



# MIDLANDS TECHNICAL COLLEGE

## Corporate and Continuing Education

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

January • February • March • April 2015

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

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



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

# 5

## quick and easy ways to register

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



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



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



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



<b>WALK-IN:</b>	<b>Airport Campus</b>	Academic Center, Room 110 Mon-Thu, 8 am - 4:30 pm Fri, 8 am - 1:30 pm	<b>Harbison Campus</b>	Harbison Hall, Room 101 Mon-Thu, 8 am - 4:30 pm Fri, 8 am - 1:30 pm
	<b>Batesburg-Leesville Campus</b>	Mon-Thu, 8 am - 4:30 pm Fri, 8 am - 1:30 pm	<b>Northeast Campus</b>	Student Information, Room 160 Mon-Thurs, 8 am - 4:30 pm Fri, 8 am - 1:30 pm
	<b>Beltline Campus</b>	Student Center, 2nd Floor Welcome Desk Mon-Thu, 8 am - 4:30 pm Fri, 8 am - 1:30 pm	<b>Fairfield Campus</b>	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](http://midlandstech.edu/cce/finaid.htm) or call (803) 732-0432.

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



### We can bill your company!

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

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

### Refunds

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

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

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

### Special Accommodations

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

### Continuing Education Units (CEUs)

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

### CHANGE NOTIFICATION

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

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

### Training Guide Web Links and Web Information

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

# Table of Contents



**Business Management .....7**



**Computers .....11**



**Creative Careers .....19**



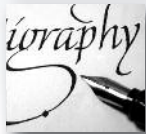
**Employee & Leadership Development .....23**



**Healthcare & Human Services .....26**



**Industrial, Trades, & Manufacturing .....31**



**Personal Enrichment .....42**

## LEGEND

### Locations



AIRPT	Airport Campus	FFQJ	Fairfield Campus
BATES	Batesburg-Leesville Campus	HARBN	Harbison Campus
BLTLN	Beltline Campus	LEMS	Lexington EMS
CCCOC	Columbia Metropolitan Convention Center	MAI	Midlands Audio Institute
CEONL	Online Class	NEAST	Northeast Campus
CEOFS	Off Campus Class	RSDI	Richland School District One
		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** Programs approved for Chapter 31 benefits are identified throughout the catalog by this symbol.

**CP** coursepower programs are identified throughout the catalog by this symbol.



Look for the QuickJobs symbol to identify these programs.

# Learn to be competitive

## Make yourself employable fast

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

### QuickJobs

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

Take a look at the QuickJobs training MTC offers:

#### Business Management

Accounting & Payroll Specialist .....pg.8  
 Lean Six Sigma Green Belt .....pg.10  
 Project Manager .....pg.9

#### Computers

Advanced Desktop & Server Administrator .....pg.12  
 Computer Technician .....pg.13  
 Database Analyst .....pg.14  
 Desktop and Server Administrator .....pg.12  
 Front-End Web Developer ..pg.13  
 Office Administrative Specialist .....pg.16

#### Creative Careers

Audio Engineer .....pg.19  
 Cake Decorator .....pg.20  
 Floral Designer.....pg.20  
 Interior Decorator.....pg.21  
 Landscaper & Horticulturist...pg.22  
 Locksmith .....pg.35  
 Personal Trainer .....pg.22  
 Photographer .....pg.22  
 Veterinary Assistant ..... pg.19

#### Healthcare & Human Services

Cardiac Care Technician .....pg.27  
 Certified Nursing Assistant (CNA) .....pg.27

Clinical Massage Therapist .....pg.27  
 EKG Technician .....pg.28  
 Emergency Medical Technician (EMT) .....pg.28  
 Medical Office Specialist.....pg.30  
 Medical Billing and Coding Specialist .....pg.31  
 Patient Care Technician .....pg.28  
 Phlebotomist .....pg.28

#### Industrial, Trades & Manufacturing

Building Construction Manager .....pg.32  
 Forklift Operator .....pg.33

Industrial Maintenance  
 Electrical Technician .....pg.32  
 Industrial Maintenance Mechanical Technician...pg.34  
 Machinists/Computer Numerical Control (CNC) Operator .....pg.36  
 Pipefitter.....pg.35  
 South Carolina Manufacturing Certification .....pg.35  
 Small Engine Mechanic .....pg.39  
 Truck Driver/CDL.....pg.39  
 Welder.....pg.39-41

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

#### Interested in something else?

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

## Start now. Don't wait.

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

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

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



MIDLANDS WORKFORCE  
DEVELOPMENT BOARD

Working Together for Tomorrow's Workforce

# Senior Enrichment

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



*Click to your classroom.*



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

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

## Testing Center for Certifications & Licensures

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

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



Magistrate Applicant Exam



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

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

# Build Your Post-Military Career with Midlands Technical College

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

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

## Tuition Assistance

Military tuition assistance is dependent primarily upon your command. All of our VA-approved programs lead to MTC certificates and/or industry certifications. All participants are awarded CEUs 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>.

## GI Bill and Other VA Education Benefit Programs

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



### BUSINESS MANAGEMENT

- FastTrac New Venture
- Human Resource (SHRM) Exam Review for PHR and SPHR
- Lean Six Sigma Green Belt

### COMPUTERS

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

### HEALTHCARE AND HUMAN SERVICES

- Clinical Massage Therapist
- Emergency Medical Technician (EMT)
- Sonographer

### INDUSTRIAL/MANUFACTURING

- Machinist and CNC Operator
- NCCER Pipefitter
- South Carolina Manufacturing Certification (SCMC)
- Truck Driver/CDL\*
- Welder – Basic, Intermediate, and Advanced

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

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

\*This program is offered in partnership with Florence-Darlington Technical College (FDTC). For questions about the program, call 843-413-2715 to speak to an FDTC representative.

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



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

# BUSINESS MANAGEMENT



## 10 Top TEN Most Popular Online Courses:

- A-Z Grant Writing
- Accounting Fundamentals I
- Accounting Fundamentals II
- Bookkeeping with QuickBooks
- Employment Law Fundamentals
- Introduction to Access
- Project Management
- Purchasing Fundamentals
- Real Estate Investing
- Understanding the HR Function

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

## Business Analysis CP

### Business Analysis: The Analyst's Role During the Software Development Life Cycle (SDLC) **NEW**

An in-depth look into Business Analysis, the Role of Business Analysts and their relationships to all of the major stakeholders in the SDLC. Learn the important aspects of being a successful analyst including effective listening, logical and critical thinking and problem solving. Course objectives are aligned with the IIBA objectives. \$1799

Mar 30-Apr 3 MTWTh 9 am-4:30 pm NEAST CEBA 500 01  
F 9 am-1 pm

### Business Analysis: Use Cases to Functional Requirements **NEW**

Learn how to take client project overviews and outlines to create effective Use Cases. Develop Use Cases into detailed Business Requirements, both functional and non-functional. Learn SDLC scope and how to maintain scope throughout the project. Produce effective documentation and communication lines for all stakeholders.

Prerequisites: Business Analysis: The Analysts Role during the Software Development Life Cycle (SDLC). Course objectives are aligned with the IIBA objectives. \$1799

Apr 13-Apr 17 MTWTh 9 am-4:30 pm NEAST CEBA 501 01  
F 9 am-1 pm

### Business Analysis: In-Depth Software Testing **NEW**

Learn the different testing techniques that accompany the SDLC to verify a successful client project installation. Create effective documentation for test plans, cases, and matrices from software business requirements. Test different versions of a client website, and document each phase using class templates. Prerequisites: Business Analysis: The Analyst's Role during the Software Development Life Cycle (SDLC), Business Analysis: Use Cases to Functional Requirements, and basic windows and file management skills. Course objectives are aligned with the IIBA objectives. \$1799

Apr 27-May 1 MTWTh 9 am-4:30 pm NEAST CEBA 502 01  
F 9 am-1 pm

## Finance & Accounting

### Business Math

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

Jan 6-Jan 8 TTh 6 pm-10 pm HARBN CEFIN 512 58

### 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 13-Mar 26 TTh 6 pm-9 pm HARBN CEOFF 623 73

### 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. \$149

Apr 7-Apr 9 TTh 6 pm-9 pm HARBN CEOFF 624 72

### QuickBooks

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

Jan 26-Feb 3 MT 6 pm-9 pm HARBN CEOFF 622 83  
Apr 6-Apr 7 MT 9 am-4 pm HARBN CEOFF 622 15  
Apr 20-Apr 28 MT 6 pm-9 pm HARBN CEOFF 622 84

### Financial Strategies for Successful Retirement

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

Mar 3-Mar 24 T 6 pm-8:30 pm NEAST CEPFP 514 34  
Mar 4-Mar 25 W 6 pm-8:30 pm HARBN CEPFP 514 35

### Protecting Your Hard Earned Assets in Volatile Times

Develop a master plan for a worry-free retirement. Will my nest egg survive this volatile market and the coming storms (increased taxes, inflation, market volatility, health care costs, and the debt crisis here and

# BUSINESS MANAGEMENT

## Finance & Accounting

in Europe)? How long will my money last? Learn helpful strategies for a confident financial future in an uncertain economy. \$59

Feb 24-Mar 3 T 6 pm-8 pm NEAST CEPFP 698 07  
Mar 19-Mar 26 Th 6 pm-8 pm HARBN CEPFP 698 08

### In-Business Tax Workshop

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

Feb 5 Th 6 pm-9 pm NEAST CESMB 576 07

### Start-Up Business Tax Workshop

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

Feb 12 Th 6 pm-9 pm NEAST CESMB 577 06

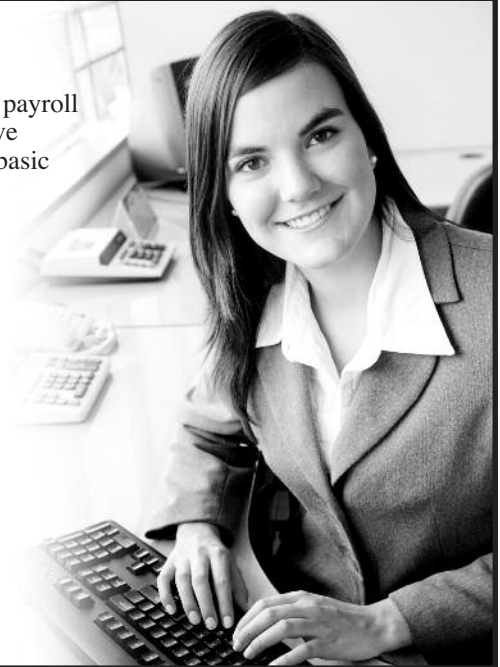
## Accounting & Payroll Specialist

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

	Hours	Costs
Accounting Essentials .....	66	\$649
Payroll Preparation Essentials .....	6	\$149
QuickBooks.....	12	\$349
Introduction to Computers .....	6	\$179
Excel, Introduction.....	12	\$289
Excel, Intermediate .....	12	\$289
Business Math.....	8	\$199
*Computer Typing for Everyone .....	12	\$249
*Organizing Computer Files.....	6	\$179
*Outlook, Introduction .....	12	\$289

**Total: 140 - 146 hrs \$2,531-\$2,641\***

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



## 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 the second Thursday of each month. Dates are listed below. \$749

Mar 12 Th 8 am-12 pm NEAST CEHRS 510 08  
Apr 9 Th 8 am-12 pm  
May 14 Th 8 am-12 pm  
Jun 11 Th 8 am-12 pm  
Jul 9 Th 8 am-12 pm  
Aug 13 Th 8 am-12 pm  
Sep 10 Th 8 am-12 pm  
Oct 8 Th 8 am-12 pm  
Nov 12 Th 8 am-12 pm  
Dec 10 Th 8 am-12 pm

### SHRM Certification Review

This new program will assist you in preparing for the SHRM Certification Exam. Receive the study materials needed to help you earn your SHRM-CPT and SHRM-SCPT, the new credential for HR professionals. Students are asked to register two weeks before the class starts. \$1,199

Feb. 16-May 4 6 pm-9 pm NEAST EHRS 534 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. \$519

Feb 24-Feb 25 TW 8:30 am-5 pm NEAST CEHRS 500 33



## Foundations of Project Management

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

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

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

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

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

### Projects and Project Management

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

Jan 27 T 6 pm-9 pm NEAST CEPMG 548 59

### Project Integration Management

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

Jan 29 Th 6 pm-9 pm NEAST CEPMG 549 56

### Project Scope Management

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

Feb 3 T 6 pm-9 pm NEAST CEPMG 550 56

### Project Time Management

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

Feb 5 Th 6 pm-9 pm NEAST CEPMG 551 56

### Project Cost Management

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

Feb 17 T 6 pm-9 pm NEAST CEPMG 552 56

### Earned Value Management

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

Feb 19 Th 6 pm-9 pm NEAST CEPMG 553 56

### Project Quality Management

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

Feb 24 T 6 pm-9 pm NEAST CEPMG 554 56

### Project Human Resource Management

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

Feb 26 Th 6 pm-9 pm NEAST CEPMG 555 56

### Project Communication Management

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

Mar 10 T 6 pm-9 pm NEAST CEPMG 556 56

### Project Risk Management

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

Mar 12 Th 6 pm-9 pm NEAST CEPMG 557 56

### Project Procurement Management

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

Mar 17 T 6 pm-9 pm NEAST CEPMG 558 56

### Project Stakeholder Management

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

Mar 19 Th 6 pm-9 pm NEAST CEPMG 559 56

# BUSINESS MANAGEMENT

## Project Manager

### Microsoft Project, Introduction

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

Mar 24-Mar 26 TTh 6 pm-9 pm NEAST CEPMG 560 53

### Microsoft 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

Mar 31-Apr 2 TTh 6 pm-9 pm NEAST CEPMG 561 53

### PMP/CAPM Exam Prep Boot Camp

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

Mar 2-Mar 5 MTWTh 8 am-6 pm NEAST CEPMG 547 07

### Project Management Fundamentals

In this course, students will identify effective project management best practices including an overview of the project management field. \$399

Feb 11-Feb 12 WTh 9 am-4 pm NEAST CEPMG 532 16



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

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

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

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

## Quality

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



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

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

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

## Real Estate

### Property Management OPL019004

This 32-hour, pre-licensing course must be successfully completed prior to taking the SC Real Estate Commission's Property Management Exam. Text included. Students will need to download the Real Estate

