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.

We can bill your company!

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

Refunds

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

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

<table>
<thead>
<tr>
<th># of days BEFORE the start of class</th>
<th>% of Refund</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 or more</td>
<td>100%</td>
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<tr>
<td>1 to 4</td>
<td>50%</td>
</tr>
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</tbody>
</table>

Special Accommodations

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

Continuing Education Units (CEUs)

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

Change Notification

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

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

- **Business Management** ............................................................ 7
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### Locations

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<th>Campus or Program Name</th>
</tr>
</thead>
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<tr>
<td>AIRPT</td>
<td>Airport Campus</td>
</tr>
<tr>
<td>BATES</td>
<td>Batesburg-Leesville Campus</td>
</tr>
<tr>
<td>BLTLN</td>
<td>Beltline Campus</td>
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<tr>
<td>CEONL</td>
<td>Online Class</td>
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<tr>
<td>CEOFS</td>
<td>Off Campus Class</td>
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<td>FFQJ</td>
<td>Fairfield Campus</td>
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<tr>
<td>HARBN</td>
<td>Harbison Campus</td>
</tr>
<tr>
<td>LEMS</td>
<td>Lexington EMS</td>
</tr>
<tr>
<td>MAI</td>
<td>Midlands Audio Institute</td>
</tr>
<tr>
<td>NEAST</td>
<td>Northeast Campus</td>
</tr>
<tr>
<td>SCSFM</td>
<td>South Carolina State Farmer’s Market</td>
</tr>
<tr>
<td>RSDI</td>
<td>Richland School District One</td>
</tr>
<tr>
<td>WPLAW</td>
<td>WP Law, Inc.</td>
</tr>
</tbody>
</table>

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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.
- **VA approved programs** 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:

**Business Management**
- Accounting and Payroll Specialist pg.7
- Lean Six Sigma Green Belt pg.10
- Project Manager pg.8

**Creative Careers**
- Audio Engineer pg.20
- Cake Decorator pg.20
- Floral Designer pg.21
- Landscaper/Horticulturist pg.22

**Computers**
- Advanced Desktop and Server Administrator pg.13
- Computer Technician pg.14
- Database Analyst pg.14
- Front End Web Developer pg.19
- Office Administrative Specialist pg.16

**Employee and Leadership Development**
- Customer Relations Specialist pg.24

**Healthcare and Human Services**
- Cardiac Care Technician pg.28
- Certified Nursing Assistant pg.28
- Clinical Massage Therapist pg.28
- EKG Technician pg.28
- Emergency Medical Technician (EMT) pg.28

**Industrial, Trades & Manufacturing**
- Building Construction Manager pg.32
- Forklift Operator pg.34
- Industrial Electrical Technician pg.33
- Industrial Mechanical Technician pg.35
- Machinists/CNC Operator pg.36
- Pipefitter pg.37

**Personal Enrichment**
- Photographer*

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

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

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

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

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

Click to your classroom.

MTC ONLINE LEARNING. ANYTIME. ANYWHERE.

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

Testing Center for Certifications & Licensures

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

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

- PROMETRIC™ prometric.com
- CERTIPORT® certiport.com
- Castle castleworldwide.com
- PEARSON VUE vue.com
- COMIRA comiratesting.com
- ISO-QUALITY TESTING INC isoqualitytesting.com
- ACT® Career Ready 101

FREE Practice Exams

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

BIOGRAPHY MANAGEMENT
• Human Resource (SHRM) Exam Review for PHR and SPHR
• Lean Six Sigma Green Belt

COMPUTERS
• A+ IT Technician
• Cisco Certified Entry Network Technician
• Cisco Certified Network Associate (CCNA)
• Database Analyst Certificate
• Desktop Server Administrator - MCSA
• Network+ Technician
• Office Administrative Specialist
• Security+ Technician

HEALTHCARE AND HUMAN SERVICES
• Clinical Massage Therapist
• Sonographer

INDUSTRIAL TRADES & MANUFACTURING
• SC Manufacturing Certification Program (formerly Certified Production Technician MSSC)
• Machinist and CNC Operator
• Pipefitter
• Welder

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


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

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

For expanded course descriptions and additional class dates, go to midlandstech.edu/cce.
## Business Math
Develop an understanding of the fundamentals of everyday math, the kind we most frequently use in the workplace and at home. Learn practical applications for dealing with percentages, formulas, and the graphics and statistics that are present in everyday activity. Perfect even if you only need a refresher. $199
Aug 8-Aug 15 F 9 am-1 pm NEAST CEFIN 512 19

## Accounting Essentials
Master basic record-keeping procedures including: journalizing transactions, posting to a ledger, and preparing a trial balance and financial statement. The accounting cycle will also be covered in detail. Students will gain an understanding of key financial and operational measures. $649
May 6-Jul 24 TTh 6 pm-9 pm HARBN CEOFF 623 71

## Payroll Preparation Essentials
Aspiring payroll professionals learn the fundamentals needed to excel in this constantly changing field. The course also will appeal to existing payroll professionals as a way to refresh their knowledge and bring them up to date. $99
Jul 29-Jul 31 TTh 6 pm-9 pm HARBN CEOFF 624 70

## QuickBooks
Set up a general ledger and chart of accounts, customize forms, create invoices, and run payroll using QuickBooks. $349
Aug 13-Aug 14 WTh 9 am-4 pm HARBN CEOFF 622 12
Aug 18-Aug 26 MT 6 pm-9 pm HARBN CEOFF 622 82

## Business Management Online Courses:
NEW FOR SUMMER
- Human Resources Professional
- A-Z Grant Writing
- Accounting Fundamentals
- Administrative Assistant Fundamentals
- Bookkeeping with QuickBooks
- Employment Law Fundamentals
- Introduction to Access
- Project Management for PMP
- Purchasing Fundamentals
- Real Estate Investing
- Understanding the HR Function

### Finance and Accounting

#### Hours Costs
Accounting Essentials ..........................66 $649
Introduction to Computers ....................6 $169
Introduction to Excel ...........................12 $279
Intermediate Excel ...............................12 $279
QuickBooks.........................................12 $349
Payroll Preparation Essentials ..............6 $99
Business Math.......................................8 $199
*Computer Typing for Everyone ........12 $239
*Organizing Computer Files...............6 $169
*Introduction to Outlook.....................12 $279
*Choose two electives

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

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

Project Manager  QJ

**Project, Introduction**
Create your first Microsoft Project schedule by adding tasks and resources, creating a baseline, and viewing the critical path. $329
Aug 12-Aug 14  TTh  6 pm-9 pm  NEAST  CEPMG 560 51

**Project, Advanced**
Bring your deliverables in on-time using project calendars, tracking, and updating project progress. Advanced features such as working with reports and multiple projects will also be discussed. $329
Aug 26-Aug 28  TTh  6 pm-9 pm  NEAST  CEPMG 561 51

Try our expanded Course Search

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

We’re excited too!

midlandstech.edu/cce/coursesearch

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.

Projects and Project Management
Learn the difference between projects and project management in the context of the project management framework from the PMBOK® Guide (5th Edition). Students will be introduced to the elements of the framework, which includes ten knowledge areas, 47 processes, and five process areas. $149
May 20 T 6 pm-9 pm HARBN CEPMG 548 57

Project Integration Management
Learn about six of the processes in this knowledge area. Using content consistent with the PMBOK® Guide (5th Edition), class will focus on develop project charter, develop project management plan, direct and manage project execution, monitor and control project work, perform integrated change control, and close project or phase. $149
May 22 Th 6 pm-9 pm HARBN CEPMG 549 54

Project Scope Management
Learn the five project management processes in the project scope management knowledge area. Using content consistent with the PMBOK® Guide (5th Edition), this class will emphasize collect requirements, define scope, create WBS, verify scope, and control scope. $149
Jun 3 T 6 pm-9 pm HARBN CEPMG 550 54

Project Time Management
Time management is critical for project success. Students will review six processes in the project time management knowledge area. Using content consistent with the PMBOK® Guide (5th Edition), this class will emphasize define and sequence activities, estimate activity resources and durations, and develop and control schedule. $149
Jun 5 Th 6 pm-9 pm HARBN CEPMG 551 54

Project Cost Management
In this session, students will review three processes in the project cost management knowledge area. Using content consistent with the PMBOK® Guide (5th Edition), this class will cover estimate costs, determine budget and control costs. $149
Jun 10 T 6 pm-9 pm HARBN CEPMG 552 54

Earned Value Management
Prepare for the PMP exam by tackling this difficult topic. Hands-on exercises will teach you how to calculate earned value, variances, indices, forecasts, and more. $149
Jun 12 Th 6 pm-9 pm HARBN CEPMG 553 54

