



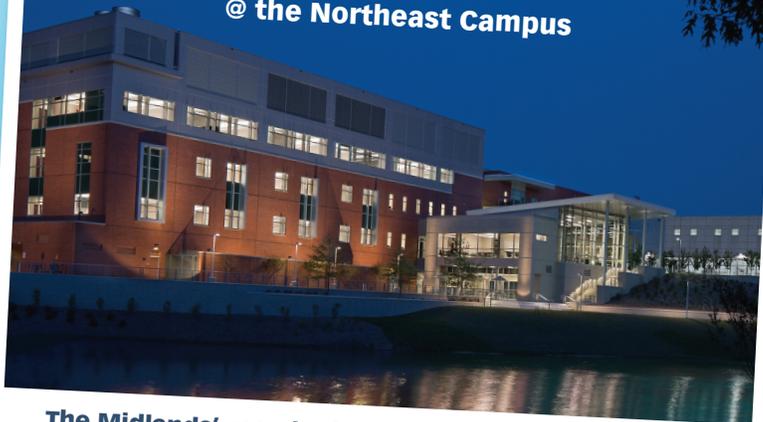
Midlands
Technical
College

CORPORATE AND CONTINUING EDUCATION

THE Midlands' Guide for Training
September • October • November • December 2013

midlandstech.edu/cce

New credit opportunities for Fall:
**THE ENGINEERING TECHNOLOGY
AND SCIENCES BUILDING**
@ the Northeast Campus



The Midlands' premier location for education and training
to prepare you for the careers of the future.

Cutting-edge technology ■ Ultramodern classrooms ■ State-of-the-art labs

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 113
Mon-Thu, 8 am - 4:30 pm,
Fri, 8 am - 1:30 pm

Fairfield Campus Fairfield QuickJobs Center
Mon-Thu, 8 am - 5 pm,
Fri, 8 am - 1:30 pm

Quick, easy, affordable payment options.

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

Beginning August 1, 2013 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.

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.

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%

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



AIRPT Airport Campus
 BATES Batesburg-Leesville Campus
 BLTLN Beltline Campus
 FFQJ Fairfield Campus
 HARBH Harbison Campus
 MAI Midlands Audio Institute

NEAST Northeast Campus
 OFFC Off Campus
 ONLN Online
 SCSFM South Carolina State Farmer's Market
 RSDI Richland School District One

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

QJ Look for the QuickJobs symbol to identify these programs.

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

VA VA approved programs are identified through out the catalog by this symbol.



Look for the QuickJobs symbol to identify these programs.

Learn to be competitive

Make yourself employable fast

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



Pick up a paycheck sooner than you think!

Take a look at the QuickJobs training MTC offers:

Business

Accounting and Payroll Specialist	pg. 7
Office Administrative Specialist	pg. 15
Project Manager	pg. 9

Computer Technology

Advanced Desktop and Server Administrator	pg. 12
Computer Technician	pg. 12
Database Analyst	pg. 13
Desktop and Server Administrator	pg. 12
Web Designer	pg. 17

Construction and Trades

BPI Building Analyst Professional*	pg. 37
Building Construction Manager	pg. 31
Forklift Operator	pg. 32
Industrial Electrician	pg. 32
Landscaper/Horticulturist	pg. 22
Locksmith*	pg. 34
Pipefitting	pg. 37
Small Engine Mechanic	pg. 37
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Healthcare

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Machinists/CNC Operator	pg. 34

Creative Careers

Audio Engineer	pg. 20
Cake Decorator	pg. 21
Floral Designer	pg. 22
Interior Decorator	pg. 22
Photographer	pg. 43

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.

*Visit midlandstech.edu/cce or call (803) 732-0432 for program information.

Start now. Don't wait.

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

Additional assistance for those receiving unemployment benefits or eligible for WIA

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



MIDLANDS WORKFORCE
DEVELOPMENT BOARD

Working Together for Tomorrow's Workforce



Senior Enrichment

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



Click to your classroom. 

MTC ONLINE LEARNING. ANYTIME. ANYWHERE.



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

Be a part of the MTC community



Like us on Facebook



Join our group on LinkedIn



Follow us on Twitter

Group Name: Midlands Technical College Corporate and Continuing Education

Build Your Post-Military Career with Midlands Technical College

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

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

Tuition Assistance

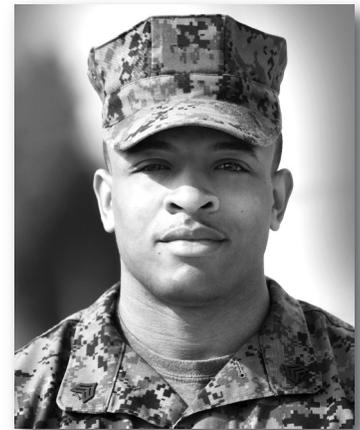
Military tuition assistance is dependent primarily upon your command. All of our courses, certificates, and QuickJobs lead toward certificates and are awarded both Continuing Education Units and Clock Hours. Many commands will approve tuition assistance for promotion points, career advancement, and morale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

VA Vocational Rehabilitation

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

Montgomery GI Bill

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



BUSINESS MANAGEMENT

- Certified Financial Planner
- Human Resource (SHRM) Exam Review for PHR and SPHR
- Lean Six Sigma Green Belt
- Office Administration (Office Administrative Specialist)

COMPUTERS

- A+ IT Technician
- Cisco Certified Network Associate (CCNA)
- Database Design and Management Certificate (Database Analyst)
- Microsoft Certified Information Technology Professional – Server Administrator (Desktop Server Administrator - MCSA)
- Network+ Technician
- Security+ Technician

HEALTHCARE

- Clinical Massage Therapist
- Sonographer

INDUSTRIAL/MANUFACTURING

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

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

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



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



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

BUSINESS MANAGEMENT



POPULAR BUSINESS MANAGEMENT ONLINE COURSES:

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

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

Finance and Accounting

Accounting Essentials

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

Sep 9-Nov 21 TTh 6 pm-9 pm HARBN CEOFF 623 68

Business Math

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

Sep 13-Sep 20 F 9 am-1 pm NEAST CEFIN 512 17

Payroll Preparation Essentials

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

Dec 3-Dec 5 TTh 6 pm-9 pm HARBN CEOFF 624 68

QuickBooks

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

Nov 4-Nov 5 MT 9 am-4 pm HARBN CEOFF 622 10
Dec 2-Dec 11 MW 6 pm-9 pm HARBN CEOFF 622 80



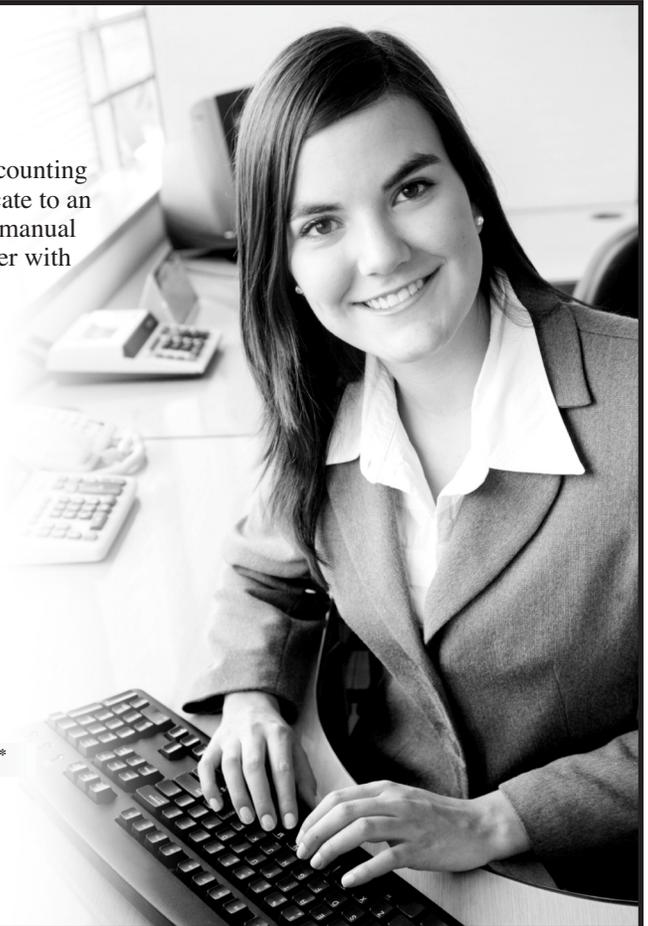
Accounting and Payroll Specialist Certificate Program

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

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

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

Note: Students who have computer experience can take Intermediate Excel instead of Introduction to Computers. Introduction to Excel must be taken before Intermediate Excel.



BUSINESS MANAGEMENT



CFP® Certification Education Program



CFP® Certification Education program provides the job knowledge needed by financial planners, as determined by Certified Financial Board of Standards Inc. Persons who successfully complete this 22-month program will be eligible to sit for the CFP® Certification Exam.

Visit the Certified Financial Board of Standards website, www.cfp.net and click on the icon “**Become a CFP® Professional,**” to insure that you have met the necessary requirements.

After you have successfully met the education coursework requirement, you will be eligible to register for the CFP® Certification Examination. The CFP® Certification Examination assesses your ability to apply your financial planning knowledge, in an integrated format, to financial planning situations.

Classes start in September. All classes will meet on Tuesdays from 6-9 pm at our Harbison Campus.

Course Code	Course Name	Course Dates/Tuesdays; 6-9 pm	Price
CEFPF-690-02	Fundamentals of Financial Planning	9/10/13-11/12/13	\$699
CEFPF-691-02	Insurance Planning	11/19/13-12/17/13; 1/7/14-2/25/14	\$699
CEFPF-692-02	Investment Planning	3/4/14 – 5/27/14	\$699
CEFPF-693-02	Retirement/Employee Benefits Planning	6/10/14 – 6/24/14; 7/8/14-9/9/14	\$699
CEFPF-694-02	Estate Planning	9/16/14 – 12/9/14	\$699
CEFPF-695-02	Income Tax Planning	1/6/15-1/13/15; 1/27/15-4/7/15	\$699
CEFPF-696-02 OR	Financial Plan Development- Capstone	4/14/15 – 6/23/15; 7/7/15-7/28/15	\$699
CEFPF-697-02	CFP® Certification Education Program	9/10/13 – 7/28/15	\$4,295

Save \$598 – Enroll in the certificate program today.

Certificate program cost: \$4,295* - Cost of individual classes if taken separately: \$ 4,893*

**Books are not included; they are estimated to cost \$900. In addition, there is a fee to register for the exam with the CFP Board.*

For more information, visit midlandstech.edu/cce

Human Resources

SHRM Essentials of HR

Use this human resource management basics course to increase your HR knowledge and reduce your company's exposure to costly HR-related lawsuits. Managers will also benefit by enhancing their knowledge of employment law, recruiting and selection, compensation, and employee training and orientation. \$499

Nov 5-Nov 6 TW 8:30 am-5 pm NEAST CEHRS 500 31

SHRM Exam Review

Use this up-to-date program to further develop your HR knowledge or to assist you in preparing for the Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR) certification exams. Receive the New SHRM Learning System for free, a \$695 value. Students are encouraged to register two weeks before the class starts. \$959

Sep 9-Dec 2 M 6 pm-9 pm NEAST CEHRS 503 20

BUSINESS MANAGEMENT

Project Management QJ

Project, Introduction

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

Nov 13 W 9 am-4 pm HARBN CEPMG 560 03

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

Nov 20 W 9 am-4 pm HARBN CEPMG 561 03

PMP/CAPM EXAM PREP BOOT CAMP

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



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

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



Sep 11 - Sep 14 WTHFS 8 am - 6 pm NEAST CEPMG 547 04 \$1195

Foundations of Project Management Certificate

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.

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

Cost: \$149 each

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

Register today by calling (803) 732-0432 or visit midlandstech.edu/cce.