License Law from <http://www.scstatehouse.gov/code/t40c057.php> \$399

Jan 24-Jan 25 SSu 8:30 am-5 pm NEAST CERLE 504 13

Feb 7-Feb 8 SSu 8:30 am-5 pm

Apr 18-Apr 26 SSu 8:30 am-5 pm NEAST CERLE 504 14

# COMPUTERS



## COMPUTER ONLINE COURSES: NEW FOR SPRING

- Understanding the Cloud
- Mobile and Desktop Web Developer

- Creating Mobile Apps with HTML5

## 10 Top TEN Most Popular Online Courses:

- C++ for the Beginner
- C# Programming for the Beginner
- Computer Skills for the Workplace
- Creating Web Pages with HTML
- Excel, Introduction

- Java, Introduction
- PHP and MySQL
- PowerPoint, Introduction
- SQL, Introduction
- Word, Introduction

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

## Apple

### Mastering the Mac

This is the perfect course to make sure you get the most from your Mac. Learn how to use and customize your Mac so that you maximize its potential. This introductory course will help you learn the basics quickly and effectively and unleash the power of the OS X operating system. \$149

Feb 11-Feb 12 WTh 6 pm-9 pm NEAST CEMAC 503 01

### 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

Feb 26 Th 6 pm-9 pm NEAST CEMAC 501 52

### 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

Feb 24 T 6 pm-9 pm NEAST CEMAC 500 52

## Beginning Computer Courses

### Computer Basics - Seniors

Perfect for beginners who want to become computer literate! Learn about hardware and software, Windows and the Internet. Open to seniors only, ages 60 and above. \$99

Feb 6-Feb 13 F 9 am-12 pm HARBN CEBEG 525 12

### 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. \$249

Jan 9-Jan 30 F 9 am-12 pm FFQJ CEBEG 519 37

Feb 2-Feb 23 M 1 pm-4 pm NEAST CEBEG 519 38

Feb 2-Feb 23 M 6 pm-9 pm NEAST CEBEG 519 75

### Introduction to Computers

Perfect for beginners who want to become computer literate. Course topics include hardware, software, Internet and email. \$179

Jan 5 M 9 am-4 pm FFQJ CEBEG 582 23

Jan 7 W 9 am-4 pm NEAST CEBEG 582 24

Jan 20 T 9 am-4 pm BATES CEBEG 582 22

Jan 28 W 9 am-4 pm HARBN CEBEG 582 25

Mar 2 M 9 am-4 pm NEAST CEBEG 582 26

Jan 21-Jan 22 WTh 6 pm-9 pm HARBN CEBEG 582 58

Feb 4-Feb 5 WTh 6 pm-9 pm NEAST CEBEG 582 59

### 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. \$179

Jan 8 Th 9 am-4 pm NEAST CEBEG 534 42

Jan 29 Th 9 am-4 pm HARBN CEBEG 534 43

Feb 17-Feb 18 TW 6 pm-9 pm NEAST CEBEG 534 69



# COMPUTERS

## Computer Support

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

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

#### COMPTIA COURSES

A+ IT Technician (*Ten days*)

Network+ (*Five days*)

#### TWO EXAMS

CompTIA A+ 801 and 802

CompTIA Network+ 005

#### MICROSOFT COURSES

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

Administering Windows Server 2012  
(*Five days*)

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

#### TWO EXAMS

Exam 70-410: Installing and Configuring Windows Server 2012

Exam 70-411: Administering Windows Server 2012

No Exam

\* Courses should be taken in the order listed

**Save \$1,096 – Enroll in the certificate program today.**

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

**Package Price – with discount .....\$8,399**

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



### **QJ VA Advanced Desktop & Server Administrator** MCSA – Security+ (CompTIA) Cisco (Certified Entry Network Technician)

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

#### COMPTIA COURSES

A+ IT Technician (*Ten days*)

Network+ (*Five days*)

Security+ (*Five days*)

#### FOUR EXAMS

CompTIA A+ 801 and 802

CompTIA Network+ 005

CompTIA Security+ 301

#### MICROSOFT COURSES

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

Administering Windows Server 2012 (*Five days*)

Application Server Administration

#### TWO EXAMS

Exam 70-410: Installing and Configuring Windows Server 2012

Exam 70-411: Administering Windows Server 2012

No Exam

#### CISCO COURSES

CISCO ICND Part 1 (*Five days*)

#### ONE EXAM

ICND1

\* Courses should be taken in the order listed

**Save \$2,694 – Enroll in the certificate program today.**

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

**Package Price – with discount .....\$9,799**

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



# COMPUTERS

## Computer Support

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

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

Jan 5-Jan 16	MTWTh F	9 am-4:30 pm 9 am-1 pm	HARBN CEDST 528 12
Feb 16-Feb 27	MTWTh F	9 am-4:30 pm 9 am-1 pm	NEAST CEDST 528 13
Apr 13-Apr 24	MTWTh F	9 am-4:30 pm 9 am-1 pm	HARBN CEDST 528 14

### Network+ **VA**

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

Jan 26-Jan 30	MTWTh F	9 am-4:30 pm 9 am-1 pm	HARBN CENET 724 11
Mar 2-Mar 6	MTWTh F	9 am-4:30 pm 9 am-1 pm	NEAST CENET 724 12
Apr 27-May 1	MTWTh F	9 am-4:30 pm 9 am-1 pm	HARBN CENET 724 13
Jan 5-Jan 15	MTWTh	6 pm-9:45 pm	NEAST CENET 724 55

### 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

Feb 9-Feb 13	MTWTh F	9 am-4:30 pm 9 am-1 pm	HARBN CEMCS 713 06
Mar 9-Mar 13	MTWTh F	9 am-4:30 pm 9 am-1 pm	NEAST CEMCS 713 07
Jan 26-Feb 5	MTWTh	6 pm-9:45 pm	NEAST CEMCS 713 55

### Administering Windows Server 2012

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

Feb 16-Feb 20	MTWTh F	9 am-4:30 pm 9 am-1 pm	HARBN CEMCS 714 06
Mar 16-Mar 20	MTWTh F	9 am-4:30 pm 9 am-1 pm	NEAST CEMCS 714 07
Feb 9-Feb 19	MTWTh	6 pm-9:45 pm	NEAST CEMCS 714 55

### Application Server Administration

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

Feb 23-Feb 27	MTWTh F	9 am-4:30 pm 9 am-1 pm	HARBN CEMCS 717 05
Mar 23-Mar 27	MTWTh F	9 am-4:30 pm 9 am-1 pm	NEAST CEMCS 717 06
Mar 2-Mar 12	MTWTh	6 pm-9:45 pm	NEAST CEMCS 717 52

### Security+ **VA**

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

Mar 9-Mar 13	MTWTh F	9 am-4:30 pm 9 am-1 pm	HARBN CESEC 664 11
Apr 6-Apr 10	MTWTh F	9 am-4:30 pm 9 am-1 pm	NEAST CESEC 664 12
Mar 23-Apr 2	MTWTh	6 pm-9:45 pm	NEAST CESEC 664 56

### Cisco ICND Part 1 **VA**

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

Apr 13-Apr 17	MTWTh F	9 am-4:30 pm 9 am-1 pm	NEAST CECIS 668 07
Feb 9-Feb 19	MTWTh	6 pm-9:45 pm	NEAST CECIS 668 55
Apr 20-Apr 30	MTWTh	6 pm-9:45 pm	NEAST CECIS 668 54

### Cisco ICND Part 2 **VA**

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

Mar 2-Mar 12	MTWTh	6 pm-9:45 pm	NEAST CECIS 666 56
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## **QJ VA** Computer Technician

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

#### Required Courses:

A+ IT Technician	60 Hours
Network+	30 Hours
<b>Total Hours</b>	<b>90 Hours</b>
<b>Total Cost</b>	<b>\$3,498</b>

# COMPUTERS

## Databases

### Crystal Reports, Introduction

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

Apr 1-Apr 2 WTh 9 am-4 pm HARBN CEDBS 588 37  
Apr 13-Apr 16 MTWTh 6 pm-9 pm HARBN CEDBS 588 53

### 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. \$199

Feb 23 M 9 am-4 pm HARBN CEDBS 614 42

### 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. \$199

Apr 20 M 9 am-4 pm HARBN CEDBS 626 24

### 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 24-Feb 25 TW 9 am-4 pm NEAST CEDBS 590 46  
Mar 4-Mar 12 WTh 6 pm-9 pm HARBN CEDBS 590 54

### 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 7-Apr 9 TWTh 9 am-4 pm HARBN CESQL 609 21

## **QJ CP VA** Database Analyst

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

	Hours	Costs
Access, Introduction.....	12	\$289
Access, Intermediate .....	12	\$289
Database Design .....	6	\$199
SQL, Introduction .....	12	\$399
Access, Advanced .....	12	\$289
Crystal Reports, Introduction.....	12	\$599
SQL Server Database Services .....	18	\$699
Database Productivity Labs .....	6	\$199
<b>Total: 90 hrs</b>		<b>\$2,962</b>



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

## 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. \$289

Jan 12-Jan 13 MT 9 am-4 pm NEAST CEDBS 620 36  
Jan 28-Feb 5 WTh 6 pm-9 pm HARBN CEDBS 620 70

### Access, Intermediate

Learn about database normalization, relationships, referential integrity and how to analyze tables. Explore complex queries with joins, calculated fields and summarizing and grouping values. Learn to enhance forms, create customized reports, labels, charts, and PivotTables and PivotCharts. \$289

Feb 11-Feb 12 WTh 9 am-4 pm NEAST CEDBS 623 28  
Feb 16-Feb 19 MTWTh 6 pm-9 pm HARBN CEDBS 623 64

### Access, Advanced

Learn to query with SQL statements and attach SQL queries to Access controls. Create crosstab, parameter and action queries. Create, run and attach macros to the events of database objects. Import, export and link objects and interact with XML documents. Optimize database resources, set options and properties to protect the database. \$289

Mar 9-Mar 10 MT 9 am-4 pm NEAST CEDBS 624 25  
Mar 18-Mar 26 WTh 6 pm-9 pm NEAST CEDBS 624 63

### Office Productivity Lab

At the end of the Office Administrative Specialist Certificate Program, students will demonstrate their knowledge of office applications by creating documents and spreadsheets using the skills acquired in the program.

Grades will be assigned in this course. To receive an Office Administrative Specialist Certificate, you must successfully complete this course. \$149

Apr 30 Th 9 am-4 pm NEAST CEMSO 516 01

# COMPUTERS

## Microsoft Office

### Transitioning to Office 2013

Explore the new features in Microsoft's newest release of Word, Excel, PowerPoint and Outlook. Students should have training or experience in a previous version of Microsoft Office. \$169

Jan 12 M 9 am-4 pm HARBN CEMSO 513 07

### PowerPoint, Introduction

Your presentations can be show stopping. Create slide shows using PowerPoint's most commonly used features. \$289

Mar 23-Mar 24 MT 9 am-4 pm NEAST CEPDP 629 27

### 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. \$289

Mar 30-Mar 31 MT 9 am-4 pm NEAST CEPDP 650 05

### 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. \$289

Mar 3-Mar 4 TW 9 am-4 pm NEAST CESCH 708 26

Mar 30-Mar 31 MT 9 am-4 pm FFQJ CESCH 708 27

Apr 20-Apr 29 MW 6 pm-9 pm HARBN CESCH 708 53

### 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. \$169

Apr 6 M 9 am-4 pm NEAST CESCH 702 26

### Creating a Simple Excel Spreadsheet

Learn to create a simple Excel spreadsheet complete with formats and easy formulas. \$89

Apr 3 F 9 am-12 pm NEAST CESDS 628 24

### 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. \$169

Apr 13 M 9 am-4 pm HARBN CESDS 630 20

### Excel Graphs

Graphs are very powerful tools for visually representing your important numeric data. Learn how simple it is to create in Excel. \$89

Jan 23 F 9 am-12 pm HARBN CESDS 629 14

### 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. \$89

Apr 24 F 9 am-12 pm HARBN CESDS 640 16

### Excel Pivot Tables

Learn to use Pivot Tables to summarize large amounts of data and analyze it in a variety of ways. \$89

Apr 23 Th 9 am-12 pm HARBN CESDS 631 19

### Excel, Introduction

Excel is used in most offices. Learn how to create effective and efficient worksheets using formatting, printing, formulas, common functions, and charts. \$289

Jan 14-Jan 15 WTh 9 am-4 pm NEAST CESDS 602 30

Jan 26-Jan 27 MT 9 am-4 pm HARBN CESDS 602 31

Feb 24-Feb 25 TW 9 am-4 pm NEAST CESDS 602 32

Mar 16-Mar 17 MT 9 am-4 pm FFQJ CESDS 602 33

Jan 5-Jan 14 MW 6 pm-9 pm HARBN CESDS 602 77

### Excel, Intermediate

Students will learn how to use multiple worksheets and workbooks efficiently, and they will start working with more advanced formatting options including themes, backgrounds, and watermarks. They will also learn how to create outlines and subtotals, how to create and apply cell names, and how to work with lists and tables. Students will save workbooks as Web pages, insert and edit hyperlinks, and save a workbook as a PDF file. This course also covers worksheet auditing and protection, file sharing and merging, and workbook templates. \$289

Mar 2-Mar 3 MT 9 am-4 pm HARBN CESDS 610 02

Mar 16-Mar 17 MT 9 am-4 pm NEAST CESDS 610 03

Feb 9-Feb 17 MT 6 pm-9 pm HARBN CESDS 610 71

### Excel, Advanced

Students will work with more advanced functions including logical, date, time, statistical and financial, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, students will learn about array formulas, data validation and database functions such as DSUM. They will learn how to import and export data. Finally, students will learn about the analytical features of Excel (such as Goal Seek) and how to automate Excel using macros. \$289

Apr 1-Apr 2 WTh 9 am-4 pm HARBN CESDS 611 32

### Word, Introduction

Learn everything you need to get started creating and editing documents, formatting, proofing, controlling page setup, and more. \$289

Jan 26-Jan 27 MT 9 am-4 pm NEAST CEWDP 593 16

Feb 11-Feb 12 WTh 9 am-4 pm HARBN CEWDP 593 15

Mar 9-Mar 10 MT 9 am-4 pm FFQJ CEWDP 593 17

Mar 11-Mar 19 WTh 6 pm-9 pm NEAST CEWDP 593 72

### Word, Intermediate

Enhance your proficiency with Word using tables, styles, templates, graphics, section breaks and columns. \$289

Mar 16-Mar 17 MT 9 am-4 pm HARBN CEWDP 594 28

Apr 1-Apr 9 WTh 6 pm-9 pm NEAST CEWDP 594 62

### Word, Advanced

Create top-notch documents using forms, sharing documents, and document revisions. In addition, you will work with long document features, such as table of contents, indexes, bookmarks, master documents, mail merge and macros. \$289