Project Quality Management
Gain insight in to the three processes in the project quality management knowledge area: plan quality management, perform quality assurance, and control quality. Use tools like Ishikawa diagrams and mind mapping tools to perform root cause analysis. $149
Jun 24 T 6 pm-9 pm HARBN CEPMG 554 54

Project Human Resource Management
Gain insight in to the three processes in the project human resource management knowledge area as outlined in the PMBOK® Guide (5th Edition) plan quality management, perform quality assurance, and control quality. $149
Jun 26 Th 6 pm-9 pm HARBN CEPMG 555 54

Project Communication Management
Don’t let communications derail your project. Gain insight into the processes in the project communication management knowledge area as outlined in the PMBOK® Guide (5th Edition) plan, manage and control communications. $149
Jul 8 T 6 pm-9 pm HARBN CEPMG 556 54

Project Risk Management
Learn the six processes in the project risk management knowledge area: plan risk management, identify risks, perform qualitative risk analysis, perform quantitative risk analysis, plan risk responses, and monitor and control risks. This session includes a classroom exercise related to developing a risk exposure model. $149
Jul 10 Th 6 pm-9 pm HARBN CEPMG 557 54

Project Procurement Management
Learn the processes in the project procurement management knowledge area as outlined in the PMBOK® Guide (5th Edition). The processes are plan procurement management, conduct, control and close procurements. $149
Jul 15 T 6 pm-9 pm HARBN CEPMG 558 54

Project Stakeholder Management
Learn the processes in the project stakeholder management (NEW) knowledge area in the PMBOK® Guide (5th Edition). The processes are identify stakeholders, plan stakeholder management, and manage and control stakeholder management. $149
Jul 17 Th 6 pm-9 pm HARBN CEPMG 559 54

*Courses may be taken in any order after completing these two classes.
Looking for ways to upgrade your skills to become more valuable to your employer or in the marketplace?

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

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

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

Property Management OPL019004
This 32-hour, pre-licensing course must be successfully completed prior to taking the SC Real Estate Commission’s Property Management Exam. Students will need to download the Real Estate License Law from the LLR website www.llr.state.sc.us. Text included. No class 5/10 – 5/11. $399

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

Unit I Real Estate Prelicensing OPL019001
Successfully complete this course and receive 60 hours toward certification that qualifies you to take the SC Real Estate Commission’s first year’s sales license exam. Some of the topics covered are: real property law, agency relationships, federal/state laws, and pricing. Bring a calculator and highlighter. Text included. $450

May 5-Jun 9* MTTh 6 pm-10 pm NEAST CERLE 505 07
Jul 7-Aug 7 MTTh 6 pm-10 pm HARBN CERLE 505 08
*No Class May 26

Small Business and Entrepreneur

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

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

For expanded course descriptions and additional class dates, go to midlandstech.edu/cce.
Looking for a new insight into your business enterprise? FastTrac® may be exactly what you need!

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

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

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

COMPUTERS

COMPUTER ONLINE COURSES:
NEW FOR SUMMER
• CompTIA A+

Top TEN Most Popular Online Courses:

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

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

Apple

iMovie
Learn to create high-quality video using iMovie. This course covers importing existing movies, creating a new project, adding effects and sharing your finished product on social media sites. $99
Jul 16   W  1 pm-4 pm   NEAST   CEMAC 501 03

iPhoto
Learn to organize, edit and share photos using Apple’s iPhoto. A comprehensive look that starts with importing photos from various sources through sharing those photos using print and social media. $99
Jul 16   W  9 am-12 pm   NEAST   CEMAC 500 03

Keynote
Get started and see immediate results with this one-day, hands-on course; for Apple’s Keynote presentation software. Learn to use the interface; work with master slides; and create slides using text, tables, charts and graphics; and other features. $99
Jul 17   Th  9 am-4 pm   NEAST   CEMAC 502 02

Beginning Computer Courses

Computer Basics for Seniors
Perfect for beginners age 60 and older who want to become computer literate. Course topics include hardware, software, Internet, and email. $99
Jun 6-Jun 13   F  9 am-1 pm   NEAST   CEBEG 549 16

Computer Typing for Everyone
If you use a desktop computer or laptop, typing is an invaluable skill that can open doors and enhance your career opportunities. This class will help you get started. $239
May 9-May 23   F  9 am-1 pm   FFQJ   CEBEG 519 32
May 9-May 23   F  9 am-1 pm   NEAST   CEBEG 519 34
Jun 9-Jun 30   M  6 pm-9 pm   NEAST   CEBEG 519 73

To register midlandstech.edu/cce • (803) 732-0432 • see page 2
This certificate program provides you with the skills necessary to implement, administer, and troubleshoot a Microsoft domain based network. This includes setting up and configuring Windows-based client operating systems and managing Windows servers. The skills learned will make you competitive in today's job market with both large and small IT employers.

**COURSE NAME**

<table>
<thead>
<tr>
<th>Course Name</th>
<th>Exam</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+ IT Essentials (Ten days)</td>
<td>CompTIA A+ 801 and 802</td>
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<tr>
<td>Network+ (Five days)</td>
<td>CompTIA Network+ 005</td>
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<tr>
<td>Installing and Configuring Windows Server 2012 (Five days)</td>
<td>Exam 70-410: Installing and Configuring Windows Server 2012</td>
</tr>
<tr>
<td>Administering Windows Server 2012 (Five days)</td>
<td>Exam 70-411: Administering Windows Server 2012</td>
</tr>
<tr>
<td>Configuring Advanced Windows Server 2012 Services (Five days)</td>
<td>Exam 70-412: Configuring Advanced Windows Server 2012 Services</td>
</tr>
</tbody>
</table>

*Courses should be taken in the order listed*

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

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

Package Price – with discount .............................................................. $7,995

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

For expanded course descriptions and additional class dates, go to [midlandstech.edu/cce](http://midlandstech.edu/cce).
This advanced certificate takes the Desktop and Server Administrator Certificate to the next level by adding additional credentials in information security and network configuration. With a greater understanding of how to configure and protect sophisticated networks, you will have the skills to work with the largest and most complete corporate networks.

**COMPTIA COURSES**
- A+ IT Essentials (Ten days)
- Network+ (Five days)
- Security+ (Five days)

**MICROSOFT COURSES**
- Installing and Configuring Windows Server 2012 (Five days)
- Administering Windows Server 2012 (Five days)
- Configuring Advanced Windows Server 2012 Services (Five days)
- Application Service Administration SQL-SharePoint Exchange

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

**FOUR EXAMS**
- CompTIA A+ 801 and 802
- CompTIA Network+ 005
- CompTIA Security+ 301

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

**TWO EXAMS**
- ICND1

*Courses should be taken in the order listed*

**Save $3,270 – Enroll in the certificate program today.**
Course cost including CompTIA/MCSA/Cisco exams if taken separately ..........$15,665
Package Price – with discount ............................................................................ $12,395

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

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

**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

**Interconnecting Cisco Network Devices 1**
This class prepares you to take the Cisco 200-101 Interconnecting Cisco Networking Devices Part-2 (ICND2) exam associated with the CCNA Routing and Switching certification. (Note that we strongly recommend that you pass the CCENT 100-101 exam before taking this class.) ICND2 covers the skills required to successfully install, operate, and troubleshoot a small- to medium-size enterprise branch network. The topics covered include LAN switching technologies, IP routing technologies, IP services (FHRP, Syslog, SNMP v2 & v3), troubleshooting, and WAN Technologies. $1499

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

**To register** midlandstech.edu/cce • (803) 732-0432 • see page 2
Crystal Reports, Introduction

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

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

Database Design

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

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

Database Productivity Lab

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

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

SQL, Introduction

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

Jul 14-Jul 15 MT 9 am-4:30 pm NEAST CEDBS 590 44
Jul 23-Jul 31 WTh 6 pm-9:45 pm HARBN CEDBS 590 52

SQL Server Database Services

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

Aug 19-Aug 21 TWTh 9 am-4 pm HARBN CESQL 609 19

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

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun 10-11</td>
<td>TW</td>
<td>9 am-4 pm</td>
<td>NEAST CEDBS 620 31</td>
</tr>
<tr>
<td>May 5-13</td>
<td>MT</td>
<td>6 pm-9 pm</td>
<td>HARBN CEDBS 620 67</td>
</tr>
</tbody>
</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

