



*Midlands
Technical
College*

CORPORATE AND
CONTINUING EDUCATION

THE Midlands' Guide for Training

May • June • July • August 2014

midlandstech.edu/cce

5

quick and easy ways to register

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

 **ONLINE:** midlandstech.edu/cce

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

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

 **WALK-IN:**

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

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

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

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

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

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

SC Works 700 Taylor Street,
Columbia, SC 29212
Tue & Thu, 8 am - 4:30 pm

Quick, easy, affordable payment options.

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

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



We can bill your company!

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

Refunds

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

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

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

Special Accommodations

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

Continuing Education Units (CEUs)

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

Change Notification

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

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



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LEGEND

Locations



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

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

QJ Look for the QuickJobs symbol to identify these programs.

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

VA VA approved programs are identified throughout the catalog by this symbol.



Look for the QuickJobs symbol to identify these programs.

Learn to be competitive

Make yourself employable fast

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



Pick up a paycheck sooner than you think!

Take a look at the QuickJobs training MTC offers:

Business Management	Computer Technicianpg.14	Certified Nursing Assistantpg.28	Forklift Operatorpg.34
Accounting and Payroll Specialistpg.7	Database Analyst.....pg.14	Clinical Massage Therapistpg.28	Industrial Electrical Technicianpg.33
Lean Six Sigma Green Beltpg.10	Desktop and Server Administratorpg.12	EKG Technicianpg.28	Industrial Mechanical Technicianpg.35
Project Managerpg.8	Front End Web Developer...pg.19 <i>(formerly Web Designer)</i>	Emergency Medical Technician (EMT)pg.28	Machinists/CNC Operatorpg.36
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Audio Engineerpg.20	Employee and Leadership Development	Medical Office Billing and Coding Specialistpg.31	SC Manufacturing Certification Programpg.36 <i>(formerly Certified Production Technician MSSC)</i>
Cake Decoratorpg.20	Customer Relations Specialistpg.24	Patient Care Technicianpg.30	Small Engine Mechanicpg.39
Floral Designer*	Healthcare and Human Services	Phlebotomistpg.29	Truck Driver/CDL.....pg.39
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Landscaper/Horticulturistpg.22	Industrial, Trades & Manufacturing	Personal Enrichment	Welder-Modularpg.41
Locksmith*	Building Construction Managerpg.32	Photographer*	
Computers			
Advanced Desktop and Server Administratorpg.13			

*Visit 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.

Start now. Don't wait.

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

Additional assistance for those receiving unemployment benefits or eligible for WIA

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



MIDLANDS WORKFORCE DEVELOPMENT BOARD

Working Together for Tomorrow's Workforce



Senior Enrichment

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



Click to your classroom.



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

Register now! Visit midlandstech.edu/cce
or call (803) 732-0432.

Testing Center for Certifications & Licensures

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

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

PROMETRIC™
prometric.com

PEARSON
VUE
AUTHORIZED CENTER
vue.com



CERTIPOINT®
certipoint.com

comira
Test us.
comiratesting.com

KRYTERION®
HOST
LOCATION
Contact Specific
Exam Company

Castle 
Sound Solutions Responsive Service
castleworldwide.com

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

ACT® Career Ready 101™

Magistrate Applicant Exam

FREE Practice Exams

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

Build Your Post-Military Career with Midlands Technical College

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

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

Tuition Assistance

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

VA Vocational Rehabilitation

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

Montgomery GI Bill

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



BUSINESS MANAGEMENT

- 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 Server Administrator - MCSA
- Network+ Technician
- Office Administrative Specialist
- Security+ Technician

HEALTHCARE AND HUMAN SERVICES

- Clinical Massage Therapist
- Sonographer

INDUSTRIAL TRADES & MANUFACTURING

- SC Manufacturing Certification Program (formerly Certified Production Technician MSSC)
- Machinist and CNC Operator
- Pipefitter
- Welder

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

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



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



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

BUSINESS MANAGEMENT



BUSINESS MANAGEMENT ONLINE COURSES: NEW FOR SUMMER

• Human Resources Professional

10 Top TEN Most Popular Online Courses:

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

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

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

Aug 8-Aug 15 F 9 am-1 pm NEAST CEFIN 512 19

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

May 6-Jul 24 TTh 6 pm-9 pm HARBN GEOFF 623 71

Payroll Preparation Essentials

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

Jul 29-Jul 31 TTh 6 pm-9 pm HARBN GEOFF 624 70

QuickBooks

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

Aug 13-Aug 14 WTh 9 am-4 pm HARBN GEOFF 622 12

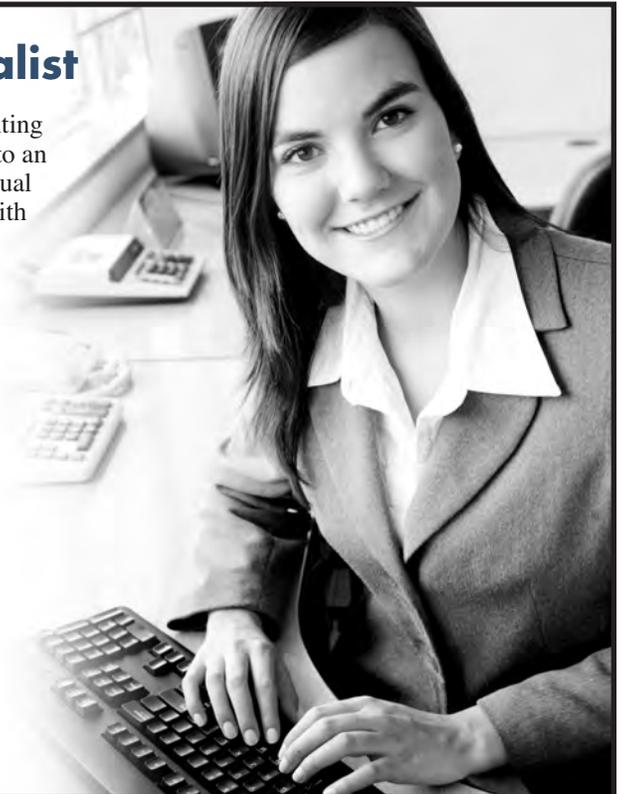
Aug 18-Aug 26 MT 6 pm-9 pm HARBN GEOFF 622 82

Accounting and Payroll Specialist

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

	Hours	Costs
Accounting Essentials	66	\$649
Introduction to Computers	6	\$169
Introduction to Excel	12	\$279
Intermediate Excel	12	\$279
QuickBooks	12	\$349
Payroll Preparation Essentials	6	\$99
Business Math.....	8	\$199
*Computer Typing for Everyone	12	\$239
*Organizing Computer Files.....	6	\$169
*Introduction to Outlook.....	12	\$279
<i>*Choose two electives</i>		
Total:	140 - 146 hrs	\$2,431-\$2,541*

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



BUSINESS MANAGEMENT

Project Manager **QJ**

Project, Introduction

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

Aug 12-Aug 14 TTh 6 pm-9 pm NEAST CEPMG 560 51

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

Aug 26-Aug 28 TTh 6 pm-9 pm NEAST CEPMG 561 51

Try our expanded Course Search

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

We're excited too!

midlandstech.edu/cce/coursesearch



BUSINESS MANAGEMENT

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.

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 ten knowledge areas, 47 processes, and five process areas. \$149

May 20 T 6 pm-9 pm HARBN CEPMG 548 57

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

May 22 Th 6 pm-9 pm HARBN CEPMG 549 54

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

Jun 3 T 6 pm-9 pm HARBN CEPMG 550 54

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

Jun 5 Th 6 pm-9 pm HARBN CEPMG 551 54

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

Jun 10 T 6 pm-9 pm HARBN CEPMG 552 54

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

Jun 12 Th 6 pm-9 pm HARBN CEPMG 553 54

Project Quality Management

Gain insight in to 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

Jun 24 T 6 pm-9 pm HARBN CEPMG 554 54

Project Human Resource Management

Gain insight in to 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

Jun 26 Th 6 pm-9 pm HARBN CEPMG 555 54

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

Jul 8 T 6 pm-9 pm HARBN CEPMG 556 54

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 and control risks. This session includes a classroom exercise related to developing a risk exposure model. \$149

Jul 10 Th 6 pm-9 pm HARBN CEPMG 557 54

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

Jul 15 T 6 pm-9 pm HARBN CEPMG 558 54

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

Jul 17 Th 6 pm-9 pm HARBN CEPMG 559 54

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

BUSINESS MANAGEMENT

Quality

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



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

- **Quality Systems (ISO/TA/AS)**
- **Five-Day Lead Auditor** **NEW**
- **Environmental Systems**
- **Lean**
- **Statistical Tools and Methods**

- **Lean Six Sigma** **QJ** **VA**
- **ASQ Certifications**
- **Productivity and Quality Improvement Tools**
- **Aerospace Quality Management System**

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

Real Estate

Property Management OPL019004

This 32-hour, pre-licensing course must be successfully completed prior to taking the SC Real Estate Commission's Property Management Exam. Students will need to download the Real Estate License Law from the LLR website www.llr.state.sc.us. Text included. No class 5/10 – 5/11. \$399

May 3-May 18	SSu	8:30 am-5 pm	NEAST CERLE 504 10
	SSu	8:30 am-5 pm	

Unit I Real Estate Prelicensing OPL019001

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

May 5-Jun 9*	MTTh	6 pm-10 pm	NEAST CERLE 505 07
Jul 7-Aug 7	MTTh	6 pm-10 pm	HARBN CERLE 505 08

*No Class May 26

Small Business and Entrepreneur

In-Business Tax Workshop

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

May 15	Th	9 am-12 pm	NEAST CESMB 577 04
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BUSINESS MANAGEMENT

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

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

- FastTrac® GrowthVenture™
- FastTrac® NewVenture™ for Veterans
- FastTrac® NewVenture™ for Boomers: Mondays, May 12-July 14, 6-9 pm