Apr 13-Apr 14 MT 9 am-4 pm NEAST CEWDP 595 26

### Word, Introduction for Seniors

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

Mar 6-Mar 13 F 9 am-12 pm NEAST CEWDP 597 22

# COMPUTERS

## Microsoft Office

### **QJ VA** Office Administrative Specialist

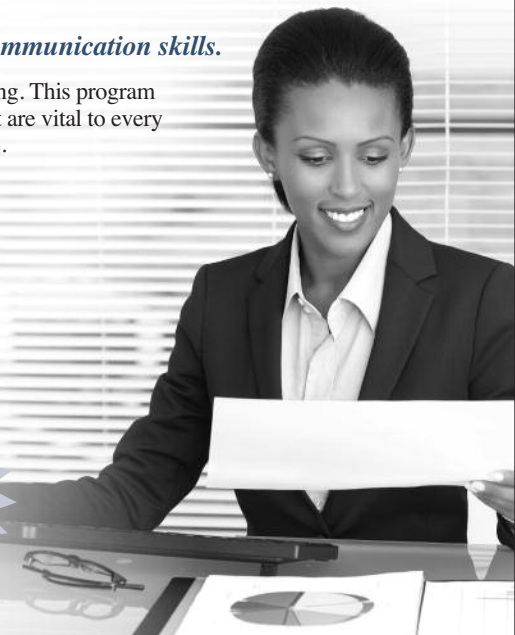
*Build an effective office career by developing your technical expertise and communication skills.*

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

Requirements	Hours	Costs
Word, Introduction	12	\$289
Word, Intermediate	12	\$289
Excel, Introduction	12	\$289
Excel, Intermediate	12	\$289
Organizing Computer Files	6	\$179
Outlook, Introduction	12	\$289
Computer Typing for Everyone	12	\$249
Office Productivity Lab*	6	\$149
Becoming a Customer Service Star	6	\$169
Business Grammar	6	\$169
Business Letter Writing	6	\$169
Enhancing Your Professionalism	3	\$ 99

**Total: 105 hrs \$2,628**

*\*To receive an Office Administrative Specialist Certificate, you must successfully complete the Office Productivity Lab.*



## 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.

## 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
Windows 8, Introduction	12	\$289
Word, Introduction	12	\$289
Word, Intermediate	12	\$289
Word, Advanced	12	\$289
Excel, Introduction	12	\$289
Excel, Intermediate	12	\$289
Excel, Advanced	12	\$289
PowerPoint, Introduction	12	\$289
PowerPoint, Advanced	12	\$289
Access, Introduction	12	\$289
Access, Intermediate	12	\$289
Access, Advanced	12	\$289
Outlook, Introduction	12	\$289
Outlook, Advanced	6	\$169

**Total: 162 hrs \$3,906**

## Mobile Devices & Applications

### iPad Basics

Learn to use your iPad to get the most from your mobile device. We'll cover tricks and traps as well as some of our favorite applications. This

is a hands-on class, so you'll need to bring your own iPad. \$89

Jan 23 F 9 am-12 pm NEAST CEAPP 503 22



# COMPUTERS

## SharePoint

### SharePoint Foundation

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. \$479

Jan 21-Jan 22	WTh	9 am-4 pm	NEAST CESPT 514 11
Mar 18-Mar 19	WTh	9 am-4 pm	HARBN CESPT 514 12

## Validate your knowledge and experience *with an IT Certification*



### MTC IT Certifications:

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

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

## Social Media

### Social Media Business Basics

What is social media and how can it help my business? Learn the fundamentals and history of the main social networking sites, and how

to incorporate different types of social media outlets into your personal career search or business marketing plan. This class is for business professionals who have little or no experience with social media. \$199

Feb 11	W	9 am-4 pm	NEAST CESOC 521 18
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## Web Development & Print Media

### 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 16-Feb 17	MT	9 am-4 pm	NEAST CEGPH 601 34
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### 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 28-Jan 29	WTh	9 am-4 pm	NEAST CEPDP 626 33
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### 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

Jan 5-Jan 8	MTWTh	9 am-4 pm	NEAST CEWDA 537 05
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### 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

Jan 20-Jan 21	TW	9 am-4 pm	NEAST CEWDV 551 06
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### CSS3 – Cascading Style Sheets, Advanced

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

Jan 26-Jan 27	MT	9 am-4 pm	NEAST CEWDV 556 02
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### HTML5

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

Jan 13-Jan 14	TW	9 am-4 pm	NEAST CEWDV 550 07
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### 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 and validate forms. You will also learn the fundamentals of JSON. Prerequisites: HTML5 and CSS3 equivalent knowledge. \$1199

Feb 2-Feb 10	MTW	9 am-4 pm	NEAST CEWDV 557 02
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# COMPUTERS

## Web Development & Print Media

### Search Engine Optimization (SEO)

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

Feb 13 F 9 am-12 pm NEAST CEWDV 552 04

### Visual Studio

Visual Studio Express provides a free development environment to develop applications for the latest platforms. Students will learn the

foundational skills for creating and editing different software languages in the latest release of Visual Studio Express. \$149

Jan 12 M 9 am-12 pm NEAST CEWDV 558 02

### Website Production Lab

At the end of the Front-End Web Developer Certificate program, students will design a simple website. Students will complete a Photoshop lab and develop the site using HTML5, CSS3, JavaScript, HTML forms, and SEO. This hands-on session will showcase and demonstrate the web design skills acquired in the program. Grades will be given in the Website Production Lab. To receive a Front-End Web Developer Certificate, you must earn a grade of C or better. \$599

Feb 23-Feb 25 MTW 9 am-4 pm NEAST CEWDV 553 04

## **QJ CP VA** Front-End Web Developer [Applied Computing]

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

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

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



**coursepower**  
digital education. major advantage.

For more information about coursepower, visit [www.midlandstech.edu/coursepower](http://www.midlandstech.edu/coursepower).

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

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



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

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

**GRIT**  
Growing Resources for  
Information Technology

## Windows

### Windows 8 Introduction

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

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

Jan 21-Jan 22 WTh 9 am-4 pm HARBN CEWIN 582 09  
Apr 21-Apr 22 TW 9 am-4 pm NEAST CEWIN 582 10

# CREATIVE CAREERS



## 10 Top TEN Most Popular Online Courses:

- Nutritional Fitness Consultant
- Wow, What a Great Event!
- Speed Spanish
- Speed Spanish II
- Beginning Writer's Workshop
- Discover Digital Photography
- Secrets of Better Photography
- Mastering Digital Photography
- Advanced Fiction Writing
- Introduction to Natural Health

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

## Animal Care

### Veterinary Assistant Certificate **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. \$799

Mar 3	T	6 pm-9 pm	HARBN CEANC 508 14
Mar 5	Th	6 pm-9 pm	
Mar 10	T	6 pm-9 pm	

Mar 12	Th	6 pm-9 pm
Mar 17	T	6:30 pm-9:30 pm
Mar 19	Th	6 pm-9 pm
Mar 24	T	6:30 pm-9:30 pm
Mar 26	Th	6 pm-9 pm
Mar 31	T	6:30 pm-9:30 pm
Apr 2	Th	6 pm-9 pm
Apr 7	T	6 pm-9 pm
Apr 9	Th	6 pm-9 pm

## Audio Engineer **QJ**

### Audio Engineering Internship

Audio Engineering students will arrange an internship with their advisor in the field of studio recording, live sound or music business. Classes meet at Midlands Audio Institute, 207 S. Prospect St., Columbia, SC 29205. (803) 782-6910. \$399

Mar 19-May 7	Th	7 pm-9 pm	MAI CEMUS 519 11
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### 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 12-Mar 9	M	7 pm-9 pm	MAI CEMUS 507 03Z
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### 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 15-Mar 12	Th	7 pm-9 pm	MAI CEMUS 525 05Z
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### 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 13-Mar 10	T	7 pm-9 pm	MAI CEMUS 524 05Z
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### Studio Recording I

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

Mar 17-May 5	T	7 pm-9:25 pm	MAI CEMUS 522 03Z
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## Beverage Service

### Responsible Bartending – TIPS Certification

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

Jan 25	Su	1 pm-5 pm	HARBN CEKIT 587 09
Feb 15	Su	1 pm-5 pm	HARBN CEKIT 587 10
Mar 15	Su	1 pm-5 pm	HARBN CEKIT 587 11
Apr 19	Su	1 pm-5 pm	HARBN CEKIT 587 12

Follow us on:



# CREATIVE CAREERS

## Cake Decorator **QJ**

### Cake Decorator Professional Certificate

This 18-hour certificate program prepares you for all aspects of cake decorating – personal pleasure, the workplace, or starting your own business. Bring to the first class: Tips, bags, couplers, spatula or spoons, and practice board. A list of all required supplies will be handed out at the first class. See the “Materials list” on the website for all supply requirements. Learn the perfect techniques in creating beautiful flowers

using royal icing, piping and piping gel in transferring patterns. Find out how the experts create beautiful cakes. Meets at Spring Valley High School. No class on March 31, 2015. \$159

Jan 27-Mar 3 T 6 pm-9 pm CEOPS CEKIT 522 20

Mar 17-Mar 24 T 6 pm-9 pm CEOPS CEKIT 522 21

Apr 7-Apr 28 T 6 pm-9 pm

## Child Development

### Curriculum

Take this opportunity to gather creative ideas to strengthen the curriculum at your center. Check the website for specific topic. \$20

Feb 7 S 8 am-1:30 pm HARBN CEABC 501 15

### Growth and Development

This program focuses on physical, emotional, social, cognitive, and language development. Check the website for specific topic. \$20

Jan 24 S 8 am-1:30 pm HARBN CEABC 503 12

### Guidance

Understand how to guide behavior of young children. Check the website for specific topic. \$20

Apr 4 S 8 am-1:30 pm HARBN CEABC 502 10

### Project Administration – The Effective Early Childhood Leader

This session is targeted to provide effective strategies to enhance child care directors. Child care directors will be engaged in various activities that will strengthen their practices on a daily basis. \$40

Mar 7 S 8:30 am-1:30 pm HARBN CEABC 520 01

## Event Planner

### Event & Wedding Planning I

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

Jan 26-Feb 9 MT 6 pm-9 pm HARBN CEEVT 514 03

### Event & Wedding Planning II

Part two of a three-course certificate program. You will receive step-by-step instructions, worksheets and checklists, guidance for selecting venues/vendors, contract negotiation skills, protocol/etiquette, dealing

with VIPs, security issues, etc. Prerequisite: Event and Wedding Planning I. All materials included in price. \$339

Feb 10-Feb 24 MT 6 pm-9 pm HARBN CEEVT 515 03

### Event & Wedding Planning III

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

Mar 9-Mar 17 MT 6 pm-9 pm HARBN CEEVT 512 05

## Floral Designer

### Floral Design Certificate **QJ**

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

Jan 26-Mar 2 M 6 pm-9 pm HARBN CEFLC 501 11

Feb 24-Mar 3 T 6 pm-9 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. Continue to master the skills with the included text. \$199

Jan 26-Feb 16 M 6 pm-9 pm HARBN CEFLC 517 07

## Interior Decorator

### 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

Feb 3-Feb 17 TTh 6 pm-9 pm HARBN CEDCP 543 03

Feb 19 Th 6 pm-9 pm CEOFS

### 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. Class will meet both on and off campus, dates and locations TBD once the class meets. \$219

Feb 24-Feb 26 TTh 6 pm-9 pm HARBN CEDCP 538 07

Mar 3-Mar 10 TTh 6 pm-9 pm CEOFS

Mar 12 Th 6 pm-9 pm HARBN

# CREATIVE CAREERS

## Interior Decorator

### Interior Decorator Certificate **QJ**

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. **SAVE AND ENROLL IN THE CERTIFICATE CLASS. \$699**

Jan 21-Apr 29	W	6 pm-9 pm	NEAST CEDCP 529 07
Feb 12	Th	6 pm-9 pm	CEOFS
Mar 19	Th		CEOFS
Apr 23	Th	8 am-5 pm	CEOFS

### 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 21-Feb 18	W	6 pm-9 pm	HARBN CEDCP 502 06
Feb 12	Th	6 pm-9 pm	CEOFS

### 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 25-Mar 25	W	6 pm-9 pm	NEAST CEDCP 503 06
Mar 19	Th		CEOFS

### 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 and color/pattern layout, and cost schedule. Thursday field trip meets during the day. \$239

Apr 1-Apr 29	W	6 pm-9 pm	NEAST CEDCP 504 06
Apr 23	Th	8 am-5 pm	CEOFS

## Landscaper & Horticulturist **VA**

### Arboriculture

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

Apr 20- Jun 15	M	6 pm-9 pm	NEAST CEHOR 527 08
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### Home Vegetable Gardening

Learn home vegetable growing and reap the rewards of food freshness, family participation, and improving our environment. Covered subjects are site selection, soil preparation, kind and varieties of vegetables, cultural practices, and vegetable preparation. \$205

Mar 5-Apr 2	Th	6 pm-9 pm	NEAST CEHOR 533 09
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### Irrigation

Examine the use of irrigation in the landscape industry with emphasis on design, equipment suitability, water application procedures, and construction. Design projects and job bidding are also included. \$209

Jan 13-Mar 3	T	6 pm-9 pm	WPLAW CEHOR 507 13
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### Landscape Design

Learn the principles of landscape design including form, function, symmetry vs. asymmetry, balance, texture, light and shadow, composition, and development of your own style. Study hardscapes, lighting plans, designing commercial properties, color theory, spatial arrangements, and water features. \$189

Feb 17-Mar 19	TTh	6 pm-9 pm	NEAST CEHOR 530 15
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### Landscape Management

Gain hands-on experience in grounds maintenance. Emphasis is on shrub and tree maintenance, pest control, pruning, fertilization, mulching, mowing and the use of bedding plants for seasonal color, landscape maintenance equipment, records, maintenance schedules, and bid procedures. \$169

Mar 11-Apr 29	W	6 pm-9 pm	NEAST CEHOR 522 13
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### Nursery Production, Greenhouse Management & Propagation

Study techniques involved in plant production. Practical instructions on methods of propagation are given in a greenhouse. Become familiar with nursery and greenhouse operations. Includes a field trip to a local nursery or greenhouse. Emphasis will be placed on production and sales of container and field-grown plants. \$169

Jan 15-Mar 5	Th	6 pm-9 pm	NEAST CEHOR 523 06
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### Pests in the Landscape

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

Jan 14-Mar 4	W	6 pm-9 pm	NEAST CEHOR 526 11
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### Plant Growth & Development

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

Mar 10-Apr 28	T	6 pm-9 pm	NEAST CEHOR 524 10
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### Soil Management

Learn about soils and plant nutrition. Emphasis will be placed on physical and chemical properties, water, organic matter, and micro-organisms in soils. Materials and methods for supplying nutrients to horticulture plants are also discussed in this course. \$169