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Jun 17-18</td>
<td>TW</td>
<td>9 am-4 pm</td>
<td>NEAST CEDBS 623 26</td>
</tr>
<tr>
<td>May 28-6</td>
<td>WTh</td>
<td>6 pm-9 pm</td>
<td>HARBN CEDBS 623 62</td>
</tr>
</tbody>
</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>
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<tbody>
<tr>
<td>Aug 4-5</td>
<td>MT</td>
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<td>NEAST CEDBS 624 23</td>
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<tr>
<td>Aug 6-14</td>
<td>WTh</td>
<td>6 pm-9 pm</td>
<td>HARBN CEDBS 624 61</td>
</tr>
</tbody>
</table>

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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<thead>
<tr>
<th>Date</th>
<th>Day</th>
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<tbody>
<tr>
<td>May 19-20</td>
<td>MT</td>
<td>9 am-4 pm</td>
<td>HARBN CESDS 602 21</td>
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<tr>
<td>Jun 2-3</td>
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<td>Jul 9-10</td>
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<td>Jul 7-8</td>
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<td>FFQJ CESDS 602 24</td>
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<tr>
<td>Jun 17-25</td>
<td>TW</td>
<td>6 pm-9 pm</td>
<td>HARBN CESDS 602 73</td>
</tr>
</tbody>
</table>

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

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<th>Date</th>
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<tbody>
<tr>
<td>Jul 16-17</td>
<td>WTh</td>
<td>9 am-4 pm</td>
<td>HARBN CESDS 610 43</td>
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<tr>
<td>Jul 28-29</td>
<td>MT</td>
<td>9 am-4 pm</td>
<td>NEAST CESDS 610 44</td>
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<tr>
<td>Aug 18-26</td>
<td>MT</td>
<td>6 pm-9 pm</td>
<td>NEAST CESDS 610 69</td>
</tr>
</tbody>
</table>

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

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<th>Date</th>
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<tr>
<td>Aug 25-26</td>
<td>MT</td>
<td>9 am-4 pm</td>
<td>NEAST CESDS 611 28</td>
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</table>

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>May 30</td>
<td>F</td>
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<td>NEAST CESDS 628 20</td>
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<td>Jul 18</td>
<td>F</td>
<td>9 am-12 pm</td>
<td>BATES CESDS 628 21</td>
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</tbody>
</table>

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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<td>Jul 7</td>
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<td>9 am-4 pm</td>
<td>HARBN CESDS 630 17</td>
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Excel Charts
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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<td>Jul 25</td>
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<td>9 am-12 pm</td>
<td>HARBN CESDS 629 12</td>
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Excel Macros
Enjoy the efficiency of macros as you learn to record mouse clicks and keystrokes for playback later or to record a sequence of commands you use to perform repetitive tasks in Excel. Get the basics in this class. $79

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<td>Aug 22</td>
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<td>9 am-12 pm</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

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<td>Aug 29</td>
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<td>9 am-12 pm</td>
<td>HARBN CESDS 631 16</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>Aug 20-28</td>
<td>WTh</td>
<td>6 pm-9 pm</td>
<td>HARBN CESCH 708 51</td>
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</tbody>
</table>

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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<td>Aug 20</td>
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<td>9 am-4 pm</td>
<td>NEAST CESCH 702 22</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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<tr>
<td>May 13-14</td>
<td>TW</td>
<td>9 am-4 pm</td>
<td>NEAST CEPDP 629 25</td>
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</tbody>
</table>

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

Word, Introduction
Learn everything you need to get started creating and editing documents, formatting, proofing, controlling page setup, and more. $279
May 5-May 6 MT 9 am-4 pm NEAST CEWDP 593 08
Jun 4-Jun 5 WTh 9 am-4 pm HARBN CEWDP 593 09
Jun 2-Jun 3 MT 9 am-4 pm FFQJ CEWDP 593 10
Jul 14-Jul 22 MT 6 pm-9 pm NEAST CEWDP 593 70

Word, Intermediate
Enhance your proficiency with Word using tables, styles, templates, graphics, section breaks, and columns. $279
Jul 7-Jul 8 MT 9 am-4 pm NEAST CEWDP 594 25
Aug 5-Aug 13 TW 6 pm-9 pm NEAST CEWDP 594 60

Word, Advanced
Create top-notch documents using forms, sharing documents, and document revisions. In addition, you will work with long document features, such as table of contents, indexes, bookmarks, and master documents, mail merge, and macros. $279
Aug 18-Aug 19 MT 9 am-4 pm NEAST CEWDP 595 24

Word, Introduction for Seniors
A class especially for those age 60 and older who want to learn the basics of Microsoft Word, including creating and editing documents, formatting, printing, and more. $89
Jun 20-Jun 27 F 9 am-12 pm NEAST CEWDP 597 20

iPad Basics
Learn to use your iPad to get the most from your mobile device. We’ll cover tricks and traps as well as some of our favorite applications. This is a hands-on class, so you’ll need to bring your own iPad. $89
May 16 F 9 am-12 pm NEAST CEAPP 503 18

Mobile Devices and Applications

SharePoint Foundation
Use, create, and edit content in a team site. You will also create and perform basic management of a team site using SharePoint Foundation 2010. This course is designed for individuals who will need to access information on a Microsoft SharePoint team site or for individuals who may need to create and manage a team site. $429
May 20-May 21 TW 9 am-4 pm HARBN CESPT 514 07
Jul 29-Jul 30 TW 9 am-4 pm NEAST CESPT 514 08

Validate your knowledge and experience with an IT Certification

MTC IT Certifications:
• Cover relevant information in today’s changing IT marketplace
• Make a perfect fit if you are:
  • New to technology
  • Changing jobs

• Help you use evolving technologies
• Fine-tune your troubleshooting skills
• Improve your job satisfaction
• Demonstrate to your employers, peers and customers that you are committed to advancing your skills

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

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

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

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**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.

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**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>
</tr>
</thead>
<tbody>
<tr>
<td>Dreamweaver</td>
<td>24</td>
<td>$699</td>
</tr>
<tr>
<td>HTML5</td>
<td>12</td>
<td>$359</td>
</tr>
<tr>
<td>CSS3</td>
<td>12</td>
<td>$359</td>
</tr>
<tr>
<td>JavaScript</td>
<td>18</td>
<td>$999</td>
</tr>
<tr>
<td>Photoshop</td>
<td>12</td>
<td>$359</td>
</tr>
<tr>
<td>Social Media Business Basics</td>
<td>6</td>
<td>$199</td>
</tr>
<tr>
<td>Search Engine Optimization</td>
<td>3</td>
<td>$199</td>
</tr>
<tr>
<td>Web Site Production Lab</td>
<td>18</td>
<td>$599</td>
</tr>
<tr>
<td>Beginning iOS for the iPhone and iPad</td>
<td>30</td>
<td>$1299</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>135</strong></td>
<td><strong>$5,071</strong></td>
</tr>
</tbody>
</table>

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

**Web Development and Print Media**

**CSS3 - Cascading Style Sheets**
Learn to apply local styles, style sheets, and to create classes to control the appearance of your websites by separating visual presentation from content. Learn CSS basics to build effective navigation and page layouts, and then move on to work with typography, colors, backgrounds, and white space. Explore how the four major browsers affect CSS. Prerequisite: HTML5 or equivalent experience. $359
Jun 10-Jun 11  TW  9 am-4 pm  NEAST  CEWDV 551 04

**Javascript**
Learn the fundamental concepts of the JavaScript language. You will learn how to use JavaScript to communicate with users, modify the Document Object Model (DOM), control program flow, validate forms, animate images, create cookies, change XHTML on the fly, and communicate with databases. Prerequisites: HTML5 and CSS3 or equivalent knowledge. $999
Jun 23-Jun 25  MTW  9 am-4 pm  NEAST  CEWDV 549 03

**Dreamweaver**
Design and produce high-impact websites with Dreamweaver. Learn to create, link, and enhance web pages that make a difference. If you are a Mac user, call 803.732.0432 to reserve an iMac for use in class. $699
May 5-May 8  MTWTh  9 am-4 pm  NEAST  CEWDA 537 03

**HTML5**
Learn to use HTML5 to structure web content. Create semantically meaningful page structures and explore basic CSS principles. Work with lists and tables, links, and images. Explore effective website planning and authoring principles, learn how to create a semantic document structure, and how to build interactive forms, apply native data validation, and embed HTML5 audio and video. $359
Jun 3-Jun 4  TW  9 am-4 pm  NEAST  CEWDV 550 04

**InDesign Fundamentals**
You can design and produce professional print documents and layouts. Learn how to manipulate text, shapes, colors, and frames to create eye-catching print products using Adobe InDesign. If you are a Mac user, call 803.732.0432 to reserve an iMac for use in class. $359
Aug 4-Aug 5  MT  9 am-4 pm  CEPDP 626 30