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

COMPUTERS



COMPUTER ONLINE COURSES: NEW FOR SUMMER

- CompTIA A+

10 Top TEN Most Popular Online Courses:

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

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

Apple

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

Jul 16 W 1 pm-4 pm NEAST CEMAC 501 03

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

Jul 16 W 9 am-12 pm NEAST CEMAC 500 03

Keynote

Get started and see immediate results with this one-day, hands-on course; for Apple's Keynote presentation software. Learn to use the interface; work with master slides; and create slides using text, tables, charts and graphics; and other features. \$99

Jul 17 Th 9 am-4 pm NEAST CEMAC 502 02



Beginning Computer Courses

Computer Basics for Seniors

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

Jun 6-Jun 13 F 9 am-1 pm NEAST CEBEG 549 16

Computer Typing for Everyone

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

May 9-May 23 F 9 am-1 pm FFQJ CEBEG 519 32
 May 9-May 23 F 9 am-1 pm NEAST CEBEG 519 34
 Jun 9-Jun 30 M 6 pm-9 pm NEAST CEBEG 519 73

COMPUTERS

Beginning Computer Courses

Introduction to Computers

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

May 12	M	9 am-4 pm	NEAST CEBEG 582 14
May 15	Th	9 am-4 pm	FFQJ CEBEG 582 12
Aug 4	M	9 am-4 pm	HARBN CEBEG 582 15
Aug 21	Th	9 am-4 pm	BATES CEBEG 582 11
May 19-May 20	MT	6 pm-9 pm	NEAST CEBEG 582 54
Jun 2-Jun 3	MT	6 pm-9 pm	HARBN CEBEG 582 55

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, cutting, copying, pasting, and more. \$169

May 8	Th	9 am-4 pm	NEAST CEBEG 534 35
May 22	Th	9 am-4 pm	HARBN CEBEG 534 36
Jun 18	W	9 am-4 pm	FFQJ CEBEG 534 37
Jun 10-Jun 11	TW	6 pm-9 pm	HARBN CEBEG 534 66

Computer Support

A+ IT Technician

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

May 12-May 23	MTWTh	9 am-4:30 pm	HARBN CEDST 528 08
	F	9 am-1 pm	
Jul 28-Aug 8	MTWTh	9 am-4:30 pm	NEAST CEDST 528 09
	F	9 am-1 pm	
Aug 4-Aug 28	MTWTh	6 pm-9:45 pm	HARBN CEDST 528 54

Administering Windows Server 2012

Learn to administer and maintain Windows Server 2012 infrastructure through implementing server images, user and group management with active directory domain services (ADDS) and group policy, remote

access and network policies, data security, monitoring, and update management. \$1999

Jun 9-Jun 13	MTWTh	9 am-4:30 pm	HARBN CEMCS 714 03
	F	9 am-1 pm	
Aug 24-Aug 29	MTWTh	9 am-4:30 pm	NEAST CEMCS 714 04
	F	9 am-1 pm	
May 26-Jun 5	MTWTh	6 pm-9:45 pm	NEAST CEMCS 714 52

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. \$1499

Aug 25-Aug 29	MTWTh	9 am-4:30 pm	NEAST CEMCS 717 01
	F	9 am – 1:00 pm	

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

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

COURSE NAME	EXAM
A+ IT Essentials (<i>Ten days</i>)	CompTIA A+ 801 and 802
Network+ (<i>Five days</i>)	CompTIA Network+ 005
Installing and Configuring Windows Server 2012 (<i>Five days</i>)	Exam 70-410: Installing and Configuring Windows Server 2012
Administering Windows Server 2012 (<i>Five days</i>)	Exam 70-411: Administering Windows Server 2012
Configuring Advanced Windows Server 2012 Services (<i>Five days</i>)	Exam 70-412: Configuring Advanced Windows Server 2012 Services

* Courses should be taken in the order listed

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

Course cost including CompTIA/MCSA exams if taken separately	\$10,568
Package Price – with discount	\$7,995

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



COMPUTERS

Computer Support



Advanced Desktop and Server Administrator

MCSA (Microsoft Certified Solutions Associate) – Security+ (CompTIA)

Cisco (Certified Entry Network Technician and Certified Network Associate)

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

COMPTIA COURSES

A+ IT Essentials (*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*)
 Configuring Advanced Windows Server 2012 Services (*Five days*)
 Application Service Administration SQL-SharePoint Exchange

THREE EXAMS

Exam 70-410: Installing and Configuring Windows Server 2012
 Exam 70-411: Administering Windows Server 2012
 Exam 70-412: Configuring Advanced Windows Server 2012 Services

No Exam

CISCO COURSES

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

TWO EXAMS

ICND1

* Courses should be taken in the order listed

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

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

Package Price – with discount\$12,395



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

Configuring Advanced Windows Server 2012 Services

Learn how to provision and configure advanced services using Windows Server 2012. This course is part-three in a series of three courses and focuses on advanced configuration of services necessary to deploy, manage, and maintain a Windows Server 2012 infrastructure. \$1999

Jun 16-Jun 20	MTWTh	9 am-4:30 pm	HARBN CEMCS 715 03
	F	9 am-1 pm	
Jun 9-Jun 19	MTWTh	6 pm-9:45 pm	NEAST CEMCS 715 52

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

Jun 2-Jun 6	MTWTh	9 am-4:30 pm	HARBN CEMCS 713 03
	F	9 am-1 pm	
Aug 18-Aug 22	MTWTh	9 am-4:30 pm	NEAST CEMCS 713 04
	F	9 am-1pm	
May 12-May 22	MTWTh	6 pm-9:45 pm	NEAST CEMCS 713 52

Interconnecting Cisco Network Devices 1

This class prepares you to take the Cisco 200-101 Interconnecting Cisco Networking Devices Part-2 (ICND2) exam associated with the CCNA Routing and Switching certification. (Note that we strongly

recommend that you pass the CCENT 100-101 exam before taking this class.) ICND2 covers the skills required to successfully install, operate, and troubleshoot a small- to medium-size enterprise branch network. The topics covered include LAN switching technologies, IP routing technologies, IP services (FHRP, Syslog, SNMP v2 & v3), troubleshooting, and WAN Technologies. \$1499

Aug 18-Aug 22	MTWTh	9 am-4:30 pm	NEAST CEMCS 668 04
	F	9 am-1 pm	
Jul 21-Jul 31	MTWTh	6 pm-9:45 pm	NEAST CEMCS 668 52

Interconnecting Cisco Network Devices 2

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

May 5-May 9	MTWTh	9 am-4:30 pm	NEAST CECIS 666 07
	F	9 am-1 pm	
Aug 25-Aug 29	MTWTh	9 am-4:30 pm	NEAST CECIS 666 08
	F	9 am-1 pm	

COMPUTERS

Computer Support

QJ **VA** Computer Technician

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

Required Courses:

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

Network+

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

Apr28-May 8	MTWTh	6 pm-9:45 pm	NEAST CENET 724 53
May 26-May 30	MTWTh	9 am-4:30 pm	HARBN CENET 724 08
	F	9 am-1 pm	
Aug 11-Aug 15	MTWTh	9 am-4:30 pm	NEAST CENET 724 09
	F	9 am-1 pm	

Security+

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

Jun 23-Jun 27	MTWTh	9 am-4:30 pm	HARBN CESEC 664 08
	F	9 am-1 pm	
Jul 7-Jul 17	MTWTh	6 pm-9:45 pm	NEAST CESEC 664 52

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

Aug 25-Aug 26	MT	9 am-4 pm	HARBN CEDBS 588 35
May 5-May 8	MTWTh	6 pm-9 pm	HARBN CEDBS 588 51

Database Design

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

Jul 10	Th	9 am-4 pm	HARBN CEDBS 614 39
Jun 19	Th	9 am-4 pm	NEAST CEDBS 614 40

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 new database management skills. \$149

Aug 28	Th	9 am-4 pm	HARBN CEDBS 626 22
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SQL, Introduction

Prepare yourself to use generic SQL (Structured Query Language) to retrieve, store, and manipulate data from any relational database.

Querying and SQL statements fundamentals will be covered. \$399

Jul 14-Jul 15	MT	9 am-4 pm	NEAST CEDBS 590 44
Jul 23-Jul 31	WTh	6 pm-9 pm	HARBN CEDBS 590 52

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

Aug 19-Aug 21	TWTh	9 am-4 pm	HARBN CESQL 609 19
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Database Analyst **QJ** **VA**

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

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

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

COMPUTERS

Microsoft Office

Access, Introduction

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

Jun 10-Jun 11	TW	9 am-4 pm	NEAST	CEDBS 620 31
May 5-May 13	MT	6 pm-9 pm	HARBN	CEDBS 620 67

Access, Intermediate

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

Jun 17-Jun 18	TW	9 am-4 pm	NEAST	CEDBS 623 26
May 28-Jun 5	WTh	6 pm-9 pm	HARBN	CEDBS 623 62

Access, Advanced

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

Aug 4-Aug 5	MT	9 am-4 pm	NEAST	CEDBS 624 23
Aug 6-Aug 14	WTh	6 pm-9 pm	HARBN	CEDBS 624 61

Excel, Introduction

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

May 19-May 20	MT	9 am-4 pm	HARBN	CESDS 602 21
Jun 2-Jun 3	MT	9 am-4 pm	NEAST	CESDS 602 22
Jul 9-Jul 10	WTh	9 am-4 pm	NEAST	CESDS 602 23
Jul 7-Jul 8	MT	9 am-4 pm	FFQJ	CESDS 602 24
Jun 17-Jun 25	TW	6 pm-9 pm	HARBN	CESDS 602 73

Excel, Intermediate

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

Jul 16-Jul 17	WTh	9 am-4 pm	HARBN	CESDS 610 43
Jul 28-Jul 29	MT	9 am-4 pm	NEAST	CESDS 610 44
Aug 18-Aug 26	MT	6 pm-9 pm	NEAST	CESDS 610 69

Excel, Advanced

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

Aug 25-Aug 26	MT	9 am-4 pm	NEAST	CESDS 611 28
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Creating a Simple Excel Spreadsheet

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

May 30	F	9 am-12 pm	NEAST	CESDS 628 20
Jul 18	F	9 am-12 pm	BATES	CESDS 628 21

Excel Formulas and Functions

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

Jul 7	M	9 am-4 pm	HARBN	CESDS 630 17
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Excel Graphs