Projects and Project Management

Sep 10 T 6 pm-9 pm NEAST CEPMG 548 54
Oct 8 T 6 pm-9 pm NEAST CEPMG 548 55

Project Integration Management

Sep 12 Th 6 pm-9 pm NEAST CEPMG 549 52

Project Scope Management

Sep 17 T 6 pm-9 pm NEAST CEPMG 550 52

Project Time Management

Sep 19 Th 6 pm-9 pm NEAST CEPMG 551 52

Project Cost Management

Oct 1 T 6 pm-9 pm NEAST CEPMG 552 52

Earned Value Management

Oct 3 Th 6 pm-9 pm NEAST CEPMG 553 52

Project Quality Management

Oct 22 T 6 pm-9 pm NEAST CEPMG 554 52

Project Human Resource Management

Oct 24 Th 6 pm-9 pm NEAST CEPMG 555 52

Project Communication Management

Nov 5 T 6 pm-9 pm NEAST CEPMG 556 52

Project Risk Management

Nov 7 Th 6 pm-9 pm NEAST CEPMG 557 52

Project Procurement Management

Nov 12 T 6 pm-9 pm NEAST CEPMG 558 52

Project Stakeholder Management

Nov 14 Th 6 pm-9 pm NEAST CEPMG 559 52

**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 Real Estate License Law from the LLR website, www.llr.state.sc.us. Text included. \$399

Oct 5-Oct 13 SSu 8:30 am-5 pm NEAST CERLE 504 08

Unit I Real Estate Prelicensing-OPL019001

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

Sep 9-Oct 10 MTTh 6 pm-10 pm NEAST CERLE 505 04
Oct 28-Dec 2 MTTh 6 pm-10 pm HARBN CERLE 505 03

Small Business and Entrepreneurship



In-Business Tax Workshop

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

Nov 7 Th 9 am-12 pm NEAST CESMB 577 02

COMPUTERS



POPULAR COMPUTER ONLINE COURSES:

- Introduction to Microsoft Excel 2010
- Introduction to Quickbooks 2013
- Mobile and Desktop Web Developer

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

Beginning Computer Courses

Introduction to Computers

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

Sep 10	T	9 am-4 pm	NEAST CEBEG 582 01
Sep 26	Th	9 am-4 pm	HARBN CEBEG 582 02
Sep 26	Th	9 am-4 pm	FFQJ CEBEG 582 03
Dec 12	Th	9 am-4 pm	NEAST CEBEG 582 04
Oct 2-Oct 3	WTh	6 pm-9 pm	NEAST CEBEG 582 50
Oct 28-Oct 29	MT	6 pm-9 pm	HARBN CEBEG 582 51

Computer Basics for Seniors

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

Nov 8-Nov 15	F	9 am-1 pm	NEAST CEBEG 549 14
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Computer Typing for Everyone

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

Sep 6-Sep 20	F	9 am-1 pm	NEAST CEBEG 519 29
Nov 1-Nov 15	F	9 am-1 pm	FFQJ CEBEG 519 28
Sep 30-Oct 21	M	6 pm-9 pm	HARBN CEBEG 519 71

Organizing Computer Files

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

Sep 12	Th	9 am-4 pm	NEAST CEBEG 534 30
Nov 18	M	9 am-4 pm	FFQJ CEBEG 534 31
Nov 11-Nov 12	MT	6 pm-9 pm	HARBN CEBEG 534 64

Computer Support

A+ IT Technician **VA**

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

Sep 23-Oct 4	MTWTh	8:30 am-4:00 pm	NEAST CEDST 528 05
	F	8:30 am-12:30 pm	
Dec 2-Dec 13	MTWTh	8:30 am-4:00 pm	HARBN CEDST 528 06
	F	8:30 am-12:30 pm	
Nov 11-Dec 12	MTWTh	6 pm-9:45 pm	HARBN CEDST 528 52

Cisco Certified Entry Networking Technician (CCENT) **NEW**

A CCENT will have the skills required for entry-level network support. The curriculum covers networking fundamentals, WAN technologies, basic security and wireless concepts, routing and switching fundamentals, and configuring simple networks; and prepares you to take the Cisco 100-101 Interconnecting Cisco Networking Devices Part 1 (ICND1) exam. CCENT is the first step toward achieving CCNA, which covers medium-size enterprise branch networks with more complex connections. \$1499

Sep 16-Sep 20	MTWTh	8:30 am-4:00 pm	NEAST CECOS 668 01
	F	8:30 am-12:30 pm	
Nov 4-Nov 14	MTWTh	6 pm-9:45 pm	NEAST CECOS 668 50

Cisco Certified Network Associate (CCNA) **VA**

This class prepares you to take the Cisco 200-101 Interconnecting Cisco Networking Devices Part 2 (ICND2) exam, associated with the CCNA Routing and Switching certification. (Note that you must also pass the CCENT 100-101 exam to get the CCNA certification). 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. \$1999

Oct 21-Oct 25	MTWTh	8:30 am-4:00 pm	NEAST CECIS 666 05
	F	8:30 am-12:30 pm	
Dec 2-Dec 12	MTWTh	6 pm-9:45 pm	NEAST CECIS 666 53

Network+ **VA**

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

Oct 7-Oct 11	MTWTh	8:30 am-4:00 pm	NEAST CENET 724 05
	F	8:30 am-12:30 pm	

Security+ **VA**

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

Sep 9-Sep 13	MTWTh	8:30 am-4:00 pm	HARBN CESEC 664 04
	F	8:30 am-12:30 pm	
Nov 11-Nov 15	MTWTh	8:30 am-4:00 pm	NEAST CESEC 664 05
	F	8:30 am-12:30 pm	
Oct 21-Oct 31	MTWTh	6 pm-9:45 pm	NEAST CESEC 664 50

COMPUTERS

Computer Support

Windows Server 2008 Active Directory Part 1

Part 1 of this instructor-led course introduces Windows Server 2008 and Active Directory Domain Services. Students learn to implement, configure, and manage Active Directory users, groups, permissions and group policies. \$1499

Oct 14-Oct 18 MTWTh 8:30 am-4:00 pm NEAST CEMCS 709 05
F 8:30 am-12:30 pm

Windows Server 2008 Active Directory Part 2

Part 2 of this instructor-led course teaches students to manage and maintain Active Directory Services. This includes AD domain controllers, sites, replication topologies and certificate services. Participants will also learn to configure AD identity and access solutions. \$1499

Oct 21-Oct 25 MTWTh 8:30 am-4:00 pm NEAST CEMCS 710 05
F 8:30 am-12:30 pm
Sep 9-Sep 19 MTWTh 6 pm-9:45 pm NEAST CEMCS 710 51

Windows Server 2008 Networking

Students gain the knowledge and skills to configure Windows Server 2008 network infrastructure. Topics include implementing and configuring IP v4/ v6, DNS, DHCP, IP routing, remote access and network access protection. \$1499

Oct 28-Nov 1 MTWTh 8:30 am-4:00 pm NEAST CEMCS 711 04
F 8:30 am-12:30 pm
Sep 23-Oct 3 MTWTh 6 pm-9:45 pm NEAST CEMCS 711 51

Windows Server 2008 Administration

Learn to deploy and upgrade Windows Server 2008. Topics include maintaining and monitoring Windows Server OS, Active Directory, application services, file services, server virtualization and system availability. \$1499

Nov 4-Nov 8 MTWTh 8:30 am-4:00 pm NEAST CEMCS 712 04
F 8:30 am-12:30 pm
Oct 7-Oct 17 MTWTh 6 pm-9:45 pm NEAST CEMCS 712 52

QJ **VA** Computer Technician Certificate

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

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

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.

A+ IT Technician*
Server 2008 Active Directory-Part 1
Server 2008 Networking

Network+*
Server 2008 Active Directory-Part 2
Server 2008 Administration

Save \$2,449 – Enroll in the certificate program today.

Certificate program cost: \$7,995 • Cost of individual programs if taken separately: \$10,444
Includes books, materials, practice exams, final exams, and instructor-led study sessions.



**CompTIA Certifications*

QJ Advanced Desktop and Server Administrator MCSE (Microsoft) – Security+ (CompTIA) – CCNA (Cisco) – CCENT (Cisco)

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.

DESKTOP AND SERVER ADMINISTRATOR COURSES

A+ IT Technician
Server 2008 Active Directory-Part 1
Server 2008 Networking

Network+
Server 2008 Active Directory-Part 2
Server 2008 Administration

ADVANCED COURSES

Cisco Certified Entry Networking Technician (CCENT)
Cisco Certified Network Associate (CCNA)
Security+

Save \$1,499 – Enroll in the certificate program today.

Certificate program cost: \$7,995 • Cost of individual programs if taken separately: \$9,494
Includes books, materials, practice exams, final exams, and instructor-led study sessions.

COMPUTERS

Databases

Crystal Reports, Introduction

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

Dec 10-Dec 11 TW 9 am-4 pm NEAST CEDBS 588 32

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

Sep 30 M 9 am-4 pm NEAST CEDBS 614 35

Nov 5 T 9 am-4 pm HARBN CEDBS 614 36

Database Productivity Lab

At the end of the Database Design and Management Certificate Program, students design a working database, queries, forms and reports. This hands-on session provides the review and practical application needed to pull it all together, and fine-tune your new database management skills. \$149

Dec 12 Th 9 am-4 pm HARBN CEDBS 626 19

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

Oct 9-Oct 10 WTh 9 am-4 pm NEAST CEDBS 590 40

Nov 11-Nov 12 MT 9 am-4 pm HARBN CEDBS 590 41

SQL Server Database Services

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

Dec 3-Dec 5 TWTh 9 am-4 pm HARBN CESQL 609 16

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

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

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

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

Mac Computer Courses

iMovie

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

Dec 5 Th 6 pm-9 pm NEAST CEMAC 501 51

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

Dec 4 W 6 pm-9 pm NEAST CEMAC 500 51

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

Nov 6-Nov 7 WTh 6 pm-9 pm NEAST CEMAC 502 50



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

Oct 7-Oct 8	MT	9 am-4 pm	NEAST	CEDBS 620 29
Sep 25-Oct 3	WTh	6 pm-9 pm	HARBN	CEDBS 620 65

Access, Intermediate

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

Oct 30-Oct 31	WTh	9 am-4 pm	NEAST	CEDBS 623 24
Nov 6-Nov 14	WTh	6 pm-9 pm	HARBN	CEDBS 623 60

Access, Advanced

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

Nov 18-Nov 19	MT	9 am-4 pm	NEAST	CEDBS 624 21
Dec 2-Dec 11	MW	6 pm-9 pm	HARBN	CEDBS 624 59

Excel, Introduction

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

Sep 23-Sep 24	MT	9 am-4 pm	NEAST	CESDS 602 10
Oct 1-Oct 2	TW	9 am-4 pm	HARBN	CESDS 602 11
Oct 3-Oct 4	ThF	9 am-4 pm	FFQJ	CESDS 602 12
Nov 11-Nov 12	MT	9 am-4 pm	NEAST	CESDS 602 13
Oct 16-Oct 24	WTh	6 pm-9 pm	HARBN	CESDS 602 71

Excel, Intermediate

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

Oct 28-Oct 29	MT	9 am-4 pm	HARBN	CESDS 610 36
Nov 20-Nov 21	WTh	9 am-4 pm	NEAST	CESDS 610 37
Dec 3-Dec 12	TTh	6 pm-9 pm	HARBN	CESDS 610 67

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

Dec 16-Dec 17	MT	9 am-4 pm	NEAST	CESDS 611 25
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Creating a Simple Excel Spreadsheet

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

Sep 27	F	9 am-12 pm	HARBN	CESDS 628 16
Oct 31	Th	9 am-12 pm	BATES	CESDS 628 17

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. Our Windows, Word, Excel, PowerPoint, Access, and Outlook courses will help you reach this goal.