**Photoshop, Introduction**
Make your graphics shine. Incorporate color techniques and filters. Understand and work with layers; including creating masks, painting layers, adjusting layers, and other tools. Also includes a brief introduction to creating web-ready graphics. If you are a Mac user, call 803.732.0432 to reserve an iMac for use in class. $359
Jul 11  F  9 am-12 pm  NEAST  CEGPH 601 32

**Search Engine Optimization (SEO)**
Learn about ETHICAL ORGANIC search engine optimization (SEO) and how you can start using it to increase your website’s visibility to search engines to attract the right kind of traffic. You will learn how to implement basic optimization strategies, like conducting keyword research, implementing website coding changes, and the importance of other utilities; such as social media, testimonials, and blogging sites. $199
Jul 14-Jul 15  MT  9 am-4 pm  NEAST  CEGPH 601 32

**Web Site Production Lab**
At the end of the Web Design Certificate program, students will design a simple website. Additionally, using current tools, students will configure a hosting system with a domain name, create a directory and upload files. This hands-on session will showcase and demonstrate the web design skills acquired in the program. $599
Jul 28-Jul 30  MTW  9 am-4 pm  NEAST  CEWDV 553 02

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**Windows 8 Introduction**
Get comfortable with Microsoft Windows 8’s NEW operating system. Learn this metro interface and its new capabilities. Whether you are new to computers or have used them previously, this hands-on class will teach you how to easily navigate, customize, launch, house, and secure applications. Also, learn to use Internet Explorer 10. $279
May 7-May 8  WTh  9 am-4 pm  HARBN  CEWIN 582 05
Jun 2-Jun 9  M  9 am-4 pm  NEAST  CEWIN 582 06

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**Program Costs**

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dreamweaver</td>
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<td>JavaScript</td>
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<td>$199</td>
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<tr>
<td>Web Site Production Lab</td>
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<td>$599</td>
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</tbody>
</table>

**TOTAL:** 105  $3,772

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

---

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

CREATIVE CAREER ONLINE COURSES:
NEW FOR SUMMER

* Secrets of Better Photography

Top TEN Most Popular Online Courses:

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

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

Animal Care

Veterinary Assistant

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

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<th>Date</th>
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<tr>
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Animal Control Certificate Part I

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

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<td>8:30 am-5:30 pm</td>
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</table>

Audio Engineer

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

Audio Engineering Orientation

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

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<td>7pm-8 pm</td>
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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

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<th>Date</th>
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Cake Decorator

This 18-hour certificate program prepares you for all aspects of cake decorating – personal pleasure, the workplace, or starting your own business. Bring to the first class: tips, bags, couplers, spatula or spoons, and practice board. A list of all required supplies will be handed out at the first class, or see the “Materials list” on the website for all supply requirements. Class will meet in the Demonstration Kitchen located in the Corbett Building at the SC State Farmers Market. $159

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<td>May 20-Jun 24</td>
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<td>6 pm-9 pm</td>
<td>SCSFM CEKIT 522 16</td>
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</tbody>
</table>

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

Child Development

Blood Borne Pathogens/Health and Safety
Receive 2.5 hours of blood borne pathogens training and 2.5 hours of Health and Safety. Study health and safety issues by creating a safe and healthy environment for children. Learn the proper procedures to prevent illness and accidents in the classroom. $20
May 3  S  8:00am-1:30pm  HARBN  CEABC 519 05

Constable

Constable Training Update
For currently licensed State Constables. Changes in laws and new legislation will be discussed. Afternoon session focuses on firearm safety and re-qualification on firing range. SLED requires you to have completed yearly update by June 30. Class location: A. Lewis McCarty Firearms Training Center, 357 Landfill Lane, Lexington, SC 29073. $99
May 31  S  8 am-6 pm  O  CECON 511 12

Event Planning

Corporate Event Planning
Gain an overview of planning events from a corporate perspective covering topics such as how to plan business meetings and conferences, working with vendors, contracts, seating, protocol, business etiquette, use of social media and webinars in events, and other related topics. $349
May 5-May 13  MT  6 pm-9 pm  HARBN  CEEVT 513 03

Fitness Trainer

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

Interior Decorator

Interior Decorating, Beginning
Fundamental theories of decorating are introduced enabling students to apply beginning skills. Lessons include floor plan drafting, traffic flow, space and furniture arranging, furniture history and period styles, and a beginning analysis of color and pattern relationships. Students will complete a project based on skills learned. $239
May 7-Jun 4  W  6 pm-9 pm  NEAST  CEDCP 502 04
May 29  Th  6 pm-9pm  CEOFS

Interior Decorating, Intermediate
Prerequisite: Beginning Interior Decorating. Color and pattern, window treatments, fabric applications, carpet and oriental rugs, wall coverings, and painted finishes are covered. Estimate and calculate yardage for window treatments, carpet, and wallpaper. Apply floor-planning skills to a project. Thursday field trip meets during the day. No class July 2. $239
Jun 11-Jul 16  W  6 pm-9 pm  NEAST  CEDCP 503 04
Jul 10  Th  9 am-12pm  CEOFS

Interior Decorating, Advanced
Prerequisite: Intermediate Interior Decorating. Final theories include blueprint reading, electrical and lighting, accessories and trends, cost estimations, and the decorator/client business relationship. The final project utilizes all skills to prepare a furniture, color/pattern layout, and cost schedule. Thursday field trip meets during the day. No class July 30. $239
Jul 23-Aug 27  W  6 pm-9 pm  NEAST  CEDCP 504 04
Aug 21  Th  9 am-12pm  CEOFS

Interior Decorator

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- May 6-Jun 24 T 6 pm-9 pm NEAST CEHOR 529 12
- Aug 14-Oct 2 Th 6 pm-9 pm NEAST CEHOR 529 13

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

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

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

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

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

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

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

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

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

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

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

**Pool Operator**

**SC Certified Pool Operator**
Prepares individuals responsible for operating and/or managing swimming pools or spas in SC to sit for the CPO Exam and covers pertinent topics. The SC CPO exam is administered through Applied Measurement Professionals (AMP), not through MTC. Call toll free 1-800-345-6559 or visit www.goamp.com. Calculator needed. $129

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

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

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

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**EMPLOYEE AND LEADERSHIP DEVELOPMENT**

**EMPLEYEE AND LEADERSHIP ONLINE COURSES:**

**NEW FOR SUMMER**

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

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**Business Writing**

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

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

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

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

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

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

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

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

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

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

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

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

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

Career Development Facilitator
This program is comprised of 120 hours of coursework based on a nationally accepted curriculum. The program is designed to standardize the knowledge and experience of individuals who are working in workforce training programs and other career development services. Three onsite sessions are required. The first two onsite sessions, held at the Northeast Campus, will be on the first Friday (5-10 PM) and first Saturday (8:30 AM-4:30 PM) after start date. The third onsite session is graduation and determined by you and your instructor at a later date. Book and DVD are included. Instructor, Beth Lengel, Lengel Vocational Services. $915

May 15-Aug 15 NEAST CECDF 600 77

Career Development Facilitator Program-Fast Track
The Career Development Facilitator Program is comprised of 120 hours of course work, based on a nationally accepted curriculum. The program is designed to standardize the knowledge and experience of individuals who are working in workforce training programs and other career development services. Upon successful completion of the entire course of instruction, a certificate is issued by Midlands Technical College. Onsite visits will be June 19, June 20, and Aug. 1 at the Northeast Campus. Instructor, Beth Lengel, Lengel Vocational Services. $915

Jun 18-Aug1 ThF 9 am-5 pm CEONL 04W CECDF 601 07W

Customer Service

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

May 7 W 9 am-4 pm NEAST CECUS 523 84
Jun 11 W 9 am-4 pm NEAST CECUS 523 85
Aug 14 Th 9 am-4 pm NEAST CECUS 523 86

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

May 12-May 30 MTWTh 9 am-4 pm F 9 am-1 pm NEAST CECUS 573 06

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

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

Personal Development

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

May 20 T 9 am-12 pm NEAST CECDS 564 57
Jul 10 Th 9 am-12 pm NEAST CECDS 564 62
Aug 21 Th 9 am-12 pm NEAST CECDS 564 63

Happiness on the Job
What makes you happy at work? Do you drive in to work dreading the day, or are you eagerly anticipating working with your manager, coworkers, and the public? In this workshop, we will take a look at how we determine our level of happiness on the job, and how we can take charge of our own attitudes towards ourselves, other people, and the job itself. $119