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

Jul 25	F	9 am-12 pm	HARBN	CESDS 629 12
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Excel Macros

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

Aug 22	F	9 am-12 pm	HARBN	CESDS 640 13
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Excel Pivot Tables

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

Aug 29	F	9 am-12 pm	HARBN	CESDS 631 16
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Outlook, Introduction

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

Jul 14-Jul 15	MT	9 am-4 pm	FFQJ	CESCH 708 21
Jul 23-Jul 24	WTh	9 am-4 pm	NEAST	CESCH 708 22
Aug 20-Aug 28	WTh	6 pm-9 pm	HARBN	CESCH 708 51

Outlook, Advanced

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

Aug 20	W	9 am-4 pm	NEAST	CESCH 702 22
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PowerPoint, Introduction

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

May 13-May 14	TW	9 am-4 pm	NEAST	CEPDP 629 25
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Microsoft Office Certifications • Microsoft Office Specialist – MOS

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

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

COMPUTERS

Microsoft Office

PowerPoint, Advanced

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

Jul 16-Jul 17 WTh 9 am-4 pm NEAST CEPDP 650 03

Top Ten Tips for Microsoft Office

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

Aug 1 F 9 am-12 pm NEAST CEMSO 515 03

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

Total: 99 hrs \$2,339



Microsoft Office

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

Requirements	Hours	Costs
Introduction to Microsoft Windows	12	\$279
Introduction to Microsoft Word	12	\$279
Intermediate Microsoft Word	12	\$279
Advanced Microsoft Word	12	\$279
Introduction to Microsoft Excel	12	\$279
Intermediate Microsoft Excel	12	\$279
Advanced Microsoft Excel	12	\$279
Introduction to Microsoft PowerPoint	12	\$279
Advanced Microsoft PowerPoint	12	\$279
Introduction to Microsoft Access	12	\$279
Intermediate Microsoft Access	12	\$279
Advanced Microsoft Access	12	\$279
Introduction to Microsoft Outlook	12	\$279
Advanced Microsoft Outlook	6	\$159

Total: 162 hrs \$3,780

COMPUTERS

Microsoft Office

Transitioning to Office 2013

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

Jun 12 Th 9 am-4 pm NEAST CEMSO 513 04

Word, Introduction

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

May 5-May 6 MT 9 am-4 pm NEAST CEWDP 593 08

Jun 4-Jun 5 WTh 9 am-4 pm HARBN CEWDP 593 09

Jun 2-Jun 3 MT 9 am-4 pm FFQJ CEWDP 593 10

Jul 14-Jul 22 MT 6 pm-9 pm NEAST CEWDP 593 70

Word, Intermediate

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

Jul 7-Jul 8 MT 9 am-4 pm NEAST CEWDP 594 25

Aug 5-Aug 13 TW 6 pm-9 pm NEAST CEWDP 594 60

Word, Advanced

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

Aug 18-Aug 19 MT 9 am-4 pm NEAST CEWDP 595 24

Word, Introduction for Seniors

A class especially for those age 60 and older who want to learn the basics of Microsoft Word, including creating and editing documents, formatting, printing, and more. \$89

Jun 20-Jun 27 F 9 am-12 pm NEAST CEWDP 597 20

Mobile Devices and Applications

iPad Basics

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

May 16 F 9 am-12 pm NEAST CEAPP 503 18

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. \$429

May 20-May 21 TW 9 am-4 pm HARBN CESPT 514 07

Jul 29-Jul 30 TW 9 am-4 pm NEAST CESPT 514 08

Validate your knowledge and experience
with an IT Certification



MTC IT Certifications:

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

Register today – call (803) 732-0432 or visit midlandstech.edu/cce

COMPUTERS

Social Media

Social Media Business Basics

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

Jul 9 W 9 am-4 pm NEAST CESOC 521 16



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.



Growing Resources for Information Technology

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



COMPUTERS

Web Development and Print Media

CSS3 - Cascading Style Sheets

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

Jun 10-Jun 11 TW 9 am-4 pm NEAST CEWDV 551 04

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

May 5-May 8 MTWTh 9 am-4 pm NEAST CEWDA 537 03

HTML5

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

Jun 3-Jun 4 TW 9 am-4 pm NEAST CEWDV 550 04

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

Aug 4-Aug 5 MT 9 am-4 pm NEAST CEPDP 626 30

Javascript

Learn the fundamental concepts of the JavaScript language. You will learn how to use JavaScript to communicate with users, modify the Document Object Model (DOM), control program flow, validate forms, animate images, create cookies, change XHTML on the fly, and communicate with databases. Prerequisites: HTML5 and CSS3 or equivalent knowledge. \$999

Jun 23-Jun 25 MTW 9 am-4 pm NEAST CEWDV 549 03

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

Jul 14-Jul 15 MT 9 am-4 pm NEAST CEGPH 601 32

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

Jul 11 F 9 am-12 pm NEAST CEWDV 552 02

Web Site Production Lab

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

Jul 28-Jul 30 MTW 9 am-4 pm NEAST CEWDV 553 02

FRONT END WEB DEVELOPER

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

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



Windows

Windows 8 Introduction

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

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

May 7-May 8 WTh 9 am-4 pm HARBN CEWIN 582 05

Jun 2-Jun 9 M 9 am-4 pm NEAST CEWIN 582 06

CREATIVE CAREERS



CREATIVE CAREER ONLINE COURSES: NEW FOR SUMMER

• Secrets of Better Photography

10 Top TEN Most Popular Online Courses:

- Become a Veterinary Assistant
- Beginning Writer's Workshop
- Child Day Care Management Specialist
- Get Paid to Travel
- Publish & Sell Your E-Books
- Publish and Sell Your E-Books
- Real Estate Law
- Secrets of Better Photography
- Wow! What a Great Event!
- Write Like a Pro

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

Animal Care

Veterinary Assistant **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

Jul 8-Aug 14	TTh	6:30 pm-9:30 pm	HARBN	CEANC 508 12
Jul 22	T	6:30 pm-9:30 pm	CEOFS	
Aug 5	T	6:30 pm-9:30 pm	CEOFS	
Aug 12	T	6:30 pm-9:30 pm	CEOFS	

Animal Control Certificate Part I

This 40-hour course offers South Carolina's Animal Control Officers a comprehensive program to prepare to deliver professional and humane services that meet the high standards of quality that citizens expect. Part I and Part II do not have to be taken in sequence. \$459

Jul 12-Aug 9 S 8:30 am-5:30 pm HARBN CEANC 500 07

Audio Engineer **QJ**

If microphones, mixing consoles, compressors, EQ's reverbs and power amps are music to your ears; you might want to check out a new career in the exciting world of audio engineering. In fact, you can check out several careers; managing the business aspects of a band, running sound for artists or theaters, producing sound and troubleshooting a PA system in a church, or even directing a church music group. The certificate program offers a comprehensive perspective of audio engineering in a concise 138-classroom-hour format that could have you in a new career within a few short months. Best of all, you will train and learn on state-of-the-art equipment in a real studio.

Audio Engineering Orientation

Looking for a new career as an Audio Engineer or Producer? Attend this free open house/seminar and receive information about the Audio Engineering program. Learn the five most important Pro Tools secrets of the pros from an experienced audio engineer. \$0

Aug 26 T 7pm-8 pm NE CEMUS 547 03

Music Business

Whether you want to be the manager of a band, make extra income as a booking agent, or do both for yourself as an artist; this course will give you the skills to navigate through the world of the music business. Textbook included. Classes will meet at Midlands Audio Institute, 207 S. Prospect St., (803) 782-6910. \$399

Jun 21-Jun 22 SSu 10 am-6 pm MAI CEMUS 510 04Z

Cake Decorator

Cake Decorator **QJ**

This 18-hour certificate program prepares you for all aspects of cake decorating – personal pleasure, the workplace, or starting your own business. Bring to the first class: tips, bags, couplers, spatula or spoons, and practice board. A list of all required supplies will be handed out at the first class, or see the "Materials list" on the website for all supply requirements. Class will meet in the Demonstration Kitchen located in the Corbett Building at the SC State Farmers Market.

<http://agriculture.sc.gov/StateFarmersMarket/LocationandDirections>
\$159

May 20-Jun 24 T 6 pm-9 pm SCSFM CEKIT 522 16



CREATIVE CAREERS

Child Development

Blood Borne Pathogens/Health and Safety

Receive 2.5 hours of blood borne pathogens training and 2.5 hours of Health and Safety. Study health and safety issues by creating a safe and

healthy environment for children. Learn the proper procedures to prevent illness and accidents in the classroom. \$20

May 3 S 8:00am-1:30pm HARBN CEABC 519 05

Constable

Constable Training Update

For currently licensed State Constables. Changes in laws and new legislation will be discussed. Afternoon session focuses on firearm safety and re-qualification on firing range. SLED requires you to have completed

yearly update by June 30. Class location: A. Lewis McCarty Firearms Training Center, 357 Landfill Lane, Lexington, SC 29073. \$99

May 31 S 8 am-6 pm O CECON 511 12

Event Planning

Corporate Event Planning

Gain an overview of planning events from a corporate perspective covering topics such as how to plan business meetings and conferences, working with vendors, contracts, seating, protocol, business etiquette, use of social media and webinars in events, and other related topics. \$349

May 5-May 13 MT 6 pm-9 pm HARBN CEEVT 513 03

Fitness Trainer

Personal Trainer

Six-week program covers hands-on practical training preparing you to work with clients one-on-one in fitness facilities. Students participate in lectures including anatomy, exercise physiology, and nutrition. Prior to obtaining their certification, students must get an Adult CPR/AED certification and complete a 30-hour internship. Course is designed for transitional careers and personal knowledge in personal training. Practical sessions are held at Hampton Hill Athletic Club.

Textbook is required and not included in course fees. Call to order and start reading immediately 888-330-9487. www.witseducation.com.