Feb 9-Mar 30	M	6 pm-9 pm	NEAST CEHOR 520 11
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# CREATIVE CAREERS

## Landscaper & Horticulturist

### **QJ** Landscaper & Horticulturist

#### *Your Program – Your Way*

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

#### Required Core Courses

- Soil Management
- Woody Plants & 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 & Perennials
- Lawn Care
- Home Vegetable Gardening



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

## Personal Trainer **QJ**

### Personal Trainer Certification

Six-week education 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 the Personal Trainer certification,

students must get an Adult CPR/AED certification and complete a 30-hour internship not included as part of this class. Afternoon session is held at Hampton Hills Fitness Center. \$699

Feb 21-Mar 28	S	9 am-12 pm	BLTLN	CEPYT 600 07
	S	1 pm-4pm	CEOFS	

## Photographer

### Photography Certificate **QJ**

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

Jan 22-Feb 12	MTh	6 pm-9 pm	HARBN	CEPIC 542 02
Feb 23-Mar 19	MTh	6 pm-9 pm		
Mar 23-Mar 26	MWTh	6 pm-9 pm		

#### Photography: Basic

First class of the Photography Certificate program. Can take as a stand-alone class or go on for the certificate. Study camera techniques that go beyond the auto setting. Learn basic camera parts and how they affect the look of the final image. Study exposure, depth of field, perspective, composition, and the basics of digital photography to produce beautiful photos. A SLR or DLSR camera is recommended, but not necessary. \$179

Jan 22-Feb 12	MTh	6 pm-9 pm	HARBN	CEPIC 538 06
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#### Editing Your Digital Images

Improve your existing photographs through digital editing techniques. Learn to use generic editing tools to alter your images. Working

knowledge of computers is required. Though computers are provided, students may also bring their own laptops with any photo editing software installed. \$99

Mar 2-Mar 9	MW	6 pm-9 pm	NEAST	CEPIC 525 10
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#### 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. Text included. \$159

Feb 16-Feb 18	MTW	6 pm-9 pm	HARBN	CEPIC 528 17
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#### Learning Camera Basics

This course will teach you how, when, and why to change the settings in your digital camera. Learn how to identify particular camera settings and when to use them for given effects. Students should bring their cameras (and manuals) for individual coaching. \$99

Mar 23-Mar 30	MW	6 pm-9 pm	NEAST	CEPIC 541 05
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# CREATIVE CAREERS

## Photographer

### Photographing People

Want to take better shots of your family? Want to expand your photo portfolio to include beautiful portraits? Gain practical tips that can improve candid shots of your friends and family, or move you towards your own business in portrait photography. A camera is not required in class. \$99

Apr 20-Apr 30 MTh 6 pm-9 pm HARBN CEPIC 534 07

### 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

Feb 2-Feb 9 MW 6 pm-9 pm NEAST CEPIC 535 02

### The Art of Photography

Learn the finer points in photography and create an image that will have "impact." Frame the photograph so that the eye travels as intended and arrange all the components in the photograph harmoniously for a properly composed image. You will also learn what role colors and textures play in creating a lasting impression. \$99

Apr 6-Apr 13 MW 6 pm-9 pm NEAST CEPIC 543 01

# EMPLOYEE & LEADERSHIP DEVELOPMENT



## 10 Top TEN Most Popular Online Courses:

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

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

## Business Writing

### Business Grammar

Prevent embarrassing errors and increase your writing success with this intensive one-day program. Gain important tips on correct use of the English language and grammar rules. \$169

Jan 22	Th	9 am-4 pm	BATES CEWCS 500 21
Feb 26	Th	9 am-4 pm	NEAST CEWCS 500 24
Mar 26	Th	9 am-4 pm	NEAST CEWCS 500 25

### 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. \$169

Jan 15	Th	9 am-4 pm	NEAST CEWCS 501 76
Feb 19	Th	9 am-4 pm	NEAST CEWCS 501 75

### Editing and Proofreading

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

Feb 12	Th	9 am-4 pm	NEAST CEWCS 502 35
Mar 19	Th	9 am-4 pm	NEAST CEWCS 502 36

Follow us on:



## Career Development Facilitator

### Career Development Facilitator Online @

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	NEAST CECDF 600 82
Feb 20-May 20	NEAST CECDF 600 83
Mar 13-Jun 13	NEAST CECDF 600 84
Apr 10-Jul 10	NEAST CECDF 600 85

# EMPLOYEE & LEADERSHIP DEVELOPMENT

## 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. \$169

Feb 11 W 9 am-4 pm NEAST CECUS 523 84

### Call Center Professional

A well-trained call center is the heart of any operation. This comprehensive training will equip the potential employee with the customer service and technical skills needed to enter the workforce with confidence and the ability to listen and to ask and answer questions to ensure a happy customer. \$899

Apr 6-Apr 24 MTWTh 9 am-4 pm NEAST CECUS 573 08  
F 9 am-1 pm

## Legal

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

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

Mar 14-Mar 15 SSu 8:30am-5pm NEAST CECIT-607-03

### Constable Training Update

For currently licensed State Constables. Changes in laws and new legislation will be discussed. Includes Criminal Domestic Violence (CDV) and Blood Borne Pathogens (BBP). Afternoon session focuses on firearm safety and re-qualification on firing range. SLED requires a yearly update completed by June 30. Class location: A. Lewis McCarty Firearms Training Center, 357 Landfill Lane, Lexington, SC 29073. \$99

April 18 S 8am-6pm CEOFS CECON-511-13

### SC State Constable Training Program: Basic Course

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

Mar 4-April 15 MW 6pm-10pm HARBN CECON-501-07  
Mar 7-Mar 8 SSu 8am-6pm CEOFS  
Mar 21-Mar 22 SSu 8am-6pm CEOFS

### Legal Lessons: A Series for the Public

Sponsored by the S.C. Bar Pro Bono Program, Legal Lessons: A Series for the Public is a seven-week program designed to give the public an overview of the South Carolina legal system and insight into common legal problems people face. \$45

Feb 12-Mar 26 Th 6 pm-9 pm NEAST CELAW 505 02

## Personal Development

### Enhancing Your Professionalism

Building and maintaining a professional image is key to your success. Learn how to build self-confidence, present yourself professionally, and communicate more effectively. Take away the top traits of true professionalism. \$99

Feb 18 W 9 am-12 pm NEAST CECDS 564 68  
Mar 25 W 9 am-12 pm NEAST CECDS 564 69

### Happiness on the Job

What makes you happy at work? Do you drive in to work dreading the day, or are you eagerly anticipating working with your manager, coworkers, and the public? In this workshop, we will take a look at how we determine our

level of happiness on the job, and how we can take charge of our own attitudes towards ourselves, other people, and the job itself. \$99

Jan 21 W 9 am-12 pm NEAST CECDS 755 02

### 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. \$99

Feb 10 T 9 am-12 pm HARBN CECDS 633 19



## Celebrate Administrative Professionals Week

Back by popular demand: Judi Gatson, Conference Emcee

### Administrative Professionals Conference

Empowering conference for everyone who works in an administrative role. Gain essential skills to reach your highest potential. Register early at \$199. After March 18, registration is \$229. Held at the Columbia Metropolitan Convention Center, 1101 Lincoln Street, Columbia SC. Registration includes parking, continental breakfast and luncheon.

Apr 23 Th 9 am-4 pm CCCOL CEADM 500 08

Exciting speakers on relevant topics



# EMPLOYEE & LEADERSHIP DEVELOPMENT

## Personal Development

### 21st Century Workforce Skills

*Are you equipped for the future?*

#### 21st Century Skills

Do you have the right skills employers are looking for? Technical skills alone are not enough to meet employers' 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. \$763

Jan 26-Mar 2 M 6 pm-9 pm NEAST CECD 763 23  
Mar 7 S 9 am-4 pm

Mar 9-Mar 12 MTWTh 9 am-4 pm NEAST CECD 763 24  
Mar 20-Apr 10 F 9 am-4 pm FFQJ CECD 763 25



## Supervisory & Leadership

### Coaching and Counseling – Part 1

Learn methods of distinguishing coaching from counseling and how to provide positive feedback for improvement. \$99

Mar 19 Th 6 pm-9 pm AIRPT CELSD 660 33

### Coaching and Counseling – Part 2

A continuation of the Part 1 course in which you learn to recognize, overcome concerns, and practice counseling skills. \$99

Mar 26 Th 6 pm-9 pm NEAST CELSD 690 31

### Effective Delegation

Participants will uncover the skills needed to delegate effectively. This includes determining what should be delegated, how to delegate to get results, who to delegate to, and how to follow-up. \$99

Jan 20 T 1:30 pm-4:30 pm NEAST CELSD 698 31

### Getting Things Done Under Pressure

Have you ever felt overwhelmed by your to-do list? Interruptions keeping you from getting things done? In this course, participants will gain knowledge in how to separate the urgent from not urgent and the important from not important, while establishing good organizational skills. \$99

Feb 5 Th 6 pm-9 pm NEAST CELSD 580 50

### Productive Partnerships

It is not often that we can work isolated from others. Participants explore the need to collaborate and to form partnerships that enhance their productivity and work environment. \$99

Jan 27 T 1:30 pm-4:30 pm NEAST CELSD 697 35

### The Challenge of Leadership – Legally Speaking

Being aware of key legislation and ensuring compliance throughout the organization is a major responsibility for both human resources (HR) and for line supervisors/managers. \$99

Jan 13 T 1:30 pm-4:30 pm NEAST CELSD 577 34

### Understanding Personality Types

Every workplace includes people with very different backgrounds, personalities, perspectives, skills, and styles of interacting. The workforce of the future will be even more diverse. Finding ways to make these differences work, rather than letting them get in the way, is essential to success for any organization and the people in it. \$99

Jan 22 Th 6 pm-9 pm NEAST CELSD 517 39

### 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

Apr 7 T 1:30 pm-4:30 pm NEAST CELSD 535 37

### Valuing Diversity

The course will explore the topic of diversity by describing what valuing diversity means, by analyzing one's own perception of diversity, and by identifying key factors for managing diversity. \$99

Feb 3 T 1:30 pm-4:30 pm NEAST CELSD 699 29

### Working in an Ethical Manner

Discuss, identify, analyze, and apply methods to ensure respect of ethics, values and behaviors. \$99

Jan 29 Th 6 pm-9 pm NEAST CELSD 518 26

# EMPLOYEE & LEADERSHIP DEVELOPMENT

## Supervisory & Leadership

### SUPERVISORY PROGRAM

#### Supervisory Unit 1: Finding the Supervisor Within

Participants will explore the role of supervisor and set specific goals in their professional and personal development. Understanding the fundamental responsibilities of a supervisor within the context of their specific work environment, they will develop confidence and clarity in their leadership roles. \$329

Jan 15-Feb 12	Th	6 pm-9 pm	NEAST CELSD 511 46
Feb 24-Mar 24	T	1:30 pm-4:30 pm	NEAST CELSD 511 47

#### Supervisory Unit 2: Communicating for Impact

Communication is a necessity for successful supervision. This unit is designed to equip leaders with the skills they need to communicate clearly, listen carefully, give and receive feedback, and coach and counsel effectively. \$329

Feb 26-Mar 26	Th	6 pm-9 pm	NEAST CELSD 512 44
Apr 7-May 5	T	1:30 pm-4:30 pm	NEAST CELSD 512 45

#### Supervisory Unit 3: Developing and Retaining Talent

Begins in May 2015.

#### Supervisory Unit 4: Managing the Process

Begins in June 2015.

#### Supervisory Unit 5: Leading for Desired Results

Now, more than ever, leadership skills are critical. Situations require adaptive leadership skills in a diverse work environment. Learn to be a leader who drives major strategic initiatives and positions your organization to win. \$329

Jan 13-Feb 10	T	1:30 pm-4:30 pm	NEAST CELSD 515 42
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*Units  
can be taken  
in any order  
or as a single  
unit.*

## HEALTHCARE & HUMAN SERVICES



### HEALTHCARE & HUMAN SERVICES ONLINE COURSES: NEW FOR SPRING

- Certified Professional Coder Exam Prep – Online

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

- Medical Terminology Online
- EMT Hybrid
- Anatomy and Physiology Online
- CPT & HCPCS Coding Online
- Medical Billing Online
- ICD-10 Online
- Mental Health Care Career Prep
- Administrative Dental Assistant
- Legal Nurse Consulting
- Become a Physical Therapy Aide

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

### Healthcare

#### Basic IV Therapy

This four-hour course teaches health care professionals the knowledge and skills necessary to insert and maintain peripherally inserted catheters. The student will gain hands-on experience and will earn

0.4 CEUs upon successful completion. \$115

Jan 23	F	12 pm-4 pm	HARBN CEMED 601 07
Mar 20	F	12 pm-4 pm	HARBN CEMED 601 08

# HEALTHCARE & HUMAN SERVICES

## Healthcare



### Clinical Massage Therapist

**QJ VA**

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

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

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

**Plan ahead and register now. Classes start September 2015.**  
\$7645

Textbook included in price.

### 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 10	S	8 am-5 pm	AIRPT	CEMED 522 29
Jan 24	S	8 am-5 pm	AIRPT	CEMED 522 30
Feb 7	S	8 am-5 pm	AIRPT	CEMED 522 31
Feb 21	S	8 am-5 pm	AIRPT	CEMED 522 32
Mar 7	S	8 am-5 pm	AIRPT	CEMED 522 33
Mar 21	S	8 am-5 pm	AIRPT	CEMED 522 34
Apr 4	S	8 am-5 pm	AIRPT	CEMED 522 35
Apr 11	S	8 am-5 pm	AIRPT	CEMED 522 36
Apr 25	S	8 am-5 pm	AIRPT	CEMED 522 37

### Cardiac Care Technician **QJ**

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. Prerequisite: Medical Terminology with a grade of "C" or better.

