-May 20	ONLN	CECDF 600 74
Mar 13-Jun 13	ONLN	CECDF 600 75
Apr 10-Jul 10	ONLN	CECDF 600 76

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

Jan 23	Th	9 am-4 pm	NEAST CECUS 523 82
Apr 17	Th	9 am-4 pm	NEAST CECUS 523 83

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. \$479

Jan 28-Feb 13	TTh	9 am-4 pm	HARBN CECUS 539 25
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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

Feb 19	W	9 am-4 pm	NEAST CECUS 532 07
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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

Jan 28	T	9 am-12 pm	NEAST CECUS 534 22
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EMPLOYEE AND LEADERSHIP DEVELOPMENT

Personal Development

Critical Thinking and Problem Solving

Employers rank critical thinking as the most important skill for employees in the next five years. Critical thinking helps you step back, examine your thoughts, test assumptions, and process information more effectively. This course helps you identify your thinking style and follow a process to think critically, solve problems and make informed decisions. \$79

Feb 24 M 6 pm-9 pm NEAST CECDS 722 11

Dealing With Conflict

Conflict is inevitable. The key is dealing with conflict in a way that produces positive outcomes. This course will help you learn how to work through conflict situations and avoid the traps that damage relationships and negatively impact productivity and results. You will learn proven methods to recognize the signs of conflict and apply a process to resolve conflict effectively. \$79

Mar 10 M 6 pm-9 pm NEAST CECDS 724 12

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

Jan 30 Th 9 am-12 pm NEAST CECDS 564 56

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

Feb 18 T 9 am-12 pm HARBN CECDS 633 18

Personal Accountability and Professionalism

When you take on an attitude of accountability, you empower yourself to be responsible, accomplish your goals, and demonstrate professionalism. You will gain strategies to avoid the blame game, overcome obstacles, manage expectations, and achieve your highest potential. \$79

Feb 10 M 6 pm-9 pm NEAST CECDS 720 10

Principles of Teamwork, Collaboration and Trust

In almost every job, success depends on working together to achieve shared goals. Your ability to collaborate and learn from others is essential to getting the job done. This course will help you identify the key principles for being a team player and developing trusting relationships. \$79

Feb 17 M 6 pm-9 pm NEAST CECDS 721 12

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. \$79

Mar 3 M 6 pm-9 pm NEAST CECDS 723 12

Verbal Communication Skills

Poor communication creates chaos in the workplace and costs organizations millions of dollars each year in lost productivity, mistakes, and lost customers. Learn how to ensure your communication is clear and direct so that listeners receive information accurately. Improving your verbal communication skills can enhance working relationships and increase your success. \$79

Feb 3 M 6 pm-9 pm NEAST CECDS 719 09

21st Century Workforce Skills Certificate

Are you equipped for the future?

21st Century Skills Certificate

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

Jan 20 - Jan 23 MTWTH 9 AM - 4 PM HARBN CECDS 763 02

Verbal Communication Skills \$79

Feb 3 M 6 PM - 9 PM NEAST CECDS 719 09

Personal Accountability and Professionalism \$79

Feb 10 M 6 PM - 9 PM NEAST CECDS 720 10

Principles of Teamwork, Collaboration and Trust \$79

Feb 17 M 6 PM - 9 PM NEAST CECDS 721 12

Critical Thinking and Problem Solving \$79

Feb 24 M 6 PM - 9 PM NEAST CECDS 722 11

Taking Charge of Change \$79

Mar 3 M 6 PM - 9 PM NEAST CECDS 723 12

Dealing With Conflict \$79

Mar 10 M 6 PM - 9 PM NEAST CECDS 724 12

Business Writing Essentials \$149

Mar 15 S 9 AM - 4 PM NEAST CEWCS 541 13

EMPLOYEE AND LEADERSHIP DEVELOPMENT

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

Mar 13 Th 6 pm-9 pm AIRPT CELSD 694 40

Coaching and Counseling-Part 1

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

Feb 4 T 1:30 pm-4:30 pm NEAST CELSD 660 38

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

Feb 11 T 1:30 pm-4:30 pm NEAST CELSD 690 33

Defining Performance Expectations

Participants will have the opportunity to analyze the expectations they have of their employees and the effect on performance and practice setting specific, realistic, and measurable performance standards. \$79

Jan 23 Th 6 pm-9 pm AIRPT CELSD 566 37

Evaluating Performance

The participant will have the opportunity to become comfortable with a process for evaluation that will contribute to positive relationships and performance outcomes. \$79

Mar 11 T 1:30 pm-4:30 pm NEAST CELSD 567 41

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

Mar 27 Th 6 pm-9 pm AIRPT CELSD 696 32

Leading Work Teams

Upon completion, participants will be able to define the difference between a group and a team; explore the behaviors of members of

dynamic teams; identify elements of team effectiveness; describe a process for developing a team mission statement and ground rules. \$79

Feb 13 Th 6 pm-9 pm AIRPT CELSD 578 32
Mar 25 T 1:30 pm-4:30 pm NEAST CELSD 578 34

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

Mar 20 Th 6 pm-9 pm AIRPT CELSD 695 32

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

Feb 6 Th 6 pm-9 pm AIRPT CELSD 692 28
Mar 18 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

Mar 6 Th 6 pm-9 pm AIRPT CELSD 583 34

Setting Goals and Objectives

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

Feb 27 Th 6 pm-9 pm AIRPT CELSD 693 31

Understanding Your Communication Style

Participants learn the communication process, how to identify barriers to communication, and practice developing messages for professional and personal use. \$99

Jan 14 T 1:30 pm-4:30 pm NEAST CELSD 535 37

Supervisory Certificate

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

Jan 14 - Feb 11 T 1:30 PM - 4:30 PM NEAST CELSD 512 41

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

Jan 16 - Feb 13 TH 6 PM - 9 PM AIRPT CELSD 513 40
Feb 25 - Mar 25 T 1:30 PM - 4:30 PM NEAST CELSD 513 41

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

Feb 27 - Mar 27 TH 6 PM - 9 PM AIRPT CELSD 514 38
Apr 8 - May 6 T 1:30 PM - 4:30 PM NEAST CELSD 514 41

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. \$299

Apr 10 - May 1 TH 6 PM - 9 PM AIRPT CELSD 515 39

HEALTHCARE AND SOCIAL SERVICES



POPULAR HEALTHCARE AND SOCIAL SERVICES ONLINE COURSES:

- Drug and Alcohol Counseling
- HIPAA Compliance

- Mental Health Technician Certificate
- Nutritional Fitness Coach

More than 300 online courses are currently being offered, and new topics are always being added. Go to midlandstech.edu/cce/online for the latest list of course offerings and to register.

Healthcare

Basic IV Therapy

This four-hour course teaches healthcare 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

Jan 10	F	12 pm-4 pm	AIRPT	CEMED 601 01
Apr 18	F	12 pm-4 pm	AIRPT	CEMED 601 04

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

Jan 6-Mar 31	MW	7 pm-9 pm	BLTLN	CEMED 500 01
Jan 6-Mar 31	MW	8 am-10 am	HARBN	CEMED 500 02
Apr 1-Jun 17	TTh	8 pm-10 pm	BLTLN	CEMED 500 03
Apr 7-Jun 25	MW	8 am-10 am	HARBN	CEMED 500 06

Certified Nurse Assistant

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). \$809

Jan 6-Feb 6	MTWThF	8 am-1 pm	AIRPT	CEMED 613 13
Jan 6-Mar 10	MTW	6 pm-10 pm	FFQJ	CEMED 613 45

Jan 13-Mar 17	MTTh	6 pm-10 pm	AIRPT	CEMED 613 46
Jan 21-Feb 20	MTWThF	8 am-1 pm	RSDI	CEMED 613 47
Jan 27-Feb 27	MTWThF	8 am-1 pm	AIRPT	CEMED 613 14
Feb 3-Mar 6	MTWThF	8 am-1 pm	FFQJ	CEMED 613 43
Feb 17-Mar 20	MTWThF	8 am-1 pm	AIRPT	CEMED 613 44
Feb 24-Apr 24	MTTh	6 pm-10 pm	AIRPT	CEMED 613 52
Mar 3-Apr 3	MTWThF	8 am-1 pm	RSDI	CEMED 613 48
Mar 10-Apr 10	MTWThF	8 am-1 pm	AIRPT	CEMED 613 41
Mar 24-May 21	MTW	6 pm-10 pm	FFQJ	CEMED 613 49
Mar 31-May 1	MTWThF	8 am-1 pm	AIRPT	CEMED 613 17
Apr 7-Jun 14	MTTh	6 pm-10 pm	AIRPT	CEMED 613 31
Apr 14-May 15	MTWThF	8 am-1 pm	RSDI	CEMED 613 51
Apr 21-May 22	MTWThF	8 am-1 pm	AIRPT	CEMED 613 42