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

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

May 14 W 9 am-4 pm NEAST CECDS 511 53
21st Century Skills
Do you have the right skills employers are looking for? Technical skills alone are not enough to meet employer’s expectations for productivity and performance. In a recent survey, employers ranked professionalism, teamwork, critical thinking, and verbal communication as the most important skills in the workplace. This certificate will prepare you to be successful at work by building the core set of skills employers value most. By learning to communicate effectively, think critically, collaborate well with others, and demonstrate personal accountability you will have the skills to succeed in the 21st century workplace. $623

May 5-May 8 M T W Th 9 am-4 pm NEAST CECDS 763 11
May 15-Jun 26 Th 9 am-4 pm NEAST CECDS 763 14
Jun 7 S 9 am-4 pm NEAST CECDS 763 12
Jun 21 S 9 am-4 pm NEAST CECDS 763 16
Jul 21-Jul 24 M T W Th 9 am-4 pm NEAST CECDS 763 17
Aug 4-Sep 15 M 6 pm-9 pm NEAST CECDS 763 19

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

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

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

Jun 23 M 6 pm-9 pm NEAST CECDS 722 14

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

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

To register: midlandstech.edu/cce • (803) 732-0432 • see page 2
Accepting Personal Accountability
What would your organization be like if no one ever asked, “Whose fault is it?” What if we could let go of the “blame game” and view accountability as a method for achieving increased personal and team effectiveness? Accountability is much more than a paper trail. It is an ongoing chance to gain focus, accomplish more, streamline work processes, and create greater team effectiveness. $79
Jun 19 Thu 6 pm-9 pm AIRPT CELSD 519 44

Conflict Resolution
Conflict is not intrinsically destructive, but it can become so if left to escalate. Leaders must use conflict to their advantage while keeping it from being destructive. Learn about resolution styles and conflict resolution tactics. $99
Jul 17 Thu 6 pm-9 pm AIRPT CELSD 613 40

Introduction to Supervision: Roles and Responsibilities
Participants will have the opportunity to learn about the responsibilities of the supervisor’s position and the skills required to be successful in that role. $79
May 22 Thu 1:30 pm-4:30 pm NEAST CELSD 555 49

Valuing Diversity
This course will explore the topic of diversity by describing what valuing diversity means, by analyzing one’s own perception of diversity, and by identifying key factors for managing diversity. $79
May 1 Thu 1:30 pm-4:30 pm NEAST CELSD 699 28

Working in an Ethical Manner
Discuss, identify, analyze, and apply methods to ensure respect of ethics, values, and behaviors. $79
Jun 5 Thu 6 pm-9 pm AIRPT CELSD 518 26
Jul 15 Tue 1:30 pm-4:30 pm NEAST CELSD 518 27

Supervisory Program

Unit 1: Finding the Supervisor Within
Participants will explore the role of supervisor and set specific goals in their professional and personal development. Understanding the fundamental responsibilities of a supervisor within the context of their specific work environment, they will develop confidence and clarity in their leadership role. $299
May 22-Jun 19 Thu 6 pm-9 pm NEAST CELSD 511 44
Jul 1-Jul 29 Tue 1:30 pm-4:30 pm NEAST CELSD 511 45

Unit 2: Communicating for Impact
Communication is a necessity for successful supervision. Essential Communication Skills is designed to equip leaders with the skills they need to communicate clearly, listen carefully, give and receive feedback, and coach and counsel effectively. $299
Aug 12-Sep 9 Tue 1:30 pm-4:30 pm NEAST CELSD 512 42
Jul 3-Jul 31 Thu 6 pm-9 pm NEAST CELSD 512 43

Unit 3: Developing and Retaining Talent
Creating and maintaining a quality work team is a business imperative. Learn how proper interviewing and selection techniques, coupled with effective employee orientation and training, evaluation and recognition methods, enable supervisors to develop and retain a productive workforce. $299
Aug 14-Sep 11 Thu 6 pm-9 pm NEAST CELSD 513 42

Unit 5: Leading for Desired Results
Now, more than ever, leadership skills are critical. Situations require adaptive leadership skills in a diverse work environment. Learn to be a leader who drives major strategic initiatives and positions your organization to win. $299
May 20-Jun 17 Tue 1:30 pm-4:30 pm NEAST CELSD 515 40

For expanded course descriptions and additional class dates, go to midlandstech.edu/cce.
HEALTHCARE AND HUMAN SERVICES

Anatomy and Physiology
This 48-contact-hour, all-lecture course is a general introduction to the anatomy and physiology of the human body. This course is a prerequisite for other courses and certificate programs. $569
May 6-Jun 26 TTh 2 pm-5 pm RSDI CEMPR 500 14
Jun 9-Jul 30 MW 9 am-12 pm AIRPT CEMPR 500 07
Aug 5-Sep 25 TTh 6 pm-9 pm HARBN CEMPR 500 10

Anatomy and Physiology
This 48-contact-hour, online course is a general introduction to the anatomy and physiology of the human body. This course is a prerequisite for other courses and certificate programs. Must have PC availability. $569
Jul 18-Sep 5 CEONL AIRPT CEMPR 501 03

Basic IV Therapy
This four-hour course teaches health care professionals the knowledge and skills necessary to insert and maintain peripherally inserted catheters. The student will gain hands-on experience and will earn .4 CEUs upon successful completion. $115
Jun 20 F 12 pm-4 pm HARBN CEMED 601 05

CPR
BLS Healthcare Provider CPR/AED for adult, child and infant is taught using the most current guidelines for healthcare providers and emergency response personnel. Qualification is good for two years. $85
May 3 S 8 am-5 pm AIRPT CEMED 522 49
May 10 S 8 am-5 pm AIRPT CEMED 522 50
May 17 S 8 am-5 pm AIRPT CEMED 522 51
May 24 S 8 am-5 pm AIRPT CEMED 522 52
Jun 7 S 8 am-5 pm AIRPT CEMED 522 53
Jun 21 S 8 am-5 pm AIRPT CEMED 522 54
Jul 12 S 8 am-5 pm AIRPT CEMED 522 55
Jul 26 S 8 am-5 pm AIRPT CEMED 522 56
Aug 9 S 8 am-5 pm AIRPT CEMED 522 57
Aug 23 S 8 am-5 pm AIRPT CEMED 522 19

CPR Instructor Course
Instructor course for AHA CPR Healthcare Providers. Must be AHA BLS CPR certified to register. Students will receive instruction on how to teach the class in week one and then demonstrate proficiency in teaching a class during week two. $165
Jul 19-Jul 26 S 8 am-4 pm AIRPT CEMED 523 02

Attention Healthcare Students:
You must bring the following items to the first class:

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

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

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

Healthcare

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

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

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

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

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

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

EMT Basic
Students who successfully complete this course will be eligible to take the National Registry exam sponsored by SC DHEC. Prerequisite: high school diploma, GED, and WorkKeys assessment tests (reading for information, applied math, locating information – $52.50 total) all with a minimum score of three or above. WorkKeys must be submitted PRIOR to registration (EMT Program Manager, Continuing Education, PO Box 2408, Columbia, SC 29202). $1059

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

First Aid
General principles of first aid covering medical emergencies, injury emergencies, and environmental emergencies according to American Heart Association and National Safety Council guidelines. $55

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

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

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

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

For expanded course descriptions and additional class dates, go to midlandstech.edu/cce.
HEALTHCARE AND HUMAN SERVICES

Injections for Medical Assistants
This course provides medical assistants with training for performing successful injections. Students must have completed or be enrolled in a medical assisting curriculum. $55
Jun 20 F 4 pm-6 pm HARBN CEMED 603 07

Medical Terminology
Students will learn medical terminology by analyzing the prefix, suffix, word roots, and combinations used in medical terms. This course is a prerequisite for other courses and medical certificate programs. This course may be used for exemption of AHS 102. $529
Jun 5-Jun 25 MW 6 pm-9 pm NEAST CEMPR 524 06
May 13-Jul 3 TTh 9 am-12 pm BATES CEMPR 524 07
Jun 30-Aug 20 MW 2 pm-5 pm FFQJ CEMPR 524 05
Jul 7-Aug 27 MW 9 am-12 pm AIRPT CEMPR 524 08
Aug 4-Sep 29 MW 6 pm-9 pm BATES CEMPR 524 14
Aug 5-Sep 25 TTh 6 pm-9 pm AIRPT CEMPR 524 09
Aug 18-Oct 13 MW 6 pm-9 pm NEAST CEMPR 524 12