\$549

Jan 10-Feb 28	S	10 am-4 pm	HARBN	CEMED 500 10
Jan 12-Apr 1	MW	8 pm-10 pm	BLTLN	CEMED 500 09
Jan 13-Mar 31	TTh	8 am-10 am	HARBN	CEMED 500 13
Feb 23-May 11	MW	9 am-11 am	HARBN	CEMED 500 14
Mar 2-May 18	MW	6 pm-8 pm	FFQJ	CEMED 500 17
Apr 7-Jun 23	TTh	8 am-10 am	HARBN	CEMED 500 15
Apr 21-Jul 7	TTh	8 pm-10 pm	BLTLN	CEMED 500 11

### Certified Nurse Assistant (CNA) **QJ**

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

Jan 5-Mar 4	MTW	6 pm-10 pm	FFQJ	CEMED 613 61
Jan 5-Feb 9	MTWTh	8 am-1 pm	HARBN	CEMED 613 69
Jan 12-Mar 16	MTTh	6 pm-10 pm	AIRPT	CEMED 613 96
Jan 12-Feb 12	MTWTh	8 am-1 pm	RSDI	CEMED 613 97
Jan 26-Feb 26	MTWTh	8 am-1 pm	AIRPT	CEMED 613 90
Feb 2-Mar 5	MTWTh	8 am-1 pm	FFQJ	CEMED 613 64
Feb 16-Mar 19	MTWTh	8 am-1 pm	HARBN	CEMED 613 70
Feb 23-Mar 26	MTWTh	8 am-1 pm	RSDI	CEMED 613 75
Feb 23-Apr 23	MTTh	6 pm-10 pm	AIRPT	CEMED 613 97
Mar 9-Apr 9	MTWTh	8 am-1 pm	AIRPT	CEMED 613 76
Mar 23-May 20	MTW	6 pm-10 pm	FFQJ	CEMED 613 60
Mar 30-Apr 30	MTWTh	8 am-1 pm	HARBN	CEMED 613 71
Apr 6-May 7	MTWTh	8 am-1 pm	RSDI	CEMED 613 74
Apr 6-Jun 8	MTTh	6 pm-10 pm	AIRPT	CEMED 613 90
Apr 20-May 21	MTWTh	8 am-1 pm	AIRPT	CEMED 613 81

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# HEALTHCARE & HUMAN SERVICES

## Healthcare

### Patient Care Technician

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

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

**\*All books included in cost.**

### EKG Specialist

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. Prerequisite: Medical Terminology and Cardiac Care with a grade of "C" or better. \$549

Jan 6-Feb 26	TTh	6 pm-8 pm	HARBN CEMED 605 09
Feb 23-Apr 15	MW	8 am-10 am	BLTLN CEMED 605 16
Mar 7-Apr 25	S	11 am-3 pm	HARBN CEMED 605 10
Apr 13-Jun 8	MW	6 pm-8 pm	BLTLN CEMED 605 15

### EMT Basic

Students who successfully complete this course will be eligible to take the National Registry exam sponsored by SC DHEC. Prerequisite: High school diploma, GED, and WorkKeys assessment tests (reading for information, applied math, locating information – \$52.50 total) 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 16-Aug 5	MW	6 pm-10 pm	LEMS CEMED 635 18
Feb 16-Aug 5	MW	6 pm-10 pm	BLTLN CEMED 635 19

### EMT Hybrid

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. Prerequisite: High school diploma, GED, and WorkKeys assessment tests (reading for information, applied math, locating information – \$52.50 total) 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

Jan 6-Jun 30	T	5:30 pm-9:30 pm	LEMS CEMED 638 07
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### 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 9	F	6 pm-10 pm	AIRPT CEMED 521 13
Feb 6	F	6 pm-10 pm	AIRPT CEMED 521 14
Mar 6	F	6 pm-10 pm	AIRPT CEMED 521 15
Apr 10	F	6 pm-10 pm	AIRPT CEMED 521 16

### 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 23	F	4 pm-6 pm	HARBN CEMED 603 09
Mar 20	F	4 pm-6 pm	HARBN CEMED 603 10

### 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. No clinicals included. \$639

Jan 5-Mar 4	MW	9 am-12 pm	AIRPT CEMED 550 30
Jan 5-Mar 4	MW	6 pm-9 pm	HARBN CEMED 550 45
Feb 3-Mar 31	TTh	9 am-12 pm	AIRPT CEMED 550 31
Feb 3-Mar 31	TTh	6 pm-9 pm	AIRPT CEMED 550 37
Feb 16-Mar 16	MWTh	6 pm-10 pm	FFQJ CEMED 550 42
Feb 23-Apr 20	MW	9 am-12 pm	FFQJ CEMED 550 49
Mar 16-May 11	MW	6 pm-9 pm	AIRPT CEMED 550 38
Apr 6-Jun 8	MW	9 am-12 pm	AIRPT CEMED 550 32
Apr 14-Jun 9	TTh	6 pm-9 pm	HARBN CEMED 550 46

### 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 5-Mar 2	MW	6 pm-9 pm	AIRPT CEMPR 500 15
Jan 13-Mar 5	TTh	9 am-12 pm	AIRPT CEMPR 500 16
Jan 17-Apr 18	S	9 am-12:30 pm	NEAST CEMPR 500 31
Feb 3-Mar 26	TTh	2 pm-5 pm	RSDI CEMPR 500 24
Apr 7-May 28	TTh	6 pm-9 pm	AIRPT CEMPR 500 19

### Anatomy and Physiology Online

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

Jan 16-Mar 6	AIRPT	CEMPR 501 051
Mar 20-May 8	AIRPT	CEMPR 501 061

# HEALTHCARE & HUMAN SERVICES

## Healthcare

### 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-Feb 26	TTh	6 pm-9 pm	AIRPT	CEMPR 524 45
Jan 12-Mar 9	MW	9 am-12 pm	AIRPT	CEMPR 524 55
Jan 12-Mar 9	MW	2 pm-5 pm	RSDI	CEMPR 524 56
Jan 26-Mar 18	MW	9 am-12 pm	HARBN	CEMPR 524 52
Jan 26-Mar 18	MW	9 am-12 pm	BATES	CEMPR 524 53
Feb 2-Mar 25	MW	6 pm-9 pm	NEAST	CEMPR 524 49
Feb 17-Apr 9	TTh	6 pm-9 pm	BATES	CEMPR 524 54
Mar 28-Jun 27	S	9 am-12:30 pm	NEAST	CEMPR 524 50
Mar 10-Apr 30	TTh	9 am-12 pm	HARBN	CEMPR 524 51
Apr 6-Jun 1	MW	6 pm-9 pm	AIRPT	CEMPR 524 43

### Medical Terminology Online @

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 9-Feb 27	AIRPT	CEMPR 525 101
Mar 6-Apr 24	AIRPT	CEMPR 525 091

## Attention Healthcare Students

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

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

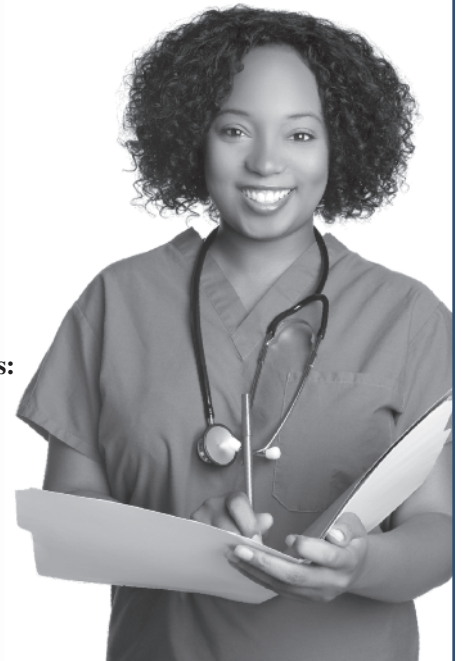
- Completed immunization form, [midlandstech.edu/cce/hs/CEhealthform.pdf](http://midlandstech.edu/cce/hs/CEhealthform.pdf). Immunization records may be attached to this form. If vaccination records are not available, then titer levels demonstrating immunity may be used in lieu of having the immunizations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

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

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

#### Uniform policy:

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



## Medical Information Management

### CPT and HCPCS Coding

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

Jan 7-Mar 11	W	6 pm-9 pm	AIRPT	CEMIM 563 05
Mar 25-May 27	W	6 pm-9 pm	AIRPT	CEMIM 563 06

### CPT and HCPCS Coding Online @

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

Jan 16-Mar 20	HARBN	CEMIM 564 051
Apr 3-Jun 5	HARBN	CEMIM 564 061

# HEALTHCARE & HUMAN SERVICES

## 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. Books are not included. Must have computer access. Mandatory attendance for orientation, midterm and final. \$409

Jan 15-Apr 2	Th	6 pm-9 pm	HARBN CEMIM 500 05
Apr 16-Jul 2	Th	6 pm-9 pm	HARBN CEMIM 500 06

### Certified Professional Coder Exam Prep-Online @

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. Books are not included. Mandatory attendance for orientation, midterm and final exam. \$409

Mar 27-Jun 12	HARBN CEMIM 596 011
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### Electronic Health Records

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

Jan 7-Feb 25	W	6 pm-9 pm	HARBN CEMIM 513 06
Mar 18-May 6	W	6 pm-9 pm	HARBN CEMIM 513 07

### ICD-10 Coding

The international classification of diseases (ICD) is a standardized coding system that correlates diseases and diagnosis. Understanding ICD codes is essential for anyone working in medical records, patient billing and insurance forms, and admitting. This course teaches the principles and guidelines for assigning the appropriate codes to diagnostic conditions.

Prerequisites: High school diploma or GED, Anatomy & Physiology, and Medical Terminology with a minimum grade of C. \$729

Jan 5-Mar 30	M	6 pm-9 pm	HARBN CEMIM 514 04
Mar 3-May 19	T	2 pm-5 pm	HARBN CEMIM 514 05
Apr 6-Jun 29	M	6 pm-9 pm	AIRPT CEMIM 514 06

### ICD-10 Coding Online @

The international classification of diseases (ICD) is a standardized coding system that correlates diseases and diagnosis. Understanding ICD codes is essential for anyone working in medical records, patient billing and insurance forms, and admitting. This course teaches the principles and guidelines for assigning the appropriate codes to diagnostic conditions.

Prerequisites: High school diploma or GED, Anatomy & Physiology, and Medical Terminology with a minimum grade of C. Mandatory attendance for orientation, mid-term and final exam. \$729

Jan 9-Mar 27	CEONL CEMIM 515 11
Feb 6-Apr 24	CEONL CEMIM 515 10
Apr 10-Jun 26	CEONL CEMIM 515 09

### 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. Prerequisite: Medical terminology, Anatomy & Physiology, ICD-10, and CPT/HCPCS Coding with a grade of "C" or better. \$559

Jan 5-Mar 16	M	6 pm-9 pm	AIRPT CEMIM 510 08
Apr 6-Jun 15	M	6 am-9 pm	AIRPT CEMIM 510 09

### Medical Billing Online @

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

Jan 23-Mar 27	HARBN CEMIM 511 051
Apr 17-Jun 19	HARBN CEMIM 511 061

## Medical Office Specialist @

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

	HOURS	COST
<b>Enhancing Your Professionalism</b>	<b>3</b>	<b>\$99</b>
<b>Word, Introduction</b>	<b>12</b>	<b>\$289</b>
<b>Organizing Computer Files</b>	<b>6</b>	<b>\$179</b>
<b>Electronic Health Records</b>	<b>24</b>	<b>\$469</b>
<b>Medical Terminology</b>	<b>48</b>	<b>\$529</b>
<b>TOTAL</b>	<b>93</b>	<b>\$1,545</b>



# HEALTHCARE & HUMAN SERVICES

## Medical Information Management



### **QJ** Medical Billing and Coding Specialist

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 and HCPCS Coding	30 hrs	\$769
ICD-10 Coding	36 hrs	\$729
Medical Billing (final class)	30 hrs	\$559
<b>TOTAL</b>	<b>192</b>	<b>\$3,155*</b>

\*all books included in total cost

# INDUSTRIAL, TRADES, & MANUFACTURING



## INDUSTRIAL, TRADES, & MANUFACTURING ONLINE COURSES: NEW FOR SPRING

- Photovoltaic Technician Career Prep
- Wastewater Treatment Plant Operation Career Prep
- Solar Water Heating Technician Career Prep
- Water Treatment Plant Operation Career Prep

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

- HVAC
- Wastewater Treatment
- Distributions & Logistics Management
- Purchasing Fundamentals
- Supply Chain Management Fundamentals
- Solar Power Professional
- Manufacturing Fundamentals
- Freight Broker/Agent Training
- Manufacturing Applications
- Growing Plants for Fun & Profit

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

## Construction

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

### Print Reading for Construction

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

Jan 5-Feb 9 MW 6 pm-9 pm AIRPT CECLR 515 18

### Residential Builder Exam Prep

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

Apr 14-May 12 T 6 pm-9 pm AIRPT CECLR 523 09

### 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 6-Feb 24 T 6 pm-9 pm AIRPT CECLR 506 09

### Residential Building, Framing and Finishing

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

Mar 12-Apr 30 Th 6 pm-9 pm AIRPT CECLR 532 09

### 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 Home Builders Exam. \$289

Jan 8-Feb 26 Th 6 pm-9 pm AIRPT CECLR 531 09

### Residential Contractor Business and Law

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

Mar 10-Apr 7 T 6 pm-9 pm AIRPT CECLR 508 09

# INDUSTRIAL, TRADES, & MANUFACTURING

## Construction

### **QJ** Building Construction Manager

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



## Electrical

### 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 10-Mar 12 TTh 6 pm-9 pm BLTLN CEEEM 502 09

### **QJ** Industrial Electrical Technician

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

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

#### Basic Electronics

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

Mar 10-Apr 9 TTh 6 pm-9 pm AIRPT CEEEM 562 10

#### 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 24-Mar 10 TTh 6 pm-8 pm AIRPT CEEEM 566 06

#### Electrical Fundamentals I

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

Mar 17-Apr 30 TTh 6 pm-9 pm AIRPT CEEEM 563 16

#### 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, single motors, and three-phase motors. Prerequisite: Electrical Fundamentals II. \$499

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

#### Electrical Motor Controls

Learn to work with relays, timers, push buttons, magnetic starters, fuses overloads and wiring practices, all of which are related to industry and motor control. Students will physically connect three-phase motors and control circuits as part of the course. Basic Math for Electricians, Electrical Fundamentals I, II & II are pre-requisites for this course. \$499

Mar 17-Apr 16 TTh 6 pm-9 pm AIRPT CEEEM 505 15

#### Electrical Print Reading

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

Feb 24-Mar 5 TTh 6 pm-9:15 pm AIRPT CEEEM 579 05  
Mar 10 T 6 pm-9 pm

#### Variable Frequency Drives

The introduction of Variable Frequency Drives in the workplace has become the path forward for new installations and upgrades in the industry. Understand the basics of PWM (Pulse Width Modulated) drives, Sensorless Vector Control, IGBT Power Outputs, using the industry standard, Allen-Bradley drives, the AB 1336 Plus and Power Flex. Basic Math for Electricians, Electrical Fundamentals I, II & II are pre-requisites for this course. \$499

Jan 27-Feb 26 TTh 6 pm-9 pm AIRPT CEEEM 552 14  
Apr 21-May 21 TTh 6 pm-9 pm AIRPT CEEEM 552 17

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



# INDUSTRIAL, TRADES, & MANUFACTURING

## Forklift Operator QJ

### Forklift Training

Learn the correct care and use of forklift equipment. Topics include information covered in OSHA's Powered Industrial Truck Standard (OSHA Standard 1910.178). Successful students receive a three-year forklift certification. Safety requirements prohibit open, cloth or high-heeled shoes. Students must be 18 years of age. \$159

Jan 10	S	8 am-5 pm	AIRPT	CEHEQ 501 15
Feb 14	S	8 am-5 pm	AIRPT	CEHEQ 501 16
Mar 14	S	8 am-5 pm	AIRPT	CEHEQ 501 17
Apr 11	S	8 am-5 pm	AIRPT	CEHEQ 501 18

## 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 14-Mar 7 S 8 am-11:45 am HARBN CEHVA 520 13

### 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 21-Apr 11 S 8 am-11:45 am HARBN CEHVA 500 12

### 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 20-May 4 MTh 6 pm-9 pm NEAST CEHVA 510 09

## Industrial Maintenance

### Applied Math

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

Jan 12-Jan 29 MTWTh 12:30 pm-4:30 pm AIRPT CEIMT 687 03

### Basic Mechanical Components

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.

