MIDLANDS TECHNICAL COLLEGE
Corporate and Continuing Education

THE Midlands’ Guide for Training
September • October • November • December 2014
midlandstech.edu/cce

Need specialized training to match your company’s needs?

MTC Business Solutions offers custom Corporate Training and Consulting Programs.
Call (803) 691-3907 to see how we can help.
For expanded course descriptions and additional class dates, go to midlandstech.edu/cce.

Quick, easy, affordable payment options.
Learn more about our loans, veterans programs and our payment plans by visiting midlandstech.edu/cce/finaid.htm or call (803) 732-0432.
A 2.5% credit card service fee will be applied to all credit and debit card transactions used to pay tuition and fees.

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.

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

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

We can bill your company!
To bill your company, furnish a purchase order number, a credit card number, a company check, or a letter of authorization to bill on company letterhead. The letter should have an authorized signature and the company Federal Tax ID number. Send this letter along with a completed registration form.
www.midlandstech.edu/cce/RegistrationForm.pdf

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.

Quick and easy ways to register

ONLINE: midlandstech.edu/cce
(803) 732-0432, Mon-Thurs, 8 am - 4:30 pm, Fri, 8 am - 1:30 pm, for all Corporate and Continuing Education inquiries.

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For expanded course descriptions and additional class dates, go to midlandstech.edu/cce.
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<td>WPLAW</td>
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**Legend**

- Online courses are identified throughout the catalog by this symbol.
- Look for the QuickJobs symbol to identify these programs.
- New courses are identified throughout the catalog by this symbol.
- Programs approved for Chapter 31 benefits are identified throughout the catalog by this symbol.
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:

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Interested in something else?
There are hundreds of other certificates, programs, and even online courses offered by MTC. Check them out at midlandstech.edu/cce/programs.

Start now. Don’t wait.
To begin, go to midlandstech.edu/cce/quickjobs or call (803) 732-0432 for more information.

Additional assistance for those receiving unemployment benefits or eligible for WIA
The Midlands Workforce Development Board works in partnership with Midlands Technical College to help job seekers build the skills they need for jobs that are in demand. Call your nearest SC Works Center in Columbia, Lexington or Winnsboro and ask about the Workforce Investment Act (WIA) and tuition assistance for QuickJobs training as well as other training available at MTC. In Columbia, call (803) 737-0206. If you live closer to the Lexington Workforce Center, call (803) 359-6131 or go by and ask to speak to a WIA case manager. In Winnsboro, call (803) 815-0627 and ask about WIA.
Senior Enrichment
If you are 60 years of age or older, you are eligible for a 10% discount on most Midlands Technical College Corporate and Continuing Education courses.

Click to your classroom.

MTC ONLINE LEARNING.
ANYTIME. ANYWHERE.

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

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

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

- PROMETRIC™
  prometric.com
- CERTIPORT®
  certiport.com
- Castle
  castleworldwide.com
- PEARTSON
  vue.com
- Contact Specific Exam Company
- ISO-QUALITY TESTING, INC
  isoqualitytesting.com
- ACT
  isoqualitytesting.com

FREE Practice Exams (A+, Network+, Security+, and Microsoft Office)
For more information about any of MTC’s testing services, or to schedule a test or practice exam, please call the Testing Center at (803) 732-5342 or (803) 732-5337.
Tuition Assistance
Military tuition assistance is dependent primarily upon your command. All of our courses, certificates, and QuickJobs lead toward certificates and are awarded both Continuing Education Units and Clock Hours. Many commands will approve tuition assistance for promotion points, career advancement, and morale purposes. Check with your Education Service Officer (ESO) to find out more.

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

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

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

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

HEALTHCARE AND HUMAN SERVICES
- Clinical Massage Therapist
- Emergency Medical Technician–Basic
- Sonographer

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

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


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

Midlands Technical College does not discriminate in admissions or employment on the basis of race, sex, national origin or ethnic group, color, age, religion, disability, genetic information, military service, or pregnancy. The compliance officer for Affirmative Action, Equal Employment Opportunity and Disability Action can be reached at (803) 822-3261.

For information about MTC graduation rates, the median debt of students who completed their programs, and other information, please visit our website at midlandstech.edu/gep.
A ccounting Essentials
Master basic record-keeping procedures including: journalizing transactions, posting to a ledger and preparing a trial balance and financial statement. The accounting cycle will also be covered in detail. Students will gain an understanding of key financial and operational measures. $649
Sep 9-Dec 4  TTh  6 pm-9 pm  HARBN CEOFF 623 72

Business Math
Develop an understanding of the fundamentals of everyday math, the kind we most frequently use in the workplace and at home. Learn practical applications for dealing with percentages, formulas, and the graphics and statistics that are so present in everyday activity. Perfect even if you only need a refresher! $199
Nov 7-Nov 14  F  9 am-1 pm  NEAST CEFIN 512 20

Payroll Preparation Essentials
Aspiring payroll professionals learn the fundamentals needed to excel in this constantly changing field. The course also will appeal to existing payroll professionals as a way to refresh their knowledge and bring them up to date. $99
Dec 9-Dec 11  TTh  6 pm-9 pm  HARBN CEOFF 624 71

QuickBooks
Set up a general ledger and chart of accounts, customize forms, create invoices, and learn how QuickBooks can assist with automating your payroll. Prerequisites: Accounting Essentials and Payroll Preparation Essentials or equivalent knowledge of basic accounting principles. $349
Dec 15-Dec 16  MT  9 am-4 pm  HARBN CEOFF 622 14

Human Resources

SHRM Exam Review (VA)
Use this up-to-date program to further develop your HR knowledge or to assist you in preparing for the certification exam. Receive the SHRM Learning System® for PHR®/SPHR® Certification Preparation for free, a $695 value. Students are asked to register two weeks before the class starts. $999
Sep 8-Dec 1  M  6 pm-9 pm  NEAST CEHRS 503 22

Financial Strategies for Successful Retirement
Learn which assets are appropriate for retirement income, for lifetime use and for future generations. Explore how to make appropriate health care decisions. This course includes a workbook and study aids. Couples may attend together for the single fee. An optional financial planning consultation is provided after the class. $79
Oct 7-Oct 28  T  6 pm-8:30 pm  NEAST CEPFP 514 32
Oct 8-Oct 29  W  6 pm-8:30 pm  HARBN CEPFP 514 33

Maximize Social Security: What Boomers Need to Know
Don't miss this valuable workshop designed especially for baby boomers with a focus on timing social security withdrawals to allow maximum retirement income. Recent legislation in Congress will be discussed. The decisions made today can have a tremendous bearing on the total benefits received over a lifetime. $49
Dec 2  T  6 pm-8 pm  HARBN CEPFP 700 01

Protecting Your Hard Earned Assets in Volatile Times
Develop a master plan for a worry-free retirement. Will my nest egg survive this volatile market and the coming storms (increased taxes, inflation, market volatility, health care costs, and the debt crisis here and in Europe)? How long will my money last? Learn the helpful strategies for a confident financial future in an uncertain economy. $59
Sep 4-Sep 11  Th  6 pm-8 pm  HARBN CEPFP 698 05
Oct 9-Oct 16  Th  6 pm-8 pm  NEAST CEPFP 698 06

Finance and Accounting

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

Accounting and Payroll Specialist

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

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

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

Project Manager

Project, Introduction
Create your first Microsoft Project schedule by adding tasks and resources, creating a baseline and viewing the critical path. $329
Nov 11-Nov 13 TTh 6 pm-9 pm NEAST CEPMG 560 52

Project, Advanced
Bring your deliverables in on time using project calendars, tracking and updating project progress. Advanced features such as working with reports and multiple projects will also be discussed. $329
Dec 2-Dec 4 TTh 6 pm-9 pm NEAST CEPMG 561 52

PMP/CAPM Exam Prep Boot Camp
Let us help you earn the PMP or CAPM certification with classes taught by industry experts who are PMPs. The same curriculum is used by PMI chapters to prepare their members for the PMP exam. Workbooks and practice exams included. Bring your PMBOK to class with you! Classes conducted in partnership with the Midlands PMI Chapter. $1595
Sep 22-Sep 25 MTWTh 8 am-6 pm NEAST CEPMG 547 06

Try our expanded Course Search

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

midlandstech.edu/cce/coursesearch

We’re excited too!

For expanded course descriptions and additional class dates, go to midlandstech.edu/cce.
Foundations of Project Management

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

YOU WILL BENEFIT FROM THIS TRAINING SERIES IF:

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

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

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

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<tr>
<td>Learn the difference between projects and project management in the context of the project management framework from the PMBOK® Guide (5th Edition). Students will be introduced to the elements of the framework, which includes 10 knowledge areas, 47 processes, and five process areas. $149</td>
<td>Gain insight into the three processes in the Project Quality Management knowledge area: Plan Quality Management, Perform Quality Assurance, and Control Quality. Use tools like Ishikawa diagrams and mind mapping tools to perform root cause analysis. $149</td>
</tr>
<tr>
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<td>Learn about six of the processes in this knowledge area. Using content consistent with the PMBOK® Guide (5th Edition), class will focus on Develop Project Charter, Develop Project Management Plan, Direct and Manage Project Execution, Monitor and Control Project Work, Perform Integrated Change Control, and Close Project or Phase. $149</td>
<td>Gain insight into the three processes in the Project Human Resource Management knowledge area as outlined in the PMBOK® Guide - 5th Edition: Plan Quality Management, Perform Quality Assurance, and Control Quality. $149</td>
</tr>
<tr>
<td>Sep 11 Th 6 pm-9 pm NEAST CEPMG 549 55</td>
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<td>Learn the five project management processes in the Project Scope Management knowledge area. Using content consistent with the PMBOK® Guide (5th Edition), this class will emphasize Collect Requirements, Define Scope, Create WBS, Verify Scope, and Control Scope. $149</td>
<td>Don’t let communications derail your project. Gain insight into the processes in the Project Communication Management knowledge area as outlined in the PMBOK® Guide - 5th Edition: Plan, Manage and Control Communications. $149</td>
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<th>Project Risk Management</th>
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<td>Time management is critical for project success. Students will review six processes in the Project Time Management knowledge area. Using content consistent with the PMBOK® Guide (5th Edition), this class will emphasize Define and Sequence Activities, Estimate Activity Resources and Durations, and Develop and Control Schedule. $149</td>
<td>Learn the six processes in the Project Risk Management knowledge area: Plan Risk Management, Identify Risks, Perform Qualitative Risk Analysis, Perform Quantitative Risk Analysis, Plan Risk Responses, and Monitor &amp; Control Risks. This session includes a classroom exercise related to developing a risk exposure model. $149</td>
</tr>
<tr>
<td>Sep 18 Th 6 pm-9 pm NEAST CEPMG 551 55</td>
<td>Oct 23 T 6 pm-9 pm NEAST CEPMG 557 55</td>
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<th>Project Cost Management</th>
<th>Project Procurement Management</th>
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<tr>
<td>In this session, students will review three processes in the Project Cost Management knowledge area. Using content consistent with the PMBOK® Guide (5th Edition), this class will cover Estimate Costs, Determine Budget and Control Costs. $149</td>
<td>Learn the processes in the Project Procurement Management knowledge area as outlined in the PMBOK® Guide - 5th Edition. The processes are Plan Procurement Management, Conduct, Control and Close Procurements. $149</td>
</tr>
<tr>
<td>Sep 30 T 6 pm-9 pm NEAST CEPMG 552 55</td>
<td>Oct 28 T 6 pm-9 pm NEAST CEPMG 558 55</td>
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<tr>
<th>Earned Value Management</th>
<th>Project Stakeholder Management</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prepare for the PMP exam by tackling this difficult topic. Hands-on exercises will teach you how to calculate earned value, variances, indices, forecasts, and more. $149</td>
<td>Learn the processes in the Project Stakeholder Management knowledge area in the PMBOK® Guide - 5th Edition. The processes are Identify Stakeholders, Plan Stakeholder Management, and Manage and Control Stakeholder Management. $149</td>
</tr>
<tr>
<td>Oct 2 Th 6 pm-9 pm NEAST CEPMG 553 55</td>
<td>Oct 30 Th 6 pm-9 pm NEAST CEPMG 559 55</td>
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</tbody>
</table>
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
- ASQ Certifications
- Productivity and Quality Improvement Tools
- Aerospace Quality Management System

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

Real Estate

Property Management OPL019004
This 32-hour, pre-licensing course must be successfully completed prior to taking the SC Real Estate Commission’s Property Management Exam. Students will need to download the Real Estate License Law from the LLR website www.llr.state.sc.us. Text included. $399

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
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<td>8:30 am-5 pm</td>
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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

<table>
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<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
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<td>6 pm-10 pm</td>
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<td>Dec 1</td>
<td>M TTh</td>
<td>6 pm-10 pm</td>
<td>NEAST CERLE 505 10</td>
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</tbody>
</table>

Small Business and Entrepreneur

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

<table>
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<tr>
<th>Course Code</th>
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<td>Oct 16</td>
<td>9 am-12 pm</td>
<td>NEAST CESMB 577 05</td>
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</tbody>
</table>

Start-Up Business Tax Workshop
The Start-Up Business Tax Workshop will concentrate on topics specifically to help the entrepreneur who has never been in business and is looking for the basic first steps when it comes to important issues such as: applying for an Employer Identification Number (EIN), recordkeeping, bookkeeping and accounting, and selecting a form of business organization (sole proprietor, partnership, corporation, etc.). The entrepreneur will also learn the basics of calculating a net profit or loss for tax purposes as well as self-employment tax and making estimated tax payments. $35

<table>
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<th>Course Code</th>
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<th>Location</th>
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<td>OPL019006</td>
<td>Sep 18</td>
<td>9 am-12 pm</td>
<td>NEAST CESMB 577 05</td>
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</table>

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

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<th>Course Code</th>
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<td>NEAST CESMB 578 02</td>
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</tbody>
</table>
BUSINESS MANAGEMENT

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

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

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

For more information, please contact Tom Ledbetter at 803-691-3885.
To register for upcoming classes, visit the FastTracSC Coalition website at http://midlandstech.affiliate.fasttrac.org.

COMPUTERS

**COMPUTER ONLINE COURSES:**

**NEW FOR FALL**

- CompTIA® A+

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

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

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

**Beginning Computer Courses**

**Computer Basics for Seniors**
Perfect for beginners age 60 and older who want to become computer literate. Course topics include hardware, software, internet, and email. $99.
Oct 10-Oct 17 F 9 am-12 pm HARBN CEBG 549

**Computer Typing for Everyone**
If you use a desktop computer or laptop, typing is an invaluable skill that can open doors and enhance your career opportunities. This class will help you get started. $239
Sep 5-Sep 26 F 9 am-12 pm FFQJ CEBG 519 35
Sep 8-Sep 29 M 1 pm-4 pm NEAST CEBG 519 36
Sep 8-Sep 29 M 6 pm-9 pm NEAST CEBG 519 74

**Introduction to Computers**
Perfect for beginners who want to become computer literate. Course topics include hardware, software, internet and email. $169
Sep 3 W 9 am-4 pm BATES CEBG 582 16
Sep 4 Th 9 am-4 pm FFQJ CEBG 582 17
Sep 9 T 9 am-4 pm NEAST CEBG 582 18
Sep 23-Sep 24 TW 6 pm-9 pm HARBN CEBG 582 56
Sep 25 Th 9 am-4 pm HARBN CEBG 582 19
Oct 8-Oct 9 W Th 6 pm-9 pm NEAST CEBG 582 57
Nov 11 T 9 am-4 pm NEAST CEBG 582 20

**Organizing Computer Files**
Do you have trouble organizing digital photos, documents, and downloads on your computer? Learn to use file management in the Windows environment. The topics include creating and working with folders, finding files, cut, copy, paste, and more. $169
Sep 16 T 9 am-4 pm NEAST CEBG 534 39
Sep 30 T 9 am-4 pm HARBN CEBG 534 40
Oct 6-Oct 13 M 6 pm-9 pm HARBN CEBG 534 68

To register: midlandstech.edu/cce • (803) 732-0432 • see page 2
## Computer Support

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

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<thead>
<tr>
<th>Start Date</th>
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<th>Time</th>
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<td>NEAST CEDET 528 56</td>
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**Administering Windows Server 2012**
Learn to administer and maintain Windows Server 2012 infrastructure such as implementing server images, user and group management with active directory domain services (AD DS) and group policy, remote access and network policies, data security, monitoring, and update management. $1999

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<td>Oct 16-Oct 19</td>
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**Application Server Administration**
Students will learn the fundamentals of administration of Microsoft Exchange Server and SharePoint Server. Additionally students will learn to create SQL query and the basics of SQL Administration. $1999

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<td>MTWTh</td>
<td>9 am-4:30 pm</td>
<td>HARBN CEMCS 717 03</td>
<td>F 9 am-1 pm</td>
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</table>

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

<table>
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<th>Start Date</th>
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<td>9 am-4:30 pm</td>
<td>HARBN CEMCS 713 05</td>
<td>F 9 am-1 pm</td>
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## Cisco ICND Part 1
This class prepares you to take the Cisco 100-101 Interconnecting Cisco Networking Devices Part 1 (ICND1) exam which validates your ability to install, operate, and troubleshoot a small enterprise branch network; including basic network security. A CCENT will have the skills required for entry-level network support. $1499

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<th>Start Date</th>
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<td>9 am-4:30 pm</td>
<td>NEAST CECIS 668 06</td>
<td>F 9 am-1 pm</td>
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**Cisco ICND Part 2**
This class prepares you to take the Cisco 200-101 Interconnecting Cisco Networking Devices Part 2 (ICND2) exam associated with the CCNA Routing and Switching certification. (**Note that we strongly recommend that you pass the CCENT 100-101 exam before taking this class**). $1499

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<td>NEAST CECIS 666 10</td>
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</table>

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

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<td>Oct 10-Oct 13</td>
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<td>9 am-4:30 pm</td>
<td>HARBN CENET 724 54</td>
<td>F 9 am-1 pm</td>
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## Network+ **VA**
Acquire the fundamental skills and concepts that are used on the job in any type of networking career. You will be able to work with the major networking technologies and systems in use in modern PC-based computer networks as you also prepare for the Network+ certification exam. $1499

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<th>Start Date</th>
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<td>F 9 am-1 pm</td>
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## 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

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<td>Nov 10-Nov 20</td>
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<td>F 9 am-1 pm</td>
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COMPUTERS

**Computer Support**

### Desktop and Server Administrator

**MCSA (Microsoft Certified Systems Associate)**

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

#### COMPTIA COURSES

- **A+ IT Technician (Ten days)**
- **Network+ (Five days)**

#### MICROSOFT COURSES

- **Installing and Configuring Windows Server 2012 (Five days)**
- **Administering Windows Server 2012 (Five days)**
- **Application Server Administration (SQL, SharePoint, Exchange) (Five days)**

**TWO EXAMS**

- CompTIA A+ 801 and 802
- CompTIA Network+ 005
- Exam 70-410: Installing and Configuring Windows Server 2012
- Exam 70-411: Administering Windows Server 2012

*Courses should be taken in the order listed*

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

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

Package Price – with discount $7,995

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

### Advanced Desktop and Server Administrator

**MCSA – Security+ (CompTIA)**

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

#### COMPTIA COURSES

- **A+ IT Technician (Ten days)**
- **Network+ (Five days)**
- **Security+ (Five days)**

#### MICROSOFT COURSES

- **Installing and Configuring Windows Server 2012 (Five days)**
- **Administering Windows Server 2012 (Five days)**
- **Application Server Administration**

**FOUR EXAMS**

- CompTIA A+ 801 and 802
- CompTIA Network+ 005
- CompTIA Security+ 301
- Exam 70-410: Installing and Configuring Windows Server 2012
- Exam 70-411: Administering Windows Server 2012
- No Exam

#### CISCO COURSES

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

**ONE EXAM**

- ICND1

*Courses should be taken in the order listed*

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

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

Package Price – with discount $10,396

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

**QJ VA Computer Technician**

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

**Required Courses:**

- A+ IT Technician 60 Hours
- Network+ 30 Hours
- **Total Hours** 90 Hours
- **Total Cost** $3498