Medical Terminology, Online
Students will learn medical terminology by analyzing the prefix, suffix, word roots, and combinations used in medical terms. This course is a prerequisite for other courses and medical certificate programs. $529
May 9-Jun 27 CEONL AIRPT CEMPR 525 03
Jul 11-Aug 29 CEONL AIRPT CEMPR 525 04

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

Dietary Manager

A dietary manager is a professional who is employed as a manager of food service at:
• long-term care or assisted-living facilities
• schools
• correctional facilities
• hospitals
• other institutions that serve food

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

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

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

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

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

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

Medical Office Billing and Coding Specialist

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

Prerequisites: Hours Cost
Medical Terminology 48 hrs $529
Anatomy & Physiology 48 hrs $569

Core classes:
CPT/HCPCS Coding 30 hrs $769
ICD-9/ICD-10 Coding 36 hrs $729
Medical Billing (final class) 30 hrs $559

TOTAL 192 $3,155

*all books included in total cost

CPT and HCPCS Coding, Online

CPT is a coding method used to bill for procedures and services performed by physicians. HCPCS is a coding system that represents procedures (other than those described in CPT) that might be provided in a medical setting. This course uses case studies to provide a basic understanding of the principles and guidelines used in CPT and HCPCS coding. Prerequisites: high school diploma or GED. Anatomy and Physiology and Medical Terminology with minimum grade of C. Must have computer access. $769
Jun 13-Aug 15 CEONL AIRPT CEMIM 564 03

CPT and HCPCS Coding

CPT is a coding method used to bill for procedures and services performed by physicians. HCPCS is a coding system that represents procedures (other than those described in CPT) that might be provided in a medical setting. This course uses case studies to provide a basic understanding of the principles and guidelines used in CPT and HCPCS coding. Prerequisites: high school diploma or GED. Anatomy and Physiology and Medical Terminology with minimum grade of C. $769
Jun 11-Aug 13 W 6 pm-9 pm AIRPT CEMIM 563 03

Certified Professional Coder Exam Prep

This course prepares students to sit for the American Academy of Professional Coders Exam (AAPC). Students will fine-tune their knowledge of ICD-9, CPT, and HCPC coding for physician, hospital, and outpatient settings and learn about the different coding books, the layout of each book, and how to use each. Prerequisites: Medical Billing with a minimum grade of C. $409
Jul 3-Sep 18 Th 6 pm-9 pm HARBN CEMIM 500 03

Electronic Health Records

Learn the concepts of recording a patient’s record in digital format that can be shared across different healthcare settings. The EHR is a complete record of a clinical patient encounter as well as supporting other care-related activities. $469
May 28-Jul 16 W 6 pm-9 pm HARBN CEMIM 513 03
Aug 6-Sep 24 W 6 pm-9 pm HARBN CEMIM 513 04

ICD-10 Coding

The international classification of diseases (ICD) is a standardized coding system that correlates diseases and diagnosis. Understanding ICD codes is essential for anyone working in medical records, patient billing and insurance forms, and admitting. This course teaches the principles and guidelines for assigning the appropriate codes to diagnostic conditions. $729
Jul 14-Oct 6 M 6 pm-9 pm AIRPT CEMIM 514 03

ICD-10 Coding, Online

The international classification of diseases (ICD) is a standardized coding system that correlates diseases and diagnosis. Understanding ICD codes is essential for anyone working in medical records, patient billing and insurance forms, and admitting. This course teaches the principles and guidelines for assigning the appropriate codes to diagnostic conditions. $729
Jul 11-Sep 26 CEONL AIRPT CEMIM 515 03

Medical Billing

This class teaches the student how to be proficient in billing in a healthcare setting and how to enhance reimbursement. Clinical and legal issues are included. $559
Jul 7-Sep 15 M 6 pm-9 pm HARBN CEMIM 510 07

Medical Billing, Online

This class teaches the student how to be proficient in billing in a healthcare setting and how to enhance reimbursement. Clinical and legal issues are included. $559
Jun 13-Aug 22 CEONL NEAST CEMIM 511 03

To register: midlandstech.edu/cce • (803) 732-0432 • see page 2
INDUSTRIAL, TRADES, AND MANUFACTURING

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

- Certified Indoor Air Quality Manager
- Solar Power Professional

Top Ten Most Popular Online Courses:

- Print Reading for Construction
- Residential Building Codes
- Residential Building Site Preparation and Foundations
- Distribution and Logistics Management
- Freight Broker / Agent Training
- Green–Fundamentals of Sustainable Buildings
- HVAC Technician
- Manufacturing Applications
- Manufacturing Fundamentals
- Performing Comprehensive Building Assessments
- Principles of Green Buildings
- Purchasing Fundamentals
- Supply Chain Fundamentals

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

Construction

All books required for building construction manager courses can be purchased at the Airport Campus bookstore.

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

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

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

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

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

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

Building Construction Manager

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

Total: 132  $1,744

For expanded course descriptions and additional class dates, go to midlandstech.edu/cce.
Prerequisite: High School Diploma or GED. 75% attendance and a 70% test score average is required for successful completion of the courses.
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

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

Hydraulics & Pneumatics

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

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

Shaft Alignment

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

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

Valves & Piping

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

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

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

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

Train with MTC for these in-demand jobs!

Visit us online at midlandstech.edu/cce or call (803) 732-0432.
The advanced technical skills of a few team members are the only thing that can bring the whole automated process back to life.

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

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

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

### Mechanical Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Math</td>
<td>44</td>
<td>$749</td>
</tr>
<tr>
<td>Fasteners and Anchors</td>
<td>12</td>
<td>$169</td>
</tr>
<tr>
<td>Hand and Power Tools</td>
<td>44</td>
<td>$749</td>
</tr>
<tr>
<td>Precision Measuring</td>
<td>20</td>
<td>$329</td>
</tr>
<tr>
<td>Blue Print Reading</td>
<td>72</td>
<td>$1,149</td>
</tr>
<tr>
<td>Safety and Rigging Fundamentals</td>
<td>20</td>
<td>$329</td>
</tr>
<tr>
<td>Basic Mechanical Components</td>
<td>80</td>
<td>$1,329</td>
</tr>
<tr>
<td>Bearings and Lubrication</td>
<td>56</td>
<td>$899</td>
</tr>
<tr>
<td>Gearboxes</td>
<td>20</td>
<td>$329</td>
</tr>
<tr>
<td>Pumps</td>
<td>40</td>
<td>$659</td>
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<tr>
<td>Shaft Alignment</td>
<td>76</td>
<td>$1,239</td>
</tr>
<tr>
<td>Valves and Piping</td>
<td>40</td>
<td>$659</td>
</tr>
<tr>
<td>Hydraulics and Pneumatics</td>
<td>72</td>
<td>$1,159</td>
</tr>
<tr>
<td><strong>Total Program</strong></td>
<td>596</td>
<td>$9,747</td>
</tr>
</tbody>
</table>

### Electrical Program Courses

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic Math for Electricians</td>
<td>10</td>
<td>$169</td>
</tr>
<tr>
<td>Electrical Fundamentals I</td>
<td>42</td>
<td>$699</td>
</tr>
<tr>
<td>Electrical Fundamentals II</td>
<td>36</td>
<td>$599</td>
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<tr>
<td>Electrical Fundamentals III</td>
<td>30</td>
<td>$499</td>
</tr>
<tr>
<td>Programmable Logic Controls</td>
<td>30</td>
<td>$499</td>
</tr>
<tr>
<td>Electrical Motor Controls</td>
<td>30</td>
<td>$499</td>
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<tr>
<td>Electrical Print Reading</td>
<td>16</td>
<td>$269</td>
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<tr>
<td>Troubleshooting</td>
<td>30</td>
<td>$499</td>
</tr>
<tr>
<td>Variable Frequency Drives</td>
<td>30</td>
<td>$499</td>
</tr>
<tr>
<td>Basic Electronics</td>
<td>30</td>
<td>$499</td>
</tr>
<tr>
<td><strong>Total Program</strong></td>
<td>284</td>
<td>$4,730</td>
</tr>
</tbody>
</table>

*Books included in all course costs.