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

Jan 11	S	8 am-5 pm	AIRPT	CEMED 522 01
Jan 25	S	8 am-5 pm	AIRPT	CEMED 522 02
Feb 8	S	8 am-5 pm	AIRPT	CEMED 522 03
Feb 22	S	8 am-5 pm	AIRPT	CEMED 522 04
Mar 8	S	8 am-5 pm	AIRPT	CEMED 522 05
Mar 22	S	8 am-5 pm	AIRPT	CEMED 522 06
Apr 5	S	8 am-5 pm	AIRPT	CEMED 522 46
Apr 12	S	8 am-5 pm	AIRPT	CEMED 522 47
Apr 26	S	8 am-5 pm	AIRPT	CEMED 522 48

Attention Healthcare Students:

You must bring the following items to the first class:

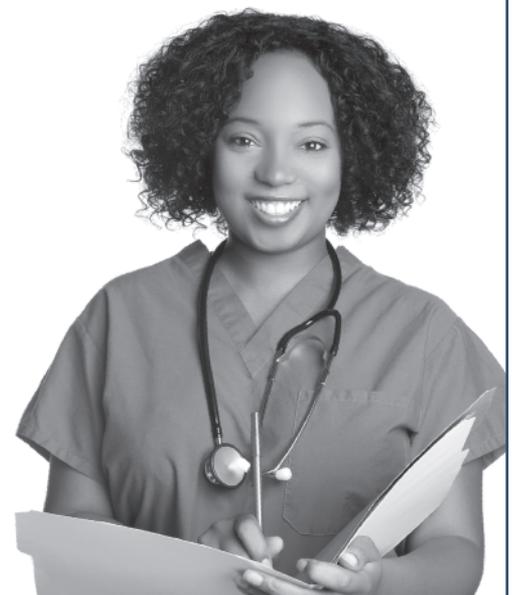
EKG, Cardiac Care Technician and Phlebotomy Students:

- Completed immunization form, midlandstech.edu/cce/hs/CEhealthform.pdf. 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.
- 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 SOCIAL SERVICES

Healthcare



Massage Therapy Certificate Program

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 2013 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 or call (803) 732-5218.

Plan ahead and register now. Classes start September 2014.

CPR Instructor Course

Instructor course for AHA CPR healthcare providers. Must be AHA BLS CPR certified to register. Students will receive instruction on how to teach the class in week one and then demonstrate proficiency in teaching a class during week two. \$165
Feb 1-Feb 8 S 8 am-4 pm AIRPT CEMED 523 01

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

Jan 10	F	6 pm-10 pm	AIRPT	CEMED 521 01
Feb 7	F	6 pm-10 pm	AIRPT	CEMED 521 02
Mar 7	F	6 pm-10 pm	AIRPT	CEMED 521 03
Apr 11	F	6 pm-10 pm	AIRPT	CEMED 521 04

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

Jan 10	F	4 pm-6 pm	AIRPT	CEMED 603 01
Apr 18	F	4 pm-6 pm	AIRPT	CEMED 603 06

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

Jan 7-Feb 27	TTh	2 pm-4 pm	BLTLN	CEMED 605 01
Jan 28-Mar 20	TTh	8 am-10 am	HARBN	CEMED 605 02
Apr 7-May 28	MW	2 pm-4 pm	HARBN	CEMED 605 05
Apr 21-Jun 11	MW	2 pm-4 pm	BLTLN	CEMED 605 04

EMT Basic **QJ**

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 all with a minimum score of 3 or above. WorkKeys must be submitted PRIOR to registration (EMT Program Manager, Continuing Education, PO Box 2408, Columbia, SC 29202). \$1059

Feb 17-Aug 6	MW	6 pm-10 pm	BLTLN	CEMED 635 03
Feb 18-Aug 7	TTh	6 pm-10 pm	BLTLN	CEMED 635 04
Apr 14-Oct 8	MW	12 pm-4 pm	BLTLN	CEMED 635 05

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, minimum score 3). This information must be submitted prior to registration – mail to: EMT Program Manager, Cont. Ed., PO Box 2408, Columbia, SC 29202. Mandatory uniform policy: black khaki pants, black polo shirt, black shoes, and black belt. \$1059

Feb 18-Aug 19	T	6 pm-10 pm	OFFC	CEMED 641 02
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EMT Refresher Course

The EMT Refresher Course is 24 hours in length and covers a condensed review of topics outlined in the SC EMT initial program. There is not a clinical component. \$359

Feb 1-Feb 22	S	8 am-3 pm	BLTLN	CEMED 633 03
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HEALTHCARE AND SOCIAL SERVICES

Healthcare

Phlebotomy

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

Jan 6-Mar 5	MW	9 am-12 pm	AIRPT	CEMED 550 52
Jan 6-Mar 5	MW	6 pm-9 pm	AIRPT	CEMED 550 11

Feb 4-Apr 1	TTh	9 am-12 pm	AIRPT	CEMED 550 02
Feb 4-Apr 1	TTh	6 pm-9 pm	AIRPT	CEMED 550 50
Feb 7-Apr 25	F	9 am-1 pm	AIRPT	CEMED 550 03
Feb 17-Mar 17	MWTh	6 pm-10 pm	FFQJ	CEMED 550 24
Feb 24-Apr 23	MW	9 am-12 pm	FFQJ	CEMED 550 20
Mar 17-May 12	MW	6 pm-9 pm	AIRPT	CEMED 550 01
Apr 15-Jun 10	TTh	6 pm-9 pm	AIRPT	CEMED 550 11

Dietary Manager Certification

A dietary manager is a professional who is employed as a manager of food service at:

- long-term care or assisted-living facilities
- schools
- correctional facilities
- hospitals
- other institutions that serve food

As a dietary manager, you have specialized knowledge and experience in human resource management, nutrition therapy, and sanitation management as it relates to food service. Salaries vary by region, but the national average is over \$39,000.

This course prepares you for both the CDM credentialing exam AND the ServSafe certification exam.

Choose online or by-mail participation. You may enroll at any time. You have 12 months from your enrollment date (with two six-month extensions allowed for additional fees) to complete all course requirements.

COURSE COST

The total course cost is \$750, which includes the course tuition, required course materials, preceptor materials, and course exams. No refunds after 30 days. The cost of your textbooks is NOT included in the course tuition.

Call (803) 732-0432 for an application, or visit our website at midlandstech.edu/cce.



Medical Information Management

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

Jan 9-Mar 27	Th	6 pm-9 pm	HARBN	CEMIM 500 01
Apr 10-Jun 26	Th	6 pm-9 pm	HARBN	CEMIM 500 02

Electronic Health Records

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

Jan 8-Feb 26	W	6 pm-9 pm	HARBN	CEMIM 513 01
Mar 19-May 7	W	6 pm-9 pm	HARBN	CEMIM 513 02

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 and Physiology, and Medical Terminology with minimum grade of C. \$769

Jan 8-Mar 12	W	6 pm-9 pm	AIRPT	CEMIM 563 01
Mar 26-May 28	W	6 pm-9 pm	AIRPT	CEMIM 563 02

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 and Physiology, and Medical Terminology with minimum grade of C. Must have computer access. \$769

Jan 10-Mar 14			ONLN	CEMIM 564 01
Mar 28-May 3			ONLN	CEMIM 564 02

HEALTHCARE AND SOCIAL SERVICES

Medical Information Management

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. \$729

Jan 6-Mar 31 M 6 pm-9 pm AIRPT CEMIM 514 01
Apr 7-Jun 30 M 6 pm-9 pm AIRPT CEMIM 514 02

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. \$729

Jan 10-Mar 28 ONLN CEMIM 515 01

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. \$559

Jan 6-Mar 17 M 6 pm-9 pm HARBN CEMIM 510 05
Apr 7-Jun 16 M 6 pm-9 pm HARBN CEMIM 510 06

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. \$559

Jan 10-Mar 14 ONLN CEMIM 511 01
Mar 28-May 30 ONLN CEMIM 511 02



Medical Office 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
Core classes:		
CPT/HCPCS Coding	30 hrs	\$769
ICD-9/ICD-10 Coding	36 hrs	\$729
Medical Billing (final class)	30 hrs	\$559
TOTAL	192	\$3,155*

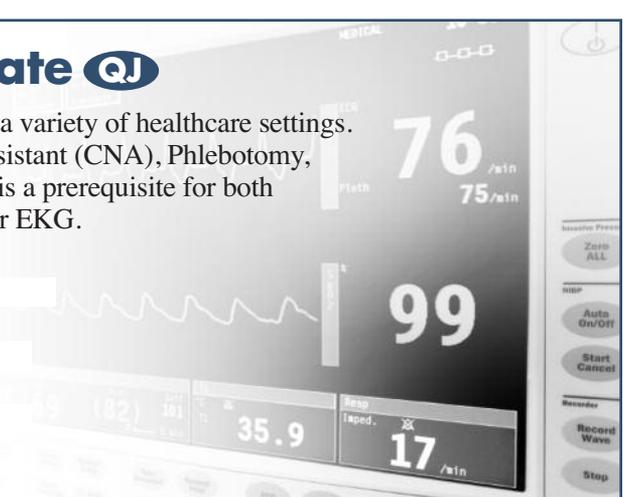
*all books included in total cost

Patient Care Technician Certificate QJ

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 both Phlebotomy and EKG. Cardiac Care Technician is a prerequisite for EKG.