An orientation video is available for viewing at <http://www.witseducation.com/certifications/ptcert.htm>

No class July 5, 2014. \$699

Jun 14-Jul 26 S 9 am-12 pm BLTLN CEPYT 600 05

Jun 14-Jul 26 S 1 pm-4 pm CEOFS

Interior Decorator

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

May 7-Jun 4 W 6 pm-9 pm NEAST CEDCP 502 04

May 29 Th 6 pm-9pm 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. No class July 2. \$239

Jun 11-Jul 16 W 6 pm-9 pm NEAST CEDCP 503 04

Jul 10 Th 9 am-12pm CEOFS

Interior Decorator

Students complete projects applying color and pattern relationships, floor planning skills, window treatments, furniture selection, blueprint reading, cost estimations, accessories, electrical and lighting, and the decorator/client business relationship. Optional three-hour business start-up class is included. No class July 2 and July 30. \$699

May 7-Aug 27 W 6 pm-9 pm NEAST CEDCP 529 05

May 29 Th 6 pm-9 pm CEOFS

Jul 10 Th 9 am-12 pm CEOFS

Aug 21 Th 9 am-12 pm 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, color/pattern layout, and cost schedule. Thursday field trip meets during the day. No class July 30. \$239

Jul 23-Aug 27 W 6 pm-9 pm NEAST CEDCP 504 04

Aug 21 Th 9 am-12pm CEOFS

CREATIVE CAREERS

Landscaper and Horticulturist

Landscaper and Horticulturist

Your Program – Your Way

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

Required Core Courses

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

Electives

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

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



Annuals and Perennials

Become familiar with herbaceous plants, both annuals and perennials, which can be grown in local gardens. Emphasis is on form, texture, size, blooming season, color, and culture. \$169

Jul 9-Aug 27 W 6 pm-9 pm NEAST CEHOR 521 07

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

Aug 12-Sep 30 T 6 pm-9 pm WPLAW CEHOR 507 12

Landscape Construction

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

May 7-Jun 25 W 6 pm-9 pm NEAST CEHOR 506 12

Landscape Design

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

Jul 8-Aug 7 TTh 6 pm-9 pm NEAST CEHOR 530 13

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

Aug 14-Oct 2 Th 6 pm-9 pm NEAST CEHOR 522 12

Lawn Care

Learn the identification, use, culture, and maintenance of turf grasses. Emphasis is on the installation and management of turf in residential and commercial areas including proper fertilizers and pest control. \$169

May 8-Jun 26 Th 6 pm-9 pm NEAST CEHOR 525 08

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

Jul 7-Aug 25 M 6 pm-9 pm NEAST CEHOR 520 10

Woody Plants and Shrubs

A study of woody plant materials, shrubs and trees that are used in the Southeastern landscaping and nursery trade. Identification of plants by common and scientific nomenclature, characteristics, culture, and use are included. \$169

May 6-Jun 24 T 6 pm-9 pm NEAST CEHOR 529 12

Aug 14-Oct 2 Th 6 pm-9 pm NEAST CEHOR 529 13

CREATIVE CAREERS

Photographer

Editing Your Digital Images

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

Jun 9-Jun 16 MW 6 pm-9 pm NEAST CEPIC 525 07

Learning Camera Basics

This course will teach you how, when, and why to change the settings in your digital camera. Learn how to identify particular camera settings and when to use them for given effects. Students should bring their cameras (and manuals) for individual coaching. \$89

Jul 7-Jul 14 MW 6 pm-9 pm NEAST CEPIC 541 03

Photographing People

Want to take better pictures 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

May 6-May 27 T 6 pm-9 pm HARBN CEPIC 534 06

Photography: Basic

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

Jul 14-Jul 24 MTWTh 6 pm-9 pm HARBN CEPIC 538 04

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

May 12-May 19 MW 6 pm-9 pm NEAST CEPIC 535 01

Pool Operator

SC Certified Pool Operator

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

Measurement Professionals (AMP), not through MTC. Call toll free 1-800-345-6559 or visit www.goamp.com. Calculator needed. \$129

May 7 W 9 am-4 pm HARBN CECPO 500 33

Jun 4 W 9 am-4 pm HARBN CECPO 500 34

Jun 25 W 9 am-4 pm HARBN CECPO 500 35

EMPLOYEE AND LEADERSHIP DEVELOPMENT



EMPLOYEE AND LEADERSHIP ONLINE COURSES: NEW FOR SUMMER

• Mastering Public Speaking

- Business Analysis
- Effective Business Writing
- Effective Communication
- Employee Law Fundamentals
- Grammar Refresher
- Leadership
- Marketing Your Business
- Supervision and Management
- Technical Writing
- Understanding the HR Function

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

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

Business Writing

Business Grammar

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

May 1 Th 9 am-4 pm NEAST CEWCS 500 18

Jul 10 Th 9 am-4 pm NEAST CEWCS 500 19

Aug 28 Th 9 am-4 pm NEAST CEWCS 500 20

Business Letter Writing

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

May 27 T 9 am-4 pm NEAST CEWCS 501 73

Jun 5 Th 9 am-4 pm NEAST CEWCS 501 76

Jul 15 T 9 am-4 pm NEAST CEWCS 501 77

EMPLOYEE AND LEADERSHIP DEVELOPMENT

Business Writing

Business Writing Essentials

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

Jun 21 Sa 9 am-4 pm NEAST CEWCS 541 17

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

May 16 F 9 am-4 pm NEAST CEWCS 502 26

Career Development Facilitator

Career Development Facilitator @

This program is comprised of 120 hours of coursework based on a nationally accepted curriculum. The program is designed to standardize the knowledge and experience of individuals who are working in workforce training programs and other career development services.

Three onsite sessions are required. The first two onsite sessions, held at the Northeast Campus, will be on the first Friday (5-10 PM) and first Saturday (8:30 AM-4:30 PM) after start date. The third onsite session is graduation and determined by you and your instructor at a later date.

Book and DVD are included. Instructor, Beth Lengel, Lengel Vocational Services. \$915

May 15-Aug 15

NEAST CECDF 600 77

Career Development Facilitator Program-Fast Track @

The Career Development Facilitator Program is comprised of 120 hours of course work, 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. Upon successful completion of the entire course of instruction, a certificate is issued by Midlands Technical College.

Onsite visits will be June 19, June 20, and Aug. 1 at the Northeast Campus. Instructor, Beth Lengel, Lengel Vocational Services. \$915

Jun 18-Aug 1 ThF 9 am-5 pm CEONL 04W CECDF 601 07W

Customer Service

Becoming a Customer Service Star

Don't just talk about providing exceptional customer service; make it happen. Becoming a Customer Service Star will help you develop a service mindset and gain skills to boost your service performance.

Examine your own customer service attitudes and relationships, both internally and externally, and explore opportunities for improvement. \$159

May 7 W 9 am-4 pm NEAST CECUS 523 84

Jun 11 W 9 am-4 pm NEAST CECUS 523 85

Aug 14 Th 9 am-4 pm NEAST CECUS 523 86

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

May 12-May 30 MTWTh 9 am-4 pm NEAST CECUS 573 06

F 9 am-1 pm

Customer Relations Specialist QJ

The Customer Relations Specialist is designed for a broad range of participants, including individuals who seek entry into the customer service field or are seeking a career change. The program provides a well-rounded foundation in customer relations, professionalism, time management, and business communication. \$479

May 13-May 29 TTh 9 am-4 pm HARBN CECUS 539 27

Call Center Professional

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

Personal Development

Enhancing Your Professionalism

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

May 20 T 9 am-12 pm NEAST CECDS 564 57

Jul 10 Th 9 am-12 pm NEAST CECDS 564 62

Aug 21 Th 9 am-12 pm NEAST CECDS 564 63

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. \$119

Aug 26 T 9 am-12 pm NEAST CECDS 755 02

Improving Interpersonal Communications

Learn core interpersonal skills for building and maintaining effective working relationships. Examine your everyday interactions and explore how key techniques can take your communication skills to a higher level. Topics include handling office conflict, saying "no," and listening more effectively. \$149

May 14 W 9 am-4 pm NEAST CECDS 511 53

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

EMPLOYEE AND LEADERSHIP DEVELOPMENT

Personal Development

21st Century Workforce Skills

Are you equipped for the future?

21st Century Skills

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

May 5-May 8	MTWTh	9 am-4 pm	NEAST CECDS 763 11
May 15-Jun 26	Th	9 am-4 pm	NEAST CECDS 763 14
Jun 7	S	9 am-4 pm	
Jun 2-Jul 7	M	6 pm-9 pm	NEAST CECDS 763 12
Jun 21	S	9 am-4 pm	
Jul 21-Jul 24	MTWTh	9 am-4 pm	NEAST CECDS 763 16
Aug 4-Sep 15	M	6 pm-9 pm	NEAST CECDS 763 17
	Sa	9 am-4 pm	

Business Writing Essentials

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

Jun 21	Sa	9 am-4 pm	NEAST CEWCS 541 17
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Critical Thinking and Problem Solving

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

Jun 23	M	6 pm-9 pm	NEAST CECDS 722 14
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Dealing with Conflict

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

Jul 7	M	6pm-9pm	NEAST CECDS 724 15
Jul 9	W	6pm-9pm	NEAST CECDS 724 11

Personal Accountability and Professionalism

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

Jun 9	M	6 pm-9 pm	NEAST CECDS 720 14
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Principles of Teamwork, Collaboration, and Trust

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

Jun 16	M	6 pm-9 pm	NEAST CECDS 721 18
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Taking Charge of Change

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

Jun 30	M	6 pm-9 pm	NEAST CECDS 723 15
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Verbal Communication Skills

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

Jun 2	M	6 pm-9 pm	NEAST CECDS 719 13
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EMPLOYEE AND LEADERSHIP DEVELOPMENT

Supervisory and Leadership

Accepting Personal Accountability

What would your organization be like if no one ever asked, "Whose fault is it?" What if we could let go of the "blame game" and view accountability as a method for achieving increased personal and team effectiveness? Accountability is much more than a paper trail. It is an ongoing chance to gain focus, accomplish more, streamline work processes, and create greater team effectiveness. \$79

Jun 19 Th 6 pm-9 pm AIRPT CELSD 519 44

Conflict Resolution

Conflict is not intrinsically destructive, but it can become so if left to escalate. Leaders must use conflict to their advantage while keeping it from being destructive. Learn about resolution styles and conflict resolution tactics. \$99