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

Visit midlandstech.edu/cce for a complete listing of class dates and times. Call (803) 732-0432 for additional class information and to register.
Blueprint Reading and Basic Measuring Tools
An introductory course in blueprint reading or precision measuring tools. This course will take you through the alphabet of lines, views, and general rules for reading engineering blueprints. This course will also provide hands-on training in the use of micrometers, calipers, height gages, indicators, and various transfer gages. $465
Aug 7-Aug 26  TTh  9 am-12 pm  NEAST CEMFG 588 53
Aug 7-Aug 26  TTh  1 pm-4 pm  NEAST CEMFG 588 54
Aug 7-Aug 26  TTh  5 pm-8 pm  NEAST CEMFG 588 55

Mastering CNC Programming
An application-based course covering the knowledge and skills acquired from the Fundamentals and Principles classes. You will utilize your new knowledge to write CNC programs, select tooling, and set up the CNC equipment to produce parts to specifications from your own CNC program. Prerequisite: Principles of CNC Operator/Programming. $660
May 13-Jun 25  TTh  9 am-12 pm  NEAST CEMFG 580 50
May 13-Jun 25  TTh  1 pm-4 pm  NEAST CEMFG 580 51
May 13-Jun 25  TTh  5 pm-8 pm  NEAST CEMFG 580 52

Machinists and Computer Numerical Control (CNC) Operators Certificate
Have you got what it takes?

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

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

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blue Print Reading/Measuring Tool</td>
<td>$465</td>
</tr>
<tr>
<td>Introduction to Mills</td>
<td>$465</td>
</tr>
<tr>
<td>Introduction to Lathes</td>
<td>$465</td>
</tr>
<tr>
<td>Fundamentals of CNC Operator/Programmer Training</td>
<td>$715</td>
</tr>
<tr>
<td>Principles of CNC Programming</td>
<td>$770</td>
</tr>
<tr>
<td>Mastering CNC Programming</td>
<td>$660</td>
</tr>
</tbody>
</table>

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

Make a Name for Yourself in Manufacturing with a South Carolina Manufacturing Certification

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

UPCOMING COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Dates</th>
<th>Location</th>
<th>Time</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEMFG 635 05</td>
<td>Apr 28 - Jul 3</td>
<td>AIRPT</td>
<td>8 am-12 pm</td>
<td>$2119</td>
</tr>
<tr>
<td>CEMFG 635 07</td>
<td>Jul 7-Sep 12</td>
<td>AIRPT</td>
<td>8 am-12 pm</td>
<td>$2119</td>
</tr>
</tbody>
</table>

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

Pipefitter

NCER Pipefitting QJ VA
NCER Pipefitting the NCER Core, Pipefitting Level One, and Pipefitting Level Two. This course teaches entry level skills required for hire by Chicago Bridge and Iron. Personal equipment needs will be discussed at the first class (an additional student cost of $30). Books are included in tuition. $4815
Jun 9-Jul 31 MTWTh 7 am-5:30 pm FFQJ CEPIP 500 18
Aug 11-Oct 6 MTWTh 7 am-5:30 pm FFQJ CEPIP 500 19

Safety and Environmental

Asbestos O&M Worker Refresher*
Reviews the initial Asbestos Operations and Maintenance Worker course. Students will receive certificates of re-accreditation used for licensing. SC-DHEC, NC-DHHS, and OSHA approved asbestos abatement training. Requires pre-notification to authorities and may be used for NC and SC licensing as an asbestos abatement professional. $195
Jul 22 T 8:30 am-5 pm NEAST CEASB 509 12

Asbestos Supervisor
The course meets SC-DHEC and EPA AHERA/ASHARA requirements for supervisors of asbestos projects and the NIOSH 582 course. Also for SC-DHEC licensing for persons performing air monitoring on asbestos projects and for the OSHA Competent Person training for all asbestos work in accordance with 1926.1101. Annual refresher required. $700
Jul 14-Jul 18 MTWThF 8:30 am-4:30 pm NEAST CEASB 505 12

Asbestos Supervisor Refresher*
Reviews the initial AHERA Asbestos Supervisor course required for asbestos abatement supervisors in schools and public and commercial buildings and meets the annual refresher training requirements for OSHA Class I and II Competent person and SC-DHEC Asbestos Supervisor licensees. Students will receive certificates used for licensing. $195
Jul 21 M 8:30 am-4:30 pm NEAST CEASB 506 11

Asbestos Worker Refresher*
This course reviews the initial AHERA Asbestos Worker course required for asbestos abatement workers in schools, public, and commercial buildings. The course meets the annual refresher training requirements for OSHA Class I asbestos workers and SC-DHEC Asbestos Worker licensees. Students receive certificates for licensing purposes. $195
Jul 22 T 8:30 am-4:30 pm NEAST CEASB 504 11

Lead Inspectors
Learn residential inspection for lead-based paint (LBP) using an X-ray fluorescence analyzer in accordance with HUD and EPA guidelines. This EPA approved training includes skills needed to perform a visual assessment and clearance sampling following a lead hazard control activity in target housing or child occupied facilities. $595
May 12-May 14 MTW 8:30 am-5:30 pm NEAST CELED 501 07

Lead Renovation, Repair and Painting
EPA rules apply to contractors who renovate or repair housing, childcare facilities, or schools built before 1978. Trained contractors and workers must follow lead-safe work practice standards to reduce potential exposure to dangerous levels of lead during renovation and repair work. These standards are taught in this course. $215
May 19 M 8:30 am-5:30 pm NEAST CELED 500 21
Jul 14 M 8:30 am-5:30 pm NEAST CELED 500 22

Lead Risk Assessor
Learn to interpret an inspection report, develop a lead hazard control plan for determining the hazards posed by residential lead-based paint; including evaluating and selecting appropriate abatement, or interim control measures, and developing a lead operations and maintenance plan. Prerequisite: Lead Inspector Class. $350
May 15-May 16 ThF 8:30 am-5:30 pm NEAST CELED 502 07

*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.

To register: midlandtech.edu/cce  (803) 732-0432  see page 2
INDUSTRIAL, TRADES, AND MANUFACTURING

Safety and Environmental

Environmental, Health, and Safety Training

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

Courses Offered:

DOT Awareness Level Training 49 CFR 172.700
Hazmat/HAZWOPER
- 40-, 24-, and 8-Hour HAZWOPER Training
- Annual Refresher
- Accident Investigations
- Written Safety Plans
- Hazardous Chemical Handling, Storage, and Transportation
- Worksite Audits
- Employee/Employer Training

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

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

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

Green and Environmental Online Classes

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

For course descriptions, visit midlandstech.edu/cce

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

Small Engine Repair

Gain a working knowledge of types and operation of small engines, engine service, repair of outdoor power equipment, engine tune-up procedures and troubleshooting methods, engine failure analysis, engine performance measurement, engine system, and engine rebuild procedures. See midlandstech.edu/cce for required tools. Lots of hands-on learning. $489

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

Truck Driver

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.

to register: midlandstech.edu/cce  (803) 732-0432  see page 2
Basic Welding QuickJobs Day Program
The QuickJobs Basic Welding Course offers the student introductory training needed to enter the welding profession. Upon completion of the course, the student will have competent training in safety, basic metallurgy, and industrial tool operation. Entry level welding skills will include fillet and groove welding in basic positions using the (SMAW) process. The student will be required to perform welding to industrial standards such as the American Welding Society (AWS). Students completing this course will have entry level skills needed for construction positions and for general fabrication shops or be ready for the Intermediate Welding Class which is the next level of training in the Day QuickJobs program. $2695

Intermediate Welding QuickJobs Day Program
This course is offered to students who completed the Basic Welding QuickJobs Day course and is open to persons demonstrating necessary welding skills to the instructor. Students are trained in the following: Personal safety (continuation) SMAW welding in non-standard positions-(two weeks); Gas Metal Arc Welding (GMAW) to include solid wire and dual shield flux cored wire in fillet and groove welding (two weeks) Gas Tungsten Arc Welding (GTAW) in multiple positions and metals to include steel, aluminum, and stainless steel (four weeks). The student will be required to perform welding to industrial standards such as the American Welding Society (AWS). Students completing this course will have basic and intermediate skills required for employment in the construction industry and fabrication shops, high-rise construction, and maintenance welding and repairs. $2995

Advanced Welding QuickJobs Day Program
This course is offered to students who completed the Basic and Intermediate Welding courses and is open to persons demonstrating advanced welding skills to the instructor. The student must show competency in Shielded Metal Arc Welding, Gas Tungsten Arc Welding and Gas Metal Arc Welding or have completed the Entry and Intermediate Welding courses. The student will be introduced to high-pressure pipe welding. During the course, the student will be required to weld root passes, hot passes, and fill and cover passes to code requirements on various diameter pipe. This class is intense and prepares the student for testing to corporate standards such as the American Welding Society (AWS), American Society of Mechanical Engineers (ASME) section IX. Students completing this course will possess skills required in the pipe welding and fabrication industry. $1595

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

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

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

MODULAR WELDING EVENING TRAINING PROGRAM

SMAW (Shielded Metal Arc Welding)