	Hours	Cost
CNA	107	\$809
Medical Terminology	48	\$529
Phlebotomy	51	\$639
Cardiac Care Technician	46	\$549
EKG	56	\$549
Total:	308 hrs	\$3,075*

*All books included in cost.



HEALTHCARE AND SOCIAL SERVICES

Medical Prerequisites

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

Jan 6-Mar 3	MW	9 am-12 pm	FFQJ	CEMPR 500 01
Jan 6-Mar 3	MW	6 pm-9 pm	AIRPT	CEMPR 500 12
Mar 17-May 7	MW	9 am-12 pm	HARBN	CEMPR 500 04
Mar 31-May 21	MW	9 am-12 pm	BATES	CEMPR 500 02
Apr 1-May 22	TTh	6 pm-9 pm	FFQJ	CEMPR 500 13

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. \$569

Jan 24-Mar 14	ONLN	CEMPR 501 01
Apr 18-Jun 6	ONLN	CEMPR 501 02

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

Jan 6-Mar 3	MW	9 am-12 pm	AIRPT	CEMPR 524 23
Jan 6-Mar 3	MW	9 am-12 pm	RSDI	CEMPR 524 24
Jan 7-Feb 27	TTh	9 am-12 pm	FFQJ	CEMPR 524 20
Jan 7-Feb 27	TTh	6 pm-9 pm	AIRPT	CEMPR 524 22
Jan 27-Mar 19	MW	9 am-12 pm	BATES	CEMPR 524 21
Feb 3-Mar 26	MW	6 pm-9 pm	NEAST	CEMPR 524 19
Feb 18-Apr 10	TTh	6 pm-9 pm	BATES	CEMPR 524 01
Mar 11-May 1	TTh	9 am-12 pm	HARBN	CEMPR 524 02
Apr 5-Jul 5	S	9 am-12:30 pm	NEAST	CEMPR 524 03
Apr 7-May 28	MW	6 pm-9 pm	AIRPT	CEMPR 524 04

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

Jan 10-Feb 28	ONLN	CEMPR 525 01
Mar 7-Apr 25	ONLN	CEMPR 525 02

Diagnostic Medical Sonography Certificate VA

Choose from two areas of study: general (which includes abdominal and OB/GYN ultrasound) and cardiovascular (which includes vascular and echocardiography ultrasound). To be eligible, you must have a two-year degree in healthcare or a four-year degree. Each program is 15 months in length and consists of both classroom study and clinical rotations. Upon successful completion, students are prepared to sit for certification exams given by the national registry. Applications accepted through December 18, 2014. Visit midlandstech.edu/cce/radtech/sonhome.htm for information and application.

Medical Office Specialist QJ NEW

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
TOTAL	93	\$1,525

Veterinary Assistant

Veterinary Assistant Certificate QJ

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. Offsite dates meet at Midlands Veterinary Practice. \$799

Mar 4-Mar 13	TTh	6 pm-9 pm	HARBN	CEANC 508 11
Mar 18	T	6:30 pm-9:30 pm	OFFC	
Mar 20-Mar 27	TTh	6 pm-9 pm	HARBN	
Apr 1	T	6:30 pm-9:30 pm	OFFC	
Apr 4-Apr 10	Th	6 pm-9 pm	HARBN	

INDUSTRIAL AND MANUFACTURING



POPULAR INDUSTRIAL AND MANUFACTURING ONLINE COURSES:

- Performing Comprehensive Building Assessments
- Wastewater Analysis
- Principles of Green Buildings

More than 300 online courses are currently being offered, and new topics are always being added. Go to midlandstech.edu/cce/online for the latest list of course offerings and to register.

Construction

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

Jan 6-Feb 10 MW 6 pm-9 pm AIRPT CECLR 515 15

Residential Builder Exam Prep

Prepares experienced residential trades people to pass the SC Residential Contractors 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

Apr 15-May 13 T 6 pm-9 pm AIRPT CECLR 523 07



Residential Building Codes

This class explains the SC Residential Codes Manual; focusing on areas that building contractors need to know to pass the State Exam. The course will explain relevant portions of the code that residential contractors, home inspectors, or homeowners need to understand to be sure work is performed according to code. \$289

Jan 7-Feb 25 T 6 pm-9 pm AIRPT CECLR 506 07

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 Residential Contractor Exam. \$289

Mar 13-May 1 Th 6 pm-9 pm AIRPT CECLR 532 07

Residential Building Site Preparation and Foundations

Learn to lay out and prepare a building site, pour footings and slabs, and build concrete and masonry foundations using multimedia classroom presentations and field demonstrations. Emphasis is on construction industry approved building methods and estimating procedures. Helps prepare students for the SC Residential Contractor Exam. \$289

Jan 9-Feb 27 Th 6 pm-9 pm AIRPT CECLR 531 07

Residential Contractor Business and Law

This course helps prepare you for the Business and Law portion of the SC Residential Contractors 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

Mar 11-Apr 8 T 6 pm-9 pm AIRPT CECLR 508 07

Building Construction Manager

REQUIREMENTS:	HOURS	COSTS
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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

Total: 132 \$1,744



INDUSTRIAL AND MANUFACTURING

Electrical

QJ Industrial Electrician Certificate

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.

Books are included in tuition.

For questions, call (803) 732-0432.



Basic Electronics

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. Prerequisites for this course are Basic Math for Electricians and Electrical Fundamentals I, II and III. \$499

Jan 7 - Feb 6 TTh 6 pm - 9 pm AIRPT CEEEM 562 11

Electrical Fundamentals III

Learn about three-phase circuits, circuit impedance, and the effects of capacitance/inductance in RCL series and parallel circuits; including single-phase transformers, three-phase wye and delta connections, transformers, DC generators, DC motors, three-phase alternators, and single and three-phase motors. Prerequisite: Electrical Fundamentals II. \$499

Jan 14 - Feb 13 TTh 6 pm - 9 pm AIRPT CEEEM 551 12

Electrical Code Journeyman

Prepare to take the licensing exam (city, state, or county) for journeyman electricians. Learn problem solving, voltage drop, conduit, fuse, wire load sizing, grounding, and other residential wiring. Emphasis is placed on the codebook. \$595

Feb 18 - Mar 20 TTh 6 pm - 9 pm BLTLN CEEEM 502 06

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. Prerequisites for this course are Basic Math for Electricians and Electrical Fundamentals I, II and III. \$499

Apr 8 - May 8 TTh 6 pm - 9 pm AIRPT CEEEM 505 12

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. Prerequisites for this course are Basic Math for Electricians and Electrical Fundamentals I, II and III. \$499

Feb 25 - Mar 27 TTh 6 pm - 9 pm AIRPT CEEEM 507 12

Basic Math for Electricians

This course provides the math skills a student needs to begin the study of electricity. The course provides students with fundamentals of arithmetic and a review of basic math. Higher level math (square, square-root, reciprocal, exponents) and trig used in electrical calculations are taught. \$169

Feb 25 - Mar 11 TTh 6 pm - 8 pm AIRPT CEEEM 566 04

Prerequisite: High School Diploma or GED. 75% attendance and a 70% test score average is required for successful completion of the courses.

Forklift

Forklift Training **QJ**

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

Jan 11	S	8 am-5 pm	AIRPT	CEHEQ 501 01
Feb 8	S	8 am-5 pm	AIRPT	CEHEQ 501 02
Mar 8	S	8 am-5 pm	AIRPT	CEHEQ 501 03
Apr 12	S	8 am-5 pm	AIRPT	CEHEQ 501 04



INDUSTRIAL AND MANUFACTURING

Heating, Ventilation and Air Conditioning (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
Feb 15-Mar 8 S 8 am-11:45am HARBN CEHVA 520 10

Heat Pumps – Everything You Need to Know

Service technicians – enhance your service and repair abilities. Learn the

inner workings of heat pump systems from refrigerant circuits and components, to defrost controls and troubleshooting. \$299
Mar 22-Apr 17 S 8 am-11:45am HARBN CEHVA 500 10

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
Apr 21-May 6 MTh 6 pm-9 pm NEAST CEHVA 510 07

Industrial Maintenance

Basic Hydraulics **NEW**

Understand the principles of hydraulics including Pascal's Law and Bernoulli's Principle. Explore the various components in a hydraulic system and how a hydraulic system is depicted in a schematic diagram. \$399
Feb 24-Mar 19 MW 6 pm-9 pm AIRPT CEIMT 579 18

Basic Mechanical Components **NEW**

This course identifies couplings, chain drives, bearings, mechanical and other seals, gaskets, and O-rings. It covers the function and advantages of each and teaches how to select and install or remove the proper component. Fan and blower types and operation are also discussed. \$1329
Jan 21-Feb 24 MTWTh 8 am-12 pm AIRPT CEIMT 693 01