Jul 17 Th 6 pm-9 pm AIRPT CELSD 613 40

Introduction to Supervision: Roles and Responsibilities

Participants will have the opportunity to learn about the responsibilities of the supervisor's position and the skills required to be successful in that role. \$79

May 22 Th 1:30 pm-4:30 pm NEAST CELSD 555 49

Valuing Diversity

This 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. \$79

May 1 Th 1:30 pm-4:30 pm NEAST CELSD 699 28

Working in an Ethical Manner

Discuss, identify, analyze, and apply methods to ensure respect of ethics, values, and behaviors. \$79

Jun 5 Th 6 pm-9 pm AIRPT CELSD 518 26

Jul 15 T 1:30 pm-4:30 pm NEAST CELSD 518 27

Supervisory Program

Unit 1: Finding the Supervisor Within

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

May 22-Jun 19 Th 6 pm-9 pm NEAST CELSD 511 44

Jul 1-Jul 29 T 1:30 pm-4:30 pm NEAST CELSD 511 45

Unit 2: Communicating for Impact

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

Aug 12-Sep 9 T 1:30 pm-4:30 pm NEAST CELSD 512 42

Jul 3-Jul 31 Th 6 pm-9 pm NEAST CELSD 512 43

Unit 3: Developing and Retaining Talent

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

Aug 14-Sep 11 Th 6 pm-9 pm NEAST CELSD 513 42

Unit 5: Leading for Desired Results

Now, more than ever, leadership skills are critical. Situations require adaptive leadership skills in a diverse work environment. Learn to be a leader who drives major strategic initiatives and positions your organization to win. \$299

May 20-Jun 17 T 1:30 pm-4:30 pm NEAST CELSD 515 40

HEALTHCARE AND HUMAN SERVICES



HEALTHCARE AND HUMAN SERVICES ONLINE COURSES: NEW FOR SUMMER

• End of Life Care

10 Top TEN Most Popular Online Courses:

- Anatomy & Physiology
 - Assisting Aging Parents
 - Certificate in Healthy Aging
 - EMT – Hybrid
 - HIPAA Compliance
- Medical Billing & Coding
 - Medical Terminology
 - Mental Health Technician Certificate
 - Nutritional Fitness Coach
 - Optical Assistant

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

Healthcare

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

May 6-Jun 26	TTh	2 pm-5 pm	RSDI	CEMPR 500 14
Jun 9-Jul 30	MW	9 am-12 pm	AIRPT	CEMPR 500 07
Aug 5-Sep 25	TTh	6 pm-9 pm	HARBN	CEMPR 500 10

Anatomy and Physiology @

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

Jul 18-Sep 5	CEONL	AIRPT	CEMPR 501 03
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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 .4 CEUs upon successful completion. \$115

Jun 20	F	12 pm-4 pm	HARBN	CEMED 601 05
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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

May 3	S	8 am-5 pm	AIRPT	CEMED 522 49
May 10	S	8 am-5 pm	AIRPT	CEMED 522 50
May 17	S	8 am-5 pm	AIRPT	CEMED 522 51
May 24	S	8 am-5 pm	AIRPT	CEMED 522 52
Jun 7	S	8 am-5 pm	AIRPT	CEMED 522 53
Jun 21	S	8 am-5 pm	AIRPT	CEMED 522 54
Jul 12	S	8 am-5 pm	AIRPT	CEMED 522 16
Jul 26	S	8 am-5 pm	AIRPT	CEMED 522 17
Aug 9	S	8 am-5 pm	AIRPT	CEMED 522 18
Aug 23	S	8 am-5 pm	AIRPT	CEMED 522 19

CPR Instructor Course

Instructor course for AHA CPR Healthcare Providers. Must be AHA BLS CPR certified to register. Students will receive instruction on how to teach the class in week one and then demonstrate proficiency in teaching a class during week two. \$165

Jul 19-Jul 26	S	8 am-4 pm	AIRPT	CEMED 523 02
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Attention Healthcare Students:

You must bring the following items to the first class:

EKG, Cardiac Care Technician and Phlebotomy Students:

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

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

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

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



HEALTHCARE AND HUMAN SERVICES

Healthcare



Massage Therapist



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

Employment for massage therapists is expected to increase, 20 percent from 2013 to 2020, faster than average for all occupations. Let us help you gain the skills necessary to begin your career as a Clinical Massage Therapist.

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

Plan ahead and register now. Classes start September 22, 2014. Register early to take advantage of payment options.

Cardiac Care Technician

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

Jul 1-Sep 16	TTh	8 pm-10 pm	BLTLN	CEMED 500 04
Jul 14-Oct 1	MW	8 am-10 am	HARBN	CEMED 500 07

Certified Nursing Assistant (CNA)

Students receive 107 hours of training in basic nursing care through a combination of classroom lecture, simulated laboratory care, and hands-on clinical experience in a local long-term-care facility. This DHHS-approved course prepares students to sit for the Nurse Aide Competency Evaluation Services Exam (800-475-8290). \$809

May 5-Jun 5	MTWTh	8 am-1 pm	FFQJ	CEMED 613 39
May 12-Jun 12	MTWTh	8 am-1 pm	AIRPT	CEMED 613 40
May 19-Jul 21	MTTh	6 pm-10 pm	AIRPT	CEMED 613 32
May 27-Jun 26	MTWTh	8 am-1 pm	RSDI	CEMED 613 50
Jun 2-Jul 30	MTW	6 pm-10 pm	FFQJ	CEMED 613 11
Jun 23-Jul 24	MTWTh	8 am-1 pm	AIRPT	CEMED 613 21
Jun 30-Aug 28	MTTh	6 pm-10 pm	AIRPT	CEMED 613 33
Jul 7-Aug 7	MTWTh	8 am-1 pm	RSDI	CEMED 613 05
Jul 14-Aug 14	MTWTh	8 am-1 pm	AIRPT	CEMED 613 22
Jul 21-Aug 21	MTWTh	8 am-1 pm	FFQJ	CEMED 613 38
Aug 4-Sep 5	MTWTh	8 am-1 pm	AIRPT	CEMED 613 23
Aug 11-Oct 9	MTW	6 pm-10 pm	FFQJ	CEMED 613 12
Aug 11-Oct 13	MTTh	6 pm-10 pm	AIRPT	CEMED 613 34
Aug 18-Sep 18	MTWTh	8 Am-1 pm	RSDI	CEMED 613 06
Aug 25-Sep 25	MTWTh	8 am-1 pm	AIRPT	CEMED 613 24

EKG Technician

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. (Cardiac Care Prerequisite) \$549

Jul 1-Aug 21	TTh	2 pm-4 pm	FFQJ	CEMED 605 07
	W	2 pm-6 pm		
Jul 8-Aug 28	TTh	8 am-10 am	HARBN	CEMED 605 03
	W	8 am-12 pm		

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 three or above. WorkKeys must be submitted PRIOR to registration (EMT Program Manager, Continuing Education, PO Box 2408, Columbia, SC 29202). \$1059

Jul 14-Jan 28	MW	6 pm-10 pm	LEMS	CEMED 635 06
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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

May 2	F	6 pm-10 pm	AIRPT	CEMED 521 05
Jun 6	F	6 pm-10 pm	AIRPT	CEMED 521 06
Jul 11	F	6 pm-10 pm	AIRPT	CEMED 521 07
Aug 8	F	6 pm-10 pm	AIRPT	CEMED 521 08

Follow us on:   

HEALTHCARE AND HUMAN SERVICES

Healthcare

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

Jun 20 F 4 pm-6 pm HARBN CEMED 603 07

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

May 5-Jun 25	MW	6 pm-9 pm	NEAST	CEMPR 524 06
May 13-Jul 3	TTh	9 am-12 pm	BATES	CEMPR 524 07
Jun 30-Aug 20	MW	2 pm-5 pm	FFQJ	CEMPR 524 05
Jul 7-Aug 27	MW	9 am-12 pm	AIRPT	CEMPR 524 08
Aug 4-Sep 29	MW	6 pm-9 pm	BATES	CEMPR 524 14
Aug 5-Sep 25	TTh	6 pm-9 pm	AIRPT	CEMPR 524 09
Aug 18-Oct 13	MW	6 pm-9 pm	NEAST	CEMPR 524 12

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

May 9-Jun 27	CEONL	AIRPT	CEMPR 525 03
Jul 11-Aug 29	CEONL	AIRPT	CEMPR 525 04

Phlebotomy QJ

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

May 5-Jun 4	MWTh	6 pm-10 pm	FFQJ	CEMED 550 25
May 19-Jul 16	MW	9 am-12 pm	AIRPT	CEMED 550 04
May 27-Jul 8	TTh	9 am-1 pm	FFQJ	CEMED 550 21
May 28-Jul 9	MW	9 am-1 pm	FFQJ	CEMED 550 22
Jun 2-Jul 28	MW	6 pm-9 pm	AIRPT	CEMED 550 13
Jun 6-Sep 5	F	9 am-1 pm	AIRPT	CEMED 550 05
Jun 10-Aug 5	TTh	9 am-12 pm	AIRPT	CEMED 550 06
Jun 24-Aug 19	TTh	6 pm-9 pm	AIRPT	CEMED 550 19
Jul 14-Aug 11	MWTh	6 pm-10 pm	FFQJ	CEMED 550 26
Jul 28-Sep 24	MW	2 pm-5 pm	AIRPT	CEMED 550 07
Aug 1-Oct 24	F	1:30 pm-5:30 pm	AIRPT	CEMED 550 09
Aug 11-Oct 8	MW	6 pm-9 pm	AIRPT	CEMED 550 14
Aug 19-Oct 14	TTh	9 am-12 pm	AIRPT	CEMED 550 08

Dietary Manager

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

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

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

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

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



COURSE COST

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

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

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

*All books included in cost.



Diagnostic Medical Sonography

Choose from two areas of study: general (which includes abdominal and OB/GYN ultrasound) and cardiovascular (which includes vascular and echocardiography ultrasound). To be eligible, you must have a two-year degree in healthcare or a four-year degree. Each program is 15 months in length and consists of both classroom study and clinical rotations. Upon successful completion, students are prepared to sit for certification exams given by the national registry. Applications accepted through December 19, 2014.