### Databases

**Crystal Reports, Introduction**

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

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

**Database Design**

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

- Nov 3 M 9 am-4 pm HARBN CEDBS 614 41

**Database Productivity Lab**

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

- Dec 11 Th 9 am-4 pm HARBN CEDBS 626 23

**SQL, Introduction**

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

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

**SQL Server Database Services**

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

- Dec 8-Dec 10 MTW 9 am-4 pm HARBN CEDBS 609 20

### Database Analyst

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

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Hours</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Access, Introduction</td>
<td>12</td>
<td>$279</td>
</tr>
<tr>
<td>Access, Intermediate</td>
<td>12</td>
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<tr>
<td>Database Design</td>
<td>6</td>
<td>$189</td>
</tr>
<tr>
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</tr>
<tr>
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<td>12</td>
<td>$279</td>
</tr>
<tr>
<td>Crystal Reports, Introduction</td>
<td>12</td>
<td>$599</td>
</tr>
<tr>
<td>SQL Server Database Services</td>
<td>18</td>
<td>$699</td>
</tr>
<tr>
<td>Database Productivity Labs</td>
<td>6</td>
<td>$149</td>
</tr>
</tbody>
</table>

**Total: 90 hrs** $2,872

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

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

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<th>Date</th>
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<tr>
<td>Sep 29-Sep 30</td>
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<td>HARBN CEDS 620 69</td>
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</table>

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

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<tr>
<td>Oct 13-Oct 14</td>
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</table>

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

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<th>Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Instructor</th>
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<tbody>
<tr>
<td>Nov 24-Dec 2</td>
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<td>NEAST CEDS 624 62</td>
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<td>Dec 3-Dec 4</td>
<td>WTh</td>
<td>9 am-4 pm</td>
<td>NEAST CEDS 624 24</td>
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Creating a Simple Excel Spreadsheet
Learn to create a simple Excel spreadsheet complete with formats and easy formulas. $79

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<tbody>
<tr>
<td>Oct 24</td>
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<td>9 am-12 pm</td>
<td>FFQJ CEDS 628 23</td>
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<tr>
<td>Nov 21</td>
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<td>9 am-12 pm</td>
<td>NEAST CEDS 628 22</td>
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Excel, Introduction
Excel is used in most offices. Learn how to create effective and efficient worksheets using formatting, printing, formulas, common functions, and charts. $279

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<tr>
<td>Oct 14-Oct 15</td>
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<td>9 am-4 pm</td>
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<td>Oct 22-Oct 30</td>
<td>WTh</td>
<td>6 pm-9 pm</td>
<td>HARBN CEDS 602 74</td>
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</table>

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

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<th>Date</th>
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<td>6 pm-9 pm</td>
<td>HARBN CEDS 610 70</td>
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</table>

Excel, Advanced
Students will work with more advanced functions including logical, date, time, statistical and financial, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, students will learn about array formulas, data validation and database functions such as DSUM. They will learn how to import and export data. Finally, students will learn about the analytical features of Excel (such as Goal Seek) and how to automate Excel using macros. $279

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<th>Date</th>
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<tbody>
<tr>
<td>Dec 15-Dec 16</td>
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Excel Formulas and Functions
Work with basic math formulas and progress to conditional, lookups, date and time, financial, statistical, and conversion examples. Protect and hide your formulas and create user-defined functions. $159

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<th>Days</th>
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<tr>
<td>Oct 3</td>
<td>F</td>
<td>9 am-12 pm</td>
<td>HARBN CEDS 629 13</td>
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Excel Graphs
Graphs are very powerful tools for visually representing your important numeric data. Learn how simple it is to create in Excel. $79

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<th>Date</th>
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<th>Location</th>
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<tbody>
<tr>
<td>Oct 22-23</td>
<td>WTh</td>
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</table>

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

<table>
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<tr>
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Excel, Advanced
W ork w ith basic m ath form ulas and progress to conditional, lookups, date and time, statistical and conversion exam ples. Protect and hide your form ulas and create user-defined functions. $159

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<th>Date</th>
<th>Days</th>
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<tbody>
<tr>
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<td>Nov 10-Nov 19</td>
<td>MW</td>
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<td>NEAST CESCH 708 52</td>
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</table>

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

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<tr>
<td>Nov 10-Nov 19</td>
<td>MW</td>
<td>6 am-9 pm</td>
<td>NEAST CESCH 708 52</td>
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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

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<th>Location</th>
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<tr>
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<td>9 am-4 pm</td>
<td>NEAST CESCH 702 23</td>
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</table>

PowerPoint, Introduction
Your presentations can be show stopping. Create slide shows using Powerpoint’s most commonly used features. $279

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<th>Date</th>
<th>Days</th>
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<td>Oct 22-Oct 23</td>
<td>WTh</td>
<td>9 am-4 pm</td>
<td>HARBN CEPDP 629 26</td>
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</table>

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

<table>
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<tr>
<th>Date</th>
<th>Days</th>
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<th>Instructor</th>
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To register: midlandstech.edu/cce • (803) 732-0432 • see page 2
For expanded course descriptions and additional class dates, go to midlandstech.edu/cce.

### Microsoft Office

**Transitioning to Office 2013**
Explore the new features in Microsoft’s newest release of Word, Excel, PowerPoint, Outlook, and more. Students should have training or experience in a previous version of Microsoft Office. $159

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

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

| Sep 17-Sep 18 | WTh | 9 am-4 pm | HARBN CEWDP 593 12 |
| Oct 1-Oct 2 | WTh | 9 am-4 pm | NEAST CEWDP 593 13 |
| Oct 20-Oct 28 | MT | 6 pm-9 pm | NEAST CEWDP 593 71 |
| Dec 1-Dec 2 | MT | 9 am-4 pm | FFQJ CEWDP 593 14 |

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

| Oct 29-Oct 30 | WTh | 9 am-4 pm | HARBN CEWDP 594 27 |
| Dec 3-Dec 11 | WTh | 6 pm-9 pm | NEAST CEWDP 594 61 |

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

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

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

| Dec 5-Dec 12 | F | 9 am-12 pm | NEAST CEWDWP 597 21 |

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

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

### Office Administrative Specialist
**Build an effective office career by developing your technical expertise and communication skills.**

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

Emphasis is placed on developing strong computer and communication abilities.

<table>
<thead>
<tr>
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<th>Hours</th>
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<tr>
<td>Word, Intermediate</td>
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<td>$279</td>
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<tr>
<td>Excel, Introduction</td>
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<tr>
<td>Organizing Computer Files</td>
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<td>Computer Typing for Everyone</td>
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<td>Becoming a Customer Service Star</td>
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<td>Business Grammar</td>
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<td>Business Letter Writing</td>
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<tr>
<td>Enhancing Your Professionalism</td>
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<td>$179</td>
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**Total: 99 hrs $2,339**
Microsoft Office Certificate

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

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Hours</th>
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<tr>
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<td>12</td>
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<tr>
<td>Microsoft Word, Advanced</td>
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<tr>
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Total: 162 hrs $3,786

Mobile Devices and Applications

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

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<tr>
<td>Sep 5</td>
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<td>9 am-12 pm NEAST CEAPP 503 20</td>
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<tr>
<td>Nov 25</td>
<td>T</td>
<td>9 am-12 pm NEAST CEAPP 503 21</td>
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SharePoint

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

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<tr>
<td>Nov 5-Nov 6</td>
<td>WTh</td>
<td>9 am-4 pm NEAST CESPT 514 10</td>
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Validate your knowledge and experience with an IT Certification

MTC IT Certifications:

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

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

To register: midlandstech.edu/cce • (803) 732-0432 • see page 2
Social Media

Social Media Business Basics
What is social media and how can it help my business? Learn the fundamentals and history of the main social networking sites, and how to incorporate different types of social media outlets into your personal career search or business marketing plan. This class is for business professionals who have little or no experience with social media. $199
Oct 13 M 9 am-4 pm NEAST CESOC 521 17

Are you unemployed with training or experience in Information Technology?

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

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

Front-End Web Developer
Applied Computing*

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Costs</th>
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<tr>
<td>HTML5</td>
<td>12</td>
<td>$359</td>
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<tr>
<td>CSS3-Cascading Style Sheets</td>
<td>12</td>
<td>$359</td>
</tr>
<tr>
<td>CSS3, Advanced</td>
<td>12</td>
<td>$359</td>
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<tr>
<td>JavaScript</td>
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<tr>
<td>Photoshop, Introduction</td>
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<td>$359</td>
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<tr>
<td>Social Media Business Basics</td>
<td>6</td>
<td>$199</td>
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<tr>
<td>Search Engine Optimization (SEO)</td>
<td>3</td>
<td>$199</td>
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<tr>
<td>Visual Studio</td>
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<td>$149</td>
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<tr>
<td>Web Site Production Lab</td>
<td>18</td>
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<td><strong>TOTAL:</strong></td>
<td><strong>108</strong></td>
<td><strong>$3,781</strong></td>
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*The Front-End Web Developer courses are the foundational courses for coursepower’s Applied Computing Certificate.