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

- May 6-Jun 18: TTh 6 pm-9 pm
- Jul 8-Aug 20: TTh 6 pm-9 pm
- May 5-Jun 19: MTTh 6 pm-9 pm
- Jul 7-Aug 19: MTTh 6 pm-9 pm

Intermediate Shielded Metal Arc Welding
A continuation of CEWLD 536-Basic Shielded Metal Arc Welding (SMAW). Intermediate skills are developed in accordance with various codes and standards to include the AWS, ASME, and IL STDS. Prerequisite: Completion of CEWLD 536-Basic Shielded Metal Arc Welding (SMAW) or permission of the instructor. $599

- May 6-Jun 18: TTh 6 pm-9 pm
- Jul 8-Aug 20: TTh 6 pm-9 pm
- May 5-Jun 19: MTTh 6 pm-9 pm
- Jul 7-Aug 19: MTTh 6 pm-9 pm

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

- May 6-Jun 18: TTh 6 pm-9 pm
- Jul 8-Aug 20: TTh 6 pm-9 pm
- May 5-Jun 19: MTTh 6 pm-9 pm
- Jul 7-Aug 19: MTTh 6 pm-9 pm

TIG (Gas Tungsten Arc Welding)

Basic Gas Tungsten Arc Welding (TIG)
Learn the entry-level aspects of the GTAW process. Instruction follows the guidelines set in the AWS entry-level welders program. Instruction on safety, equipment, materials selection, basic blueprint, and weld symbols is included. $599

- May 6-Jun 18: TTh 6 pm-9 pm
- Jul 8-Aug 20: TTh 6 pm-9 pm
- May 5-Jun 19: MTTh 6 pm-9 pm
- Jul 7-Aug 19: MTTh 6 pm-9 pm

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

- May 6-Jun 18: TTh 6 pm-9 pm
- Jul 8-Aug 20: TTh 6 pm-9 pm
- May 5-Jun 19: MTTh 6 pm-9 pm
- Jul 7-Aug 19: MTTh 6 pm-9 pm

MIG (Gas Metal Arc Welding)

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

- May 6-Jun 18: TTh 6 pm-9 pm
- Jul 8-Aug 20: TTh 6 pm-9 pm
- May 5-Jun 19: MTTh 6 pm-9 pm
- Jul 7-Aug 19: MTTh 6 pm-9 pm

Pipe Welding

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

- May 6-Jun 18: TTh 6 pm-9 pm
- Jul 8-Aug 20: TTh 6 pm-9 pm
- May 5-Jun 19: MTTh 6 pm-9 pm
- Jul 7-Aug 19: MTTh 6 pm-9 pm

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

- May 6-Jun 18: TTh 6 pm-9 pm
- Jul 8-Aug 20: TTh 6 pm-9 pm
- May 5-Jun 19: MTTh 6 pm-9 pm
- Jul 7-Aug 19: MTTh 6 pm-9 pm

Advanced Pipe Welding
A continuation of CEWLD 544-Intermediate Pipe Welding, this course will be taught within the guidelines provided by ASME Section IX and AWS D 1.1 standards. Prerequisite: Completion of CEWLD 544-Intermediate Pipe Welding or permission of instructor. $599

- May 6-Jun 18: TTh 6 pm-9 pm
- Jul 8-Aug 20: TTh 6 pm-9 pm
- May 5-Jun 19: MTTh 6 pm-9 pm
- Jul 7-Aug 19: MTTh 6 pm-9 pm

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

PERSONAL ENRICHMENT ONLINE COURSES:
NEW FOR SUMMER

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

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

10 Top TEN Most Popular Online Courses:

Art

Acrylic Painting for the Very Beginner
Painting with acrylics is exciting, versatile, and easy as you learn to use the basic supplies and techniques to create extraordinary paintings. Instructor will lead step-by-step demonstrations from photo references including a variety of dynamic landscapes from seaside to mountains. Demos will include how to paint flowers, clouds, grasses, water, and more for an excellent foundation in acrylic painting. $139
Jul 1-Jul 29 Th 10 am-1 pm HARBN CEART 559 01

Watercolor I
Learn step-by-step to paint basic watercolor paintings and to use and care for supplies, color mixing, elements of design and various watercolor techniques. Students will work from enlarged realistic photo references of flowers and landscapes. $139
May 1-May 29 Th 10am-1pm HARBN CEART 553 07

Watercolor II
Apply elements of design and color mixing learned in Watercolor I to create paintings from a photo reference. Advanced lessons in painting textures, shiny objects, glass, fur, feathers, people, layering and lifting of colors will be demonstrated by the instructor. Watercolor I is a prerequisite. No class July 3. $139
Jun 5-Jul 10 Th 10 am-1 pm HARBN CEART 554 06

Consumer Education

Discount and Couponing Strategies
Finding values through the use of discounts and coupons is easier than you think. Without feeling deprived, you can make the most of your financial resources without wasting money. Coupons and discounting are a great start to living the frugal life, but this class discusses many more ways that you can save money, make your dollars go further, and reduce your spending painlessly. Learn a multitude of tips to curb your spending, once and for all. $25
Jul 28 M 6 pm-8 pm HARBN CECED 555 04

Ebay Basics
Learn the basics of buying and selling on eBay plus tips on bidding to win. Prerequisites: Basic computer and email skills with a working email address. $119
Jun 5-Jul 10 Th 6 pm-9 pm HARBN CECED 542 13
Jul 17-Aug 14 Th 6 pm-9 pm NEAST CECED 542 14

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

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

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#### Food and Cooking

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

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##### 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

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

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

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#### Languages

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

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PERSONAL ENRICHMENT

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

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

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

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

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

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

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

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

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**Have you considered turning your personal interest into a career?**

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

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

**Get started today by registering for a creative career course.**

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

**Sewing and Quilting**

**Crumb Piecing Quilt Blocks**
Do you have a fabric scrap basket overflowing and you’ve been wondering how or when you could use them? Then crumb piecing simple quilt blocks would be perfect. Several different types of small quilt blocks will be created using piecing techniques with scraps of cotton fabric. Sewing machine in working order is needed in class. $49

Aug 14-Aug 21  Th  6:30 pm-8:30 pm  HARBN  CESEW 546 03

**French Hand Sewing by Machine**
French hand techniques are used to create lace shaping, puffing and pintucks to adorn children’s dresses, bonnets, layettes, christening gowns, and linens. Construct a small pillow using lace shaping and other techniques on a sewing machine. Materials are provided. A sewing machine and basic sewing knowledge are required. $99

Aug 5-Aug 12  TTh  6 pm-9 pm  HARBN  CESEW 555 01

**Learn to Smock**
If you can cross stitch you can smock! It’s easy and fun to master the stitches in this timeless design. Use the sample you make to create a pillow or baby pad. A sewing machine is not needed in class and the supplies are purchased from the instructor. $99

Jun 23-Jun 30  MW  6 pm-9 pm  HARBN  CESEW 519 02

---

**Wellness**

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

May 22-Jun 12  Th  6 pm-8 pm  NEAST  CECEDED 562 01

May 24-Jun 14  S  10 am-12 pm  CEOFS

**Exercise for Beginners**
This class covers gear, nutrition, injury prevention, and training schedules. The goal is to inspire you to better health - off the couch or computer - to walking, jogging or running on a regular basis in less than three months. Dress comfortably as students will exercise. $79

May 1-May 29  Th  6 pm-8 pm  HARBN  CECEDED 560 01

**Wash Away Stress and Anxiety With Self-Hypnosis**
What life changes will you make when you learn how to tap into the power of your subconscious mind; where true, lasting change is made; a part very few understand how to access? You can become successful relaxing into self-hypnosis and understanding what to do to create change while in this wonderful, relaxed state. $79

May 6-May 8  TTh  6 pm-9 pm  NEAST  CECEDED 556 03

**Yoga**
Feel calm, peaceful and centered as you learn yoga techniques. You’ll practice yoga postures, breathing exercises, meditation, deep relaxation; along with lecture and discussion. Classes meet at Arsenal Hill Community Center, 1800 Lincoln Street, Columbia. Bring a yoga mat to class. $99

May 1-May 29  TTh  7 pm-9 pm  BLTLN  CEWRT 551 01

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**Writing**

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

May 21-Jun 25  W  7 pm-9 pm  BLTLN  CEWRT 548 03

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

May 1-May 29  TTh  7 pm-9 pm  BLTLN  CEWRT 551 01

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Be a part of the MTC community

**Group Name:**
Midlands Technical College Corporate and Continuing Education

Like us on Facebook  Join our group on LinkedIn  Follow us on Twitter

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