Bearings and Lubrication **NEW**

Explains lubrication safety, storage, classifications, selecting lubricants, additives, lubrication equipment, and lubricating charts. Introduces plain, ball, roller, thrust, guide, flanged, pillow block, and take up bearings, and also explains bearing materials and bearings designation. \$899
Mar 3-Mar 25 MTWTh 8 am-12 pm AIRPT CEIMT 694 01

Gearboxes **NEW**

Identifies and explains gearboxes and their uses. Explains how they operate and various types of gears. Troubleshooting and repair of gearboxes will be demonstrated. Shows wear patterns and proper backlash and adjustment. \$329
Apr 3-Apr 10 MTWTh 8 am-12 pm AIRPT CEIMT 695 01

Intermediate Hydraulics **NEW**

The course covers standard hydraulic components like reservoirs, pumps, pressure relief valves, directional control valves, flow control valves, cylinders, and hydraulic motors; and describes how they function in standard hydraulic circuits. Troubleshooting labs are used to demonstrate using the theory to detect and correct problems. \$399
Apr 21-May 21 MW 6 pm-9 pm AIRPT CEIMT 665 06

Pumps **NEW**

This course explains pumps and their operation. It covers reciprocating pumps and various kinds of rotary pumps. A lesson on special-purpose pumps describes diaphragm pumps and pumps used for corrosive and abrasive materials. Also covered is the maintenance of pumps, including the replacement of packing glands, seals, and bearings. \$659
Apr 16-May 1 MTWTh 8 am-12 pm AIRPT CEIMT 696 01

Safety and Rigging Fundamentals **NEW**

Learn how to work and rig loads safely. It includes personal protective equipment, how to perform basic construction tasks safely, and what to do if an accident occurs. Covers the slings, hardware, hoists, and hitches used in rigging operations. Highlights critical safety issues and accepted rigging techniques and practices. \$329
Jan 7-Jan 14 MTWTh 8 am-12 pm AIRPT CEIMT 692 01



INDUSTRIAL AND MANUFACTURING

Industrial Maintenance

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 the student 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.

NEW QJ

Mechanical Program Courses	Hours	Cost	Electrical Program Courses	Hours	Cost
Applied Math	44	\$ 749	Basic Math for Electricians	10	\$ 169
Fasteners and Anchors	12	\$ 169	Electrical Fundamentals I	42	\$ 699
Hand and Power Tools	44	\$ 749	Electrical Fundamentals II	36	\$ 599
Precision Measuring	20	\$ 329	Electrical Fundamentals III	30	\$ 499
Blue Print Reading	72	\$1,149	Programmable Logic Controls	30	\$ 499
Safety and 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	Total Program	284	\$4,730
Valves and Piping	40	\$ 659			
Hydraulics and Pneumatics	72	\$1,159			
Total Program	596	\$9,747			

**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

Visit midlandstech.edu/cce for a complete listing of class dates and times. Call (803) 732-0432 for additional class information and to register.



INDUSTRIAL AND MANUFACTURING

Manufacturing

QJ Machinists and Computer Numerical Control (CNC) Operators Certificate

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.

Blue Print 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 or call (803) 732-0432.

Basic GD&T

Content and concepts are based on the ASME Y14.5 dimensioning and tolerancing standard. This course will cover practical concepts of geometric controls used on mechanical engineering drawings as well as cover interpretation of feature control frames. \$225

Mar 3-Mar 6 MTWTh 5 pm-8 pm NEAST CEMFG 632 02

Jan 7-Feb 25	TWTh	9 am-12 pm	NEAST CEMFG 572 46
Jan 7-Feb 25	TWTh	1 pm-4 pm	NEAST CEMFG 572 47
Jan 7-Feb 25	TWTh	5 pm-8 pm	NEAST CEMFG 572 48

Fundamentals of CNC Operator/Programmer Training

Gain the knowledge to become a CNC operator/programmer. Topics covered: shop math, right angle trig., English/Metric conversion tooling for mills and lathes, CNC offsets, cutting speed and feed calculations, inter-working, and functionality of the actual CNC machine components. Prerequisite: Blueprint Reading, Mills and Lathe classes. \$715

Principles of CNC Programming

Transform blueprints into CNC machine programs by designing your own generated CNC programs on computer based simulators in the classroom. Topics covered include: machine language (G & M codes), work coordinates, various types of offsets, cutter compensation, canned cycles, etc. Prerequisite: Fundamentals of CNC Operator/Programmer \$770

Mar 12-May 6	TWTh	9 am-12 pm	NEAST CEMFG 571 43
Mar 12-May 6	TWTh	1 pm-4 pm	NEAST CEMFG 571 44
Mar 12-May 6	TWTh	5 pm-8 pm	NEAST CEMFG 571 45

QJ

Make a Name for Yourself in Manufacturing as a Certified Production Technician

Get the training you need to get started in this growing field – at no cost to you!

Scholarships available to selected, qualified applicants!

A combination of raw talent and technical training is what it takes to make a name for yourself in the modern world of manufacturing.

Certification by the Manufacturing Skills Standards Council (MSSC), the leader in the industry, lets area employers know your skills are the ones they need. Many firms are hiring now! To apply for a scholarship you must attend one of the upcoming information sessions.

CEMFG	633 06	Feb 17-Apr 25	8 am-12 pm	\$2089
CEMFG	633 07	Feb 17-Apr 25	12:30 pm-4:30 pm	\$2089



For more information, please visit midlandstech.edu/cce/programs.htm under Manufacturing, or call (803) 732-0432.

INDUSTRIAL AND MANUFACTURING

Pipefitting

NCCER Pipefitting **QJ** **VA**

NCCER Pipefitting the NCCER Core, Pipefitting Level One and Pipefitting Level Two. This course teaches entry level skills required for hire by SCB&I at the VC Summer Site. Personal equipment needs will

be discussed at the first class (an additional student cost of \$30). Books are included in tuition. \$4815

Feb 3-Mar 27	MTWTh	7 am-5:30 pm	FFQJ	CEPIP 500 16
Apr 7-Jun 2	MTWTh	7 am-5:30 pm	FFQJ	CEPIP 500 17

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

Feb 10-Feb 12 MTW 8:30 am-5:30 pm NEAST CEASB 508 07

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

Mar 24 M 8:30 am-4:30 pm NEAST CEASB 506 10

Asbestos Inspector Refresher

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

Jan 27 M 8:30 am-12:30 pm NEAST CEASB 501 17
Apr 14 M 8:30 am-12:30 pm NEAST CEASB 501 18

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

Mar 10-Mar 13 MTWTh 8:30 am-4:30 pm NEAST CEASB 503 07

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

Jan 27 M 8:30 am-5:30 pm NEAST CEASB 507 13
Apr 14 M 8:30 am-5:30 pm NEAST CEASB 507 14

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

Mar 25 T 8:30 am-4:30 pm NEAST CEASB 504 10

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

Mar 26-Mar 27 WTh 8:30 am-5:30 pm NEAST CEASB 510 08

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

Mar 5 W 8:30 am-5:30 pm NEAST CELED 504 08

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

Mar 25 T 8:30 am-5 pm NEAST CEASB 509 11

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

Jan 6 M 8:30 am-5:30 pm NEAST CELED 500 19
Feb 24 M 8:30 am-5:30 pm NEAST CELED 500 20

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

Mar 17-Mar 21 MTWThF 8:30 am-4:30 pm NEAST CEASB 505 11

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

Apr 23 W 8:30 am-5:30 pm NEAST CELED 505 09

Asbestos Supervisor Refresher*

Reviews the initial AHERA Asbestos Supervisor course required for

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

Feb 25-Feb 28 TWThF 8:30 am-5:30 pm NEAST CELED 503 07

*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 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

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.....	\$455	Indoor Air Quality - Fundamentals of	
Carbon Strategies	\$399	ASHRAE Standard 62.1	\$395
Certified Environmental Specialist.....	\$559	LEED Building Design and Construction BD+C	\$225
Certified Indoor Air Quality Manager (CIAQM)	\$800	LEED Green Associate Exam Prep	\$225
Certified Indoor Environmentalist (CIE)	\$1000	Solar Hot Water Heating Specialist	\$695
Certified Microbial Investigator (CMI)	\$800	Solid Waste Operations Certificate.....	\$800
Commercial Energy Auditor.....	\$545	Sustainability 101	\$299
Energy Efficient Design for Architects	\$875	Sustainability Professional	\$1499
Fundamentals of Sustainable Buildings	\$745	Wastewater Treatment Operations Certificate	
Green Building for Contractors	\$725	(Complete).....	\$1495
Green Building Sales Professional	\$395	Wastewater Treatment Operations Certificate	
Green Building Technical Professional	\$395	(Standard)	\$1000
Green Purchasing Fundamentals	\$349	Wastewater Treatment Operations Certificate Advanced	\$1000
Green IT.....	\$299	Water Treatment Operations Certificate (Complete)	\$1395
Green Supply Chain Professional.....	\$1499	Water Treatment Operations Certificate (Standard)	\$800
Home Energy Analyst (HERS).....	\$850	Water Treatment Operations Certificate Advanced	\$800
Home Energy Auditor	\$595	Wind Energy Professional	\$1150

For course descriptions, visit
midlandstech.edu/cce/OnlinePgs/Green.htm



INDUSTRIAL AND MANUFACTURING

Small Engine Repair



Small Engine Repair **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, and engine rebuild procedures. See midlandstech.edu/cce for required tools. Lots of hands-on training. \$489

Jan 8-Mar 3 MW 6 pm-9 pm AIRPT CESME 506 11

Truck Driver

QJ VA

Truck Driver Training, CDL Class A

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 starting dates, call (843) 413-2715 or (843) 661-8385 to speak to a representative.