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

Excel Formulas & 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

Nov 4	M	9 am-4 pm	HARBN	CESDS 630 14
Dec 10	T	9 am-4 pm	BATES	CESDS 630 15

Excel Graphs

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

Oct 4	F	9 am-12 pm	NEAST	CESDS 629 10
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Excel Macros

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

Dec 13	F	9 am-12 pm	HARBN	CESDS 640 11
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COMPUTERS

Microsoft Office

Office Administrative Specialist Certificate Program **QJ** **VA**

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 Your Computer	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



Excel Pivot Tables

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

Dec 6 F 9 am-12 pm NEAST CESDS 631 14

Excel PowerPivot

PowerPivot for Excel is an add-in to Excel 2010 that provides tools for adding and integrating large amounts of data in Excel workbooks from various sources to create dynamic reports. Recommended for those with a sound working knowledge of Excel, including those who will be using Excel to make business decisions. \$199

Nov 1-Nov 15 F 9 am-12 pm HARBN CESDS 657 04

Microsoft Office for Macs

Learn about the unique user interface available in Microsoft Office for Mac users. Bring your MacBook or call 803.732.0432 to reserve one of our iMacs. \$169

Nov 20 W 9 am-4 pm NEAST CEMSO 511 08

Microsoft Office for PCs

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

Sep 11 W 9 am-4 pm NEAST CEMSO 512 07

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

Dec 4-Dec 5 WTh 9 am-4 pm NEAST CESCH 708 17

Dec 4-Dec 5 WTh 9 am-4 pm FFQJ CESCH 708 18

Outlook, Advanced

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

Dec 11 W 9 am-4 pm NEAST CESCH 702 20

PowerPoint, Introduction

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

Sep 16-Sep 17 MT 9 am-4 pm NEAST CEPDP 629 23

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. \$159

Oct 1 T 9 am-4 pm NEAST CEPDP 631 24

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 previous training or experience in a previous version of Microsoft Office. \$159

Nov 5 T 9 am-4 pm NEAST CEMSO 513 02

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

Oct 25 F 9 am-12 pm NEAST CEMSO 515 01

Word, Introduction

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

Sep 18-Sep 19 WTh 9 am-4 pm NEAST CEWDP 593 49
 Oct 15-Oct 16 TW 9 am-4 pm HARBN CEWDP 593 01
 Dec 16-Dec 17 MT 9 am-4 pm FFQJ CEWDP 593 02
 Nov 13-Nov 21 WTh 6 pm-9 pm NEAST CEWDP 593 68

Word, Intermediate

Enhance your proficiency with Word using styles, tables, templates, graphics, document revisions, and HTML features. \$279

Nov 6-Nov 7 WTh 9 am-4 pm HARBN CEWDP 594 23
 Dec 2-Dec 10 MT 6 pm-9 pm NEAST CEWDP 594 58

Word, Advanced

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

Nov 18-Nov 19 MT 9 am-4 pm NEAST CEWDP 595 22

Word, Introduction for Seniors

Learn the basics of Microsoft Word, including creating and editing documents, formatting, printing, and more. \$89

Dec 6-Dec 13 F 9 am-12 pm NEAST CEWDP 597 18

Microsoft Office Certificate

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

Requirements	Hours	Costs			
Introduction to Microsoft Windows	12	\$279	Introduction to Microsoft PowerPoint	12	\$279
Introduction to Microsoft Word	12	\$279	Advanced Microsoft PowerPoint	6	\$159
Intermediate Microsoft Word	12	\$279	Introduction to Microsoft Access	12	\$279
Advanced Microsoft Word	12	\$279	Intermediate Microsoft Access	12	\$279
Introduction to Microsoft Excel	12	\$279	Advanced Microsoft Access	12	\$279
Intermediate Microsoft Excel	12	\$279	Introduction to Microsoft Outlook	12	\$279
Advanced Microsoft Excel	12	\$279	Advanced Microsoft Outlook	6	\$159
			Total: 156 hrs	\$3,660	

Microsoft SharePoint

SharePoint Designer Part 1

Customize your SharePoint sites and build a new subsite on the SharePoint services platform using Designer. Topics include cascading style sheets, functionality in web pages, components, and automating business processes with workflows. \$199

Oct 16 W 9 am-4 pm NEAST CESPT 505 21

SharePoint Designer Part 2

Extend your SharePoint sites to include more functionality using integrated data sources, templates, customized work flows, and Designer administration tools. \$199

Oct 17 Th 9 am-4 pm NEAST CESPT 513 12

SharePoint Foundation 1

Use, create, and edit content in a team site. You will also create and perform basic management of a team site using SharePoint Foundation 2010. This course is designed for individuals who will need to access information on a Microsoft SharePoint team site or for individuals who may need to create and manage a team site. \$429

Oct 23-Oct 24 WTh 9 am-4 pm NEAST CESPT 514 05

SharePoint Foundation 2

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

Oct 28-Oct 29 MT 9 am-4 pm NEAST CESPT 515 06

COMPUTERS

Microsoft Windows

Windows 8 Introduction

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

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

Sep 18-Sep 19	WTh	9 am-4 pm	NEAST	CEWIN 582 02
Sep 16-Sep 24	MT	6 pm-9 pm	HARBN	CEWIN 582 51

Mobile Devices and Applications

Beginning iOS for the iPad and iPhone

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

Oct 14-Oct 18	MTWTh	8:30 am-4:00 pm	NEAST	CEAPP 504 01
	F	8:30 am-12:30 pm		

iPad Basics

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

Sep 20	F	9 am-12 pm	NEAST	CEAPP 503 13
Nov 1	F	9 am-12 pm	HARBN	CEAPP 503 14

Social Media

Turn your love for **technology** and *creativity* into a career

WEB DESIGNER CERTIFICATE

MTC's website design certificate can prepare you for a career in information technology. 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	18	\$549
HTML5	12	\$359
CSS3	12	\$359
JavaScript	18	\$999
Photoshop	12	\$359
Social Media Business Basics	6	\$199
Total:	78	\$2,824



COMPUTERS

Social Media



Mobile Application Development

Mobile devices are everywhere. Smartphones and tablets have changed how people work and live. Being able to develop mobile applications is now a top IT skill. Programmers who can create and build apps for these devices are in high demand.

Get the skills you need to compete and get started in this exciting new area of programming today!

- Beginning iOS for the iPhone or iPad.

Call (803) 732-0432 to register or visit midlandstech.edu/cce

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

Sep 30	M	9 am-4 pm	HARBN CESOC 521 12
Dec 2	M	9 am-4 pm	NEAST CESOC 521 13



Web and Print Media

Acrobat Fundamentals

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

Nov 11	M	9 am-4 pm	NEAST CEGPH 606 24
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Acrobat, Advanced

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

Nov 12	T	9 am-4 pm	NEAST CEGPH 612 15
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Dreamweaver, Introduction

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. \$549

Sep 16-Sep 18	MTW	9 am-4 pm	NEAST CEWDA 514 33
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HTML 5

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

Oct 7-Oct 8	MT	9 am-4 pm	NEAST CEWDV 547 05
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CSS3

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

Oct 9-Oct 10	WTh	9 am-4 pm	NEAST CEWDV 548 04
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InDesign Fundamentals

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

Sep 9-Sep 10	MT	9 am-4 pm	NEAST CEPDP 626 28
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Javascript **NEW**

Learn the fundamental concepts of the JavaScript language. You will learn how to use JavaScript to communicate with users, modify the Document Object Model (DOM), control program flow, validate forms, animate images, create cookies, change XHTML on the fly, and communicate with databases. Prerequisites: HTML5 and CSS3 Part 1 and 2, or equivalent knowledge. \$999

Oct 21-Oct 23	MTW	9 am-4 pm	NEAST CEWDV 549 01
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Photoshop, Introduction

Make your graphics shine. Incorporate color techniques, filters, and understand and work with layers to include creating masks, painting layers, and adjustment layers, other tools, and 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

Sep 23-Sep 24	MT	9 am-4 pm	NEAST CEGPH 601 30
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COMPUTERS

Web and Print Media

Validate your knowledge and experience *with an IT Certification*

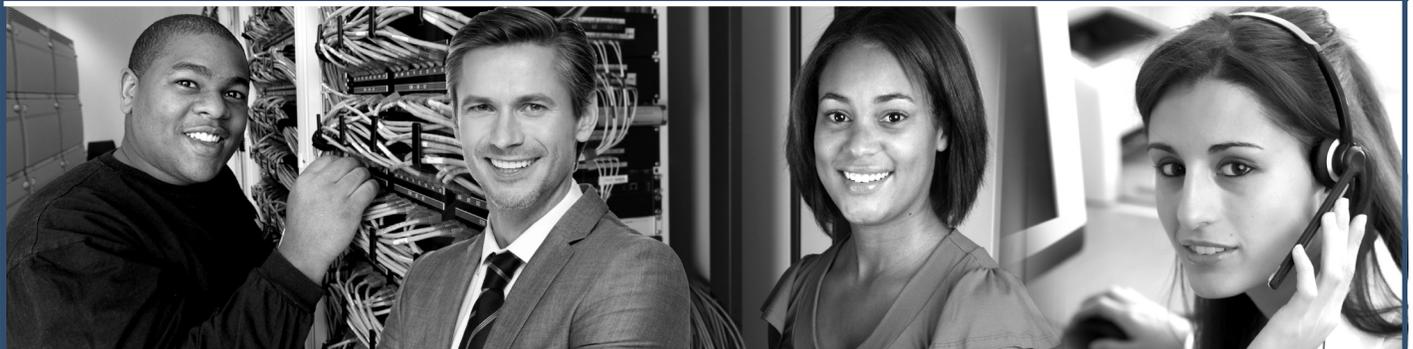
MTC IT Certifications:

- Cover relevant information in today's changing IT marketplace
- Make a perfect fit if you are:
 - New to technology
 - Changing jobs
 - A seasoned IT professional
- 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

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.**

GRIT

Growing Resources for
Information Technology

CREATIVE CAREERS



POPULAR CREATIVE CAREER ONLINE COURSES:

- Event Planning and Wedding Consultant Business
- Introduction to Natural Health and Healing
- Interior Decorating/Design Entrepreneur

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

Audio Engineering

QJ Audio Engineering Certificate Program

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, Introduction

Learn how to use standard types of audio equipment; microphones, mixing consoles, compressors, EQ's reverbs, and power amps will be covered with live demonstration during classes. Classes will also cover maintenance and troubleshooting. \$399

Sep 9-Oct 28 M 7-9 pm MAI CEMUS 507 05Z

Commercial Music Theory

If you are going to be working in the music business, you need to know the difference between off key and on. This course covers the music theory, ear training and harmony related to commercial/contemporary music from rock'n'roll to classical music. \$399

Oct 31-Dec 19 Th 7-9:15 pm MAI CEMUS 511 03Z

Live Sound Production

Learn the ins and outs of running live sound for production companies, theatres, artists, churches, and more. This class includes a two-hour lab. Textbook included. \$399

Nov 4-Dec 16 M 7-9 pm MAI CEMUS 521 03Z

Register for a free orientation session – Aug. 27, 2013 7-8 p.m. at Northeast Campus (CEMUS 547-02)



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. \$399

Sep 5-Oct 24 Th 7-9 pm MAI CEMUS 510 03Z

Studio Recording I

Learn the latest techniques in audio recording. From analog to digital, this course will improve your abilities to record music at home or in a studio. Covers Pro Tools and analog outboard equipment. This class includes a two-hour lab. \$399

Sep 10-Oct 29 T 7-9:15 pm MAI CEMUS 522 05Z

Studio Recording II

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

Nov 5-Dec 17 T 7-9 pm MAI CEMUS 523 03Z

Learn Techniques and Tips that Only the Experts Know – Register Today!

All Audio Engineering classes meet at Midlands Audio Institute, 207 S. Prospect St., Columbia, SC 29205. (803) 782-6910.