Visit midlandstech.edu/cce/radtech/sonhome.htm for information and application.

Medical Information Management

Medical Office Specialist

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

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



HEALTHCARE AND HUMAN SERVICES

Medical Information Management



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

*all books included in total cost

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

Jun 13-Aug 15 CEONL AIRPT CEMIM 564 03

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 represent procedures (other than those described in CPT) that might be provided in a medical setting. This course uses case studies to provide a basic understanding of the principles and guidelines used in CPT and HCPCS coding. Prerequisites: high school diploma or GED. Anatomy and Physiology and Medical Terminology with minimum grade of C. \$769

Jun 11-Aug 13 W 6 pm-9 pm AIRPT CEMIM 563 03

Certified Professional Coder Exam Prep

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

Jul 3-Sep 18 Th 6 pm-9 pm HARBN CEMIM 500 03

Electronic Health Records

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

May 28-Jul 16 W 6 pm-9 pm HARBN CEMIM 513 03
 Aug 6-Sep 24 W 6 pm-9 pm HARBN CEMIM 513 04

ICD-10 Coding

The international classification of diseases (ICD) is a standardized coding system that correlates diseases and diagnosis. Understanding ICD codes is essential for anyone working in medical records, patient billing and insurance forms, and admitting. This course teaches the principles and guidelines for assigning the appropriate codes to diagnostic conditions. \$729

Jul 14-Oct 6 M 6 pm-9 pm AIRPT CEMIM 514 03

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. \$729

Jul 11-Sep 26 CEONL AIRPT CEMIM 515 03

Medical Billing

This class teaches the student how to be proficient in billing in a healthcare setting and how to enhance reimbursement. Clinical and legal issues are included. \$559

Jul 7-Sep 15 M 6 pm-9 pm HARBN CEMIM 510 07

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. \$559

Jun 13-Aug 22 CEONL NEAST CEMIM 511 03

INDUSTRIAL, TRADES, AND MANUFACTURING



INDUSTRIAL, TRADES, AND MANUFACTURING ONLINE COURSES: NEW FOR SUMMER

• Certified Indoor Air Quality Manager

• Solar Power Professional

Top TEN Most Popular Online Courses:

- Distribution and Logistics Management
- Freight Broker / Agent Training
- Green—Fundamentals of Sustainable Buildings
- HVAC Technician
- Manufacturing Applications
- Manufacturing Fundamentals
- Performing Comprehensive Building Assessments
- Principles of Green Buildings
- Purchasing Fundamentals
- Supply Chain Fundamentals

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

Construction

All books required for building construction manager courses 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

Jun 2-Jul 2 MW 6 pm-9 pm AIRPT CECLR 515 16

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

Aug 12-Sep 30 T 6 pm-9 pm AIRPT CECLR 506 08

Residential Building Site Preparation and Foundations

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

Aug 14-Oct 2 Th 6 pm-9 pm AIRPT CECLR 531 08



Building Construction Manager

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



INDUSTRIAL, TRADES, AND MANUFACTURING

Electrical

Industrial Electrician

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/IndustrialElectrician.htm. Books are included in tuition.

For questions, call (803) 732-0432.



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

Aug 14-Aug 28 TTh 6 pm-8 pm AIRPT CEEEM 566 05

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

Aug 5-Sep 4 TTh 6 pm-9 pm BLTLN CEEEM 502 07

Electrical Code Masters

Review the electrical codebook and learn how and where to find articles pertaining to certain subjects. Includes basic electrical problems, one-family dwellings, multi-family dwellings, sizing wire, pipe and junction boxes. \$485

May 13-Jun 12 TTh 6 pm-9 pm BLTLN CEEEM 503 04

Electrical Fundamentals II

Continue in the study of the fundamentals of electricity and effective troubleshooting techniques on the job with the intermediate concepts of electricity; magnetic induction, basic trigonometry and vectors, alternating current, and inductance and capacitance in series and parallel circuits. Prerequisite: Electrical Fundamentals I. \$599

May 13-Jun 19 TTh 6 pm-9 pm AIRPT CEEEM 564 10

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

Jul 1-Aug 5 TTh 6 pm-9 pm AIRPT CEEEM 551 13

Electrical Motor Controls

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

Aug 19-Sep 18 TTh 6 pm-9 pm AIRPT CEEEM 505 13

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. Prerequisites: Basic Math for Electricians; Electrical Fundamentals I, II and III. \$269

May 20-Jun 3 TTh 6 pm-9:15 pm AIRPT CEEEM 579 01

May 19-Jun 4 MW 6 pm-9:15 pm AIRPT CEEEM 579 03

Troubleshooting

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

Jun 17-Jul 22 TTh 6 pm-9 pm AIRPT CEEEM 580 01

Jun 16-Jul 16 MW 6 pm-9 pm AIRPT CEEEM 580 03

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. Prerequisites: Basic Math for Electricians; Electrical Fundamentals I, II and III. \$499

Jul 29-Aug 28 TTh 6 pm-9 pm AIRPT CEEEM 552 13

Jul 28-Aug 27 MW 6 pm-9 pm AIRPT CEEEM 552 15

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

INDUSTRIAL, TRADES, AND MANUFACTURING

Forklift Operator

Forklift Training **QJ**

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

May 10	S	8 am-5 pm	AIRPT	CEHEQ 501 05
Jun 14	S	8 am-5 pm	AIRPT	CEHEQ 501 06
Jul 12	S	8 am-5 pm	AIRPT	CEHEQ 501 07
Aug 9	S	8 am-5 pm	AIRPT	CEHEQ 501 08



Industrial Maintenance



Hydraulics & Pneumatics

Describes pumps and valves used in hydraulic and pneumatic systems and their functions. Explains hydraulic/pneumatic system safety and basic principles of hydraulics, including Pascal's law and Bernaulli's principle. Covers how to inspect, troubleshoot, and repair fluid power systems. Hands-on training is included. \$1159

Jul 14 – Aug 12 MTWTh 8 am – 12 pm AIRPT CEIMT 699 01

Shaft Alignment

Covers types of misalignment and aligning couplings using conventional and laser alignment techniques. How to measure shaft sag, perform vertical alignment, and align machinery trains is discussed. Causes of vibration, vibration monitoring, vibration test equipment, and how to field balance machines are included. \$1239

May 7 – Jun 10 MTWTh 8 am – 12 pm AIRPT CEIMT 697 01

Valves & Piping

Covers the selection, preparation, joining, and support of copper, plastic, and steel piping and fittings. The course provides instructions for cutting, threading, and joining ferrous piping. Introduces chemical, compressed air, fuel oil, steam and water systems, and explains how to identify piping systems according to color codes. \$659

Jun 18-Jul 3 MTWTh 8 am-12 pm AIRPT CEIMT 698 01

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 or call (803) 732-0432.

INDUSTRIAL, TRADES, AND MANUFACTURING

Industrial Maintenance

QJ INDUSTRIAL MAINTENANCE TECHNICIAN PROGRAMS

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

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

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

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

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

Classes should be taken in the order they are listed.

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

**Books included in all course costs.*

Register now for classes that start on September 8.



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.



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



INDUSTRIAL, TRADES, AND MANUFACTURING

Manufacturing

Blueprint Reading and Basic Measuring Tools

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

Aug 7-Aug 26	TWTh	9 am-12 pm	NEAST CEMFG 588 53
Aug 7-Aug 26	TWTh	1 pm-4 pm	NEAST CEMFG 588 54
Aug 7-Aug 26	TWTh	5 pm-8 pm	NEAST CEMFG 588 55

Mastering CNC Programming

An application-based course covering the knowledge and skills acquired from the Fundamentals and Principles classes. You will utilize your new knowledge to write CNC programs, select tooling, and set up the CNC equipment to produce parts to specifications from your own CNC program. Prerequisite: Principles of CNC Operator/Programming. \$660

May 13-Jun 25	TWTh	9 am-12 pm	NEAST CEMFG 580 50
May 13-Jun 25	TWTh	1 pm-4 pm	NEAST CEMFG 580 51
May 13-Jun 25	TWTh	5 pm-8 pm	NEAST CEMFG 580 52

Machinists and Computer Numerical Control (CNC) Operators Certificate

Have you got what it takes?

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

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

Classes fill quickly.

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

Blue Print Reading/Measuring Tool.....\$465
Introduction to Mills\$465
Introduction to Lathes.....\$465

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

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

Make a Name for Yourself in Manufacturing

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!**



UPCOMING COURSES

CEMFG 635 05	Apr 28 -Jul 3	AIRPT 8 am-12 pm	\$2119
CEMFG 635 07	Jul 7-Sep 12	AIRPT 8 am-12 pm	\$2119

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



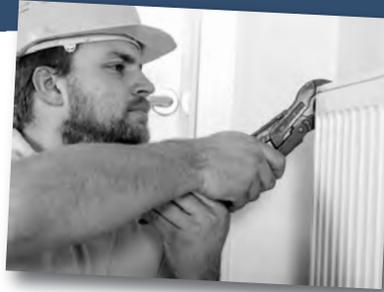
INDUSTRIAL, TRADES, AND MANUFACTURING

Pipefitter

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

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

Jun 9-Jul 31	MTWTh	7 am-5:30 pm	FFQJ	CEPIP 500 18
Aug 11-Oct 6	MTWTh	7 am-5:30 pm	FFQJ	CEPIP 500 19



Safety and Environmental

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

Jul 22	T	8:30 am-5 pm	NEAST	CEASB 509 12
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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

Jul 14-Jul 18	MTWThF	8:30 am-4:30 pm	NEAST	CEASB 505 12
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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

Jul 21	M	8:30 am-4:30 pm	NEAST	CEASB 506 11
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Asbestos Worker Refresher*

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

Jul 22	T	8:30 am-4:30 pm	NEAST	CEASB 504 11
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Lead Inspector

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

May 12-May 14	MTW	8:30 am-5:30 pm	NEAST	CELED 501 07
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Lead Renovation, Repair and Painting

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

May 19	M	8:30 am-5:30 pm	NEAST	CELED 500 21
Jul 14	M	8:30 am-5:30 pm	NEAST	CELED 500 22

Lead Risk Assessor

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

May 15-May 16	ThF	8:30 am-5:30 pm	NEAST	CELED 502 07
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*Student must complete the initial training class and have a certificate of completion as proof when they attend this class. Certificates must be current. If the certificate is expired, the student must retake the initial class before taking the refresher class. The student must have taken his or her last refresher class or initial class in that same discipline within the last two years.