Weatherization



Weatherization

MTC's weatherization programs, accredited by the Building Performance Institute Inc. (BPI), use building science technology to solve heating, cooling, and air leakage problems that are driving high energy costs.

- BPI Envelope Professional Certification \$1720
- BPI Manufactured Housing Professional \$1720
- BPI Building Analyst Professional \$1720 **QJ**
- BPI Heating Professional \$1720
- BPI Air Conditioning & Heat Pump Professional \$1720
- Fundamentals of Building Science \$325
- Administer BPI Written Exam \$400
- Administer BPI Field Exam \$500

For complete course descriptions and more information, visit midlandstech.edu/cce/weatherization or call (803) 732-0432.

INDUSTRIAL AND MANUFACTURING

Welding Training and Certification

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.

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

Jan 13 - Mar 24	M	6 PM - 9 PM	AIRPT	CEWLD 511 24
Apr 14 - Jun 23	M	6 PM - 9 PM	AIRPT	CEWLD 511 25



COMPREHENSIVE WELDING QUICKJOBS DAY PROGRAM

Basic Welding QuickJobs Day Program

Welding students will learn the basics of safety, metallurgy, and industrial tool operation. Skills learned will include fillet and groove welding in basic positions using the (SMAW) process. Students will weld to industrial standards such as the American Welding Society (AWS). Get the entry level skills needed for construction positions and general fabrication shops. \$2695

Jan 6-Mar 10	MTWTh	7 am-5:30 pm	AIRPT	CEWLD 601 25
Jan 6-Mar 10	MTWTh	7 am-5:30 pm	FFQJ	CEWLD 601 26
Mar 17-May 15	MTWTh	7 am-5:30 pm	AIRPT	CEWLD 601 27
Mar 17-May 15	MTWTh	7 am-5:30 pm	FFQJ	CEWLD 601 28

Intermediate Welding QuickJobs Day Program

Get the intermediate skills for employment in the construction industry, and maintenance welding and repairs. Topics include: personal safety; SMAW welding in non-standard positions; GMAW to include solid wire and dual shield flux cored wire in fillet and groove welding; and GTAW in multiple positions and metals to include steel, aluminum, and stainless steel. Students will perform welding to industrial standards such as the American Welding Society (AWS). \$2995

Jan 13-Mar 10	MTWTh	7 am-5:30 pm	AIRPT	CEWLD 602 25
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Jan 13-Mar 10	MTWTh	7 am-5:30 pm	FFQJ	CEWLD 602 26
Mar 24-May 15	MTWTh	7 am-5:30 pm	AIRPT	CEWLD 602 27
Mar 24-May 15	MTWTh	7 am-5:30 pm	FFQJ	CEWLD 602 28

Advanced Welding QuickJobs Day Program

Develop the skills required in the pipe welding and fabrication industry. Topics include SMAW, GTAW, and GMAW. Students will be introduced to high pressure pipe welding during the course, as well as weld root passes, hot passes, and fill and cover passes to code requirements on various diameter pipe. This class is intense and prepares the student for testing to corporate standards, such as the American Welding Society (AWS), and the American Society of Mechanical Engineers (ASME) section 1X. \$1595

Jan 13-Feb 10	MTWTh	7 am-5:30 pm	AIRPT	CEWLD 603 45
Jan 13-Feb 10	MTWTh	7 am-5:30 pm	FFQJ	CEWLD 603 46
Feb 11-Mar 10	MTWTh	7 am-5:30 pm	AIRPT	CEWLD 603 47
Feb 11-Mar 10	MTWTh	7 am-5:30 pm	FFQJ	CEWLD 603 48
Mar 24-Apr 17	MTWTh	7 am-5:30 pm	AIRPT	CEWLD 603 49
Mar 24-Apr 17	MTWTh	7 am-5:30 pm	FFQJ	CEWLD 603 50
Apr 21-May 15	MTWTh	7 am-5:30 pm	AIRPT	CEWLD 603 51
Apr 21-May 15	MTWTh	7 am-5:30 pm	FFQJ	CEWLD 603 52

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.

(803) 732-0432 midlandstech.edu/cce/welding

INDUSTRIAL AND MANUFACTURING

MODULAR WELDING EVENING TRAINING PROGRAM

SMAW (Shielded Metal Arc Welding)

Basic Shielded Metal Arc Welding

Learn 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

Jan 14-Feb 26	TWTh	6 pm-9 pm	AIRPT	CEWLD 536 50
Mar 18-Apr 30	TWTh	6 pm-9 pm	AIRPT	CEWLD 536 51
Jan 13-Feb 27	MTTh	6 pm-9 pm	FFQJ	CEWLD 536 56
Mar 10-Apr 22	MTTh	6 pm-9 pm	FFQJ	CEWLD 536 57

Intermediate Shielded Metal Arc Welding

Intermediate skills are developed in accordance with various codes and standards to include the AWS, ASME, and IL STDS. Prerequisite: Completion of CEWLD 536-SMAW or permission of the instructor. \$599

Jan 14-Feb 26	TWTh	6 pm-9 pm	AIRPT	CEWLD 545 49
Mar 18-Apr 30	TWTh	6 pm-9 pm	AIRPT	CEWLD 545 50
Jan 13-Feb 27	MTTh	6 pm-9 pm	FFQJ	CEWLD 545 55
Mar 10-Apr 22	MTTh	6 pm-9 pm	FFQJ	CEWLD 545 56

Advanced Shielded Metal Arc Welding

Intermediate and advanced skills are developed in accordance with various codes and standards to include the AWS, ASME and IL STDS. Prerequisite: Completion of CEWLD 545-SMAW or permission of the instructor. \$599

Jan 14-Feb 26	TWTh	6 pm-9 pm	AIRPT	CEWLD 537 50
Mar 18-Apr 30	TWTh	6 pm-9 pm	AIRPT	CEWLD 537 51
Jan 13-Feb 27	MTTh	6 pm-9 pm	FFQJ	CEWLD 537 56
Mar 10-Apr 22	MTTh	6 pm-9 pm	FFQJ	CEWLD 537 57

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

Jan 14-Feb 26	TWTh	6 pm-9 pm	AIRPT	CEWLD 538 50
Mar 18-Apr 30	TWTh	6 pm-9 pm	AIRPT	CEWLD 538 51
Jan 13-Feb 27	MTTh	6 pm-9 pm	FFQJ	CEWLD 538 56
Mar 10-Apr 22	MTTh	6 pm-9 pm	FFQJ	CEWLD 538 57

Advanced Gas Tungsten Arc Welding (TIG)

Instruction includes advanced MIG/TIG welding of various metals, procedures, and positions. Prerequisite: CEWLD 538-TIG or permission of the instructor. \$599

Jan 14-Feb 26	TWTh	6 pm-9 pm	AIRPT	CEWLD 539 50
Mar 18-Apr 30	TWTh	6 pm-9 pm	AIRPT	CEWLD 539 51
Jan 13-Feb 27	MTTh	6 pm-9 pm	FFQJ	CEWLD 539 56
Mar 10-Apr 22	MTTh	6 pm-9 pm	FFQJ	CEWLD 539 57

MIG (Gas Metal Arc Welding)

Gas Metal Arc Welding (MIG)

Learn the entry level aspects of the 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

Jan 14-Feb 26	TWTh	6 pm-9 pm	AIRPT	CEWLD 540 49
Mar 18-Apr 30	TWTh	6 pm-9 pm	AIRPT	CEWLD 540 50
Jan 13-Feb 27	MTTh	6 pm-9 pm	FFQJ	CEWLD 540 55
Mar 10-Apr 22	MTTh	6 pm-9 pm	FFQJ	CEWLD 540 56

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

Jan 14-Feb 26	TWTh	6 pm-9 pm	AIRPT	CEWLD 541 50
Mar 18-Apr 30	TWTh	6 pm-9 pm	AIRPT	CEWLD 541 51
Jan 13-Feb 27	MTTh	6 pm-9 pm	FFQJ	CEWLD 541 56
Mar 10-Apr 22	MTTh	6 pm-9 pm	FFQJ	CEWLD 541 57

Jan 14-Feb 26	TWTh	6 pm-9 pm	AIRPT	CEWLD 544 50
Mar 18-Apr 30	TWTh	6 pm-9 pm	AIRPT	CEWLD 544 51
Jan 13-Feb 27	MTTh	6 pm-9 pm	FFQJ	CEWLD 544 56
Mar 10-Apr 22	MTTh	6 pm-9 pm	FFQJ	CEWLD 544 57

Advanced Pipe Welding

Advanced skills are developed in accordance with the guidelines provided by ASME Section IX and AWS D 1.1 standards. Prerequisite: Completion of CEWLD 544-Intermediate Pipe Welding or permission of instructor. \$599

Jan 14-Feb 26	TWTh	6 pm-9 pm	AIRPT	CEWLD 542 50
Mar 18-Apr 30	TWTh	6 pm-9 pm	AIRPT	CEWLD 542 51
Jan 13-Feb 27	MTTh	6 pm-9 pm	FFQJ	CEWLD 542 56
Mar 10-Apr 22	MTTh	6 pm-9 pm	FFQJ	CEWLD 542 57

Intermediate Pipe Welding

Intermediate skills are 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



POPULAR PERSONAL ENRICHMENT ONLINE COURSES:

- Listen to Your Heart and Success will Follow
- Pleasures of Poetry
- Start Your Own Edible Garden

More than 300 online courses are currently being offered, and new topics are always being added. Go to midlandstech.edu/cce/online for the latest list of course offerings and to register.