CREATIVE CAREERS

Cake Decorating

Cake Decorating Professional Certificate **QJ**

This 18-hour certificate program prepares you for all aspects of cake decorating—personal pleasure, the workplace, or starting your own business. Learn the perfect techniques in creating beautiful flowers using royal icing, piping and piping gel in transferring patterns. Find out how the experts create beautiful cakes. \$139

Sep 10-Oct 15	T	6 pm-9 pm	SCSFM CEKIT 522 01
Oct 29-Dec 3	T	6 pm-9 pm	SCSFM CEKIT 522 02



Child Development

Curriculum

Take this opportunity to gather creative ideas to strengthen the curriculum at your center. Topic: A Curriculum that Promotes Optimal Growth. \$20

Oct 5	S	8 am-1:30 pm	HARBN CEABC 501 11
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Growth and Development

This program focuses on physical, emotional, social, cognitive, and language development. Topic: General Physical Development. \$20

Sep 7	S	8 am-1:30 pm	HARBN CEABC 503 08
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Guidance

Understand how to guide behavior of young children. Topic: Building a Positive Foundation. \$20

Sep 21	S	8 am-1:30 pm	HARBN CEABC 502 07
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Constable

SC State Constable Training Program: Basic Course

State constables are commissioned by SLED and support SC law enforcement in times of emergency and/or crisis. Prior to registering, candidates must take application to SLED and receive approval to receive the training. Must pass a comprehensive test and qualify with

firearms. Yearly in-service training updates are required. For complete scheduling information, visit midlandstech.edu/cce. \$599

Oct 2-Nov 18	MW	6 pm-10 pm	HARBN CECON 501 04
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Ebay

Ebay Basics

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

Sep 9-Oct 7	M	6 pm-9 pm	HARBN CECED 542 10
Oct 21-Nov 18	M	6 pm-9 pm	NEAST CECED 542 09

Event Planning

Event and Wedding Planning I

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

Aug 12-Aug 20	MT	6 pm-9 pm	HARBN CEEVT 505 11
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Event and Wedding Planning II

Part two of a three-course certificate program. You will receive step-by-step instructions, worksheets and checklists, guidance for selecting venues/vendors, contract negotiation skills, protocol/etiquette, dealing with VIP's, security issues, etc. No class 9/2/13. Prerequisite: Event and Wedding Planning I. All materials included in price. \$339

Aug 26-Sept 4	MTW	6 pm-9 pm	HARBN CEEVT 506 11
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Event and Wedding Planning III

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

Sept 9-Sept 17	MT	6 pm-9 pm	HARBN CEEVT 512 01
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Corporate Event Planning **NEW**

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

Aug 26-Sept 12	MTTh	6 pm-9 pm	HARBN CEEVT 513 01
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CREATIVE CAREERS

Fitness Trainer

Personal Trainer Certification

This 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; plus practical sessions are held at Hampton Hill Athletic Club. Prior to

obtaining their certification, students must get an Adult CPR/AED certification, and complete a 30-hour internship. For book information, see the materials list at midlandstech.edu/cee. \$699

Sep 28-Nov 2	S	9 am-12 pm	BTLN	CEPYT 600 03
		1 pm-4 pm	OFFC	

Floral Design

Floral Design Certificate

This 24-hour course in the fundamentals of floral arranging will give students enough basic skills to seek entry level positions in the floral business. Introduction to materials and equipment, principles of good design, color, and specialized designs are covered. \$349

Sep 9-Oct 14	M	6 pm-9 pm	HARBN	CEFLC 501 06
Oct 19	S	9 am-4 pm		

Floral Design, Basic

You will learn about bow-tying, bud vases, one-sided, and all around arrangements as well as cut flower care, contemporary, exotic, and silk arrangements. \$159

Sep 9-Sep 30	M	6 pm-9 pm	HARBN	CEFLC 517 02
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Floral Design, Advanced

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

Oct 28-Nov 18	M	6 pm-9 pm	HARBN	CEFLC 502 13
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Interior Design

Interior Decorating Certificate

Students complete projects applying color and pattern relationships, floor planning skills, window treatments, furniture selection, blueprint reading, cost estimations, accessories, electrical and lighting, and the decorator/client business relationship. Optional three-hour business start-up class is included. For complete schedule, visit midlandstech.edu/cee. \$699

Sep 4-Dec 18	W	6 pm-9 pm	NEAST	CEDCP 529 02
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Interior Decorating, Beginning

Fundamental theories of decorating are introduced enabling students to apply beginning skills. Lessons include floor plan drafting, traffic flow, space and furniture arranging, furniture history and period styles, and a beginning analysis of color and pattern relationships. Students will complete a project based on skills learned. \$239

Sep 4-Oct 2	W	6 pm-9 pm	NEAST	CEDCP 502 02
Sep 26	Th	6 pm-9 pm	OFFC	

Interior Decorating, Intermediate

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

Oct 9-Nov 6	W	6 pm-9 pm	NEAST	CEDCP 503 02
Oct 31	Th	12 pm-3 pm	OFFC	

Interior Decorating, Advanced

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

Nov 13-Dec 18	W	6 pm-9 pm	NEAST	CEDCP 504 02
Dec 12	Th	8 am-5 pm	OFFC	

Landscaping

Landscaping and Horticulture Certificate Program

Your Program – Your Way

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

Required Core Courses

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

Electives

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

FALL COURSES

Landscape Construction	\$169			
Nov 4-27	MW	6-9 pm	NEAST	CEHOR 506 11
Landscape Management	\$169			
Oct 10-Dec 5	Th	6-9 pm	NEAST	CEHOR 522 10
Plant Growth & Development	\$169			
Sep 9-Oct 28	M	6-9 pm	NEAST	CEHOR 524 07
Pests in the Landscape	\$169			
Sep 4-Oct 23	W	6-9 pm	NEAST	CEHOR 526 09
Landscape Design	\$189			
Oct 8-Dec 10	T	6-9 pm	NEAST	CEHOR 530 10

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

EMPLOYEE AND LEADERSHIP DEVELOPMENT



POPULAR EMPLOYEE AND LEADERSHIP ONLINE COURSES:

- **Effective Business Writing**
- **Grammar Refresher**

- **Technical Writing**
- **Writing Effective Grant Proposals**

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

Business Writing

Business Grammar

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

Sep 12	Th	9 am-4 pm	BATES	CEWCS 500 08
Oct 22	T	9 am-4 pm	NEAST	CEWCS 500 07

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

Oct 17	Th	9 am-4 pm	BATES	CEWCS 501 73
Oct 24	Th	9 am-4 pm	NEAST	CEWCS 501 72

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

Oct 19	S	9 am-4 pm	NEAST	CEWCS 541 10
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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

Oct 8	T	9 am-4 pm	NEAST	CEWCS 502 26
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Technical Writing Basics

Sep 24	T	9 am-4 pm	NEAST	CEWCS 545 06
Oct 24	Th	9 am-4 pm	NEAST	CEWCS 545 07

Writing Grants That Win!

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

Oct 23	W	9 am-4 pm	NEAST	CEGRT 501 10
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Career Development Facilitator

Career Development Facilitator @

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

(8:30 AM-4:30 PM) after start date. The third onsite session is graduation and determined by you and your instructor at a later date. Book and DVD are included. Instructor, Beth Lengel, Lengel Vocational Services. \$915

Sep 11-Dec 11	ONLN	CECDF 600 69
Oct 9-Jan 9	ONLN	CECDF 600 70
Nov 6-Feb 6	ONLN	CECDF 600 71
Dec 11-Mar 11	ONLN	CECDF 600 72

Customer Service

Becoming a Customer Service Star

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

Sep 5	Th	9 am-4 pm	BATES	CECUS 523 81
Oct 3	Th	9 am-4 pm	NEAST	CECUS 523 80

Call Center Professional

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

Sep 16-Oct 4	F	9 am-1 pm	NEAST	CECUS 573 04
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Customer Service Email Writing

Did you know that only 8% of customers report that emails from companies meet their expectations? Are you sure that your email messages make consistently positive impressions? This course provides practical guidelines and techniques to improve the quality and readability of your emails. Learn the top email mistakes that can sabotage customer relationships and how to apply concrete, practical guidelines for consistently clear and professional email messages. \$79

Nov 12	T	9:00 am-12:00 pm	NEAST	CEEDU 543 03
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Customer Relations Specialist Certification Program

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

Sep 17-Oct 3	TTh	9 am-4 pm	HARBN	CECUS 539 23
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EMPLOYEE AND LEADERSHIP DEVELOPMENT

Education and Training

Introduction to Online Teaching

Online teaching is rapidly changing the landscape of higher education. More than 12-million students in the US currently take courses online. This course provides an overview of careers in online teaching, focusing on the expertise required for instructing students in a digital environment. \$99

Oct 5 S 8:30 am-12:30 pm NEAST CEEDU 500 06



21st Century Workforce Skills Certificate

Are you equipped for the future?

Do you have the right skills employers are looking for? In the new economy, businesses need employees who think critically, communicate effectively and are accountable for their performance. Employers need strong team players with skills in collaboration and resolving conflict. Completing this certificate will help you build the skills you need to succeed in the competitive workplace. The courses may be taken individually or as part of the 21st Century Workforce Skills Certificate. Total cost \$623.

Verbal Communication Skills \$79

Sep 9 6-9 pm NEAST

Personal Accountability and Professionalism \$79

Sep 16 6-9 pm NEAST

Nov 14 6-9 pm BATES

Principles of Teamwork, Collaboration & Trust \$79

Sep 23 6-9 pm NEAST

Critical Thinking and Problem Solving \$79

Sep 30 6-9 pm NEAST

Taking Charge of Change \$79

Oct 7 6-9 pm NEAST

Dealing with Conflict \$79

Oct 14 6-9 pm NEAST

Dec 10 6-9 pm BATES

Business Writing Essentials \$149

Oct 19 9 am-4 pm NEAST

Personal Development

Critical Thinking & 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. This course is a part of the 21st Century Skills Certificate. \$79

Sep 30 M 6 pm-9 pm NEAST CECD 722 10

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. This course is a part of the 21st Century Skills Certificate. \$79

Oct 14 M 6 pm-9 pm NEAST CECD 724 10

Dec 10 T 6 pm-9 pm BATES CECD 724 11

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

Sep 17 T 9 am-12 pm NEAST CECD 564 52

Oct 10 Th 9 am-12 pm BATES CECD 564 53

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

Nov 20 W 9 am-4 pm NEAST CECD 511 52

Personal Accountability & 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. This course is part of the 21st Century Skills Certificate. \$79

Sep 16 M 6 pm-9 pm NEAST CECD 720 08

Nov 14 Th 6 pm-9 pm BATES CECD 720 09

Principles of Teamwork, Collaboration & 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. This course is a part of the 21st Century Skills Certificate. \$79

Sep 23 M 6 pm-9 pm NEAST CECD 721 10

Public Speaking: Communicating Your Message with Confidence

While practicing your public speaking skills in a safe environment, learn to apply key strategies, including knowing your audience and message, creating a focused outline, punctuating key points, being prepared, using multi-media effectively, eliminating distracting behaviors, and dealing with questions. \$149

Sep 10-Sep 12 TTh 6 pm-9 pm NEAST CECD 732 03

EMPLOYEE AND LEADERSHIP DEVELOPMENT

Personal Development

Taking Charge of Change

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

Oct 7 M 6 pm-9 pm NEAST CECDS 723 10

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. This course is a part of the 21st Century Skills Certificate. \$79

Sep 9 M 6 pm-9 pm NEAST CECDS 719 08

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

Oct 31 Th 6 pm-9 pm AIRPT CELSD 519 44

Coaching and Counseling - Part I

Dec 12 Th 6 pm-9 pm AIRPT CELSD 660 33

Coaching and Counseling - Part II

Dec 19 Th 6 pm-9 pm AIRPT CELSD 690 31

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 & conflict resolution tactics. \$99

Dec 5 Th 6 pm-9 pm AIRPT CEWC S 543 03

Interview with Confidence

If you participate in the important process of giving input into the hiring of new employees, this session is for you. Whether you participate as a member of an interview panel, as a hiring manager, or in a peer interview; the questions you ask and the answers you assess can help ensure you find the right person to fit the right job. Learn legal and behavioral interviewing techniques to make your comments and decisions more objective and legally defensible. \$99

Sep 24 T 9 am-11 am NEAST CELDS 641 02

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

Oct 3 T 1:30 pm-4:30 pm NEAST CELSD 555 49

Making Solid Decisions

Workplace decision making can be both challenging and rewarding. Although supervisors have the authority to make decisions on behalf of direct reports, most will find more support for decisions (and more cooperation when it comes time to implement those decisions) if stakeholders are involved in the process. \$79

Sep 3 T 1:30 pm-4:30 pm NEAST CELSD 695 33

Productive Partnerships

It is not often that we can work isolated from others. Participants explore the need to collaborate, and to form partnerships that enhance their productivity and work environment. \$79

Sep 5 Th 6 pm-9 pm AIRPT CELSD 697 33

Oct 8 T 1:30 pm-4:30 pm NEAST CELSD 697 27

Valuing Diversity

The course will explore the topic of diversity by describing what valuing diversity means, by analyzing one's own perception of diversity, and by identifying key factors for managing diversity. \$79

Sep 12 Th 6 pm-9 pm AIRPT CELSD 699 27

Working in an Ethical Manner

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

Oct 17 Th 6 pm-9 pm AIRPT CELSD 518 26

Nov 19 T 1:30 pm-4:30 pm NEAST CELSD 518 27

Supervisory Certificate

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.