INDUSTRIAL, TRADES, AND MANUFACTURING

Safety and Environmental

Environmental, Health, and Safety Training

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

Courses Offered:

DOT Awareness Level Training 49 CFR 172.700

Hazmat/HAZWOPER

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

NFPA 70E-ARC Flash Protection

OSHA

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

Wastewater/Water

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

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

@ Green and Environmental Online Classes

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

For course descriptions, visit
midlandstech.edu/cce



INDUSTRIAL, TRADES, AND MANUFACTURING

Small Engine Repair



Small Engine Repair

Gain a working knowledge of types and operation of small engines, engine service, 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 midlandstech.edu/cce for required tools. Lots of hands-on learning. \$489

Jun 17-Aug 6 MW 6 pm-9 pm AIRPT CESME 506 14

Truck Driver

Truck Driver/CDL

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

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



Welding

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

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



INDUSTRIAL, TRADES, AND MANUFACTURING

Welding

Basic Welding for Home Projects

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

Jul 14-Sep 22 M 6 pm-9 pm AIRPT CEWLD 511 26



COMPREHENSIVE WELDING QUICKJOBS 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

May 27-Jul 28	MTWTh	7 am-5:30 pm	AIRPT	CEWLD 601 29
May 27-Jul 28	MTWTh	7 am-5:30 pm	FFQJ	CEWLD 601 30
Aug 4-Oct 6	MTWTh	7 am-5:30 pm	AIRPT	CEWLD 601 31
Aug 4-Oct 6	MTWTh	7 am-5:30 pm	FFQJ	CEWLD 601 32

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- (two weeks); Gas Metal Arc Welding (GMAW) to include solid wire and dual shield flux cored wire in fillet and groove welding (two weeks) Gas Tungsten Arc Welding (GTAW) in multiple positions and metals to include steel, aluminum, and stainless steel (four weeks). The student will be required to perform welding to industrial standards such as the American Welding Society (AWS). Students completing this course will

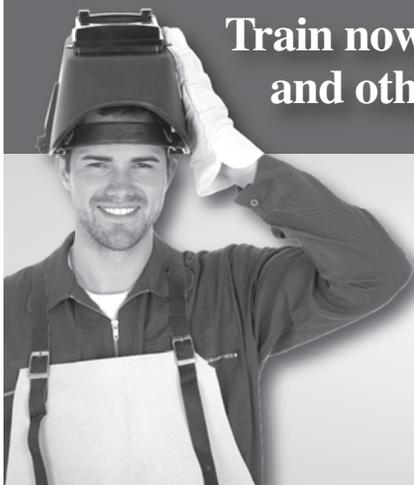
have basic and intermediate skills required for employment in the construction industry and fabrication shops, high-rise construction, and maintenance welding and repairs. \$2995

Jun 3-Jul 28	MTWTh	7 am-5:30 pm	AIRPT	CEWLD 602 29
Jun 3-Jul 28	MTWTh	7 am-5:30 pm	FFQJ	CEWLD 602 30
Aug 11-Oct 6	MTWTh	7 am-5:30 pm	AIRPT	CEWLD 602 31
Aug 11-Oct 6	MTWTh	7 am-5:30 pm	FFQJ	CEWLD 602 32

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), American Society of Mechanical Engineers (ASME) section IX. Students completing this course will possess skills required in the pipe welding and fabrication industry. \$1595

Jun 2-Jun 26	MTWTh	7 am-5:30 pm	AIRPT	CEWLD 603 53
Jun 2-Jun 26	MTWTh	7 am-5:30 pm	FFQJ	CEWLD 603 54
Jun 30-Jul 24	MTWTh	7 am-5:30 pm	AIRPT	CEWLD 603 55
Jun 30-Jul 24	MTWTh	7 am-5:30 pm	FFQJ	CEWLD 603 56
Aug 11-Sep 8	MTWTh	7 am-5:30 pm	AIRPT	CEWLD 603 57
Aug 11-Sep 8	MTWTh	7 am-5:30 pm	FFQJ	CEWLD 603 58



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

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

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

INDUSTRIAL, TRADES, AND MANUFACTURING



MODULAR WELDING EVENING TRAINING 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

May 6-Jun 18	TWTh	6 pm-9 pm	AIRPT	CEWLD 536 52
Jul 8-Aug 20	TWTh	6 pm-9 pm	AIRPT	CEWLD 536 53
May 5-Jun 19	MTTh	6 pm-9 pm	FFQJ	CEWLD 536 58
Jul 7-Aug 19	MTTh	6 pm-9 pm	FFQJ	CEWLD 536 59

Intermediate Shielded Metal Arc Welding

A continuation of CEWLD 536-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 CEWLD 536-Basic Shielded Metal Arc Welding (SMAW) or permission of the instructor. \$599

May 6-Jun 18	TWTh	6 pm-9 pm	AIRPT	CEWLD 545 51
Jul 8-Aug 20	TWTh	6 pm-9 pm	AIRPT	CEWLD 545 52
May 5-Jun 19	MTTh	6 pm-9 pm	FFQJ	CEWLD 545 57
Jul 7-Aug 19	MTTh	6 pm-9 pm	FFQJ	CEWLD 545 58

Advanced Shielded Metal Arc Welding

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

May 6-Jun 18	TWTh	6 pm-9 pm	AIRPT	CEWLD 537 52
Jul 8-Aug 20	TWTh	6 pm-9 pm	AIRPT	CEWLD 537 53
May 5-Jun 19	MTTh	6 pm-9 pm	FFQJ	CEWLD 537 58
Jul 7-Aug 19	MTTh	6 pm-9 pm	FFQJ	CEWLD 537 59

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

May 6-Jun 18	TWTh	6 pm-9 pm	AIRPT	CEWLD 538 52
Jul 8-Aug 20	TWTh	6 pm-9 pm	AIRPT	CEWLD 538 53
May 5-Jun 19	MTTh	6 pm-9 pm	FFQJ	CEWLD 538 58
Jul 7-Aug 19	MTTh	6 pm-9 pm	FFQJ	CEWLD 538 59

Advanced Gas Tungsten Arc Welding (TIG)

A continuation of CEWLD 538 Basic Gas Tungsten Arc Welding (TIG), instruction includes advanced MIG/TIG welding of various metals, procedures, and positions. Prerequisite: CEWLD 538-Basic Gas Tungsten Arc Welding (TIG) or permission of the instructor. \$599

May 6-Jun 18	TWTh	6 pm-9 pm	AIRPT	CEWLD 539 52
Jul 8-Aug 20	TWTh	6 pm-9 pm	AIRPT	CEWLD 539 53
May 5-Jun 19	MTTh	6 pm-9 pm	FFQJ	CEWLD 539 58
Jul 7-Aug 19	MTTh	6 pm-9 pm	FFQJ	CEWLD 539 59

MIG (Gas Metal Arc Welding)

Gas Metal Arc Welding (MIG)

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

May 6-Jun 18	TWTh	6 pm-9 pm	AIRPT	CEWLD 540 51
Jul 8-Aug 20	TWTh	6 pm-9 pm	AIRPT	CEWLD 540 52
May 5-Jun 19	MTTh	6 pm-9 pm	FFQJ	CEWLD 540 57
Jul 7-Aug 19	MTTh	6 pm-9 pm	FFQJ	CEWLD 540 58

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. Prerequisite: Proficiency in shielded metal arc welding (SMAW). \$599

May 6-Jun 18	TWTh	6 pm-9 pm	AIRPT	CEWLD 541 52
Jul 8-Aug 20	TWTh	6 pm-9 pm	AIRPT	CEWLD 541 53
May 5-Jun 19	MTTh	6 pm-9 pm	FFQJ	CEWLD 541 58
Jul 7-Aug 19	MTTh	6 pm-9 pm	FFQJ	CEWLD 541 59

May 6-Jun 18	TWTh	6 pm-9 pm	AIRPT	CEWLD 544 52
Jul 8-Aug 20	TWTh	6 pm-9 pm	AIRPT	CEWLD 544 53
May 5-Jun 19	MTTh	6 pm-9 pm	FFQJ	CEWLD 544 58
Jul 7-Aug 19	MTTh	6 pm-9 pm	FFQJ	CEWLD 544 59

Advanced Pipe Welding

A continuation of CEWLD 544-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 CEWLD 544-Intermediate Pipe Welding or permission of instructor. \$599

May 6-Jun 18	TWTh	6 pm-9 pm	AIRPT	CEWLD 542 52
Jul 8-Aug 20	TWTh	6 pm-9 pm	AIRPT	CEWLD 542 53
May 5-Jun 19	MTTh	6 pm-9 pm	FFQJ	CEWLD 542 58
Jul 7-Aug 19	MTTh	6 pm-9 pm	FFQJ	CEWLD 542 59

Intermediate Pipe Welding

A continuation of CEWLD-541 Basic Pipe Welding, this course will be taught within the guidelines provided by ASME Section IX and AWS D 1.1 standards. Prerequisite: Completion of a basic pipe welding course or permission of instructor. \$599

PERSONAL ENRICHMENT



PERSONAL ENRICHMENT ONLINE COURSES: NEW FOR SUMMER

• Conversational French

• Introduction to Guitar

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
- Pleasure of Poetry
- Secrets of Better Photography
- Speed Spanish
- Start Your Own Edible Garden
- Stocks, Bonds and Investing

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

Art

Acrylic Painting for the Very Beginner

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 photo 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

Jul 1-Jul 29 T 10 am-1 pm HARBN CEART 559 01

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

May 1-May 29 Th 10am-1pm HARBN CEART 553 07

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. No class July 3. \$139

Jun 5-Jul 10 Th 10 am-1 pm HARBN CEART 554 06



Consumer Education

Discount and Couponing Strategies

Finding values through the use of discounts and coupons is easier than you think. Without feeling deprived, you can make the most of your financial resources without wasting money. Coupons and discounting are a great start to living the frugal life, but this class discusses many more ways that you can save money, make your dollars go further, and reduce your spending painlessly. Learn a multitude of tips to curb your spending, once and for all. \$25