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

### Web Development and Print Media

**CSS3 - Cascading Style Sheets**
Learn to apply local styles, style sheets, and to create classes to control the appearance of your Web sites by separating visual presentation from content. Learn CSS basics to build effective navigation and page layouts, and then move on to work with typography, colors, backgrounds, and white space. Explore how the four major browsers affect CSS. Prerequisite: HTML5 or equivalent experience. $359

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### Course Hours Costs

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTML5</td>
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<td>12</td>
<td>$359</td>
</tr>
<tr>
<td>JavaScript</td>
<td>30</td>
<td>$1199</td>
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<tr>
<td>Photoshop, Introduction</td>
<td>12</td>
<td>$359</td>
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<td>Social Media Business Basics</td>
<td>6</td>
<td>$199</td>
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<tr>
<td>Search Engine Optimization (SEO)</td>
<td>3</td>
<td>$149</td>
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<tr>
<td>Visual Studio</td>
<td>3</td>
<td>$199</td>
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<tr>
<td>Web Site Production Lab</td>
<td>18</td>
<td>$599</td>
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**TO TAL:** **108**  **$3,781**

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**FRONT-END WEB DEVELOPER**

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

Windows

Windows 8 Introduction
Get comfortable with Microsoft Windows 8’s NEW operating system. Learn this ‘metro’ interface and its new capabilities. Whether you are new to computers or have used them previously, this “hands-on” class will teach you how to easily navigate, customize, launch, house, and secure applications. Learn to use Internet Explorer 10 also. $279
Sep 3-Sep 4 WTh 9 am-4 pm HARBN CEWIN 582 07
Nov 5-Nov 6 WTh 9 am-4 pm NEAST CEWIN 582 08

CREATIVE CAREERS

CREATIVE CAREER ONLINE COURSES:
NEW FOR FALL
• Secrets of Better Photography

Top TEN
Most Popular
Online Courses:

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

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

Animal Care

Veterinary Assistant Certificate
Become a competent veterinary assistant learning receptionist duties, laboratory procedures, medical terminology, Animal CPR, and customer skills. Successful completion of this certificate program will qualify you for an entry-level position as a veterinary assistant. All materials included. $799
Oct 7-Nov 13 TTh 6 pm -9 pm HARBN CEANC 508 13

Audio Engineer

Audio Engineering, Introduction
Learn how to use standard types of audio equipment - microphones, mixing consoles, compressors, EQ’s reverbs, and power amps will be covered with live demonstration during classes. Classes will also cover maintenance and troubleshooting. Classes meet at Midlands Audio Institute, 207 S. Prospect St. (803) 782-6910. $399
Sep 8-Oct 27 M 7 pm-9 pm MAI CEMUS 507 02Z

Commercial Music Theory
If you are going to be working in the music business, you need to know the difference between “off key” and “on.” This course covers the music theory, ear training and harmony related to commercial/contemporary music from rock’n’roll to classical music. Classes meet at Midlands Audio Institute, 207 S. Prospect St. (803)782-6910. $399
Oct 30-Dec 18 Th 7 pm-9:20 pm MAI CEMUS 511 05Z

Live Sound Production
Learn the ins and outs of running live sound for production companies, theatres, artists, churches and more. This class includes a two-hour lab. Textbook included. Classes meet at Midlands Audio Institute, 207 S. Prospect St., Columbia, SC 29205. (803)782-6910. info@midlandsaudioinstitute.com. $399
Nov 3-Dec 15 M 7 pm-9:57 pm MAI CEMUS 521 05Z

Music Business
Whether you want to be the manager of a band, make extra income as a booking agent or do both for yourself as an artist, this course will give you the skills to navigate through the world of the music business. Textbook included. Classes will meet at Midlands Audio Institute, 207 S. Prospect St., (803) 782-6910. $399
Sep 4-Oct 23 Th 7 pm-9 pm MAI CEMUS 510 05Z

Studio Recording I
Learn the latest techniques in audio recording. From analog to digital, this course will improve your abilities to record music at home or in a studio. Covers Pro Tools and analog outboard equipment. This class includes a two-hour lab. Classes meet at Midlands Audio Institute, 207 S. Prospect St. (803) 782-6910. $399
Sep 9-Oct 28 T 7 pm-9:25 pm MAI CEMUS 522 02Z

Studio Recording II
Supplement to Studio Recording I. Required for Certificate Program. One-on-one time featuring eight hours of hands-on use of a Pro Tools system. Student must pass final exam and present a recording demo project for critique to pass the course. Must be completed within two years of beginning the certificate program. $399
Nov 4-Dec 16 T 7 pm-9:57 pm MAI CEMUS 523 04Z

For expanded course descriptions and additional class dates, go to midlandstech.edu/cce.
CREATIVE CAREERS

Beverage Service

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

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<th>Date</th>
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<tr>
<td>Sep 14</td>
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<td>HARBN CEKIT 587 06</td>
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<tr>
<td>Oct 12</td>
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<td>HARBN CEKIT 587 07</td>
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<tr>
<td>Nov 9</td>
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<td>1 pm-5 pm</td>
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**Cake Decorator Professional Certificate**
This 18-hour certificate program prepares you for all aspects of cake decorating – personal pleasure, the workplace, or starting your own business. Bring to the first class: Tips; bags; couplers; spatula or spoons; and practice board. A list of all required supplies will be handed out at the first class. See the “Materials list” on the website for all supply requirements. Learn the perfect techniques in creating beautiful flowers using royal icing, piping and piping gel in transferring patterns. Find out how the experts create beautiful cakes. $159

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<td>Oct 21-Dec 2</td>
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<td>6 pm-9 pm</td>
<td>CEOFS CEKIT 522 19</td>
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**Blood Borne Pathogens/Health and Safety**
Receive 2.5 hours of blood borne pathogens training and 2.5 hours of Health and Safety. Study health and safety issues by creating a safe and healthy environment for children. Learn the proper procedures to prevent illness and accidents in the classroom. $20

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<tr>
<td>Oct 4</td>
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**Curriculum**
Take this opportunity to gather creative ideas to strengthen the curriculum at your center. $20

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<tr>
<td>Sep 13</td>
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<td>8 am-1:30 pm</td>
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**Event Planner**

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

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<td>Sep 9-Sep 23</td>
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<td>6 pm-9 pm</td>
<td>HARBN CEEVT 514 02</td>
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**Event & Wedding Planning II**
Part two of a three-course certificate program. You will receive step-by-step instructions, worksheets and checklists, guidance for selecting venues/vendors, contract negotiation skills, protocol/etiquette, dealing with VIPs, security issues, etc. Prerequisite: Event and Wedding Planning I. All materials included in price. $339

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<td>Sep 24-Oct 8</td>
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<td>6 pm-9 pm</td>
<td>HARBN CEEVT 515 02</td>
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**Event & Wedding Planning III**
It all comes together in this course which offers guidance and resources for the event professional and wedding consultant who is ready to put knowledge into action. This class covers all aspects of starting a business, creating a business plan, and marketing. Prerequisites: Event Planning I and II. All materials included in price. $339

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<td>Oct 14-Oct 22</td>
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<td>HARBN CEEVT 512 04</td>
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To register: midlandstech.edu/cce • (803) 732-0432 • see page 2
**CREATIVE CAREERS**

### Floral Designer

**Floral Design Certificate**

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

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<td>6 pm-9 pm</td>
<td>HARBN CEFLC 501 10</td>
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**Floral Design, Basic**

You will learn about bow-tying, bud vases, one-sided and all around arrangements; as well as cut flower care, contemporary, exotic, and silk arrangements. Continue to master the skills with the included text. $199

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<td>6 pm-9 pm</td>
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### Interior Decorator

**Decorating Quick: New and Redo!**

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

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<th>Start Date</th>
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<td>Oct 7-16</td>
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**Interior Decorator Certificate**

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

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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

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### Landscaper and Horticulturist

**Arboriculture**

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

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<th>Start Date</th>
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<td>6 pm-9 pm</td>
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**Landscape Construction**

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

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<td>Oct 22-Dec 17</td>
<td>Nov 5</td>
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<td>6 pm-9 pm</td>
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**Landscape Design**

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

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**Pests in the Landscape**

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

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<td>6 pm-9 pm</td>
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**Plant Growth and Development**

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

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<tr>
<td>Aug 18 – Oct 13</td>
<td>Oct 28</td>
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<td>6 pm – 9 pm</td>
<td>NEAST CEHOR 524 09</td>
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</table>

For expanded course descriptions and additional class dates, go to midlandstech.edu/cce.
CREATIVE CAREERS

Landscaper and Horticulturist

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

Required Core Courses
• Soil Management
• Woody Plants and Shrubs
• Pests in the Landscape
• Landscape Management
• Plant Growth and Development
• Landscape Construction
• Landscape Design

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

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

Personal Trainer

Personal Trainer Certification
Six-week program covers hands-on practical training preparing you to work with clients one-on-one in fitness facilities. Students participate in lectures including anatomy, exercise physiology, and nutrition. Prior to obtaining their certification, students must get an Adult CPR/AED certification and complete a 30-hour internship. $699

Photographer

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

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

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

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

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

To register: midlandstech.edu/cce • (803) 732-0432 • see page 2
For expanded course descriptions and additional class dates, go to midlandtech.edu/cce.
**Customer Service**

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

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

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

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

**Legal**

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

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

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

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

**Personal Development**

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

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

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

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

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

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

To register: midlandstech.edu/cce • (803) 732-0432 • see page 2
For expanded course descriptions and additional class dates, go to midlandstech.edu/cce.
Supervisory Program

Unit 1: Finding the Supervisor Within
Participants will explore the role of supervisor and set specific goals in their professional and personal development. Understanding the fundamental responsibilities of a supervisor within the context of their specific work environment, they will develop confidence and clarity in their leadership role. $299
Coming in 2015

Unit 2: Communicating for Impact
Communication is a necessity for successful supervision. Essential Communication Skills is designed to equip leaders with the skills they need to communicate clearly, listen carefully, give and receive feedback, and coach and counsel effectively. $299
Coming in 2015

Unit 3: Developing and Retaining Talent
Creating and maintaining a quality work team is a business imperative. Learn how proper interviewing and selection techniques, coupled with effective employee orientation and training, evaluation and recognition methods, enable supervisors to develop and retain a productive workforce. $299
Sep 23-Oct 21 T 1:30 pm-4:30 pm NEAST CELSD 513 43

Unit 4: Managing the Process
Helping employees manage work processes involves setting goals, solving problems, making decisions, creating a plan, and managing the changes that are inevitable in any process. This unit takes a how-to, hands-on approach to managing each of these functions. $299
Sep 25-Oct 23 Th 6 pm-9 pm NEAST CELSD 514 40
Nov 4-Dec 2 T 1:30 pm-4:30 pm NEAST CELSD 514 42

Unit 5: Leading for Desired Results
Now, more than ever, leadership skills are critical. Situations require adaptive leadership skills in a diverse work environment. Learn to be a leader who drives major strategic initiatives and positions your organization to win. No class Nov. 27. $299
Nov 6-Dec 11 Th 6 pm-9 pm NEAST CELSD 515 41
HEALTHCARE AND HUMAN SERVICES

HEALTHCARE AND HUMAN SERVICES ONLINE COURSES:
NEW FOR FALL
• End of Life Care

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

Top TEN Most Popular Online Courses:
- Anatomy & Physiology
- Assisting Aging Parents
- Become an Optical Assistant
- Certificate in Healthy Aging
- EMT – Hybrid
- HIPAA Compliance
- Medical Billing & Coding
- Medical Terminology
- Mental Health Care Career Prep
- Nutritional Fitness Coach

Healthcare

Basic IV Therapy
This four-hour course teaches health care professionals the knowledge and skills necessary to insert and maintain peripherally inserted catheters. The student will gain hands-on experience and will earn 0.4 CEUs upon successful completion. $115
Oct 10 F 12 pm-4 pm HARBN CEMED 601 06