Oct 3-31 Th 6 pm-9 pm AIRPT CELSD 512 42

Nov 5-Dec 3 T 1:30 pm-4:30 pm NEAST CELSD 512 43

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

Nov 14-Dec 19 T 1:30 pm-4:30 pm NEAST CELSD 512 40

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

Unit 4: Managing the Process

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

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

Sep 24-Oct 22 Th 1:30 pm-4:30 pm NEAST CELSD 515 38

HEALTHCARE AND SOCIAL SERVICES



POPULAR HEALTHCARE AND SOCIAL SERVICES ONLINE COURSES:

- Drug and Alcohol Counseling
- HIPAA Compliance

- Mental Health Technician Certificate
- Nutritional Fitness Coach

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

Healthcare

Activity Specialist on Aging @

Activity Professionals work in long-term care facilities, assisted living communities or adult day care programs. They provide activities for residents in these facilities. There are also administrative responsibilities and resident care duties. \$2,999

Sep 1-Aug 31 2014 ONLN CEPTN 519 02

Autism Primer for Healthcare Providers NEW

This course is designed as an educational opportunity for those in the healthcare field who want a better understanding and useful tools for dealing with the special needs of the autistic client. Highly recommended for those in the hospital, clinical, dental, and medical practices. This course is approved by the Autism Academy School. \$209

Oct 8-Nov 12 T 6 pm-9 pm HARBN CEMED 640 01

Basic IV Therapy

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

Sep 13 F 12 pm-4 pm AIRPT CEMED 601 02

Cardiac Care Technician QJ

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

Sep 9-Nov 25 MW 8 am-10 am HARBN CEMED 500 22
Oct 1-Dec 19 TTh 8 pm-10 pm BLTLN CEMED 500 23

Certified Nurse Assistant QJ

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

Sep 16-Oct 17	MTWThF	8 am-1 pm	AIRPT	CEMED 613 02
Sep 16-Nov 14	MTTh	5:30 pm-9:30 pm	FFQJ	CEMED 613 01
Sep 16-Nov 14	MTTh	6 pm-10 pm	AIRPT	CEMED 613 03
Sep 30-Oct 31	MTWThF	8 am-1 pm	FFQJ	CEMED 613 04
Oct 7-Nov 7	MTWThF	8 am-1 pm	RSDI	CEMED 613 05
Oct 7-Nov 7	MTWThF	8 am-1 pm	AIRPT	CEMED 613 06
Oct 28-Nov 27	MTWThF	8 am-1 pm	AIRPT	CEMED 613 07
Nov 11-Dec 12	MTWThF	8 am-1 pm	FFQJ	CEMED 613 08
Nov 18-Dec 19	MTWThF	8 am-1 pm	AIRPT	CEMED 613 09
Nov 18-Dec 19	MTWThF	8 am-1 pm	RSDI	CEMED 613 10

CNA Refresher

Designed for Nurse Aide candidates who completed an SC state approved training program. This 40-hour class will prepare you to take the SC nurse aide state board exam. \$399

Sep 23-Sep 27	MTWThF	8 am-4:30 pm	FFQJ	CEMED 614 05
Nov 11-Nov 15	MTWThF	8 am-4:30 pm	RSDI	CEMED 614 06

Attention Healthcare students:

You must bring the following items to the first class:

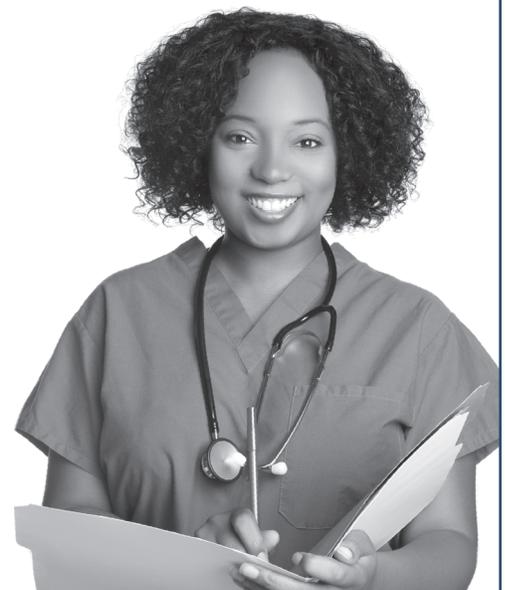
EKG, CCT & Phlebotomy Students:

- 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.

CNA, EKG, CCT and Phlebotomy Students:

- Two-Step TB test – please see date range specifics for each course.
- SLED background check – please see date range specifics for each course.
- Clean drug screen (five-panel minimum) taken within 30 days of start of class.

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



HEALTHCARE AND SOCIAL SERVICES

Healthcare



Massage Therapy Certificate Program

QJ VA

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

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

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

Plan ahead and register now. Classes start September 23.

CPR

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

Sep 7	S	8 am-5 pm	AIRPT	CEMED 522 21
Sep 21	S	8 am-5 pm	AIRPT	CEMED 522 22
Oct 5	S	8 am-5 pm	AIRPT	CEMED 522 23
Oct 12	S	8 am-5 pm	AIRPT	CEMED 522 24
Oct 19	S	8 am-5 pm	AIRPT	CEMED 522 25
Nov 2	S	8 am-5 pm	AIRPT	CEMED 522 26
Nov 16	S	8 am-5 pm	AIRPT	CEMED 522 27
Dec 7	S	8 am-5 pm	AIRPT	CEMED 522 28
Dec 14	S	8 am-5 pm	AIRPT	CEMED 522 29

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

Nov 9-Nov 16	S	8 am-4 pm	AIRPT	CEMED 523 03
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Drug and Alcohol Counseling Specialist **NEW @**

Learn drug and alcohol abuse counseling techniques that will prepare you to help people identify and manage their addictions. If you are looking for a meaningful career in substance abuse counseling, this course can help you get started. \$3,170

Sep 1-Aug 31 2014	ONLN	CEPTN 518 02
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EKG Specialist **QJ**

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

Sep 10-Oct 31	TTh	6 pm-8 pm	BLTLN	CEMED 605 11
Oct 7-Dec 2	MW	2 pm-4 pm	HARBN	CEMED 605 12

EMT Basic **QJ**

Students who successfully complete this course will be eligible to take the National Registry exam sponsored by SC DHEC. \$1059

Sep 9-Mar 19	MW	12 pm-4 pm	BLTLN	CEMED 635 12
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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

Sep 6	F	6 pm-10 pm	AIRPT	CEMED 521 15
Oct 4	F	6 pm-10 pm	AIRPT	CEMED 521 16
Nov 1	F	6 pm-10 pm	AIRPT	CEMED 521 17
Dec 6	F	6 pm-10 pm	AIRPT	CEMED 521 18

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

Sep 13	F	4 pm-6 pm	AIRPT	CEMED 603 02
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Mental Health Technician **NEW @**

Learn to care for the mental health consumer by educating case managers, cottage staff, psychiatric technicians, day treatment staff, and other mental health direct care providers. Mental Health Technicians are known as direct care service workers, direct care support workers, direct care support professionals, or paraprofessionals. \$2,995

Sep 1-Aug 31, 2014	ONLN	CEPTN 517 02
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HEALTHCARE AND SOCIAL SERVICES

Healthcare

Dietary Manager Certification **NEW**



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.

Nutrition Fitness Coach **NEW @**

Gain an understanding of how food nutrition contributes to the prevention of illness and the promotion of optimal health. Students learn to conduct in-depth diet and lifestyle evaluations and to advise individuals on food plans customized to each individual's taste, temperament, and health goals. \$3,025

Sep 1-Aug 31, 2014 ONLN CEPTN 668 03

Phlebotomy **QJ**

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

Sep 3-Oct 29	TTh	9 am-12 pm	AIRPT	CEMED 550 15
Sep 4-Nov 25	MW	5:30 pm-9:30 pm	FFQJ	CEMED 550 16
Sep 9-Nov 4	MW	6 pm-9 pm	AIRPT	CEMED 550 17
Oct 8-Dec 10	TTh	6 pm-9 pm	AIRPT	CEMED 550 18

Physical Therapy Aide **NEW @**

Learn essential skills to work as a physical therapy aide. These healthcare professionals most often work with physical therapists and/or physical therapy assistants. Physical therapy aide jobs often include keeping the treatment area clean and well organized, as well as to help escort patients in wheelchairs, perform clerical duties, order supplies and more. \$2,875

Sep 1-Aug 31, 2014 ONLN CEPTN 669 03

Sleep Disordered Breathing & PAP Therapy

This course is designed to present airway and breathing mechanics; breathing impairment during sleep; PAP and titration procedures, appliance selection, and a hands-on practicum. A certificate of completion will be awarded after a post-course exam and program evaluation is completed. This course meets PAP training required by the South Carolina State Respiratory Care License. Approved by South Carolina Society for Respiratory Care (SCSRC) for 8.0 CEUs. \$199

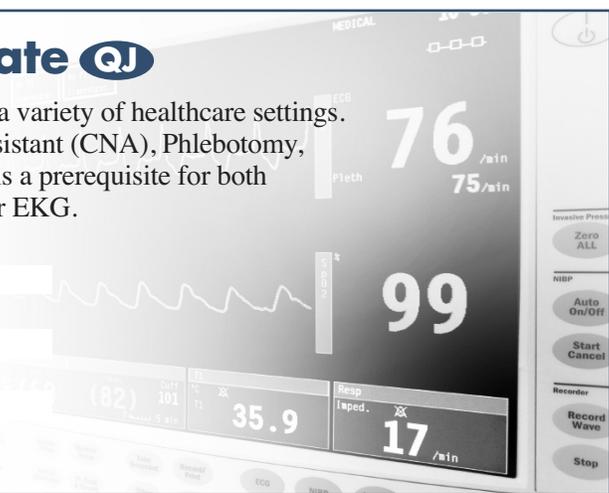
Oct 23 W 9 am-5:30 pm OFFC CEMED 516 01

Patient Care Technician Certificate **QJ**

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

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

*All books included in cost.



HEALTHCARE AND SOCIAL SERVICES

Healthcare

Diagnostic Medical Sonography Certificate **QJ** **VA**

Choose from two areas of study: General (which includes Abdominal and OB/GYN Ultrasound) and Cardiovascular (which includes Vascular and Echocardiography Ultrasound). To be eligible, you must have a two-year degree in healthcare or a four-year degree. Each program is 15 months in length and consists of both classroom study and clinical rotations. Upon successful completion, students are prepared to sit for certification exams given by the national registry. Applications accepted through December 13, 2013. Visit midlandstech.edu/cce/radtech/son-home.htm for information and application.



For additional information, go to midlandstech.edu/cce or call (803) 732-0432.