Safety & Rigging Fundamentals is a prerequisite for this course. \$1329

Jan 20-Feb 23 MTWTh 8 am-12 pm AIRPT CEIMT 693 02

### Bearings and Lubrication

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 bearing designations. Basic Mechanical Components is a prerequisite for this course. \$899

Mar 2-Mar 24 MTWTh 8 am-12 pm AIRPT CEIMT 694 02

### Blueprint Reading

The course explains different types of blueprint drawings (civil, architectural, structural, mechanical, plumbing/piping, electrical), how to interpret them, and teaches field sketching. It explains orthographic projection, isometric, and schematic drawings used to show electrical, piping, hydraulic, and pneumatic systems. Precision Measuring is a prerequisite for this course. \$1149

Mar 23-Apr 21 MTWTh 12:30 pm-4:30 pm AIRPT CEIMT 691 03

### Fasteners & Anchors

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

Feb 3-Feb 5 TWTh 12:30 pm-4:30 pm AIRPT CEIMT 688 03

### Gearboxes

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. Bearings & Lubrication is a prerequisite for this course. \$329

Apr 2-Apr 9 MTWTh 8 am-12 pm AIRPT CEIMT 695 02

### Hand & Power Tools

This class introduces students to various hand and power tools that are used in Industrial Maintenance applications. It explains basic hand tool safety and procedures for selecting, inspecting, using, and maintaining the tools. Introduces different types of power tools and teaches procedures for selecting, using & maintaining these tools. Fasteners & Anchors is a prerequisite for this course. \$749

Feb 10-Feb 26 MTWTh 12:30 pm-4:30 pm AIRPT CEIMT 689 03

### Precision Measuring

Covers the concept of measurement, starting with rulers and levels. The class includes precision measuring tools such as calipers, micrometers, height gauges, surface plates and dial indicators. It explains how to read the various precision measuring instruments. Learn how to select, use and care for precision measuring tools. Hand & Power Tools is a prerequisite for this course. \$329

Mar 9-Mar 16 MTWTh 12:30 pm-4:30 pm AIRPT CEIMT 690 03

# INDUSTRIAL, TRADES, & MANUFACTURING

## Industrial Maintenance

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

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

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

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

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

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

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

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

*\*Books included in all course costs.*



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

**purePOWER**  
TECHNOLOGIES

A NAVISTAR COMPANY



INTERNATIONAL  PAPER

**Register now for classes that start on January 12 and February 24**

# INDUSTRIAL, TRADES, & MANUFACTURING

## Industrial Maintenance

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

Local employers are hiring...

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

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

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

#### Pumps

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. Gearboxes is a prerequisite for this course. \$659

Apr 15-Apr 30 MTWTh 8 am-12 pm AIRPT CEIMT 696 02

#### Safety and Rigging Fundamentals

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. Blueprint Reading is a prerequisite for this course. \$329

Jan 6-Jan 13 MTWTh 8 am-12 pm AIRPT CEIMT 692 02  
Apr 27-May 4 MTWTh 12:30 pm-4:30 pm AIRPT CEIMT 692 03

#### Locksmith QJ

##### 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 20-Feb 25 TW 5:30 pm-7:30 pm HARBN CELKS 503 10



#### Manufacturing

##### 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

Jan 6-Feb 24 TWTh 9 am-12 pm NEAST CEMFG 572 49  
Jan 6-Feb 24 TWTh 5 pm-8 pm NEAST CEMFG 572 51

##### 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 10-May 5 TWTh 9 am-12 pm NEAST CEMFG 571 46  
Mar 10-May 5 TWTh 5 pm-8 pm NEAST CEMFG 571 48

##### SC Manufacturing Certification (SCMC) QJ

The South Carolina Manufacturing Certification is a South Carolina certification program covering the skills needed by manufacturing workers. The credential is awarded upon successfully completing the Safety, Quality Practices and Measurement, Manufacturing Processes and Production, and Maintenance Awareness assessments. In addition we will be providing 40 hours of hands-on simulation training to reinforce the manufacturing skills taught in the classroom. \$2119

Jan 12-Mar 20 MTWThF 8 am-12 pm AIRPT CEMFG 635 16

#### Pipefitter QJ

##### Pipefitter

NCCER Pipefitting the NCCER Core, Pipefitting Level One and Pipefitting Level Two. This course teaches entry level skills required for hire by Chicago Bridge & Iron. Personal equipment needs will be

discussed at the first class (an additional student cost of \$30). Books will be supplied with tuition. \$4815

Feb 2-Mar 26 MTWTh 7 am-5:30 pm FFQJ CEPIP 500 21  
Apr 6-Jun 1 MTWTh 7 am-5:30 pm FFQJ CEPIP 500 22

# INDUSTRIAL, TRADES, & MANUFACTURING

## **QJ VA** Machinist/Computer Numerical Control (CNC) Operator

# *Have you got what it takes?*

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

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

**Classes fill quickly.**

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

<b>Blueprint Reading &amp; Basic Measuring Tool ....\$465</b>	<b>Fundamentals of CNC Operator/Programmer</b>
<b>Introduction to Mills .....\$465</b>	<b>Training .....\$715</b>
<b>Introduction to Lathes .....\$465</b>	<b>Principles of CNC Programming .....\$770</b>
	<b>Mastering CNC Programming .....\$660</b>

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

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

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



**Next class begins January 12. Classes scheduled every 10 weeks. To enroll in a scholarship information session go to [midlandstech.edu/cce/scholarship](http://midlandstech.edu/cce/scholarship).**

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



## **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. A calculator is needed. The SC CPO exam is administered through Applied Measurement Professionals (AMP) and will not be taken in class. Call toll free 1-800-345-6559 or visit [www.goamp.com](http://www.goamp.com). \$129

Mar 4	W	9 am-4 pm	HARBN CECPO 500 36
Apr 1	W	9 am-4 pm	HARBN CECPO 500 37

**Follow us on:**



# INDUSTRIAL, TRADES, & MANUFACTURING

## Safety & 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 9-Feb 11 MTW 8:30 am-5:30 pm NEAST CEASB 508 09

### 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 26 M 8:30 am-12:30 pm NEAST CEASB 501 21  
Apr 13 M 8:30 am-12:30 pm NEAST CEASB 501 22

### 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 26 M 8:30 am-5:30 pm NEAST CEASB 507 17  
Apr 13 M 8:30 am-5:30 pm NEAST CEASB 507 18

### 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 25-Mar 26 WTh 8:30 am-5:30 pm NEAST CEASB 510 10

### 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 24 T 8:30 am-5:30 pm NEAST CEASB 509 15

### 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 16-Mar 20 MTWThF 8:30 am-4:30 pm NEAST CEASB 505 14

### Asbestos Supervisor Refresher

Reviews the initial AHERA Asbestos Supervisor course required for asbestos abatement supervisors in schools and public and commercial

buildings and meets the annual refresher training requirements for OSHA Class I and II Competent person and SC-DHEC Asbestos Supervisor licensees. Students will receive certificates used for licensing. \$195

Mar 23 M 8:30 am-4:30 pm NEAST CEASB 506 13

### 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 9-Mar 12 MTWTh 8:30 am-4:30 pm NEAST CEASB 503 09

### Asbestos Worker Refresher

This course reviews the initial AHERA Asbestos Worker course required for asbestos abatement workers in schools and 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 24 T 8:30 am-4:30 pm NEAST CEASB 504 13

### 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 4 W 8:30 am-5:30 pm NEAST CELED 504 10

### 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. \$230

Jan 6 T 8:30 am-5:30 pm NEAST CELED 500 26  
Feb 23 M 8:30 am-5:30 pm NEAST CELED 500 27

### 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 22 W 8:30 am-5:30 pm NEAST CELED 505 11

### 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 24-Feb 27 TWThF 8:30 am-5:30 pm NEAST CELED 503 09

\*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.

# 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



Alternate Energy Operation (Industrial) (CEPTN 674) .....	\$725
Certified Environmental Specialist (CEPTN 615) .....	\$895
Certified Indoor Air Quality Manager (CIAQM) (CEPTN 506) .....	\$1125
Certified Indoor Environmentalist (CIE) (CEPTN 617).....	\$1325
Certified Microbial Investigator (CMI) (CEPTN 618).....	\$1325
Commercial Energy Auditor (CEPTN 619) .....	\$845
Energy Efficient Design for Architects (CEPTN 620) .....	\$1495
Fundamentals of Sustainable Buildings (CEPTN 621) .....	\$1595
Green Building Sales Professional (CEPTN 622) .....	\$525
Green Building Technical Professional (CEPTN 623) .....	\$525
Home Energy Auditor (CEPTN 626) .....	\$795
Solid Waste Operations Certificate (CEPTN 630) .....	\$999
Weatherization Energy Auditor (BPI) (CEPTN 513) .....	\$1145

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

# INDUSTRIAL, TRADES, & MANUFACTURING

## Small Engine Mechanic



### Small Engine Mechanic **QJ**

Gain a working knowledge of types and operation of small engines, engine service and repair of outdoor power equipment, engine tune-up procedures and troubleshooting methods, engine failure analysis, engine performance measurement, engine system and engine rebuild procedures. See [www.midlandstech.edu/cce](http://www.midlandstech.edu/cce) for required tools. Lots of hands on learning. \$529

Jan 7-Mar 2	MW	6 pm-9 pm	AIRPT	CESME 506 16
Apr 6-May 27	MW	6 pm-9 pm	AIRPT	CESME 506 17

## Truck Driver/CDL **QJ** **VA**

### Truck Driver/CDL

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

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



## Welding

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

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



# INDUSTRIAL, TRADES, & MANUFACTURING

## Welding

### Basic Welding for Home Projects

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

Jan 12-Mar 23	M	6 pm-9 pm	AIRPT	CEWLD 511 28
Apr 13-Jun 22	M	6 pm-9 pm	AIRPT	CEWLD 511 29

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

### Basic Welding QuickJobs Day Program

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

Jan 5-Mar 9	MTWTh	7 am-5:30 pm	AIRPT	CEWLD 601 36
Jan 5-Mar 9	MTWTh	7 am-5:30 pm	FFQJ	CEWLD 601 37
Mar 16-May 14	MTWTh	7 am-5:30 pm	AIRPT	CEWLD 601 38
Mar 16-May 14	MTWTh	7 am-5:30 pm	FFQJ	CEWLD 601 39

### Intermediate Welding QuickJobs Day Program

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

as the American Welding Society (AWS). Students completing this course will have basic and intermediate skills required as minimums for employment in the construction industry and fabrication shops, high rise construction and maintenance welding and repairs. \$2995

Jan 12-Mar 9	MTWTh	7 am-5:30 pm	AIRPT	CEWLD 602 36
Jan 12-Mar 9	MTWTh	7 am-5:30 pm	FFQJ	CEWLD 602 37
Mar 23-May 14	MTWTh	7 am-5:30 pm	AIRPT	CEWLD 602 38
Mar 23-May 14	MTWTh	7 am-5:30 pm	FFQJ	CEWLD 602 39

### Advanced Welding QuickJobs Day Program

This course is offered to students who completed the Basic and Intermediate Welding courses and is open to persons demonstrating advanced welding skills to the instructor. The student must show competency in Shielded Metal Arc Welding, Gas Tungsten Arc Welding and Gas Metal Arc Welding or have completed the Entry and Intermediate Welding courses. The student will be introduced to high-pressure pipe welding. During the course, the student will be required to weld root passes, hot passes and fill and cover passes to code requirements on various diameter pipe. This class is intense and prepares the student for testing to corporate standards such as the American Welding Society (AWS) and American Society of Mechanical Engineers (ASME) section IX. Students completing this course will possess skills required in the pipe welding and fabrication industry. \$2995

Jan 12-Mar 9	MTWTh	7 am-5:30 pm	AIRPT	CEWLD 619 01
Jan 12-Mar 9	MTWTh	7 am-5:30 pm	FFQJ	CEWLD 619 02
Mar 23-May 14	MTWTh	7 am-5:30 pm	AIRPT	CEWLD 619 03
Mar 23-May 14	MTWTh	7 am-5:30 pm	FFQJ	CEWLD 619 04

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



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

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



# INDUSTRIAL, TRADES, & MANUFACTURING

## **QJ VA** WELDER-EVENING PROGRAM

### SMAW (Shielded Metal Arc Welding)

#### Basic Shielded Metal Arc Welding

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

Jan 12-Feb 26	MTTh	6 pm-9 pm	FFQJ	CESMA 700 11
Jan 13-Feb 25	TWTh	6 pm-9 pm	AIRPT	CESMA 700 12
Mar 9-Apr 21	MTTh	6 pm-9 pm	FFQJ	CESMA 700 13
Mar 10-Apr 22	TWTh	6 pm-9 pm	AIRPT	CESMA 700 14

#### Intermediate Shielded Metal Arc Welding

A continuation of CESMA 700-Basic Shielded Metal Arc Welding (SMAW). Intermediate skills are developed in accordance with various codes and standards to include the AWS, ASME, and IL STDS.