CPR
BLS Healthcare Provider CPR/AED for adult, child and infant is taught using the most current guidelines for healthcare providers and emergency response personnel. Qualification is good for two years. $85
Sep 6 S 8 am-5 pm AIRPT CEMED 522 20
Sep 20 S 8 am-5 pm AIRPT CEMED 522 21
Oct 4 S 8 am-5 pm AIRPT CEMED 522 22
Oct 11 S 8 am-5 pm AIRPT CEMED 522 23
Oct 18 S 8 am-5 pm AIRPT CEMED 522 24
Nov 1 S 8 am-5 pm AIRPT CEMED 522 25
Nov 15 S 8 am-5 pm AIRPT CEMED 522 26
Dec 6 S 8 am-5 pm AIRPT CEMED 522 27
Dec 13 S 8 am-5 pm AIRPT CEMED 522 28

Cardiac Care Technician
The ability to read and recognize heart rhythms is the main function of the cardiac care technician. Students will receive hands-on experience in interpreting heart rhythms and arrhythmias. White scrubs and white closed-toe shoes must be worn to all classes/clinicals. Clinical hours will vary. $549
Sep 22-Dec 15 MW 8 pm-10 pm BLTN CEMED 500 05

Certified Nurse Assistant (CNA)
Students receive 107 hours of training in basic nursing care through a combination of classroom lecture, simulated laboratory care, and hands-on clinical experience in a local long-term-care facility. This DHHS-approved course prepares students to sit for the Nurse Aide Competency Evaluation Services Exam (800-475-8290). Day classes will meet Monday-Friday from 8 am-1 pm the first week only. On the last day of class, meeting time is 8 am-4 pm. $809
Sep 8-Oct 9 M TW Th 8 am–1 pm FFQ JC CEMED 613 39
Sep 15-Oct 16 M TW Th 8 am–1 pm AIRPT CEMED 613 25
Sep 22-Nov 20 M TW Th 6 pm-10 pm AIRPT CEMED 613 35
Sep 29-Oct 30 M TW Th 8 am-1 pm RSDI CEMED 613 07
Oct 6-Nov 6 M TW Th 8 am – 1 pm AIRPT CEMED 613 26
Oct 27-Nov 26 M TW Th 8 am – 1 pm AIRPT CEMED 613 27
Nov 3-Dec 11 M TW Th 8 am – 1 pm FFQJC CEMED 613 40
Nov 10-Dec 18 M TW Th 8 am – 1 pm RSDI CEMED 613 08
Nov 17-Dec 18 M TW Th 8 am – 1 pm AIRPT CEMED 613 28

Attention Healthcare Students:
You must bring the following items to the first class:
EKG, Cardiac Care Technician and Phlebotomy Students:
• Completed immunization form, midlandstech.edu/cce/hs/CHEalthform.pdf. Immunization records may be attached to this form. If vaccination records are not available, then titer levels demonstrating immunity may be used in lieu of having the immunizations re-administered.

Certified Nurse Assistant, EKG, Cardiac Care Technician and Phlebotomy Students:
• Two-Step TB test – please see date range specifics for each course.
• SLED background check – please see date range specifics for each course. (Not required for Phlebotomy.)
• Clean drug screen (five-panel minimum) taken within 30 days of start of class.

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

Healthcare

EKG Specialist
Topics include anatomy and physiology of the heart, mechanics of the EKG machine, stress testing and Holter monitoring. The course consists of 32 hours of classroom training and 24 hours of clinical training. Clinical hours will vary. $549
Oct 14-Dec 11 TTh 4 pm-6 pm HARBN CEMED 605 06

EMT Basic Students who successfully complete this course will be eligible to take the National Registry exam sponsored by SC DHEC. Prerequisite: High school diploma, GED, and WorkKeys assessment tests (reading for information, applied math, locating information, minimum score of 3) WorkKeys must be submitted PRIOR to registration (EMT Program Manager, Continuing Education, PO Box 2408, Columbia, SC 29202). $1059
Sep 15-Mar 23 MW 6 pm-10 pm BLTLN CEMED 635 14

EMT Hybrid This course requires students to complete online course work every week and attend one night of practical work per week. Students who successfully complete this course will be eligible to take the National Registry exam sponsored by SC DHEC. Prerequisites: high school diploma/GED, and WorkKeys assessments tests (reading for information, applied math, locating information, min score 3). WorkKeys must be submitted prior to registration - mail to: EMT Program Manager, Cont. Ed., PO Box 2408, Columbia, SC 29202. $1059
Sep 9-Mar 24 T 6 pm-10 pm LEMS CEMED 641 04

First Aid General principles of first aid covering medical emergencies, injury emergencies and environmental emergencies according to American Heart Association and National Safety Council guidelines. $55
Sep 5 F 6 pm-10 pm AIRPT CEMED 521 09
Oct 3 F 6 pm-10 pm AIRPT CEMED 521 10
Oct 31 F 6 pm-10 pm AIRPT CEMED 521 11
Dec 5 F 6 pm-10 pm AIRPT CEMED 521 12

Injections for Medical Assistants This course provides medical assistants with training for performing successful injections. Students must have completed or be enrolled in a medical assisting curriculum. $55
Oct 10 F 4 pm-6 pm HARBN CEMED 603 08

Phlebotomy Students will learn to follow universal precautions, tie tourniquets, identify veins, and demonstrate knowledge and use of equipment necessary for drawing blood. Students will be able to identify appropriate tubes and labels for tests, prep the site, perform venipunctures and finger sticks, and administer bedside glucose. $639
Sep 9-Nov 4 TTh 6 pm-9 pm AIRPT CEMED 550 15
Sep 22-Oct 20 M W Th 6 pm-10 pm FFQJ CEMED 550 29
Sep 29-Oct 22 MWF 8 am-1 pm FFQJ CEMED 550 23
Oct 6-Dec 8 MW 9 am-12 pm AIRPT CEMED 550 10
Oct 20-Dec 17 MW 6 pm-9 pm AIRPT CEMED 550 16
Nov 3-Dec 4 M W Th 6 pm-10 pm FFQJ CEMED 550 28

Anatomy and Physiology This 48-contact-hour, all-lecture course is a general introduction to the anatomy and physiology of the human body. This course is a prerequisite for other courses and certificate programs. $569
Sep 2-Oct 23 TTh 9 am-12 pm FFQJ CEMPR 500 09
Sep 16-Nov 6 TTh 6 pm-9 pm BATES CEMPR 500 11
Oct 7-Dec 2 TTh 6 pm-9 pm AIRPT CEMPR 500 08

To register: midlandstech.edu/cce • (803) 732-0432 • see page 2

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

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

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

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

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

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

Healthcare

Anatomy and Physiology
This 48-contact-hour, online course is a general introduction to the anatomy and physiology of the human body. This course is a prerequisite for other courses and certificate programs. Must have PC availability. Mandatory attendance for orientation, mid-term and final exam. $569
Sep 26-Nov 14 AIRPT CEMP 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 26-Oct 30 AIRPT CEMP 524 16
Sep 9-Oct 30 Thh 2 pm-5 pm RSDI CEMP 524 11
Oct 6-Dec 3 MW 9 am-12 pm BATES CEMP 524 15
Oct 6-Dec 3 MW 6 pm-9 pm FFOJ CEMP 524 17
Oct 7-Dec 4 Thh 9 am-12 pm AIRPT CEMP 524 10
Oct 20-Dec 17 MW 6 pm-9 pm NEAST CEMP 524 13

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 HCPCS coding for physician, hospital, and outpatient settings and learn about the different coding books, the layout of each book and how to use each. Prerequisites: Medical Billing with a minimum grade of C. $409
Sep 25-Dec 18 Th 6 pm-9 pm HARBN CEMIM 500 04

Electronic Health Records
Learn the concepts of recording a patient’s record in digital format that can be shared across different health care settings. The EHR is a complete record of a clinical patient encounter as well as supporting other care-related activities. $469
Oct 15-Dec 10 W 6 pm-9 pm HARBN CEMIM 513 05

Health Professional

Electronic Health Records
Learn the concepts of recording a patient’s record in digital format that can be shared across different health care settings. The EHR is a complete record of a clinical patient encounter as well as supporting other care-related activities. $469
Oct 15-Dec 10 W 6 pm-9 pm HARBN CEMIM 513 05

Medical Information Management

CPT and HCPCS Coding
CPT is a coding method used to bill for procedures and services performed by physicians. HCPCS is a coding system that represents procedures (other than those described in CPT) that might be provided in a medical setting. This course uses case studies to provide a basic understanding of the principles and guidelines used in CPT and HCPCS coding. Prerequisites: High school diploma or GED. Anatomy & Physiology and Medical Terminology with minimum grade of C. $769
Oct 3-Dec 12 AIRPT CEMIM 564 04

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

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 HCPCS coding for physician, hospital, and outpatient settings and learn about the different coding books, the layout of each book and how to use each. Prerequisites: Medical Billing with a minimum grade of C. $409
Sep 25-Dec 18 Th 6 pm-9 pm HARBN CEMIM 500 04

Electronic Health Records
Learn the concepts of recording a patient’s record in digital format that can be shared across different health care settings. The EHR is a complete record of a clinical patient encounter as well as supporting other care-related activities. $469
Oct 15-Dec 10 W 6 pm-9 pm HARBN CEMIM 513 05

Patient Care Technician

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

<table>
<thead>
<tr>
<th>Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Nurse Assistant (CNA)</td>
<td>107</td>
</tr>
<tr>
<td>Medical Terminology</td>
<td>48</td>
</tr>
<tr>
<td>Phlebotomy</td>
<td>51</td>
</tr>
<tr>
<td>Cardiac Care Technician</td>
<td>46</td>
</tr>
<tr>
<td>EKG Specialist</td>
<td>56</td>
</tr>
<tr>
<td>Total:</td>
<td>308 hrs</td>
</tr>
</tbody>
</table>

*All books included in cost.