Medical Information Management

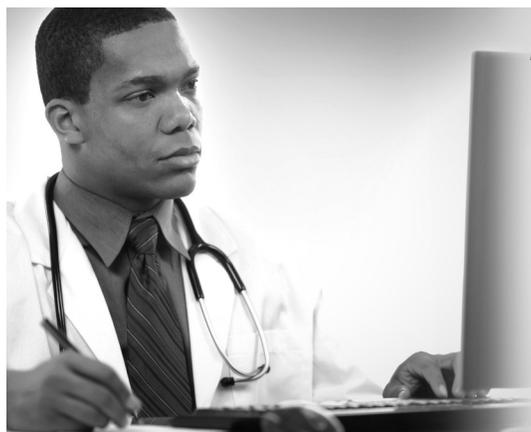
Medical Office Billing and Coding Specialist **QJ**

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

Prerequisites:	Hours	Cost
Medical Terminology	48 hrs	\$529
Anatomy & Physiology	48 hrs	\$569
Core classes:		
CPT/HCPCS Coding	30 hrs	\$769
ICD-9 Coding	36 hrs	\$729
Medical Billing (final class)	30 hrs	\$559

TOTAL 192 \$3,155*

*all books included in total cost



Certified Professional Coder Exam Prep

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

Sep 5-Nov 21 Th 6 pm-9 pm HARBN CEMIM 500 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 represents procedures (other than those described in CPT) that might be provided in a medical setting. This course uses case studies to provide a basic understanding of the principles and guidelines used in CPT and HCPCS coding. Prerequisites: High school diploma or GED. Anatomy & Physiology and Medical Terminology with minimum grade of C. \$769

Sep 4-Nov 6 W 6 pm-9 pm AIRPT CEMIM 563 04

CPT & HCPCS Coding **@**

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

Sep 6-Nov 8 ONLN CEMIM 564 04

Electronic Health Records

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

Oct 23-Dec 18 W 6 pm-9 pm HARBN CEMIM 513 04

HEALTHCARE AND SOCIAL SERVICES

Medical Information Management

Medical Office Specialist **QJ** **NEW**

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



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

ICD-9 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
Sep 9-Nov 25 M 6 pm-9 pm AIRPT CEMIM 584 04

ICD-9 @

The international classification of diseases (ICD) is a standardized coding system which 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
Sep 13-Dec 6 ONLN CEMIM 586 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
Oct 14-Dec 16 M 6 pm-9 pm HARBN CEMIM 510 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
Oct 18-Dec 19 ONLN CEMIM 511 07

Medical Prerequisites

Anatomy & Physiology

This 48-contact-hour, all-lecture course is a general introduction to the anatomy and physiology of the human body. This course is a prerequisite for other courses and certificate programs. \$569
Sep 3-Oct 24 TTh 9 am-12 pm HARBN CEMPR 500 05
Sep 16-Nov 6 MW 6 pm-9 pm AIRPT CEMPR 500 06

Anatomy & 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
Oct 4-Nov 22 ONLN CEMPR 501 04

Medical Terminology

Students will learn medical terminology by analyzing the prefix, suffix, word roots, and combinations used in medical terms. This course is a

prerequisite for other courses and medical certificate programs. This course may be used for exemption of AHS 102. \$529

Sep 7-Dec 14	S	9 am-12:30 pm	NEAST CEMPR 524 31
Sep 9-Oct 30	MW	6 pm-9 pm	NEAST CEMPR 524 30
Sep 9-Oct 30	MW	6 pm-9 pm	FFQJ CEMPR 524 34
Sep 24-Nov 14	TTh	9 am-12 pm	HARBN CEMPR 524 33
Oct 1-Nov 21	TTh	6 pm-9 pm	AIRPT CEMPR 524 32

Medical Terminology @

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

Sep 6-Oct 25	ONLN	CEMPR 525 06
Oct 4-Nov 22	ONLN	CEMPR 525 07

Veterinary Assistant

Veterinary Assistant Certificate **QJ**

Become a competent veterinary assistant learning receptionist duties, laboratory procedures, medical terminology, animal CPR, and customer skills. Successful completion of this certificate program will qualify you for an entry-level position as a veterinary assistant. All materials included. \$799
Oct 1-Nov 7 TTh 6 pm-9 pm HARBN CEANC 508 02

INDUSTRIAL AND MANUFACTURING



POPULAR INDUSTRIAL AND MANUFACTURING ONLINE COURSES:

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

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

Construction

Print Reading for Construction

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

Nov 11-Dec 11 MW 6 pm-9 pm AIRPT CECLR 515 14

Residential Builder Exam Prep

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

Nov 12-Dec 10 T 6 pm-9 pm AIRPT CECLR 523 06

Residential Building Framing & Finishing

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

Oct 10-Dec 5 Th 6 pm-9 pm AIRPT CECLR 532 06

Residential Contractor Business & Law

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

Oct 8-Nov 5 T 6 pm-9 pm AIRPT CECLR 508 06

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 hrs \$1,744



Electrical

Electrical Code Journeyman

Prepare to take the licensing exam (city, state, or county) for Journeyman Electricians. Learn problem solving, voltage drop, conduit, fuse, wire load sizing, grounding, and other residential wiring. Emphasis is placed on the codebook. \$379

Oct 29-Dec 3 TTh 6 pm-9 pm BLTLN CEEEM 502 05

Books for the Industrial and Manufacturing program courses can be determined by looking up the course on midlandstech.edu/cce and clicking on "materials." Some courses require 75% attendance and a 70% test score average for successful completion of the course.

INDUSTRIAL AND MANUFACTURING

Electrical

QJ Industrial Electrician Certificate

Gain good fundamental knowledge of the theory and skills that are required of an electrical technician in the industrial arena. For complete course details, prerequisites, and required books, visit midlandstech.edu/cce/Industrial&Construction.htm.

For questions, call (803) 732-0432.



Electrical Fundamentals I

Learn the basic concepts of electricity; beginning with atomic structure and electron current flow; including electrical quantities, Ohm's law, static electricity, magnetism, resistance, basic DC circuits, electrical units and power measuring Instruments. Text included. \$699

Sep 3-Oct 17 TTh 6 pm-9 pm AIRPT CEEEM 563 12

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. Text included. \$599

Oct 29-Dec 10 TTh 6 pm-9 pm AIRPT CEEEM 564 09

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. \$379

Sep 24-Oct 24 TTh 6 pm-9 pm AIRPT CEEEM 505 11

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. \$379

Nov 5-Dec 10 TTh 6 pm-9 pm AIRPT CEEEM 552 12

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

Forklift

Forklift Training **QJ**

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

Sep 14-Sep 21 S 8 am-12 pm AIRPT CESAF 508 35
Oct 12 S 8 am-5 pm AIRPT CESAF 508 36

Nov 9 S 8 am-5 pm AIRPT CESAF 508 37
Dec 14 S 8 am-5 pm AIRPT CESAF 508 38

Heating, Ventilation and Air Conditioning (HVAC)

Basic Air Conditioning, Electrical Controls and Troubleshooting

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

Sep 7-Sep 21 S 8 am-12 pm AIRPT CEHVA 520 08
Sep 28 S 8 am-11 am

Heat Pumps-Everything You Need to Know

Service technicians: enhance your service and repair abilities. Learn the inner workings of heat pump systems from refrigerant circuits and components to defrost controls and troubleshooting. \$299

Oct 12-Oct 26 S 8 am-12 pm AIRPT CEHVA 500 09
Nov 2 S 8 am-11 am

HVAC Technician Customer Service

HVAC technicians are a valuable part of any company; and developing a culture of professional service, increasing profits through better customer retention, upselling, and better productivity is more important than ever. Focus is on key tactical behaviors that enable a technician to provide world class service. Textbook included in tuition. \$229

Dec 2-Dec 12 MTh 6 pm-8 pm NEAST CEHVA 523 07

NATE Heat Pump Certification

Prepare for NATE certification in four areas: heat pump installation, heat pump servicing, air conditioner installation, and air conditioner servicing. Taught by (NATE) proctor. The Guide to NATE/ICE Certification Exam Review book is required and can be purchased at the Airport Campus Bookstore. \$299

Nov 11-Nov 25 MTh 6 pm-9 pm NEAST CEHVA 510 06

INDUSTRIAL AND MANUFACTURING

Industrial Maintenance

INDUSTRIAL MAINTENANCE TECHNICIAN PROGRAMS

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

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

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

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

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

Mechanical Program Course	Hours	Cost	Electrical Program Course	Hours	Cost
Applied Math	44	\$749	Basic Math for Electricians	10	\$169
Fasteners & Anchors	10	169	Electrical Fundamentals I	42	699
Hand & Power Tools	45	749	Electrical Fundamentals II	36	599
Precision Measuring	20	329	Electrical Fundamentals III	30	499
Blue Print Reading	70	1,149	Programmable Logic Controls	30	499
Safety & Rigging Fundamentals	20	329	Electrical Motor Controls	30	499
Basic Mechanical Components	80	1,329	Electrical Print Reading	16	269
Bearings & Lubrication	55	899	Troubleshooting	30	499
Gearboxes	20	329	Variable Frequency Drives	30	499
Pumps	40	659	Basic Electronics	30	499
Shaft Alignment	75	1,239	Total Program	284	\$4,730
Valves & Piping	40	659			
Hydraulics & Pneumatics	70	1,159			
Total Program	590	\$9,747			

**Books included in all course costs.*



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



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



INDUSTRIAL AND MANUFACTURING

Manufacturing

QJ Machinists and Computer Numerical Control (CNC) Operators Certificate

Have you got what it takes?

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

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

Classes fill quickly. Plan now for this 10-month CNC certificate training program.

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

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

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

Blueprint Reading and Basic Measuring Tools

An introductory course in blueprint reading and 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

Nov 18-Nov 22 MTWThF 9 am-3:30 pm NEAST CEMFG 588 52

Introduction to Lathes

Learn the set-up and basic working knowledge of machining lathes. Learn proper safety, care, set-up and operation of manual turning lathe. An excellent course for students with little machining background or students taking the CNC Operator/Programmer certificate program.

Prerequisite: Blueprint Reading & Measuring Tools course. \$465

Oct 9-Oct 30 TWTh 9 am-12 pm NEAST CEMFG 626 44
Oct 9-Oct 30 TWTh 1 pm-4 pm NEAST CEMFG 626 45
Oct 9-Oct 30 TWTh 5 pm-8 pm NEAST CEMFG 626 46
Dec 9-Dec 12 MTWTh 8 am-4:30 pm NEAST CEMFG 626 47

Introduction to Mills

Learn the set-up and basic working knowledge of vertical mills. Learn proper safety, care, set-up, and operation of manual machine shop mills. An excellent course for students with little machining background or students taking the CNC Operator/Programmer certificate program.

Prerequisite: Blueprint Reading & Measuring Tools course. \$465

Sep 4-Sep 25 TWTh 9 am-12 pm NEAST CEMFG 627 44
Sep 4-Sep 25 TWTh 1 pm-4 pm NEAST CEMFG 627 45
Sep 4-Sep 25 TWTh 5 pm-8 pm NEAST CEMFG 627 46
Dec 2-Dec 5 MTWTh 8 am-4:30 pm NEAST CEMFG 627 47

Manufacturing Certified Production Technician (MSSC-CPT)



The MSSC Certified Production Technician program is a nationally recognized certification program covering the skills needed by manufacturing workers. The credential is awarded upon successfully completing the safety, quality practices, and measurement; manufacturing processes and production; and maintenance awareness assessments. \$1495

Oct 7-Dec 6 MTWThF 8 am-12 pm AIRPT CEMFG 527 06

Pipefitting

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

NCCER Pipefitting the NCCER Core, Pipefitting Level One, and Pipefitting Level Two. This course teaches entry level skills required for hire by Shaw Constructors. Personal equipment needs will be discussed

at the first class (an additional student cost of \$30). The required textbooks can be purchased at the Beltline Campus bookstore. \$4495

Sep 23-Nov 14 MTWTh 7 am-5:30 pm FFQJ CEPIP 500 14
Nov 18-Jan 28 MTWTh 7 am-5:30 pm FFQJ CEPIP 500 15

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

INDUSTRIAL AND MANUFACTURING

Safety and Environmental

Asbestos Inspector*

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

Oct 7-Oct 9 MTW 8:30 am-5:30 pm NEAST CEASB 508 06

Asbestos Inspector Refresher*

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

Sep 13 F 8:30 am-12:30 pm NEAST CEASB 501 15
Oct 7 M 8:30 am-12:30 pm NEAST CEASB 501 16

Asbestos Management Planner Refresher

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

Sep 13 F 8:30 am-5:30 pm NEAST CEASB 507 11
Oct 7 M 8:30 am-5:30 pm NEAST CEASB 507 12