Art

Commercial Art and Storybook Illustrating

Learn how to illustrate and develop storybooks for children and adults from an award-winning commercial artist who worked with ad agencies and clientele such as Disney, Marvel, and Reader's Digest. \$199

Jan 7-Feb 11	T	6 pm-9 pm	HARBN CEART 550 01
Feb 18-Mar 25	T	6 pm-9 pm	HARBN CEART 550 02

Watercolor I

Learn step-by-step to paint basic watercolor paintings and to use and care for supplies, color mixing, elements of design, and various watercolor techniques. Students will work from enlarged realistic photo references of flowers and landscapes. \$139

Jan 14-Feb 18	T	6:30 pm-9 pm	HARBN CEART 553 06
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Consumer Education

Discount and Couponing Strategies

Finding values through the use of discounts and coupons is easier than you think. Coupons and discounting are a great start to living the frugal

life, but this class discusses many more ways that you can save money, make your dollars go farther, and reduce your spending painlessly. \$25

Jan 27	M	6 pm-8 pm	HARBN CECED 555 02
Apr 7	M	6 pm-8 pm	HARBN CECED 555 03

Defensive Driving

Defensive Driving

Licensed drivers may take this eight-hour National Safety Council course every three years. Successful completion will remove up to four points on a SC driver's license (except DUI). Driver's license number and state required when registering. Students arriving after the start time will not be admitted. Defensive driving techniques are stressed through lectures, videos, and classroom demonstrations. \$79

Jan 11	S	8 am-5 pm	NEAST CEDDC 500 62
Jan 13	MW	6:30 pm-10:30 pm	NEAST CEDDC 500 63
Jan 18	S	8:30 am-5:30 pm	HARBN CEDDC 500 74
Jan 25	S	8 am-5 pm	BATES CEDDC 500 88
Jan 28-Jan 29	TW	6 pm-10 pm	HARBN CEDDC 500 75
Feb 1	S	8 am-5 pm	NEAST CEDDC 500 64

Feb 3-Feb 5	MW	6:30 pm-10:30 pm	NEAST CEDDC 500 65
Feb 8	S	8:30 am-5:30 pm	HARBN CEDDC 500 76
Feb 15	S	8 am-5 pm	FFQJ CEDDC 500 86
Feb 25-Feb 26	TW	6 pm-10 pm	HARBN CEDDC 500 77
Mar 1	S	8 am-5 pm	NEAST CEDDC 500 66
Mar 3-Mar 5	MW	6:30 pm-10:30 pm	NEAST CEDDC 500 67
Mar 15	S	8:30 am-5:30 pm	HARBN CEDDC 500 78
Mar 18-Mar 19	TW	6 pm-10 pm	HARBN CEDDC 500 79
Mar 29	S	8 am-5 pm	HARBN CEDDC 500 87
Apr 5	S	8 am-5 pm	NEAST CEDDC 500 68
Apr 7-Apr 9	MW	6:30 pm-10:30 pm	NEAST CEDDC 500 69
Apr 15-Apr 16	TW	6 pm-10 pm	HARBN CEDDC 500 80
Apr 26	S	8:30 am-5:30 pm	HARBN CEDDC 500 81

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

Jan 14-Mar 4	T	6 pm-8:30 pm	BLTLN CELNG 554 11
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French II

Build on skills learned in French I. \$129

Mar 11-Apr 29	T	6 pm-8:30 pm	BLTLN CELNG 558 04
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Spanish I

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

Jan 27-Feb 24	MW	6 pm-8 pm	HARBN CELNG 510 19
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Spanish II

Increase your vocabulary, strengthen your pronunciation skills, and gain a more in-depth understanding of Spanish culture. \$169

Mar 3-Apr 2	MW	6 pm-8 pm	HARBN CELNG 511 10
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Finance

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. Couples may attend together for the single fee. Optional financial planning consultation is provided after the class. \$79

Mar 4-Mar 25	T	6 pm-8:30 pm	HARBN CEPFP 514 30
Mar 5-Mar 26	W	6 pm-8:30 pm	NEAST CEPFP 514 31

Protecting Your Hard Earned Assets in Volatile Times

Develop a master plan for a worry-free retirement. Learn the helpful strategies for a confident financial future in an uncertain economy. \$59

Jan 30-Feb 6	Th	6 pm-8 pm	HARBN CEPFP 698 03
Mar 25-Apr 1	T	6 pm-8 pm	NEAST CEPFP 698 04

PERSONAL ENRICHMENT

Wellness

Chocolate for Your Health **NEW**

Just in time for Valentine's Day, we'll spend an evening celebrating all things chocolate while making fabulous chocolate candies and desserts using healthy ingredients like seeds, nuts and fruit. Students will sample a selection of candies and desserts made in class. \$39

Feb 10 M 6 pm-8 pm HARBN CECED 558 01

Eating Gluten-Free **NEW**

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

Jan 13 M 6 pm-8 pm HARBN CECED 559 01

Exercise for Beginners **NEW**

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

Mar 6, Mar 20 & Apr 3 Th 6 pm-8 pm HARBN CECED 560 01

Fitness, Food, and Losing Weight

Learn unique principles and secrets to losing weight permanently, naturally, and without gimmicks. We are all in control of our nutrition, health, and fitness. Learn the three stages of permanent weight-loss – Mind, Muscle, and Mouth in this engaging seminar. Learn the basics PLUS a few "Biggest Loser Secrets" to turbo-charge your weight loss efforts. \$25

Feb 3 M 6 pm-8 pm HARBN CECED 553 02

Apr 21 M 6 pm-8 pm HARBN CECED 553 03

Invest in Your Wellness

Our health is our greatest asset. Total wellness is achievable, because we have control over the two most important aspects of our health – fitness and nutrition. Learn fitness and nutrition recommendations that you can use in your everyday life to achieve total wellness. \$25

Feb 24 M 6 pm-8 pm HARBN CECED 554 02

Apr 28 M 6 pm-8 pm HARBN CECED 554 03

Wash Away Stress and Anxiety with Self-Hypnosis

What life changes will you make when you learn how to tap into the power of your subconscious mind? Learn to relax into self-hypnosis and understand what to do to create change. \$79

Feb 20-Feb 27 Th 6 pm-9 pm NEAST CECED 556 02

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. \$25

Jan 22 W 6 pm-8 pm HARBN CECED 551 06

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

Jan 16-Mar 6 Th 5:30 pm-7 pm OFFC CECED 537 03

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

Jan 17-Jan 19 F 6 pm-10 pm BLTLN CEMOT 501 58

SSu 8 am-4 pm

Jan 24-Jan 26 F 6 pm-10 pm BLTLN CEMOT 501 59

SSu 8 am-4 pm

Feb 7-Feb 9 F 6 pm-10 pm BLTLN CEMOT 501 60

SSu 8 am-4 pm

Feb 21-Feb 23 F 6 pm-10 pm BLTLN CEMOT 501 61

SSu 8 am-4 pm

Mar 11-Mar 13 TWTh 9 am-4 pm BLTLN CEMOT 501 62

Mar 14-Mar 16 F 6 pm-10 pm BLTLN CEMOT 501 63

SSu 8 am-4 pm

Mar 28-Mar 30 F 6 pm-10 pm BLTLN CEMOT 501 64

SSu 8 am-4 pm

Apr 11-Apr 13 F 6 pm-10 pm BLTLN CEMOT 501 65

SSu 8 am-4 pm

Apr 25-Apr 27 F 6 pm-10pm BLTLN CEMOT 501 66

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

Mar 7-Mar 8 F 6 pm-10 pm BLTLN CEMOT 601 08

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 60 days minimum. Includes five hours of riding. A fully licensed and insured motorcycle or scooter is required. No mopeds. \$79

Mar 9 Su 9 am-4 pm BLTLN CEMOT 701 08

Motorcycle Repair, Introduction

This course will provide you with the knowledge to do routine preventive maintenance on your motorcycle including minor tune-ups, changing tires, changing oil, and changing lights. It will also incorporate how to do pre-trip inspections and limited roadside repairs. \$149

Feb 11-Feb 20 TTh 6 pm-9 pm BLTLN CEMOT 502 14

Apr 15-Apr 24 TTh 6 pm-9 pm BLTLN CEMOT 502 15

Books and materials for Personal Enrichment program courses can be determined by looking up the course on midlandstech.edu/cce and clicking on "materials."