Prerequisite: Completion of CESMA 700-Basic Shielded Metal Arc Welding (SMAW) or permission of the instructor. \$599

Jan 12-Feb 26	MTTh	6 pm-9 pm	FFQJ	CESMA 701 11
Jan 13-Feb 25	TWTh	6 pm-9 pm	AIRPT	CESMA 701 12
Mar 9-Apr 21	MTTh	6 pm-9 pm	FFQJ	CESMA 701 13
Mar 10-Apr 22	TWTh	6 pm-9 pm	AIRPT	CESMA 701 14

#### Advanced Shielded Metal Arc Welding

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

Jan 12-Feb 26	MTTh	6 pm-9 pm	FFQJ	CESMA 702 11
Jan 13-Feb 25	TWTh	6 pm-9 pm	AIRPT	CESMA 702 12
Mar 9-Apr 21	MTTh	6 pm-9 pm	FFQJ	CESMA 702 13
Mar 10-Apr 22	TWTh	6 pm-9 pm	AIRPT	CESMA 702 14

### 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 12-Feb 26	MTTh	6 pm-9 pm	FFQJ	CETIG 700 11
Jan 13-Feb 25	TWTh	6 pm-9 pm	AIRPT	CETIG 700 12
Mar 9-Apr 21	MTTh	6 pm-9 pm	FFQJ	CETIG 700 13
Mar 10-Apr 22	TWTh	6 pm-9 pm	AIRPT	CETIG 700 14

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

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

Jan 12-Feb 26	MTTh	6 pm-9 pm	FFQJ	CETIG 701 11
Jan 13-Feb 25	TWTh	6 pm-9 pm	AIRPT	CETIG 701 12
Mar 9-Apr 21	MTTh	6 pm-9 pm	FFQJ	CETIG 701 13
Mar 10-Apr 22	TWTh	6 pm-9 pm	AIRPT	CETIG 701 14

### MIG (Gas Metal Arc Welding)

#### Gas Metal Arc Welding

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

Jan 12- Feb 26	MTTh	6 pm-9 pm	FFQJ	CEWGM 700 11
Jan 13-Feb 25	TWTh	6 pm-9 pm	AIRPT	CEWGM 700 12
Mar 9-Apr 21	MTTh	6 pm-9 pm	FFQJ	CEWGM 700 13
Mar 10-Apr 22	TWTh	6 pm-9 pm	AIRPT	CEWGM 700 14

### 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 12-Feb 26	MTTh	6 pm-9 pm	FFQJ	CEWPI 700 11
Jan 13-Feb 25	TWTh	6 pm-9 pm	AIRPT	CEWPI 700 12
Mar 9-Apr 21	MTTh	6 pm-9 pm	FFQJ	CEWPI 700 13
Mar 10-Apr 22	TWTh	6 pm-9 pm	AIRPT	CEWPI 700 14

Jan 12-Feb 26	MTTh	6 pm-9 pm	FFQJ	CEWPI 701 11
Jan 13-Feb 25	TWTh	6 pm-9 pm	AIRPT	CEWPI 701 12
Mar 9-Apr 21	MTTh	6 pm-9 pm	FFQJ	CEWPI 701 13
Mar 10-Apr 22	TWTh	6 pm-9 pm	AIRPT	CEWPI 701 14

#### Advanced Pipe Welding

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

Jan 12-Feb 26	MTTh	6 pm-9 pm	FFQJ	CEWPI 702 11
Jan 13-Feb 25	TWTh	6 pm-9 pm	AIRPT	CEWPI 702 12
Mar 9-Apr 21	MTTh	6 pm-9 pm	FFQJ	CEWPI 702 13
Mar 10-Apr 22	TWTh	6 pm-9 pm	AIRPT	CEWPI 702 14

#### Intermediate Pipe Welding

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

# PERSONAL ENRICHMENT



## 10 Top TEN Most Popular Online Courses:

- Beginning Writer's Workshop
- Drawing for the Absolute Beginner
- Easy English
- Introduction to Digital Scrapbooking
- Music Made Easy
- Pleasures of Poetry
- Secrets of Better Photography
- Speed Spanish
- Start Your Own Edible Garden
- Stocks, Bonds and Investing, Oh My!

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

## Art

### Acrylic Painting I

Painting with acrylics is exciting, versatile, and easy as you learn to use the basic supplies and techniques to create extraordinary paintings. Instructor will lead step-by-step demonstrations from a photo, yours or supplied, references including a variety of dynamic landscapes from seaside to mountains. Demos will include how to paint flowers, clouds, grasses, water, and more for an excellent foundation in acrylic painting. \$139

Jan 22-Feb 19	Th	10 am-1 pm	HARBN CEART 559 03
Jan 27-Feb 24	T	6 pm-9 pm	HARBN CEART 559 04
Apr 1-Apr 29	W	10 am-1 pm	HARBN CEART 559 05

### Acrylic Painting II **NEW**

A continuation of Acrylic Painting I to learn more techniques using photo references. Demonstrations include painting animals, people, landscapes with buildings, skyscapes and more. Students may work from their own photographs during class and the instructor can provide photographs. \$139

Feb 26-Mar 26	Th	10 am-1 pm	HARBN CEART 561 02
Mar 3-Mar 31	T	6 pm-9 pm	HARBN CEART 561 01

### Calligraphy I: The Art of Creative Calligraphy

Calligraphy is skilled penmanship and visual art. Learn to form the alphabet on envelopes and cards; experiment with inks, watercolors, pens; and embellish with gold-leafing. Bring a Sheaffer calligraphy pen set with small, medium, and large nibs, soft pencil and eraser, and pad of good, heavy 8 1/2 x 11 tracing paper to the first class. \$129

Jan 21-Feb 18	W	10 am-12:40 pm	HARBN CEART 526 12
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### Calligraphy II: The Art of Creative Calligraphy **NEW**

Students will further their knowledge of Calligraphy by learning two additional styles of writing: The Uncial Hand and the Gothic Hand. \$129

Feb 25-Mar 25	W	10 am-12:40 pm	HARBN CEART 560 02
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### Creating Boutique Hair Bows **NEW**

Ribbon hair bows can be a fun or dressy accent for little girls or grown-ups. Create boutique style hair bows for a fraction of the cost. Bow basics will be covered. Students will learn how to make three different boutique hair bows. A high-temperature glue gun must be brought to class. \$29

Feb 4	W	9:30 am-11:30 am	HARBN CEART 563 01
Apr 15	W	9:30 am-11:30 am	HARBN CEART 563 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

Mar 2-Mar 30	M	10 am-1 pm	HARBN CEART 553 10
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### Watercolor II

Apply elements of design and color mixing learned in Watercolor I to create paintings from a photo reference. Advanced lessons in painting textures, shiny objects, glass, fur, feathers, people, layering and lifting of colors will be demonstrated by the instructor. Watercolor I is a prerequisite. \$139

Apr 6-May 4	M	10 am-1 pm	HARBN CEART 554 09
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### Watermedia Options **NEW**

Prerequisite: Watercolor I or Acrylic I. Create fun, interesting watermedia art with optional supplies. Experiment with rice paper, aquaboard, gesso paper and more. Explore 12 ways to fix "dud" paintings with gold leaf, watercolor pencils, pens and collage. Bring photo references and painting mistakes or paint utilizing new methods. \$139

Jan 26-Feb 23	M	10 am-1 pm	HARBN CEART 562 01
Apr 2-Apr 30	Th	10 am-1 pm	HARBN CEART 562 02
Apr 7-May 5	T	6 pm-9 pm	HARBN CEART 562 03

## Consumer Education

### Discount and Couponing Strategies

Finding values with discounts and coupons is easier than you think. Make the most of your financial resources without wasting money. Coupons and discounting are a great start to living a frugal life. We will

discuss many ways and tips to save money, stretch the dollars, and reduce your spending painlessly. \$29

Jan 26	M	6 pm-8:30 pm	HARBN CECEC 566 02
Mar 11	W	6 pm-8:30 pm	HARBN CECEC 566 03

# PERSONAL ENRICHMENT

## Defensive Driving

### Defensive Driving

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

Jan 24	S	8:30 am-5:30 pm	HARBN	CEDDC 500 31
Jan 27-Jan 28	TW	6 pm-10 pm	HARBN	CEDDC 500 32
Feb 7	S	8:30 am-5:30 pm	HARBN	CEDDC 500 33
Feb 14	S	8:30 am-5:30 pm	FFQJ	CEDDC 500 34

Feb 17-Feb 18	TW	6 pm-10 pm	HARBN	CEDDC 500 35
Feb 28	S	8 am-5 pm	NEAST	CEDDC 500 36
Mar 2-Mar 4	MW	6:30 pm-10:30 pm	NEAST	CEDDC 500 37
Mar 7	S	8:30 am-5:30 pm	HARBN	CEDDC 500 38
Mar 14	S	8 am-5 pm	BATES	CEDDC 500 39
Mar 17-Mar 18	TW	6 pm-10 pm	HARBN	CEDDC 500 40
Mar 28	S	8 am-5 pm	NEAST	CEDDC 500 41
Mar 30-Apr 1	MW	6:30 pm-10:30 pm	NEAST	CEDDC 500 42
Apr 4	S	8:30 am-5:30 pm	HARBN	CEDDC 500 43
Apr 18	S	8 am-5 pm	NEAST	CEDDC 500 44
Apr 20-Apr 22	MW	6:30 pm-10:30 pm	NEAST	CEDDC 500 45
Apr 28-Apr 29	TW	6 pm-10 pm	HARBN	CEDDC 500 46

## Food & Cooking

### Eating Gluten-Free

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

Mar 2	M	6 pm-8:30 pm	HARBN	CECED 565 02
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### The Synergy of Food

Fifth-century Hippocrates stated "Let food be thy medicine and medicine be thy food." Learn a nutritional approach to influence the course of disease. Nutraceuticals, chemical molecules, naturally occur in some foods and are powerful anti-disease agents. Various foods can act

in synergy to protect against carcinogens or chemicals. \$29

Jan 28	W	6 pm-8:30 pm	HARBN	CECED 574 01
Apr 27	M	6 pm-8:30 pm	HARBN	CECED 574 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! \$39

Feb 25	W	6 pm-8:30 pm	HARBN	CECED 568 02
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## Snack & Learn Series – Healthy, Fit 'n Frugal NEW

Snack and Learn: Healthy, Fit 'n Frugal, an educational, entertaining and yummy series. Enjoy the fun of a surprise topic at each class. See the materials list at [www.midlandstech.edu/cce](http://www.midlandstech.edu/cce) for specific topics. Supplies and snack are included. \$15 per class

Jan 21	W	6 pm-7:30 pm	HARBN	CECED 569 05
Feb 17	T	6 pm-7:30 pm	HARBN	CECED 569 06
Mar 26	Th	6 pm-7:30 pm	HARBN	CECED 569 07
Apr 13	M	6 pm-7:30 pm	HARBN	CECED 569 08

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

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

*...plus many other special interests that can carry you into a great career!*

**GET STARTED TODAY BY REGISTERING FOR A CREATIVE CAREER COURSE.**



# PERSONAL ENRICHMENT

## 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 20-Mar 10 T 6 pm-8:30 pm BLTLN CELNG 554 13

### French II

Build on skills learned in French I. \$129  
Mar 17-May 5 T 6 pm-8:30 pm BLTLN CELNG 558 06

### Spanish I

Learn basic Spanish conversational skills needed to ask questions and understand the answers given. Text is included with tuition. \$169  
Jan 20-Mar 12 TTh 6 pm-7:15 pm HARBN CELNG 510 24

### Spanish II

Increase your vocabulary, strengthen your pronunciation skills, and gain a more in-depth understanding of Spanish culture. \$169  
Mar 17-May 7 TTh 6 pm-7:15 pm HARBN CELNG 511 12

## Motorcycle



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

### 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. Includes 12 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 23	F	6 pm-10 pm	BLTLN	CEMOT 501 84
Jan 24-Jan 25	SSu	8 am-5 pm		
Feb 6	F	6 pm-10 pm	BLTLN	CEMOT 501 85
Feb 7-Feb 8	SSu	8 am-5 pm		
Feb 20	F	6 pm-10 pm	BLTLN	CEMOT 501 86
Feb 21-Feb 22	SSu	8 am-5 pm		
Mar 6	F	6 pm-10 pm	BLTLN	CEMOT 501 87
Mar 7-Mar 8	SSu	8 am-5 pm		
Mar 10-Mar 12	TWTh	9 am-4 pm	BLTLN	CEMOT 501 88
Mar 20	F	6 pm-10 pm	BLTLN	CEMOT 501 89
Mar 21-Mar 22	SSu	8 am-5 pm		
Apr 10	F	6 pm-10 pm	BLTLN	CEMOT 501 90
Apr 11-Apr 12	SSu	8 am-5 pm		
Apr 24	F	6 pm-10 pm	BLTLN	CEMOT 501 91
Apr 25-Apr 26	SSu	8 am-5 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 13	F	6 pm-10 pm	BLTLN	CEMOT 601 12
Mar 14	S	8 am-5 pm		

### Experienced Motorcycle Class

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

Mar 15	Su	9 am-4 pm	BLTLN	CEMOT 701 12
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### Motorcycle Repair, Introduction

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

Mar 5-Mar 17	TTh	6 pm-9 pm	BLTLN	CEMOT 502 18
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# PERSONAL ENRICHMENT

## Sewing & Quilting

### Beginner 2 Block Lap Quilt

Complete your first small quilt (42"x54") as you learn to safely use a rotary cutter and mat, and piece two basic blocks—the nine patch and the friendship star. 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 12-Mar 12 Th 6 pm-8 pm HARBN CESEW 542 03

### Sewing I

Beginners and those with minimal experience will learn the practical basics and creative potential sewing offers. Learn straight and zigzag stitches, straight seams, curved seams, fabrics, and patterns. Students will complete a decorative pillow and a project with a pattern. Class will choose the final project. Sewing machine required. \$179

Feb 3-Mar 10 T 6 pm-9 pm HARBN CESEW 533 06

### Sewing II

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

Mar 17-Apr 14 T 6 pm-9 pm HARBN CESEW 550 05

### Sewing Patterns, Introduction to Making **NEW**

Learn pattern-making techniques to create a dress, tunic, or shirt pattern. A sewing machine is required in class. \$99

Apr 13-Apr 27 M 6 pm-9 pm HARBN CESEW 568 01

### Sewing Patterns, Introduction to Altering **NEW**

Hone your sewing skills and custom fit your creations. Learn to adjust patterns for a best fit and sew a muslin sample. Bring your pattern to alter and your sewing machine to class. \$79

Mar 16-Mar 23 M 6 pm-9 pm HARBN CESEW 567 01

## Wellness

### Essential Oils for Health **NEW**

Join this session to learn about essential oils – what they are, the history and how they work in our body. The session will include how to use essential oils to assist our bodies in healing joint pain, alleviating stomach aches, and other health-related issues. \$29

Mar 4 W 6 pm-8 pm HARBN CECED 575 01

### Fitness, Food and Losing Weight

Hear unique principles and secrets to losing weight permanently, naturally and without gimmicks in this engaging seminar. Be in control of your nutrition, health, and fitness. The three stages of permanent weight loss are Mind, Muscle, and Mouth. Learn the basics PLUS some Biggest Loser Secrets to turbo-charge weight loss efforts. \$29