Asbestos O&M Worker

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

Sep 5-Sep 6 ThF 8:30 am-5:30 pm NEAST CEASB 510 07

Asbestos O&M Worker Refresher*

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

Sep 24 T 8:30 am-5 pm NEAST CEASB 509 09

Asbestos Supervisor

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

Sep 16-Sep 20 MTWThF 8:30 am-4:30 pm NEAST CEASB 505 10

Asbestos Supervisor Refresher

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

Sep 23 M 8:30 am-4:30 pm NEAST CEASB 506 09

Asbestos Worker

This course meets SC-DHEC and EPA AHERA/ASHARA accreditation requirements for abatement workers disturbing friable asbestos in schools, and public and commercial buildings. The course meets the requirements of OSHA 1926.1101. Course completers receive a certificate of accreditation used for licensing purposes. \$475

Oct 14-Oct 17 MTWTh 8:30 am-4:30 pm NEAST CEASB 503 06

Asbestos Worker Refresher*

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

Sep 24 T 8:30 am-4:30 pm NEAST CEASB 504 09

Lead Dust Sampling Technician

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

Sep 4 W 8:30 am-5:30 pm NEAST CELED 504 07

Lead Inspector

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

Nov 11-Nov 13 MTW 8:30 am-5:30 pm NEAST CELED 501 06

Lead Renovation, Repair and Painting

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

Sep 27 F 8:30 am-5:30 pm NEAST CELED 500 17
Nov 1 F 8:30 am-5:30 pm NEAST CELED 500 18

Lead Risk Assessor

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

Nov 14-Nov 15 ThF 8:30 am-5:30 pm NEAST CELED 502 06

Lead Safe Weatherization

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

Oct 10 Th 8:30 am-5:30 pm NEAST CELED 505 08

Lead Supervisor

Aug 19-22 MTWTh 8:30 am-5:30 pm NEAST CELED 503 06

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

INDUSTRIAL AND MANUFACTURING

Safety and Environmental

Environmental, Health, and Safety Training

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

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

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

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

NFPA 70E-ARC Flash Protection • DOT Awareness Level Training 49 CFR 172.700

@ Green and Environmental Online Classes

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

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



INDUSTRIAL AND MANUFACTURING

Small Engine Repair



Small Engine Repair

Gain a working knowledge of types and operation of small engines, engine service, and repair of outdoor power equipment, engine tune-up procedures, 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 training. \$489

Sep 30 - Nov 18 MW 6 pm - 9 pm AIRPT CESME 506 09

Truck Driver

Truck Driver Training CDL Class A

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

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



Weatherization



Weatherization

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

- BPI Envelope Professional Certification \$1720
- BPI Manufactured Housing Professional \$1720
- BPI Building Analyst Professional \$1720
- BPI Heating Professional \$1720 
- BPI Air Conditioning & Heat Pump Professional \$1720
- Fundamentals of Building Science \$325
- Administer BPI Written Exam \$350
- Administer BPI Field Exam \$500

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

INDUSTRIAL AND MANUFACTURING

Welding Training and Certification

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

- Classes are taught in accordance with AWS D1.1 standards and ASME (American Society of Mechanical Engineers) Section IX standards. (American Society of Mechanical Engineers) Section IX.
- **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.

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 15-Sep 23 M 6 pm-9 pm AIRPT CEWLD 511 22

COMPREHENSIVE WELDING QUICKJOBS DAY PROGRAM

Basic Welding QuickJobs Day Program **QJ** **VA**

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

Oct 14-Dec 16 MTWTh 7 am-5:30 pm AIRPT CEWLD 601 22
Oct 14-Dec 16 MTWTh 7 am-5:30 pm FFQJ CEWLD 601 23

Intermediate Welding QuickJobs Day Program **QJ**

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

Oct 21-Dec 16 MTWTh 7 am-5:30 pm AIRPT CEWLD 602 22
Oct 21-Dec 16 MTWTh 7 am-5:30 pm FFQJ CEWLD 602 23

Advanced Welding QuickJobs Day Program **QJ**

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

Sep 10-Oct 7 MTWTh 7 am-5:30 pm AIRPT CEWLD 603 36
Sep 10-Oct 7 MTWTh 7 am-5:30 pm FFQJ CEWLD 603 42
Oct 21-Nov 14 MTWTh 7 am-5:30 pm AIRPT CEWLD 603 37
Oct 21-Nov 14 MTWTh 7 am-5:30 pm FFQJ CEWLD 603 43
Nov 18-Dec 16 MTWTh 7 am-5:30 pm AIRPT CEWLD 603 38
Nov 18-Dec 16 MTWTh 7 am-5:30 pm FFQJ CEWLD 603 44

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-\$20 per hour to start, in welding and pipefitting jobs.

Start your future now. Sign up for a class today.

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

INDUSTRIAL AND MANUFACTURING

MODULAR WELDING EVENING TRAINING PROGRAM

SMAW (Shielded Metal Arc Welding)

Basic Shielded Metal Arc Welding

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

Sep 3-Oct 16	TWTh	6 pm-9 pm	AIRPT	CEWLD 536 42
Sep 3-Oct 17	MTTh	6 pm-9 pm	FFQJ	CEWLD 536 48
Oct 29-Dec 12	TWTh	6 pm-9 pm	AIRPT	CEWLD 536 43
Oct 28-Dec 12	MTTh	6 pm-9 pm	FFQJ	CEWLD 536 49

Intermediate Shielded Metal Arc Welding

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

Sep 3-Oct 16	TWTh	6 pm-9 pm	AIRPT	CEWLD 545 41
Sep 3-Oct 17	MTTh	6 pm-9 pm	FFQJ	CEWLD 545 47
Oct 29-Dec 12	TWTh	6 pm-9 pm	AIRPT	CEWLD 545 42
Oct 28-Dec 12	MTTh	6 pm-9 pm	FFQJ	CEWLD 545 48

Advanced Shielded Metal Arc Welding

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

Sep 3-Oct 16	TWTh	6 pm-9 pm	AIRPT	CEWLD 537 42
Sep 3-Oct 17	MTTh	6 pm-9 pm	FFQJ	CEWLD 537 48
Oct 29-Dec 12	TWTh	6 pm-9 pm	AIRPT	CEWLD 537 43
Oct 28-Dec 12	MTTh	6 pm-9 pm	FFQJ	CEWLD 537 49

TIG (Gas Tungsten Arc Welding)

Basic Gas Tungsten Arc Welding (TIG)

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

Sep 3-Oct 16	TWTh	6 pm-9 pm	AIRPT	CEWLD 538 42
Sep 3-Oct 17	MTTh	6 pm-9 pm	FFQJ	CEWLD 538 48
Oct 29-Dec 12	TWTh	6 pm-9 pm	AIRPT	CEWLD 538 43
Oct 28-Dec 12	MTTh	6 pm-9 pm	FFQJ	CEWLD 538 49

Advanced Gas Tungsten Arc Welding (TIG)

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

Sep 3-Oct 16	TWTh	6 pm-9 pm	AIRPT	CEWLD 539 42
Sep 3-Oct 17	MTTh	6 pm-9 pm	FFQJ	CEWLD 539 48
Oct 29-Dec 12	TWTh	6 pm-9 pm	AIRPT	CEWLD 539 43
Oct 28-Dec 12	MTTh	6 pm-9 pm	FFQJ	CEWLD 539 49

MIG (Gas Metal Arc Welding)

Gas Metal Arc Welding (MIG)

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

Sep 3-Oct 16	TWTh	6 pm-9 pm	AIRPT	CEWLD 540 41	Oct 29-Dec 12	TWTh	6 pm-9 pm	AIRPT	CEWLD 540 42
Sep 3-Oct 17	MTTh	6 pm-9 pm	FFQJ	CEWLD 540 47	Oct 28-Dec 12	MTTh	6 pm-9 pm	FFQJ	CEWLD 540 48

Pipe Welding

Basic Pipe Welding

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

Sep 3-Oct 16	TWTh	6 pm-9 pm	AIRPT	CEWLD 541 42
Sep 3-Oct 17	MTTh	6 pm-9 pm	FFQJ	CEWLD 541 48
Oct 29-Dec 12	TWTh	6 pm-9 pm	AIRPT	CEWLD 541 43
Oct 28-Dec 12	MTTh	6 pm-9 pm	FFQJ	CEWLD 541 49

Sep 3-Oct 16	TWTh	6 pm-9 pm	AIRPT	CEWLD 544 42
Sep 3-Oct 17	MTTh	6 pm-9 pm	FFQJ	CEWLD 544 48
Oct 29-Dec 12	TWTh	6 pm-9 pm	AIRPT	CEWLD 544 43
Oct 28-Dec 12	MTTh	6 pm-9 pm	FFQJ	CEWLD 544 49

Advanced Pipe Welding

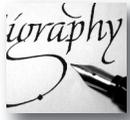
Advanced skills are developed in accordance with the guidelines provided by ASME Section IX and AWS D 1.1 standards. Prerequisite: Completion of CEWLD 544-Intermediate Pipe Welding or permission of instructor. \$599

Sep 3-Oct 16	TWTh	6 pm-9 pm	AIRPT	CEWLD 542 42
Sep 3-Oct 17	MTTh	6 pm-9 pm	FFQJ	CEWLD 542 48
Oct 29-Dec 12	TWTh	6 pm-9 pm	AIRPT	CEWLD 542 43
Oct 28-Dec 12	MTTh	6 pm-9 pm	FFQJ	CEWLD 542 49

Intermediate Pipe Welding

Intermediate skills are taught within the guidelines provided by ASME Section IX and AWS D 1.1 standards. Prerequisite: Completion of a basic pipe welding course, or permission of instructor. \$599

PERSONAL ENRICHMENT



POPULAR PERSONAL ENRICHMENT ONLINE COURSES:

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

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

Art

Calligraphy I

Learn the basics of italic calligraphy. This course is designed for the beginner interested in calligraphy and the use of the broad pen. Bring a Sheaffer calligraphy pen set with small, medium, and large nibs, a soft pencil, soft eraser, and a pad of good, heavy 8 1/2 x 11 typing or tracing paper to the first class. \$99

Sept 4-Oct 9 W 6:30 pm-8:30 pm HARBN CEART 526 06
Oct 16-Nov 20 W 6:30 pm-8:30pm HARBN CEART 526 07

Commercial Art and Storybook Illustrating

Learn how to illustrate and develop storybooks for children and adults from an award-winning commercial artist who worked with ad agencies and clientele such as Disney, Marvel, and Reader's Digest and published in a variety of media formats. Students should bring a pencil, paper, and erasers to the first class. \$199

Sept 4-Oct 9 W 6 pm-9 pm HARBN CEART 550 09
Oct 21-Nov 25 M 6 pm-9 pm HARBN CEART 550 10

Homemade Holiday Gifts That Wow!