PERSONAL ENRICHMENT

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. Please bring an acoustic guitar (in good working order) to class--not a classical guitar. \$149

Feb 13-Mar 20 Th 8 pm-10 pm HARBN CEMUS 544 04

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

Feb 13-Mar 20 Th 6 pm-8 pm HARBN CEMUS 541 02

Photography

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. An SLR or DSLR camera is recommended, but not necessary. \$179

Jan 15-Jan 30 MWTh 9 am-12 pm HARBN CEPIC 538 02
Mar 19-Apr 2 MWTh 6 pm-9 pm HARBN CEPIC 538 03

Photography: Certificate

Learn everything covered in Photography: Basic including camera functions, exposure, and depth of field. In addition, get further instruction in composition, how light affects images, using filters, and flash photography. Conclude with a workshop in digital photo editing using Photoshop Elements. An SLR or DSLR camera is required. \$729

Jan 15-Feb 20 MTWTh 9 am-12 pm HARBN CEPIC 539 02
Mar 19-May 1 MWTh 6 pm-9 pm HARBN CEPIC 539 03

Photography: Professional Certificate

This course encompasses everything learned in the Photography: Basic, and Photography: Personal Certificate courses. Additional classes cover photographic marketing, wedding photography, and a workshop on portrait lighting. An SLR or DSLR camera is required. \$829

Jan 15-Mar 6 MWTh 9 am-12 pm HARBN CEPIC 540 02
Mar 19-May 15 MWTh 6 pm-9 pm HARBN CEPIC 540 03

Editing Your Digital Photos

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

Feb 10-Feb 17 MW 6 pm-9 pm NEAST CEPIC 525 06

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

Feb 3-Feb 6 MWTh 9 am-12 pm HARBN CEPIC 528 14
Apr 7-Apr 10 MWTh 6 pm-9 pm HARBN CEPIC 528 15

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. \$89

Jan 22-Jan 29 MW 6 pm-9 pm NEAST CEPIC 541 02

Sports Photography

Take the same great sports pictures as the pros. Learn when and where to position yourself, what to consider, and the protocols you need to know from a professional sports photographer. Come and learn how to do it right. \$99

Mar 3-Mar 10 MW 6 pm-9 pm NEAST CEPIC 535 06



Private Pilot

Private Pilot Ground School

Ground school course designed to prepare a student to take the FAA private pilot written exam. No experience needed to take the course. Required JS302008-Private Pilot Part 61 Kit, may be ordered after the first class meeting at www.jeppesen.com or 1-800-621-5377. \$169

Jan 15-Apr 2 W 7 pm-10 pm AIRPT CEFly 501 08

PERSONAL ENRICHMENT

Sewing and Quilting

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. \$179

Feb 11-Mar 18 T 6 pm-9 pm HARBN CESEW 533 03

Sewing II

Perfect your sewing skills in this follow-up to Sewing I. Students must be able to sew and operate their sewing machines. Sewing machine needed in class. \$139

Mar 25-Apr 15 T 6 pm-9 pm HARBN CESEW 531 10

Beginner 2 Block LapQuilt

Complete your first small quilt (42"x54") as you learn to safely use a rotary cutter and mat, and piece two basic blocks, nine patch, and friendship star blocks. The teacher will walk you through the steps to complete and piece together blocks, add borders, sandwich the quilt, and do basic quilting. Sewing machine is required in class. \$89

Feb 27-Mar 27 Th 6 pm-8 pm HARBN CESEW 542 02

Machine Appliqué for Beginner

Learn machine appliqué technique using freezer paper templates and liquid starch. Appliqué the pieces to a 17" square fabric using a blind-hem or buttonhole stitch. The finished 16" block can be included in a larger project or set on-point to create a 27" piece. This is an ideal project to practice free-motion machine quilting. \$79

Jan 30-Feb 20 Th 6 pm-8 pm HARBN CESEW 551 02

Woodworking

Woodworking Practices and Principles **NEW**

This class will give a broad introduction about woodworking. 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

Mar 3-Apr 7 M 6 pm-9 pm NEAST CECEW 561 01

Writing

Basics of Screenwriting

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

Feb 19-Mar 26 W 7 pm-9 pm BLTLN CEWRT 548 02

From Prose to Screenplay **NEW**

A basic overview of writing an industry standard screenplay with emphasis on adaptation from other resources such as books, short stories, plays, articles, etc. Focus will be on the challenges of adapting from different mediums and conforming them into products that are relevant, entertaining, and marketable. \$119

Jan 14-Feb 18 T 7 pm-9 pm HARBN CEWRT 550 01

Fiction Writing I

Short-story writers and novelists will be introduced to techniques to improve skills. Explore the essential elements of fiction: compelling plots, characters, dialogue, voice, tone, style, pacing, and setting. An overview of the publishing industry will be addressed as well as how to submit polished manuscripts to industry professionals. \$169

Jan 21-Feb 18 TTh 7 pm-9 pm BLTLN CEWRT 507 07

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

Jan 14-Mar 4 T 6:30 pm-9 pm NEAST CEWRT 542 02



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INDEX

Art			
Commercial Art and Storybook Illustrating	42		
Watercolor I	42		
Audio Engineering			
Audio Engineering, Introduction	20		
Digital Music Production	20		
Recording and Mixing with Pro Tools	20		
Studio Recording I	20		
Beverage Service Management			
Beverage Service Management	20		
Business Writing			
Business Grammar	24		
Business Letter Writing	24		
Business Writing Essentials	24		
Writing Grants That Win!	24		
Cake Decorating			
Cake Decorating Professional Certificate	20		
Career Development Facilitator			
Career Development Facilitator	24		
Child Development			
Curriculum	20		
Growth and Development	20		
Health and Safety	20		
COMPUTERS			
Beginning Computer Courses			
Computer Typing for Everyone	11		
Introduction to Computers	11		
Organizing Computer Files	11		
Computer –Senior Courses			
Computer Basics for Seniors	11		
Word, Introduction for Seniors	16		
Computer Support			
Advanced Desktop and Server			
Administrator	13		
A+ IT Technician	12		
Administering Windows Server 2012	12		
Cisco Certified Network Associate (ICDN2 v2.0)	12		
Cisco Certified Entry Networking Technician (ICND1 v2.0)	12		
Computer Technician Certificate	12		
Configuring Advanced Windows			
Server 2012 Services	12		
Desktop and Server Administrator	13		
GRIT Program	18		
Installing and Configuring Windows			
Server 2012	12		
Network+	12		
Security+	12		
Databases			
Crystal Reports, Introduction	14		
Database Design	14		
Database Analyst Certificate	14		
Database Productivity Lab	14		
SQL, Introduction	14		
SQL Server Database Services	14		
Mac Computer Courses			
iMovie	14		
iPhoto	14		
Microsoft Office			
Access, Introduction	14		
Access, Intermediate	14		
Access, Advanced	14		
Excel, Introduction	15		
Excel, Intermediate	15		
Excel, Advanced	15		
Creating a Simple Excel Spreadsheet	15		
Excel Formulas and Functions	15		
Excel Graphs	15		
Excel Macros	15		
Excel Pivot Tables	15		
Microsoft Office Certifications	15		
Microsoft Office for PCs	15		
Microsoft Office Certificate	15		
Office Administration Certificate	15		
Outlook, Introduction	15		
Outlook, Advanced	15		
PowerPoint, Introduction	15		
PowerPoint, Advanced	15		
Transitioning to Office 2013	15		
Top Ten Tips for Microsoft Office	15		
Word, Introduction	15		
Word, Intermediate	16		
Word, Advanced	16		
Microsoft SharePoint			
SharePoint Foundation Part 1	17		
SharePoint Foundation Part 2	17		
Microsoft Windows			
Windows 8 Introduction	17		
Mobile Devices and Applications			
Beginning iOS for the iPad and iPhone	17		
iPad Basics	17		
Social Media			
Social Media Business Basics	18		
Web and Print Media			
Acrobat Fundamentals	19		
Acrobat, Advanced	19		
Applied Computing Certificate	19		
CSS3 – Cascading Style Sheets	19		
Dreamweaver, Introduction	19		
HTML 5	19		
InDesign Fundamentals	19		
Javascript	19		
Photoshop, Introduction	19		
Search Engine Optimization (SEO)	19		
Web Design Certificate	19		
Web Site Production Lab	19		
Constable			
SC State Constable Training Program:			
Basic Course	21		
Constable Training Update	21		
Construction			
Building Construction Manager	32		
Print Reading for Construction	32		
Residential Builder Exam Prep	32		
Residential Building Codes	32		
Residential Building Framing and Finishing	32		
Residential Building Site Preparation and Foundations	32		
Residential Contractor Business and Law	32		
Consumer Education			
Discount and Couponing Strategies	42		
Customer Service			
Becoming a Customer Service Star	24		
Customer Relations Specialist Certification Program	24		
Dealing With the Angry Customer	24		
Telephone Skills: Connecting with the Customer	24		
Defensive Driving			
Defensive Driving	42		
Ebay			
Ebay Basics	21		
Event and Wedding Planning			
Event and Wedding Planning I	21		
Event and Wedding Planning II	21		
Event and Wedding Planning III	21		
Corporate Event Planning	21		
Electrical			
Basic Electronics	33		
Basic Math for Electricians	33		
Electrical Code Journeyman	33		
Electrical Fundamentals III	33		
Electrical Motor Controls	33		
Industrial Electrician Certificate	33		
Programmable Logic Controllers	33		
Finance and Accounting			
Accounting Essentials	7		
Accounting and Payroll Specialist Certificate	7		
Business Math	7		
Financial Strategies for Successful Retirement	42		
Investment Planning	42		
Payroll Preparation Essentials	7		
Protecting Your Hard Earned Assets in Volatile Times	42		
QuickBooks	7		
Fitness Trainer			
Personal Trainer Certification	21		
Floral Design			
Floral Design Certificate	21		
Floral Design, Basic	21		
Floral Design, Advanced	21		
Forklift			
Forklift Training	33		
Heating, Ventilation and Air Conditioning (HVAC)			
Basic Air Conditioning, Electrical Controls and Troubleshooting	34		
Heat Pumps – Everything You Need to Know	34		
NATE Heat Pump Certification	34		
HEALTHCARE AND SOCIAL SERVICES			
Healthcare			
Basic IV Therapy	27		
Cardiac Care Technician	27		
Certified Nurse Assistant	27		
Clinical Massage Therapy	28		
CPR	27		
CPR Instructor	28		
Dietary Manager Certification	29		
EKG Specialist	28		
EMT Basic	28		
EMT Hybrid	28		
EMT Refresher	28		
First Aid	28		
Injections for Medical Assistants	28		
Patient Care Technician Certificate	30		
Phlebotomy	29		
Sonography	31		
Medical Information Management			
Certified Professional Coder Exam Prep	29		
CPT and HCPCS Coding	29		
CPT and HCPCS Coding Online	29		
Electronic Health Records	29		
ICD-10 Coding	30		
ICD-10 Coding Online	30		
Medical Billing	30		
Medical Billing Online	30		
Medical Office Billing and Coding Specialist	30		
Medical Office Specialist	31		
Medical Prerequisites			
Anatomy & Physiology	31		
Anatomy & Physiology Online	31		
Medical Terminology	31		
Medical Terminology Online	31		
Human Resources			
Employee Relations Law	8		
Outboarding Made Easy	8		
SHRM Essentials of HR	8		