For expanded course descriptions and additional class dates, go to midlandstech.edu/cce.
Medical Office Specialist

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

<table>
<thead>
<tr>
<th>Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enhancing Your Professionalism</td>
<td>3</td>
</tr>
<tr>
<td>Word, Introduction</td>
<td>12</td>
</tr>
<tr>
<td>Organizing Computer Files</td>
<td>6</td>
</tr>
<tr>
<td>Electronic Health Records</td>
<td>24</td>
</tr>
<tr>
<td>Medical Terminology</td>
<td>48</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>93</strong></td>
</tr>
</tbody>
</table>

ICD-10 Coding

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

Oct 3-Dec 18 | AIRPT | CEMIM 515 04

Medical Billing

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

Sep 5-Nov 7 | NEAST | CEMIM 511 04

Medical Billing and Coding Specialist

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.

<table>
<thead>
<tr>
<th>Prerequisites:</th>
<th>Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Terminology</td>
<td>48 hrs</td>
<td>$529</td>
</tr>
<tr>
<td>Anatomy &amp; Physiology</td>
<td>48 hrs</td>
<td>$569</td>
</tr>
<tr>
<td>Core classes:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CPT/HCPCS Coding</td>
<td>30 hrs</td>
<td>$769</td>
</tr>
<tr>
<td>CD-10 Coding</td>
<td>36 hrs</td>
<td>$729</td>
</tr>
<tr>
<td>Medical Billing (final class)</td>
<td>30 hrs</td>
<td>$559</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>192</strong></td>
<td>*<em>$3,155</em></td>
</tr>
</tbody>
</table>
For expanded course descriptions and additional class dates, go to midlandstech.edu/cce.
**INDUSTRIAL, TRADES, AND MANUFACTURING**

**Electrical**

### Industrial Electrical Technician

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Cost</th>
<th>Dates</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Electronics</td>
<td>$699</td>
<td>Sep 8-Oct 8 MW 6 pm-9 pm</td>
<td>AIRPT</td>
<td>CEEEM 562 12</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Sep 9-Oct 9 TTh 6 pm-9 pm</td>
<td>AIRPT</td>
<td>CEEEM 562 09</td>
<td></td>
</tr>
<tr>
<td><strong>Electrical Fundamentals I</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Learn the basic concepts of electricity begun with atomic structure</td>
<td>$699</td>
<td>Sep 9-Oct 23 TTh 6 pm-9 pm</td>
<td>AIRPT</td>
<td>CEEEM 563 15</td>
<td></td>
</tr>
<tr>
<td>and electron current flow, including electrical quantities, Ohm’s Law</td>
<td></td>
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<tr>
<td><strong>Electrical Fundamentals II</strong></td>
<td></td>
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</tr>
<tr>
<td>Continue in the study of the fundamentals of electricity and effective</td>
<td>$599</td>
<td>Nov 4-Dec 16 TTh 6 pm-9 pm</td>
<td>AIRPT</td>
<td>CEEEM 564 11</td>
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</tr>
<tr>
<td>troubleshooting techniques on the job with the intermediate concepts</td>
<td></td>
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<tr>
<td>of electricity: Magnetic Induction, Basic Trigonometry and Vectors,</td>
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<tr>
<td>Alternating Current, and Inductance and Capacitance in Series and</td>
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<tr>
<td>Parallel Circuits. Prerequisite: Basic Math for Electricians.</td>
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<tr>
<td><strong>Electrical Motor Controls</strong></td>
<td>$499</td>
<td>Dec 2-Jan 15 TTh 6 pm-9 pm</td>
<td>AIRPT</td>
<td>CEEEM 580 02</td>
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<tr>
<td>Learn to work with relays, timers, push buttons, magnetic starters,</td>
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<td>fuses overloads and wiring practices, all of which are related to</td>
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<tr>
<td>industry and motor control. Students will physically connect three-</td>
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<tr>
<td>phase motors and control circuits as part of the course. Basic Math</td>
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<tr>
<td>for Electricians, Electrical Fundamentals I, II and III are pre-</td>
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<tr>
<td>requisites for this course. $499</td>
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<tr>
<td>Oct 21-Nov 20 TTh 6 pm-9 pm</td>
<td>AIRPT</td>
<td>CEEEM 505 14</td>
<td></td>
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</tr>
<tr>
<td><strong>Electrical Print Reading</strong></td>
<td>$269</td>
<td>Sep 30-Oct 14 TTh 6 pm-9:15 pm</td>
<td>AIRPT</td>
<td>CEEEM 579 02</td>
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<tr>
<td>Learn to read and interpret electrical blueprints and schematics</td>
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<tr>
<td>used in residential and industrial settings. Emphasis will be on</td>
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<tr>
<td>hands-on applications of print reading, circuit knowledge and</td>
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<tr>
<td>troubleshooting circuits through the use of prints. Basic Math for</td>
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<tr>
<td>Electricians, Electrical Fundamentals I, II and III are pre-</td>
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<tr>
<td>requisites for this course. $269</td>
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</tr>
<tr>
<td>Oct 23-Nov 25 TTh 6 pm-9 pm</td>
<td>AIRPT</td>
<td>CEEEM 507 13</td>
<td></td>
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</tr>
<tr>
<td><strong>Programmable Logic Controllers</strong></td>
<td>$499</td>
<td>Dec 2-Jan 15 TTh 6 pm-9 pm</td>
<td>AIRPT</td>
<td>CEEEM 580 02</td>
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<tr>
<td>Learn to use the hardware and software associated with the</td>
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<tr>
<td>Programmable Logic Controller (PLC), using Allen Bradley PLC</td>
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<tr>
<td>trainers and MicroLogix software. Learn the basics of programming,</td>
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<tr>
<td>including basic Boolean algebra. Basic Math for Electricians,</td>
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<tr>
<td>Electrical Fundamentals I, II and III are pre-requisites for this</td>
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<tr>
<td>course. $499</td>
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<tr>
<td>Oct 21-Nov 24 M Th 6 pm-9 pm</td>
<td>AIRPT</td>
<td>CEEEM 550 14</td>
<td></td>
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<td></td>
</tr>
<tr>
<td><strong>Troubleshooting</strong></td>
<td>$379</td>
<td>Nov 10-Nov 24 M Th 6 pm-9 pm</td>
<td>NEAST</td>
<td>CEHVA 510 08</td>
<td></td>
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<tr>
<td>Learn to safely and efficiently troubleshoot and locate electrical</td>
<td></td>
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<tr>
<td>problems using schematic prints along with electrical measuring</td>
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<tr>
<td>tools such as multimeters, clamp-on meters, ammeters, megohmmeters,</td>
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<tr>
<td>proximity voltage meters, hand-held oscilloscopes, and other</td>
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<tr>
<td>measuring devices. Basic Math for Electricians, Electrical Fundamentals I, II and III are pre-requisites for this course. $379</td>
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<tr>
<td>Dec 10-Nov 23 M Th 6 pm-9 pm</td>
<td>AIRPT</td>
<td>CEEEM 550 12</td>
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</tr>
</tbody>
</table>

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

**Forklift Operator**

### Forklift Operator

**Forklift Operator**

**Forklift Training**

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Cost</th>
<th>Dates</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training</td>
<td>$159</td>
<td>Sep 13 $ 8 am-5 pm</td>
<td>AIRPT</td>
<td>CEHEQ 501 09</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Oct 11 $ 8 am-5 pm</td>
<td>AIRPT</td>
<td>CEHEQ 501 10</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Nov 8 $ 8 am-5 pm</td>
<td>AIRPT</td>
<td>CEHEQ 501 11</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Dec 13 $ 8 am-5 pm</td>
<td>AIRPT</td>
<td>CEHEQ 501 12</td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>Oct 4-Oct 25 8 am-11:45 am</td>
<td>HARBN</td>
<td>CEHVA 500 11</td>
<td></td>
</tr>
<tr>
<td><strong>NATE Heat Pump Certification</strong></td>
<td>$379</td>
<td>Nov 10-Nov 24 M Th 6 pm-9 pm</td>
<td>NEAST</td>
<td>CEHVA 510 08</td>
<td></td>
</tr>
</tbody>
</table>

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

**HVAC**

### Basic Air Conditioning, Electrical Controls and Troubleshooting

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Cost</th>
<th>Dates</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heat Pumps –</td>
<td>$299</td>
<td>Sep 6-Sep 27 8 am-11:45 am</td>
<td>HARBN</td>
<td>CEHVA 520 11</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Cost</th>
<th>Dates</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Heat Pumps –</td>
<td>$299</td>
<td>Oct 4-Oct 25 8 am-11:45 am</td>
<td>HARBN</td>
<td>CEHVA 500 11</td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Cost</th>
<th>Dates</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>NATE Heat Pump</td>
<td>$379</td>
<td>Nov 10-Nov 24 M Th 6 pm-9 pm</td>
<td>NEAST</td>
<td>CEHVA 510 08</td>
<td></td>
</tr>
</tbody>
</table>

For questions, call (803) 732-0432. See page 34 for a complete listing.
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.

For expanded course descriptions and additional class dates, go to midlandstech.edu/cce.
# Industrial Maintenance

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

Local employers are hiring...  
However, many are having trouble finding people with the right training to fill their open positions.  
Train with MTC for these in-demand jobs!

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

## Manufacturing

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

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<th>Date</th>
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<td>MTWTh 9 am-3:30 pm</td>
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### 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

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<th>Date</th>
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<td>Dec 15-Dec 18</td>
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### 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

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## Machinist/Computer Numerical Control (CNC) Operator

Have you got what it takes?

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

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

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

<table>
<thead>
<tr>
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<tr>
<td>Fundamentals of CNC Operator/Programmer Training</td>
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<td>Principles of CNC Programming</td>
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<td>Mastering CNC Programming</td>
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For more information, please visit midlandstech.edu/cce or call (803) 732-0432.
**INDUSTRIAL, TRADES, AND MANUFACTURING**

### Manufacturing

#### Make a Name for Yourself in Manufacturing

with a South Carolina Manufacturing Certification

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

Next classes begin the end of September. To enroll in a scholarship information session go to midlandstech.edu/cce/scholarship.