Feb 9 M 6 pm-8:30 pm HARBN CECED 567 02

Mar 18 W 6 pm-8:30 pm HARBN CECED 567 03

### Healthy at 100 mph

You take care of your family, go to work, and maybe you even sneak in a dinner with friends or a hobby. So, how can you have time for

exercise, healthy nutrition, and rest too? In this fun and enlightening class, you will learn how to find health and more energy in your everyday life. \$29

Jan 22 Th 6 pm-8 pm NEAST CECED 563 02

### The Five Habits of Younger Feeling People

Stay active, eat well, reduce stress, be more productive, and find activities you enjoy. Easier said than done, right? In this class, you will learn practical and easy strategies to engage in these five habits, so you feel better and younger. \$29

Feb 19 Th 6 pm-8 pm NEAST CECED 564 02

### 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 22-Mar 12 Th 5:30 pm-7 pm CEOFS CECED 537 07

## Woodworking

### Woodworking Practices and Principles

This class will give a broad introduction about woodworking with an emphasis on hand tools. Students will learn the principles of sharpening tools, using hand tools, woodworking joints, furniture construction, tool selection, and a brief introduction to woodworking machinery. No tools are necessary to take the course. Meets at Spring Valley High School. \$129

Mar 3-Mar 24 T 6 pm-9 pm CEOFS CECED 561 04

Apr 4-Apr 14 T 6 pm-9 pm CEOFS

## Writing

### 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

Feb 3-Mar 24 T 6:30 pm-9 pm NEAST CEWRT 542 06



# INDEX

## Animal Care

Veterinary Assistant Certificate .....19

## Art

Acrylic Painting I .....42  
Acrylic Painting II .....42  
Calligraphy I: The Art of  
Creative Calligraphy .....42  
Calligraphy II: The Art of  
Creative Calligraphy .....42  
Creative Boutique Hair Bows .....42  
Watercolor I .....42  
Watercolor II .....42  
Watermedia Options.....42

## Audio Engineering

Audio Engineering, Internship .....19  
Audio Engineering, Introduction .....19  
Digital Music Production .....19  
Recording and Mixing w/Pro Tools .....19  
Studio Recording I .....19

## Beverage Service

Responsible Bartending –  
TIPS Certification .....19

## Business Analysis

Business Analysis: The Analyst's  
Role During the Software Development  
Life Cycle (SDLC) .....7  
Business Analysis: Use Cases to Functional  
Requirements .....7  
Business Analysis: In-Depth Software  
Training .....7

## Business Writing

Business Grammar .....23  
Business Letter Writing .....23  
Editing and Proofreading .....23

## Cake Decorating

Cake Decorating Professional Certificate ....20

## Career Development Facilitator

Career Development Facilitator .....23

## COMPUTERS

### Apple

Mastering the Mac .....11  
iMovie .....11  
iPhoto .....11

### Beginning Computer Courses

Computer Basics for Seniors .....11  
Computer Typing for Everyone .....11  
Introduction to Computers .....11  
Organizing Computer Files .....11

### Computer Support

Advanced Desktop and Server  
Administrator .....12  
A+ IT Technician .....13  
Network+ .....13  
Installing and Configuring  
Windows Server 2012 .....13  
Administering Windows Server 2012 .....13  
Application Server Administration .....13  
Security+ .....13  
Cisco ICND Part 1 .....13  
Cisco ICND Part 2 .....13  
Computer Technician Certificate .....13  
Desktop and Server Administrator .....12  
GRIT Program .....18

### Databases

Crystal Reports, Introduction .....14  
Database Design .....14

Database Analyst Certificate .....14  
Database Productivity Lab .....14  
SQL, Introduction .....14  
SQL Server Database Services .....14

### Microsoft Office

Access, Introduction .....14  
Access, Intermediate .....14  
Access, Advanced .....14  
Office Productivity Lab .....14  
Transitioning to Office 2013 .....15  
PowerPoint, Introduction .....15  
PowerPoint, Advanced .....15  
Outlook, Introduction .....15  
Outlook, Advanced .....15  
Creating a Simple Excel Spreadsheet .....15  
Excel Formulas and Functions .....15  
Excel Graphs .....15  
Excel Macros .....15  
Excel Pivot Tables .....15  
Excel, Introduction .....15  
Excel, Intermediate .....15  
Excel, Advanced .....15  
Microsoft Office Certifications .....16  
Microsoft Office Certificate .....16  
Office Administrative Specialist  
Certificate .....16  
Word, Introduction .....15  
Word, Intermediate .....15  
Word, Advanced .....15  
Word, Introduction for Seniors .....15

### Mobile Devices and Applications

iPad Basics .....16

### SharePoint

SharePoint Foundations .....17

### Social Media

Social Media Business Basics .....17

### Web and Print Media

Photoshop, Introduction .....17  
InDesign Fundamentals .....17  
Dreamweaver .....17  
CSS3 – Cascading Style Sheets .....17  
CSS3 – Cascading Style Sheets,  
Advanced .....17  
HTML5 .....17  
Javascript .....17  
Search Engine Optimization (SEO) .....18  
Visual Studio .....18  
Web Site Production Lab .....18  
Front-end Web Designer .....18

### Windows

Windows 8 Introduction .....18

## Child Development

Curriculum .....20  
Growth and Development .....20  
Guidance .....20  
Project Administration – The Effective  
Early Childhood Leader .....20

## Construction

Building Construction Manager .....32  
Print Reading for Construction .....31  
Residential Builder Exam Prep .....31  
Residential Building Codes .....31  
Residential Building Framing and Finish .....31  
Residential Building, Site Preparation  
and Foundations .....31

## Residential Contractor:

Business and Law .....31

## Consumer Education

Discount and Couponing Strategies .....42

## Customer Service

Becoming a Customer Service Star .....24  
Call Center Professional .....24

## Defensive Driving

Defensive Driving .....43

## Event Planning

Event & Wedding Planning I .....20  
Event & Wedding Planning II .....20  
Event & Wedding Planning III .....20

## Electrical

Basic Electronics .....32  
Business Math for Electricians .....32  
Electrical Fundamentals I .....32  
Electrical Fundamentals III .....32  
Electrical Motor Controls .....32  
Electrical Print Reading .....32  
Variable Frequency Drives .....32  
Industrial Electrician Certificate .....32

## Finance and Accounting

Accounting Essentials .....7  
Business Math .....7  
Payroll Preparation Essentials .....7  
QuickBooks .....7  
Financial Strategies for Successful  
Retirement .....7  
Protecting Your Hard Earned Assets  
in Volatile Times .....7  
In-Business Tax Workshop .....8  
Start-Up Business Tax Workshop .....8

## Floral Designer

Floral Design Certificate .....20  
Floral Design, Basic .....20

## Food and Cooking

Eating Gluten-Free .....43  
Snack & Learn Series – Healthy,  
Fit 'n' Frugal .....43  
The Synergy of Food .....43  
Wholesome Meals in Minutes .....43

## Forklift Operator

Forklift Training .....33

## HEALTHCARE AND SOCIAL SERVICES

### Healthcare

Anatomy and Physiology .....28  
Anatomy and Physiology Online .....28  
Basic IV Therapy .....26  
Cardiac Care Technician .....27  
Certified Nurse Assistant .....27  
Clinical Massage Therapy .....27  
CPR .....27  
EKG Specialist .....28  
EMT Basic .....28  
EMT Hybrid .....28  
First Aid .....28  
Injections for Medical Assistants .....28

# INDEX

Medical Terminology .....	29	<b>Locksmith</b>	Asbestos O&M Worker Refresher .....	37
Medical Terminology Online .....	29	Locksmithing Certificate .....	Asbestos Supervisor .....	37
Patient Care Technician Certificate .....	28		Asbestos Supervisor Refresher .....	37
Phlebotomy .....	28	<b>Manufacturing</b>	Asbestos Worker .....	37
<b>Medical Information Management</b>		Fundamentals of CNC Operator/Programmer	Asbestos Worker Refresher .....	37
Certified Professional Coder		Training .....	Lead Dust Sampling Technician .....	37
Exam Prep .....	30	Principles of CNC Programming .....	Lead Inspector .....	37
CPT and HCPCS Coding .....	29	SC Manufacturing Certification .....	Lead Renovation, Repair and Painting .....	37
CPT and HCPCS Coding Online .....	29		Lead Safe Weatherization .....	37
Electronic Health Records .....	30	<b>Motorcycle</b>	Lead Supervisor .....	37
ICD-10 Coding .....	30	Beginner's Motorcycle Class .....		
ICD-10 Coding Online .....	30	Intermediate Motorcycle Class .....	<b>Sewing and Quilting</b>	
Medical Billing Online .....	30	Experienced Motorcycle Class .....	Beginner 2 Block Lap Quilt .....	45
Medical Billing and Coding Specialist .....	31	Motorcycle Repair, Introduction .....	Sewing I .....	45
Medical Office Specialist .....	30		Sewing II .....	45
			Sewing Patterns, Introduction to Making .....	45
			Sewing Patterns, Introduction to Altering .....	45
<b>Human Resources</b>		<b>Personal Development</b>		
Employee Relations Law .....	8	21 <sup>ST</sup> Century Workforce Skills .....	<b>Small Engine Mechanic</b>	
SHRM Certification Review .....	8	Enhancing Your Professionalism .....	Small Engine Mechanic .....	39
SHRM Essentials of HR .....	8	Happiness on the Job .....		
		Improve Your Memory .....	<b>Supervisory and Leadership</b>	
<b>HVAC</b>			Unit 1: Finding the Supervisor Within .....	26
Basic Air Conditioning, Electrical		<b>Personal Trainer</b>	Unit 2: Communicating for Impact .....	26
Controls and Troubleshooting .....	33	Personal Trainer Certification .....	Unit 5: Leading for Desired Results .....	26
Heat Pumps – Everything You Need			Coaching and Counseling – Part 1 .....	25
to Know .....	33	<b>Photographer</b>	Coaching and Counseling – Part 2 .....	25
NATE Heat Pump Certification .....	33	Editing Your Digital Photos .....	Effective Delegation .....	25
		Great Photography – Quick .....	Getting Things Done Under Pressure .....	25
<b>Industrial Maintenance</b>		Learning Camera Basics .....	Productive Partnership .....	25
Applied Math .....	33	Photographing People .....	The Challenge of Leadership –	
Basic Mechanical Components .....	33	Photography Certificate .....	Legally Speaking .....	25
Bearings and Lubrication .....	33	Photography: Basic .....	Understanding Personality Types .....	25
Blueprint Reading .....	33	Sports Photography .....	Understanding Your Communication Style .....	25
Fasteners & Anchors .....	33	The Art of Photography .....	Valuing Diversity .....	25
Gearboxes .....	33		Working in an Ethical Manner .....	25
Hand & Power Tools .....	33	<b>Pipefitter</b>		
Precision Measuring .....	33	Pipefitter .....	<b>Testing Center</b>	
Industrial Maintenance			Testing Center .....	5
Technician Programs .....	34	<b>Pool Operator</b>		
Pumps .....	35	SC Certified Pool Operator .....	<b>Truck Driver</b>	
Safety and Rigging Fundamentals .....	35		Truck Driver/CDL .....	39
		<b>Project Manager</b>		
<b>Interior Decorator</b>		Microsoft Project, Introduction .....	<b>Welding</b>	
Designing Your Way .....	20	Microsoft Project, Advanced .....	Advanced Gas Tungsten Arc Welding .....	41
Home Staging .....	20	PMP/CAPM Exam Prep Boot Camp .....	Advanced Pipe Welding .....	41
Interior Decorating, Beginning .....	21	Project Management Fundamentals .....	Advanced Shielded Metal Arc Welding .....	41
Interior Decorating, Intermediate .....	21		Advanced Welding QuickJobs	
Interior Decorating, Advanced .....	21	<b>Foundations of Project Management</b>	Day Program .....	40
Interior Decorating Certificate .....	21	<b>Certificate</b>	Basic Gas Tungsten Arc Welding .....	41
		Projects and Project Management .....	Basic Pipe Welding .....	41
<b>Landscaping and Horticulture</b>		Project Integration Management .....	Basic Shielded Metal Arc Welding .....	41
Arboriculture .....	21	Project Scope Management .....	Basic Welding for Home Projects .....	40
Home Vegetable Gardening .....	21	Project Time Management .....	Basic Welding QuickJobs Day Program .....	40
Irrigation .....	21	Project Cost Management .....	Gas Metal Arc Welding .....	41
Landscape and Horticulture Certificate .....	22	Earned Value Management .....	Intermediate Pipe Welding .....	41
Landscape Design .....	21	Project Quality Management .....	Intermediate Shielded Metal Arc Welding .....	41
Landscape Management .....	21	Project Human Resource Management .....	Intermediate Welding QuickJobs	
Nursery Production, Greenhouse		Project Communication Management .....	Day Program .....	40
Management & Propagation .....	21	Project Risk Management .....		
Pests in the Landscape .....	21	Project Procurement Management .....	<b>Wellness</b>	
Plant Growth and Development .....	21	Project Stakeholder Management .....	Essential Oils for Health .....	45
Soil Management .....	21		Fitness, Food and Losing Weight .....	45
		<b>Quality</b>	Healthy at 100 mph .....	45
<b>Languages</b>		Quality .....	The Five Habits of Younger	
French I .....	44		Feeling People .....	45
French II .....	44	<b>QuickJobs</b>	Yoga .....	45
Spanish I .....	44	QuickJobs .....		
Spanish II .....	44		<b>Woodworking</b>	
		<b>Real Estate</b>	Woodworking Practices and Principles .....	45
<b>Legal</b>		Property Management—OPL019004 .....		
SC Court Interpreter Certification Program			<b>Writing</b>	
Two-Day Orientation .....	24	<b>Safety and Environmental</b>	Write That Novel .....	45
Constable Training Update .....	24	Asbestos Inspector .....		
SC State Constable Training Program:		Asbestos Inspector Refresher .....		
Basic Course .....	24	Asbestos Management Planner Refresher		
Legal Lessons: A Series for the Public .....	24	and Asbestos Inspector Refresher .....		
		Asbestos O&M Worker .....		

## Six Convenient Locations to serve YOU

- 1 Northeast Campus
- 2 Harbison Campus
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**BY ATTENDING THE 2015 ADMINISTRATIVE PROFESSIONALS CONFERENCE**

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**Thursday, April 23, 2015**

8 am Registration Begins/Continental Breakfast

9 am-4 pm Conference (Lunch included)

Columbia Metropolitan Convention Center



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