Jul 28 M 6 pm-8 pm HARBN CECED 555 04

Ebay Basics

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

Jun 5-Jul 10 Th 6 pm-9 pm HARBN CECED 542 13
Jul 17-Aug 14 Th 6 pm-9 pm NEAST CECED 542 14

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

PERSONAL ENRICHMENT

Defensive Driving

Defensive Driving

Licensed drivers may take this eight-hour National Safety Council course every three years. Successful completion will remove up to four points on a SC driver's license (except DUI). May reduce insurance costs. Driver's license number and state required when registering. Students arriving after the start time will not be admitted. \$79

May 3	S	8:30 am-5:30 pm	HARBN	CEDDC 500 82
May 12-May 14	MW	6:30 pm-10:30 pm	NEAST	CEDDC 500 70
May 17	S	8 am-5 pm	NEAST	CEDDC 500 71
May 20-May 21	TW	6 pm-10 pm	HARBN	CEDDC 500 83
Jun 7	S	8:30 am-5:30 pm	HARBN	CEDDC 500 84
Jun 14	S	8 am-5 pm	NEAST	CEDDC 500 72
Jun 16-Jun 18	MW	6:30 pm-10:30 pm	NEAST	CEDDC 500 73
Jun 24-Jun 25	TW	6 pm-10 pm	HARBN	CEDDC 500 85
Jul 12	S	8:30 am-5:30 pm	HARBN	CEDDC 500 11
Jul 22-Jul 23	TW	6 pm-10 pm	HARBN	CEDDC 500 12
Jul 26	S	8 am-5 pm	NEAST	CEDDC 500 05
Jul 28-Jul 30	MW	6:30 pm-10:30 pm	NEAST	CEDDC 500 06
Aug 2	S	8 am-5 pm	NEAST	CEDDC 500 07
Aug 9	S	8:30 am-5:30 pm	HARBN	CEDDC 500 13
Aug 11-Aug 13	MW	6:30 pm-10:30 pm	NEAST	CEDDC 500 08
Aug 19-Aug 20	TW	6 pm-10 pm	HARBN	CEDDC 500 14



Food and Cooking



Chocolate for Your Health

Calling all chocolate lovers. Just in time for tailgating. We'll spend an evening celebrating all things chocolate while making fabulous chocolate candies and desserts using healthy ingredients like seeds, nuts, and fruit. Instructor will provide all supplies. Students will sample a selection of candies and desserts made in class. \$39

Aug 21 Th 6 pm-8 pm HARBN CEDED 558 02

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

Aug 11 M 6 pm-8 pm HARBN CEDED 559 02

Fitness, Food and Losing Weight

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

Aug 4 M 6 pm-8 pm HARBN CEDED 553 04

Wholesome Meals in Minutes

Do you find yourself cooking on the run and wondering if your family's school lunches and meals are healthy? Do you have favorite recipes that may not be nutritionally balanced? Bring a family favorite recipe or two to class, and learn to create nutrient dense "super food" meals that are quick, easy, and delicious! \$25

May 5 M 6 pm-8 pm HARBN CEDED 551 07

Aug 14 Th 6 pm-8 pm HARBN CEDED 551 08

Languages

Spanish I

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

Jun 4-Jul 23 W 6 pm-8:30 pm NEAST CELNG 510 21

PERSONAL ENRICHMENT

Motorcycle

Beginner's Motorcycle Class

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

May 9-May 11	F	6 pm-10 pm	BLTLN	CEMOT 501 67
	SSu	8 am-4 pm		
May 30-Jun 1	F	6 pm-10 pm	BLTLN	CEMOT 501 68
	SSu	8 am-4 pm		
Jun 20-Jun 22	F	6 pm-10 pm	BLTLN	CEMOT 501 69
	SSu	8 am-4 pm		
Jun 27-Jun 29	F	6 pm-10 pm	BLTLN	CEMOT 501 70
	SSu	8 am-4 pm		
Jul 11-Jul 13	F	6 pm-10 pm	BLTLN	CEMOT 501 71
	SSu	8 am-4 pm		
Jul 25-Jul 27	F	6 pm-10 pm	BLTLN	CEMOT 501 72
	SSu	8 am-4 pm		
Aug 8-Aug 10	F	6 pm-10 pm	BLTLN	CEMOT 501 73
	SSu	8 am-4 pm		
Aug 29-Aug 31	F	6 pm-10 pm	BLTLN	CEMOT 501 74
	SSu	8 am-4 pm		
Aug 12-Aug 14	TWTh	9 am-4 pm	BLTLN	CEMOT 501 75

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

Jun 13-Jun 14	F	6 pm-10 pm	BLTLN	CEMOT 601 09
	S	8 am-5 pm		
Aug 22-Aug 23	F	6 pm-10 pm	BLTLN	CEMOT 601 10
	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

Jun 15	Su	9 am-4 pm	BLTLN	CEMOT 701 09
Aug 24	Su	9 am-4 pm	BLTLN	CEMOT 701 10

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

Jun 10-Jun 19	TTh	6 pm-9 pm	BLTLN	CEMOT 502 16
Aug 12-Aug 21	TTh	6 pm-9 pm	BLTLN	CEMOT 502 17

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

- Interior Decorator
- Photographer
- Event and Wedding Planner
- Corporate Event Planner
- Cake Decorator

...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

Sewing and Quilting

Crumb Piecing Quilt Blocks

Do you have a fabric scrap basket overflowing and you've been wondering how or when you could use them? Then crumb piecing simple quilt blocks would be perfect. Several different types of small quilt blocks will be created using piecing techniques with scraps of cotton fabric. Sewing machine in working order is needed in class. \$49
Aug 14-Aug 21 Th 6:30 pm-8:30 pm HARBN CESEW 546 03

French Hand Sewing by Machine **NEW**

French hand techniques are used to create lace shaping, puffing and pintucks to adorn children's dresses, bonnets, layettes, christening

gowns, and linens. Construct a small pillow using lace shaping and other techniques on a sewing machine. Materials are provided. A sewing machine and basic sewing knowledge are required. \$99
Aug 5-Aug 12 TTh 6 pm-9 pm HARBN CESEW 555 01

Learn to Smock **NEW**

If you can cross stitch you can smock! It's easy and fun to master the stitches in this timeless design. Use the sample you make to create a pillow or baby pad. A sewing machine is not needed in class and the supplies are purchased from the instructor. \$99
Jun 23-Jun 30 MW 6 pm-9 pm HARBN CESEW 519 02

Wellness

Golf for Beginners **NEW**

Learn golf rules and a simple new swing. Easy to learn and master from instructor, Fred Fields, author of *How Short Hitting Bad Golfers Break 90 All the Time*. Over half the instruction is given outside, practicing and playing. Equipment will be discussed in class. Greens fees included in the tuition. \$210

May 22-Jun 12 Th 6 pm-8 pm NEAST CECED 562 01
S 10 am-12 pm CEOFS
May 24-Jun 14 S 10 am-12 pm CEOFS

Exercise for Beginners

This class covers gear, nutrition, injury prevention, and training schedules. The goal is to inspire you to better health - off the couch or computer - to walking, jogging or running on a regular basis in less than three months. Dress comfortably as students will exercise. \$79
May 1-May 29 Th 6 pm-8 pm HARBN CECED 560 01

Wash Away Stress and Anxiety With Self-Hypnosis

What life changes will you make when you learn how to tap into the power of your subconscious mind; where true, lasting change is made; a part very few understand how to access? You can become successful relaxing into self-hypnosis and understanding what to do to create change while in this wonderful, relaxed state. \$79
May 6-May 8 TTh 6 pm-9 pm NEAST CECED 556 03

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
May 1-Jun 19 Th 5:30 pm-7 pm CEOFS CECED 537 04

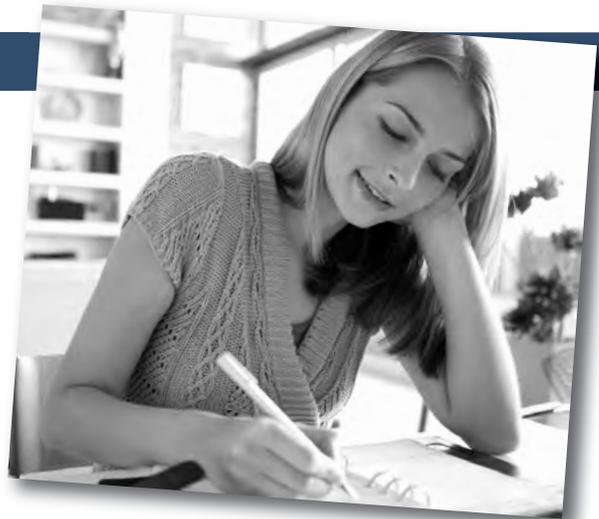
Writing

Basics of Screenwriting

Screenwriting basics include formatting, structure, dialogue, and character, referencing familiar citations, and examples from classic and current cinema. \$119
May 21-Jun 25 W 7 pm-9 pm BLTLN CEWRT 548 03

Storytelling Workshop

Offering an overview of narrative elements common to various forms of storytelling, aspiring writers of all skill levels are invited to brush-up on planning and plotting, discipline and methodology, creating compelling characters and settings, strategies and techniques of revision, and tips on seeing your work published. Whether you're crafting short stories, novels, screenplays, or creative nonfiction, bring in your writing to be work-shopped in a nurturing, relaxed-academic atmosphere. \$169
May 1-May 29 TTh 7 pm-9 pm BLTLN CEWRT 551 01



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

Train with MTC for these in-demand jobs!

Learn more about MTC's Manufacturing and Industrial Maintenance training programs inside the training guide.

- Industrial Maintenance – Electrical (pg. 35)
- Industrial Maintenance – Mechanical (pg. 35)
- Computer Numerical Control (CNC) Operator (pg. 36)
- South Carolina Manufacturing Certification (pg. 36)

Classes start soon – register today!

Visit us online at midlandstech.edu/cce or call (803) 732-0432.