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

### Mechanical

#### Applied Math

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

*Sept 8-24 MTWTh 8 am-12 pm AIRPT CEIMT 687 02*

#### Fasteners & Anchors

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

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

#### Hand & Power Tools

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

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

#### Precision Measuring

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

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

#### Blueprint Reading

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

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

### Pipefitter

#### NCCER Pipefitting

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

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

For expanded course descriptions and additional class dates, go to midlandstech.edu/cce.
INDUSTRIAL, TRADES, AND MANUFACTURING

Safety and Environmental

Asbestos Inspector
Federal and state regulations require specific training for personnel involved in asbestos management. This inspector course is designed for individuals who inspect for the presence of asbestos. SC-DHEC and NC-DHHS approved. Requires pre-notification to regulatory authorities and may be used for NC and SC licensing. $525
Oct 6-Oct 8 MTW 8:30 am-5:30 pm NEAST CEASB 508 08

Asbestos Inspector Refresher
Upon successful completion of the course, students will receive certificates of re-accreditation that may be used for licensing purposes. $150
Sep 15 M 8:30 am-12:30 pm NEAST CEASB 501 19
Oct 6 M 8:30 am-12:30 pm NEAST CEASB 501 20

Asbestos Management Planner Refresher and Asbestos Inspector Refresher
This course combines the four-hour Asbestos Inspector Refresher Training and the four-hour Asbestos Management Planner Refresher training. It reviews the initial Asbestos Inspector course and the Asbestos Management Planner course. Students will receive certificates of re-accreditation that may be used for licensing purposes. $215
Sep 3-Sep 4 WTh 8:30 am-5:30 pm NEAST CEASB 510 09

Asbestos O&M Worker
This course meets SC-DHEC and EPA AHERA/ASHARA requirements for operations and maintenance workers performing clean-up or repair activities on friable asbestos-containing materials in schools, municipal water facilities, industrial manufacturing, and electrical generating facilities. Requires annual refresher. $245
Sep 3-Sep 4 M 8:30 am-5:30 pm NEAST CEASB 507 15

Asbestos O&M Worker Refresher
Reviews the initial Asbestos Operations and Maintenance Worker course. Students will receive certificates of re-accreditation used for licensing. SC-DHEC, NC-DHHS, and OSHA approved asbestos abatement training. Requires pre-notification to authorities and may be used for NC and SC licensing as an asbestos abatement professional. $195
Sep 23 T 8:30 am-5 pm NEAST CEASB 509 13

Asbestos Supervisor
The course meets SC-DHEC and EPA AHERA/ASHARA requirements for supervisors of asbestos projects and the NIOSH 582 course. Also for SC-DHEC licensing for persons performing air monitoring on asbestos projects and for the OSHA Competent Person training for all asbestos work in accordance with 1926.1101. Annual refresher required. $700
Sep 15-Sep 19 MTWThF 8:30 am-4:30 pm NEAST CEASB 505 13

Asbestos Supervisor Refresher
Reviews the initial AHERA Asbestos Supervisor course required for asbestos abatement supervisors in schools and public and commercial buildings and meets the annual refresher training requirements for OSHA Class I and II Competent person and SC-DHEC Asbestos Supervisor licensees. Students will receive certificates used for licensing. $195
Sep 22 M 8:30 am-4:30 pm NEAST CEASB 506 12

Asbestos Worker
This course meets SC-DHEC and EPA AHERA/ASHARA accreditation requirements for abatement workers disturbing friable asbestos in schools and in public and commercial buildings. The course meets the requirements of OSHA 1926.1101. Course completers receive a certificate of accreditation used for licensing purposes. $475
Oct 13-Oct 16 MTWTh 8:30 am-4:30 pm NEAST CEASB 503 08

Asbestos Worker Refresher
This course reviews the initial AHERA Asbestos Worker course required for asbestos abatement workers in schools, public and commercial buildings. The course meets the annual refresher training requirements for OSHA Class I asbestos workers and SC-DHEC Asbestos Worker licensees. Students receive certificates for licensing purposes. $195
Sep 23 T 8:30 am-4:30 pm NEAST CEASB 504 12

Lead Dust Sampling Technician
This course is approved by the US EPA and HUD to teach individuals how to conduct non-abatement lead dust clearance testing. $225
Sep 3 W 8:30 am-5:30 pm NEAST CELED 504 09

Lead Inspector
Learn residential inspection for lead-based paint (LBP) using an X-ray florescence analyzer in accordance with HUD and EPA guidelines. This EPA approved training includes skills needed to perform a visual assessment and clearance sampling following a lead hazard control activity in target housing or child occupied facilities. $595
Nov 10-Nov 12 MTW 8:30 am-5:30 pm NEAST CELED 501 08

Lead Renovation, Repair and Painting
EPA rules apply to contractors who renovate or repair housing, child-care facilities or schools built before 1978. Trained contractors and workers must follow lead-safe work practice standards to reduce potential exposure to dangerous levels of lead during renovation and repair work. These standards are taught in this course. $215
Sep 29 M 8:30 am-5:30 pm NEAST CELED 500 23
Nov 3 M 8:30 am-5:30 pm NEAST CELED 500 24

Lead Risk Assessor
Learn to interpret an inspection report and develop a lead hazard control plan for determining the hazards posed by residential lead-based paint, evaluating and selecting appropriate abatement or interim control measures and developing a lead operations and maintenance plan. Prerequisite: Lead Inspector Class. $350
Nov 13-Nov 14 ThF 8:30 am-5:30 pm NEAST CELED 502 08

Lead Safe Weatherization
In addition to the EPA certification requirements for lead renovators, workers performing weatherization in pre-1978 housing funded by the US Department of Energy (DOE) must have training in Lead Safe Weatherization. $195
Oct 8 W 8:30 am-5:30 pm NEAST CELED 505 10

Lead Supervisor
Skills to manage a lead abatement project are taught in this EPA-approved Lead Supervisor course. Learn how to interpret lead specifications and supervise workers performing abatement work. Some states require on-the-job experience prior to licensure. This training may be used to perform work until experience requirements are met. $695
Sep 9-Sep 12 MTWThF 8:30 am-5:30 pm NEAST CELED 503 08

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

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

#### Courses Offered:

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

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

- **NFPA 70E-ARC Flash Protection**
  - OSHA:
    - 10-Hour General Industry/Construction Standard Training
    - 30-Hour General Industry/Construction Standard Training
    - Safety Audits
    - Written Safety Plans
    - Specialized Training
    - Equipment Training and Testing
    - Operator of Records
    - Investigations
    - Troubleshooting

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

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

### Green and Environmental Online Classes

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

For course descriptions, visit midlandstech.edu/cce
INDUSTRIAL, TRADES, AND MANUFACTURING

Small Engine Mechanic

Gain a working knowledge of types and operation of small engines, engine service and repair of outdoor power equipment, engine tune-up procedures and troubleshooting methods, engine failure analysis, engine performance measurement, engine system and engine rebuild procedures. See www.midlandstech.edu/cce for required tools. Lots of hands on learning. $489
Sep 29-Nov 17  MW  6 pm-9 pm  AIRPT  CESME 506 13

Truck Driver/CDL

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

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

Welding

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

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

Welding

Basic Welding for Home Projects
Learn the various welding techniques you can use in home projects. Includes safe practices, brazing, and arc welding. Learn how to safely and effectively use a cutting torch, do minor non-structural repairs, or weld artwork. Personal equipment needs will be discussed at the first class (additional cost of approximately $100). $349
Oct 6-Dec 8 M 6 pm-9 pm AIRPT CEWLD 511 27

Intermediate Welding QuickJobs Day Program
This course is offered to students who completed the Basic Welding QuickJobs Day course and is open to persons demonstrating necessary welding skills to the instructor. Students are trained in the following:
Personal safety; SMAW welding in non standard positions-2 weeks; Gas Metal Arc Welding (GMAW) to include solid wire and dual shield flux cored wire in fillet and groove welding-2 weeks; Gas Tungsten Arc Welding (GTAW) in multiple positions and metals to include steel, aluminum and stainless steel-4 weeks. The student will be required to perform welding to industrial standards such as the American Welding Society (AWS). Students completing this course will have basic and intermediate skills required minimums for employment in the construction industry and fabrication shops, high rise construction and maintenance welding and repairs. $2995
Oct 20-Dec 16 M T W Th 7 am-5:30 pm AIRPT CEWLD 602 33
Oct 20-Dec 16 M T W Th 7 am-5:30 pm FFQJ CEWLD 602 34

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

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

For expanded course descriptions and additional class dates, go to midlandstech.edu/cce.
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<tr>
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**Intermediate Shielded Metal Arc Welding**

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

**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

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

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

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**MIG (Gas Metal Arc Welding)**

**Gas Metal Arc Welding (MIG)**

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

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**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

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**Intermediate Pipe Welding**

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

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<tr>
<td>Sep 2-Oct 16</td>
<td>MTTh</td>
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<td>Oct 28-Dec 16</td>
<td>TTh</td>
<td>6 pm-9 pm</td>
<td>AIRPT</td>
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For expanded course descriptions and additional class dates, go to midlandstech.edu/cce.

PERSONAL ENRICHMENT

PERSONAL ENRICHMENT ONLINE COURSES:
NEW FOR FALL

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

Top TEN Most Popular
Online Courses:

- Basket Weaving, Pine Needle
- Chair Caning
- Portrait Drawing
- The Art of Creative Calligraphy
- Discount and Couponing Strategies
- Ebay Basics
- Defensive Driving
- Defensive Drivings
- Consumer Education

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

Art

Basket Weaving, Pine Needle
This easy-to-learn technique is similar to the sweet grass weaving seen in Charleston. Using long needle pine straw, you will complete a beautiful round basket. Techniques will be demonstrated for changing the shape from round to oval, and for adding handles and lids. Tuition includes a $5 supply fee. $65
Oct 6-Oct 13 MW 6 pm-9 pm HARBN CEART 515 01

Chair Caning
Learn to repair or replace a hand caned chair seat. It’s easy, but you’ll need to transport your piece to class each week. Technique taught is for a square or a rectangular seat measuring 12” x 12”. See materials list on the web site for additional instructions and required supplies. $99
Nov 4-Nov 13 TTh 6 pm-9 pm HARBN CEART 520 01

Portrait Drawing
You will learn the basic steps needed to draw the human head. Starting with simple exercises and working from observation of a live model, you will understand how to create one of history’s most important artistic subjects. Bring a Derwent 3B drawing pencil to the first class. $139
Sep 29-Oct 22 MW 6:30 pm-8:30 pm BLTLN CEART 549 11