Homemade Holiday gifts are always special and meaningful. This year, have fun and spend some time cooking, crafting, and creating a one-of-

a-kind memento for that special person in your life. One gift will be made in class and more homemade gift ideas will be shared. Class includes all materials and supplies. \$39

Dec 14 S 10 am-1 pm HARBN CECEC 552 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. Go to midlandstech.edu/cce for supply list. \$139

Sept 3-Oct 8 T 6:30 pm-9 pm HARBN CEART 553 05

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. Go to midlandstech.edu/cce for supply list. \$139

Oct 15-Nov 19 T 6:30 pm-9 pm BLTLN CEART 554 05

Consumer Education

Discount and Couponing Strategies **NEW**

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

Nov 4 M 6 pm-8 pm HARBN CECEC 555 01



Defensive Driving

Defensive Driving

Licensed drivers may take this eight-hour National Safety Council course every three years. Defensive driving techniques are stressed through lectures, videos, and classroom demonstrations. Successful completion will remove up to four-points on a SC driver's license (except DUI) and may reduce insurance costs. Students must arrive on time. Students arriving late will not be admitted. \$79

Sept 10-Sept 11 TW 6 pm-10 pm HARBN CEDDC 500 44
Sept 14 S 8:30 am-5:30 pm HARBN CEDDC 500 45
Sept 21 S 8 am-5 pm NEAST CEDDC 500 52
Sept 23-Sept 25 MW 6:30 pm-10:30 pm NEAST CEDDC 500 53
Sept 28 S 8:30 am-5:30 pm BATES CEDDC 500 60
Oct 5 S 8 am-5 pm NEAST CEDDC 500 54

Oct 7-Oct 9 MW 6:30 pm-10:30 pm NEAST CEDDC 500 55
Oct 12 S 8:30 am-5:30 pm HARBN CEDDC 500 46
Oct 15-Oct 16 TW 6 pm-10 pm HARBN CEDDC 500 47
Nov 2 S 8:30 am-5:30 pm BATES CEDDC 500 61
Nov 5-Nov 6 TW 6 pm-10 pm HARBN CEDDC 500 48
Nov 9 S 8:30 am-5:30 pm HARBN CEDDC 500 49
Nov 16 S 8 am-5 pm NEAST CEDDC 500 56
Nov 18-Nov 20 MW 6:30 pm-10:30 pm NEAST CEDDC 500 57
Dec 3-Dec 4 TW 6 pm-10 pm HARBN CEDDC 500 50
Dec 7 S 8 am-5 pm NEAST CEDDC 500 58
Dec 14 S 8:30 am-5:30 pm HARBN CEDDC 500 51
Dec 16-Dec 18 MW 6:30 pm-10:30 pm NEAST CEDDC 500 59

PERSONAL ENRICHMENT

Finance

Financial Strategies for Successful Retirement

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

Oct 8-Oct 29	T	6 pm-8:30 pm	NEAST CEPFP 514 28
Oct 9-Oct 30	W	6 pm-8:30 pm	HARBN CEPFP 514 29

How to Pay for College Without Jeopardizing **NEW** Your Retirement

Learn how to use the financial aid process to your advantage and save thousands of dollars. This course will take you through the process of

college planning and funding, college selection, and how to improve your outcome. Attendees qualify for a free, private consultation. \$39

Oct 29-Nov 5	T	6 pm-7:30 pm	NEAST CEPFP 699 02
Oct 31-Nov 7	Th	6 pm-7:30 pm	HARBN CEPFP 699 01

Protecting Your Hard-Earned Assets in Volatile Times

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

Sep 12-Sep 19	Th	6 pm-8 pm	NEAST CEPFP 698 01
Nov 5-Nov 12	T	6 pm-8 pm	HARBN CEPFP 698 02

Wellness

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 insider secrets to turbo-charge your weight loss efforts. \$25

Oct 10	Th	6 pm-8 pm	HARBN CECED 553 01
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Improve Your Life: Learn 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 but 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 with Clinical Hypnotherapist, Michael Burney. \$79

Nov 20-Nov 21	WTh	6 pm-9 pm	NEAST CECED 556 01
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Invest in Your Wellness

Our health is our greatest asset. Total wellness is achievable, because we have control over the two most important aspects of our health—fitness and nutrition. How do we begin the total wellness journey when we are all unique? Learn fitness and nutrition recommendations that you can use in your everyday life to achieve total wellness. \$25

Oct 24	Th	6 pm-8 pm	HARBN CECED 554 01
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Books and materials for Personal Enrichment program courses can be determined by looking up the course on midlandstech.edu/cce and clicking on "materials."

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

Nov 18	M	6 pm-8 pm	HARBN CECED 551 05
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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

Oct 17-Dec 12	Th	5:30 pm-7 pm	OFFC CECED 537 02
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Languages

French I

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

French II

Build on skills learned in French I. \$129

Spanish I

Learn basic Spanish conversational skills needed to ask questions and understand the answers given. \$169

Spanish II

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

Visit midlandstech.edu/cce for course dates, times, and locations.

PERSONAL ENRICHMENT

Motorcycle

Beginner's Motorcycle Class

A valid SC driver's license is required at the first class meeting. This course is for individuals with little or no riding experience who want to learn basic techniques. Includes twelve hours of riding on small (100-350 cc) training motorcycles. Must pass both a written and riding assessment to receive a completion certificate. This course meets the standards set by SC law for an insurance discount. Must be able to ride a bicycle. \$239

Sep 13-Sep 15	F	6 pm-10 pm	BLTLN	CEMOT 501 50
	SSu	8 am-4 pm		
Sep 20-Sep 22	F	6 pm-10 pm	BLTLN	CEMOT 501 51
	SSu	8 am-4 pm		
Oct 11-Oct 13	F	6 pm-10 pm	BLTLN	CEMOT 501 52
	SSu	8 am-4 pm		
Oct 18-Oct 20	F	6 pm-10 pm	BLTLN	CEMOT 501 53
	SSu	8 am-4 pm		
Nov 1-Nov 3	F	6 pm-10 pm	BLTLN	CEMOT 501 54
	SSu	8 am-4 pm		
Nov 15-Nov 17	F	6 pm-10 pm	BLTLN	CEMOT 501 55
	SSu	8 am-4 pm		
Dec 6-Dec 8	F	6 pm-10 pm	BLTLN	CEMOT 501 56
	SSu	8 am-4 pm		
Dec 20-Dec 22	F	6 pm-10 pm	BLTLN	CEMOT 501 57
	SSu	8 am-4 pm		

Intermediate Motorcycle Class

Must have held a Motorcycle Learner's Permit for a minimum of 60 days. Must provide a street legal, insured, and fully registered motorcycle or scooter. No mopeds. This class is for the rider with a

minimum-to-moderate amount of riding experience; includes seven hours of riding. Fully licensed/insured scooters are permitted, however; no mopeds. To successfully complete the class, the student must pass both a written and riding assessment. Successful completion of the course could result in an insurance discount. \$139

Oct 25-Oct 26	F	6 pm-10 pm	BLTLN	CEMOT 601 06
	S	8 am-5 pm		
Dec 13-Dec 14	F	6 pm-10 pm	BLTLN	CEMOT 601 07
	S	8 am-5 pm		

Experienced Motorcycle Class

This class is designed as a skills tune-up for the experienced rider who already has a motorcycle license. Students who have a learner's permit must have had the permit for a minimum of 60 days. The course includes five hours of riding. Fully licensed and insured motorcycles and scooters are permitted; however, no mopeds. To successfully complete the course, the student must pass both a written and riding assessment. Successful completion could result in an insurance discount. \$79

Oct 27	Su	9 am-4 pm	BLTLN	CEMOT 701 06
Dec 15	Su	9 am-4 pm	BLTLN	CEMOT 701 07

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

Oct 15-Oct 24	TTh	6 pm-9 pm	BLTLN	CEMOT 502 12
Nov 5-Nov 14	TTh	6 pm-9 pm	BLTLN	CEMOT 502 13

Music

Banjo

Beginner-to-intermediate players will learn the various parts of the banjo, how to name the strings, and how notes relate to the banjo in this hands-on class. You'll have the tools to play easy popular songs at the end of this course. Please bring a banjo to class. \$149

Oct 3-Nov 21	Th	8:30 pm-10 pm	HARBN	CEMUS 548 01
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Guitar

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

Oct 3-Nov 21	Th	5:30 pm-7 pm	HARBN	CEMUS 544 03
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Harmonica

Beginner to intermediate students will learn scales, straight harp, cross harp, blues and note bending. Styles include folk, country and blues. Bring a Hohner Special 20 Harmonica in the key of C to the first class. \$149

Oct 3-Nov 21	Th	7 pm-8:30 pm	HARBN	CEMUS 541 01
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Instant Piano for Hopelessly Busy People

If you yearn to experience the joy of playing the piano, but don't want years of weekly lessons, this short course is for you. You'll learn all the chords needed to play any pop song, any style, any key. If you can find middle C and know the meaning of Every Good Boy Does Fine, you already know enough to enroll in this workshop. \$79

Oct 10	Th	6 pm-9:30 pm	HARBN	CEMUS 501 09
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Photography

Photography: Basic

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

Sep 4-Sep 18	MWTh	6 pm-9 pm	HARBN	CEPIC 538 01
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Photography: Personal Certificate

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

Sep 4-Oct 10	MWTh	6 pm-9 pm	HARBN	CEPIC 539 01
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PERSONAL ENRICHMENT

Photography

Photography: Professional Certificate

This course encompasses everything learned in the Photography: Basic and Photography: Personal Certificate courses. Additional classes cover Photographic Marketing, Wedding Photography, and a workshop on Portrait Lighting. A SLR or DSLR camera is required. Visit midlandstech.edu/cce for specific course schedule. \$829

Sep 4-Oct 24 MWTh 6 pm-9 pm HARBN CEPIC 540 01

Editing Your Digital Photos

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

Nov 11-Nov 18 MW 6 pm-9 pm NEAST CEPIC 525 05

Great Photography-Quick

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

Sep 23-Sep 26 MWTh 6 pm-9 pm HARBN CEPIC 528 13

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

Sep 16-Sep 23 MW 6 pm-9 pm NEAST CEPIC 541 01

Photographing People

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

Nov 4-Nov 13 MW 6 pm-9 pm HARBN CEPIC 534 05

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

Oct 21-Oct 28 MW 6 pm-9 pm NEAST CEPIC 535 05

Private Pilot

Private Pilot Ground School

Ground school course designed to prepare a student to take the FAA private pilot written exam. No experience needed to take the course. Required JS302008-Private Pilot Part 61 Kit, may be purchased at www.jepesen.com or 1-800-621-5377, one week before class begins. Kit is not needed at first meeting. \$169

Sep 18-Dec 11 W 7 pm-10 pm AIRPT CEFLY 501 07



Sewing and Quilting

Accent Quilts with Trapunto

Trapunto is a quilting technique which produces a raised surface design on a quilt or block. Students need to be able to free-motion quilt. In class we will work on a 16-inch block that can be finished as a wall hanging or pillow top. Visit midlandstech.edu/cce for materials list for this class. Bring all supplies to the first class. \$49

Oct 17-Oct 24 Th 6 pm-8 pm HARBN CESEW 554 01

Free-Motion Machine Quilting

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

Sep 12-Oct 3 Th 6 pm-8 pm HARBN CESEW 539 02

Sewing I

Beginners and those with minimal experience will learn the practical basics and creative potential sewing offers. Learn straight and zigzag stitches, straight seams, curved seams, fabrics, and patterns. Students

will complete a decorative pillow and a project with a pattern. Class will choose the final project. Sewing machine required. \$179

Sep 10-Oct 15 T 6 pm-9 pm HARBN CESEW 533 02

Sewing II

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

Oct 22-Nov 19 T 6 pm-9 pm HARBN CESEW 550 03

String Piece Quilt Blocks

String Piecing is a traditional method of piecing quilt blocks to a foundation. Years ago, scrap fabrics were pieced to muslin or even newspaper. Today lightweight interfacing is preferred. Piece new or scrap strips of fabric to create several blocks in class for placemats, a table runner, or continue making enough for a quilt. Bring all materials to the first class. Visit midlandstech.edu/cce for the materials list for this class. \$49

Nov 7-Nov 14 Th 6 pm-8 pm HARBN CESEW 553 01

PERSONAL ENRICHMENT

Writing

Basics of Screenwriting **NEW**

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

Oct 9-Nov 13 W 7 pm-9 pm BLTN CEWRT 548 01

Fiction Writing I

Short story writers and novelists will be introduced to techniques to improve skills. Explore the essential elements of fiction: compelling

plots, characters, dialogue, voice, tone, style, pacing, and setting. An overview of the publishing industry will be addressed, and how to submit polished manuscripts to industry professionals. \$169

Sep 3-Oct 1 TTh 7 pm-9 pm BLTN CEWRT 507 06

Write That Novel

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

Sep 10-Oct 29 T 6:30 pm-9 pm BLTN CEWRT 542 01



TRAVEL WITH MTC AND COLLETTE VACATIONS *Northern National Parks*

May 16 – May 23, 2014

8 days | 11 Meals | 7 Breakfasts | 4 Dinners

HIGHLIGHTS INCLUDE:

- Salt Lake City
- Jackson Hole
- Yellowstone National Park
- Old Faithful
- Grand Teton National Park
- Park City

Learn more about this exciting opportunity to travel

Attend a free orientation session:

Thursday, October 24

6:00 pm – 7:00 pm • Harbison Campus

**Call (803) 732-0432 to register
for this free orientation session.**



Rates: Double \$1999, Single \$2499, Triple \$1969

**Included in Price: Round Trip Air from Columbia Metropolitan Airport, Air Taxes and Fees/Surcharges, Hotel Transfers.*

Not Included in Price: Cancellation Waiver and Insurance of \$165 per person.

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