INDEX

SHRM Exam Review	8	Personal Accountability and Professionalism	25	Small Business and Entrepreneurship	
Industrial Maintenance		Principles of Teamwork, Collaboration and Trust	25	In-Business Tax Workshop.....	10
Basic Hydraulics	34	Taking Charge of Change.....	25	Start-Up Business Tax Workshop	10
Basic Mechanical Components	34	Verbal Communication Skills	25	Small Engine Mechanic	
Bearings and Lubrication	34	Photography		Small Engine Repair.....	39
Gearboxes	34	Photography: Basic	44	Supervisory and Leadership	
Industrial Maintenance Technician	34	Photography: Certificate	44	Unit 2: Communicating for Impact	26
Intermediate Hydraulics	34	Photography: Professional Certificate	44	Unit 3: Developing and Retaining Talent	26
Pumps	34	Editing Your Digital Photos	44	Unit 4: Managing the Process	26
Safety and Rigging Fundamentals	34	Great Photography – Quick	44	Unit 5: Leading for Desired Results	26
Interior Design		Learning Camera Basics	44	Analyzing and Solving Problems	26
Interior Decorating Certificate	22	Sports Photography	44	Coaching and Counseling – Part 2	26
Interior Decorating, Beginning	22	Pipefitting		Defining Performance Expectations	26
Interior Decorating, Intermediate.....	22	NCCER Pipefitting.....	37	Leading in a Changing Environment.....	26
Interior Decorating, Advanced.....	22	Pool Operator		Leading Work Teams	26
Design Your Way	22	SC Certified Pool Operator	23	Making Solid Decisions	26
Home Staging	22	Private Pilot		Motivating to Excel	26
Landscaping and Horticulture		Private Pilot Ground School	44	Planning for Results	26
Arboriculture.....	22	Project Management		Setting Goals and Objectives	26
Home Vegetable Gardening	22	Microsoft Project, Introduction	9	Supervisory and Leadership Certificate	26
Irrigation	22	Microsoft Project, Advanced	9	Understanding Your Communication Style	26
Landscape Construction.....	22	PMP/CAPM Exam Prep Boot Camp	8	Testing Center	
Landscape Design.....	22	Project Management Fundamentals Certificate		Testing Center	5
Landscape Management.....	22	Projects and Project Management	9	Travel	
Lawn Care.....	22	Project Integration Management	9	Northern National Parks.....	45
Nursery Production, Greenhouse Management and Propagation	22	Project Scope Management	9	Truck Driver Training	
Plant Growth and Development.....	22	Project Time Management	9	Truck Driver Training.....	39
Soil Management	22	Project Cost Management	9	Weatherization	
Woody Plants and Shrubs.....	22	Earned Value Management	9	Weatherization	39
Languages		Project Quality Management	9	Welding	
French I	42	Project Human Resource Management	9	Advanced Gas Tungsten Arc Welding.....	41
French II	42	Project Communication Management	9	Advanced Pipe Welding	41
Spanish I	42	Project Risk Management	9	Advanced Shielded Metal Arc Welding	41
Spanish II	42	Project Procurement Management.....	9	Advanced Welding QuickJobs.....	40
Locksmith		Project Stakeholder Management	9	Basic Gas Tungsten Arc Welding	41
Locksmith Certificate	23	Quality		Basic Pipe Welding.....	41
Lunch and Learn Series		Quality	10	Basic Shielded Metal Arc Welding	41
Change: It’s Not a Bad Word	23	QuickJobs		Basic Welding for Home Projects	40
Dining Etiquette in Business Settings	23	QuickJobs	4	Basic Welding QuickJobs.....	40
Dress for Success	23	Real Estate		Comprehensive Welding QuickJobs Day Program	40
Excel Pivot Tables	23	Basics of Good Home Design and Building	10	Gas Metal Arc Welding	41
Handwritten Notes – An Effective Business Tool	23	Property Management OPL019004.....	10	Intermediate Pipe Welding	41
Managing Time to Manage Your Life	23	Unit I Real Estate Prelicensing OPL019001 ..	10	Intermediate Shielded Metal Arc Welding	41
Out Interviewing the Interviewer.....	23	Safety and Environmental		Intermediate Welding QuickJobs.....	40
Templates Save Time	23	Asbestos Inspector	37	Modular Evening Training Program	41
Manufacturing		Asbestos Inspector Refresher.....	37	Wellness	
Advanced Manufacturing.....	36	Asbestos Management Planner Refresher and Asbestos Inspector Refresher	37	Chocolate for Your Health	43
Basic GD&T	36	Asbestos O&M Worker	37	Eating Gluten-Free	43
Certified Production Technician	36	Asbestos O&M Worker Refresher.....	37	Exercise for Beginners	43
Fundamentals of CNC Operator/Programmer Training.....	36	Asbestos Supervisor	37	Fitness, Food, and Losing Weight	43
Principles of CNC Programming.....	36	Asbestos Supervisor Refresher	37	Invest in Your Wellness	43
Motorcycle		Asbestos Worker	37	Wash Away Stress and Anxiety with Self-Hypnosis	43
Beginner’s Motorcycle Class.....	43	Asbestos Worker Refresher	37	Wholesome Meals in Minutes	43
Intermediate Motorcycle Class	43	Environmental, Health, and Safety Training.....	38	Yoga	43
Experienced Motorcycle Class	43	Green and Environmental Online Classes.....	38	Woodworking	
Motorcycle Repair, Introduction	43	Lead Dust Sampling Technician	37	Woodworking Practices and Principles	45
Music		Lead Renovation, Repair, and Painting	37	Writing	
Guitar	44	Lead Safe Weatherization.....	37	Basics of Screenwriting	45
Harmonica.....	44	Lead Supervisor	37	From Prose to Screenplay	45
Online Learning		Sewing and Quilting		Fiction Writing I	45
Online Learning	5	Beginner 2 Black LapQuilt	45	Write That Novel	45
Personal Development		Machine Applique for Beginner	45	Veterinary Assistant	
21st Century Workforce Skills Certificate.....	25	Sewing I	45	Veterinary Assistant	31
Critical Thinking & Problem Solving	25	Sewing II.....	45		
Dealing with Conflict	25				
Enhancing Your Professionalism.....	25				
Improve Your Memory	25				

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