The Art of Creative Calligraphy
Calligraphy is skilled penmanship and visual art. Learn to form the alphabet on envelopes, cards, experiment with inks, watercolors, pens, and embellish with gold-leafing. Bring a Sheaffer calligraphy pen set with small, medium, and large nibs, soft pencil and eraser, and pad of good, heavy 8 1/2 x 11 tracing paper to the first class. $109
Sep 9-Oct 14 T 6:30 pm-8:30 pm NEAST CEART 526 09
Oct 21-Nov 25 T 6:30 pm-8:30 pm BLTLN CEART 526 10

Consumer Education

Discount and Couponing Strategies
Finding values with discounts and coupons is easier than you think. Make the most of your financial resources without wasting money. Coupons and discounting are a great start to living a frugal life. We will discuss many ways and tips to save money, stretch the dollars, and reduce your spending painlessly. $29
Oct 7 T 6 pm-8:30 pm HARBN CECED 566 01

Ebay Basics
Learn the basics of buying and selling on eBay plus tips on bidding to win. Prerequisites: Basic computer and email skills with a working email address. $119
Oct 20-Nov 17 M 6 pm-9 pm HARBN CECED 542 15

Defensive Driving

Defensive Driving
NOTE: Arrive 10 minutes early. No late arrivals will be admitted. Licensed drivers may take this eight-hour National Safety Council course every 3 years. Successful completion will remove up to 4 points on a SC driver’s license (except DUI). Driver’s license number and state required when registering. May reduce insurance costs. $79
Sep 6 S 8 am-5 pm NEAST CEDDC 500 09
Sep 8-Sep 10 MW 6:30 pm-10:30 pm NEAST CEDDC 500 10
Sep 13 S 8:30 am-5:30 pm HARBN CEDDC 500 15
Sep 20 S 8:30 am-5:30 pm FFQJ CEDDC 500 28
Sep 23-Sep 24 TW 6 pm-10 pm HARBN CEDDC 500 16
Oct 4 S 8 am-5 pm NEAST CEDDC 500 17
Oct 6-Oct 8 MW 6:30 pm-10:30 pm NEAST CEDDC 500 18
Oct 11 S 8:30 am-5:30 pm HARBN CEDDC 500 19
Oct 18 S 8 am-5 pm BATES CEDDC 500 29
Oct 21-Oct 22 TW 6 pm-10 pm HARBN CEDDC 500 20
Nov 1 S 8 am-5 pm NEAST CEDDC 500 21
Nov 4-Nov 5 TW 6 pm-10 pm HARBN CEDDC 500 22
Nov 15 S 8:30 am-5:30 pm HARBN CEDDC 500 23
Nov 17-Nov 19 MW 6:30 pm-10:30 pm NEAST CEDDC 500 24
Dec 2-Dec 3 TW 6 pm-10 pm HARBN CEDDC 500 25
Dec 6 S 8 am-5 pm NEAST CEDDC 500 30
Dec 13 S 8:30 am-5:30 pm HARBN CEDDC 500 26
Dec 15-Dec 17 MW 6:30 pm-10:30 pm NEAST CEDDC 500 27

For expanded course descriptions and additional class dates, go to midlandstech.edu/cce.
Food and Cooking

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

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

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

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

Snack & Learn Series – Healthy, Fit ‘n Frugal

Does a healthy, Snack & Learn educational series sound entertaining, yummy, and enjoyable to you? Come join the fun in this new instructor-led series where each “Health ‘n Fitness Class Theme & Healthy Snack” will be a “Surprise - Topic” until you come to class!

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

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

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

Languages

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

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

French II
Build on skills learned in French I. $129

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

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

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

Motorcycle

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

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

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

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

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

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

To register: midlandstech.edu/cce • (803) 732-0432 • see page 2
PERSONAL ENRICHMENT

Have you considered turning your personal interest into

A CAREER?

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

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

GET STARTED TODAY BY REGISTERING FOR A CREATIVE CAREER COURSE.

Music

Guitar
Beginners to intermediate players will learn the various parts of the guitar, how to name the strings and how notes relate to the guitar in this hands-on class. You’ll have the tools to play easy popular songs at the end of this course. Please bring an acoustic guitar (in good working order) to class—not a classical guitar. $149
Oct 30-Dec 11 Th 5:30 pm-7:30 pm HARBN CEWUS 544 05

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

Bring a Hohner Special 20 Harmonica in the key of C to the first class.
$149
Oct 30-Dec 11 Th 7:30 pm-9:30 pm HARBN CEWUS 541 03

The Joy of Music NEW
Would you like to explore the beauty of music? Join this musical journey from the Middle Ages to the 21st Century. This music appreciation course will help you better understand music in relation to culture and history. Lectures, group interaction, and the opportunity to play musical instruments in a small ensemble are included. $99
Sep 9-Oct 14 T 6 pm-7 pm HARBN CEWUS 549 01

Sewing and Quilting

Free-Motion Machine Quilting
Have you noticed the lovely machine quilted designs on modern quilts and thought “I would love to be able to do that?” In this class, you will practice a variety of free-motion meandering quilting designs and simple continuous line designs. Bring all supplies to the first class. See website for materials list. $69
Sep 25-Oct 9 Th 6 pm-8 pm HARBN CEWEW 539 03

Learn to Paper Piece Quilt Blocks
This old technique for piecing quilt blocks has been updated and revised to create intricate designs with straight-line stitching. Fabric is sewn to a block design printed on a paper foundation then torn away after the sewing is complete. In this class, students will practice paper piercing several blocks to finish a six-inch project. See website for materials list. $49
Sep 4-Sep 11 Th 6 pm-8 pm HARBN CEWSEW 543 03

Sewing I
Beginners and those with minimal experience will learn the practical basics and creative potential sewing offers. Learn straight and zigzag stitches, straight seams, curved seams, fabrics, and patterns. Students will complete a decorative pillow and a project with a pattern. Class will choose the final project. Sewing machine required. See website for materials list. $179
Sep 9-Oct 14 T 6 pm-9 pm HARBN CEWSEW 533 05

Sewing II
Perfect your sewing skills in this follow-up to Sewing I. Students must be able to sew and operate their own sewing machines. Sewing machine is needed in class. See website for materials list. $159
Oct 21-Nov 18 T 6 pm-9 pm HARBN CEWSEW 550 04

Smocking for the Holidays NEW
Learn this wonderful and precious technique to create something special for the little one in your life just in time for the holidays. Choose between a collar for the girls and a sweatshirt for the boys. Easy Peasy and so much fun! Supplies for one collar or one sweatshirt insert are provided. $119
Nov 3-Nov 12 MW 6 pm-9 pm HARBN CEWSEW 556 01

For expanded course descriptions and additional class dates, go to midlandstech.edu/cce.
PERSONAL ENRICHMENT

Travel

Attend an information session for two upcoming trips!

REFLECTIONS OF ITALY
Trip Scheduled ..........April 13-22, 2015
Info Session.................September 9, 2014, 6-7 pm
Harbison Campus

ISLANDS OF NEW ENGLAND
Trip Scheduled ..........June 12-19, 2015
Info Session.................October 16, 2014, 6-7 pm
Northeast Campus

Wellness

Do Yourself a Favor: Don’t Diet Ever Again
In most people’s sense of the word, to diet means to take a brief break from one’s usual eating habits to lose weight. For most people the results of dieting don’t last. Learn how to create healthy habits one step at a time. Long term optimal weight is not about the perfect diet or exercise regimen, it’s about mindset and strategy. $29
Sep 18 Th 6 pm-8 pm NEAST CECED 570 01

Exercise for Beginners
This class covers gear, nutrition, injury prevention, and training schedules. The goal is to inspire you to better health—off the couch or computer—to walking, jogging or running on a regular basis in less than three months. Dress comfortably as students will exercise. $79
Sep 4-Oct 2 Th 6 pm-8 pm HARBN CECED 560 03

Fitness, Food and Losing Weight
Hear unique principles and secrets to losing weight permanently, naturally and without gimmicks in this engaging seminar. Be in control of your nutrition, health, and fitness. The three stages of permanent weight loss are Mind, Muscle, and Mouth. Learn the basics PLUS some Biggest Loser Secrets to turbo-charge weight loss efforts. $29
Nov 17 M 6 pm-8:30 pm HARBN CECED 567 01

Stress Is Not the Enemy, Lack of Recovery Is!
Stress is deemed to be the enemy, while in reality it’s the stimulus for growth. Learn the different types, how to avoid the bad consequences, and how to use the response to your advantage. Life is a series of sprints, walks, and turns. Rather than trying to avoid stress, learn the skills to navigate throughout your daily life. $29
Oct 30 Th 6 pm-8 pm NEAST CECED 571 01

Yoga
Feel calm, peaceful and centered as you learn yoga techniques. You’ll practice yoga postures, breathing exercises, meditation, deep relaxation along with lecture and discussion. Classes meet at Arsenal Hill Community Center, 1800 Lincoln Street, Columbia. Bring a yoga mat to class. $99
Sep 11-Oct 30 Th 5:30 pm-7 pm CEOFS CECED 537 06

Woodworking

Woodworking Practices and Principles
This class will give a broad introduction about woodworking with an emphasis on hand tools. Students will learn the principles of sharpening tools, using hand tools, woodworking joints, furniture construction, tool selection, and a brief introduction to woodworking machinery. No tools are necessary to take the course. $129
Sep 9-Oct 14 T 6 pm-9 pm CEOFS CECED 561 03

Writing

Basics of Screenwriting
Screenwriting basics include formatting, structure, dialogue, and character, referencing familiar citations, and examples from classic and current cinema. $119
Sep 10-Oct 15 W 7 pm-9 pm BLTLN CEWRT 548 04

Storytelling Workshop
Offering an overview of narrative elements common to various forms of storytelling, aspiring writers of all skill levels are invited to brush up on planning and plotting, discipline and methodology, creating compelling characters and settings, strategies and techniques of revision, and tips on seeing your work published. Whether you’re crafting short stories, novels, screenplays, or creative nonfiction, bring in your writing to be work shopped in a nurturing, relaxed academic atmosphere. $169
Oct 21-Nov 18 THh 7 pm-9 pm BLTLN CEWRT 551 02

Write That Novel
Aspiring writers will learn to create engaging plots, vivid characters, riveting dialogue, and most importantly how to attract the interest of agents and editors. $159
Sep 9-Oct 28 T 6:30 pm-9 pm NEAST CEWRT 542 05

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

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