

Corporate and Continuing Education

QuickJobs Information Sheets



*Midlands
Technical
College*

(803) 732-0432 • midlandstech.edu/cce

Table of Contents

Business

Accounting and Payroll Specialist.....	1
Lean Six Sigma Green Belt	3
Project Manager.....	5

Creative Careers

Audio Engineer.....	7
Cake Decorator	9
Floral Designer	11
Interior Decorator	13
Landscape/Horticulturist	15
Locksmith	17

Computer Technology

Advanced Desktop and Server Administrator	19
Computer Technician	21
Database Analyst	23
Desktop and Server Administrator	25
Front End Web Developer.....	27
Office Administration Specialist	29

Employee and Leadership Development

Customer Relations Specialist.....	31
------------------------------------	----

Healthcare

Cardiac Care Technician	33
Certified Nurse Assistant (CNA).....	35
Clinical Massage Therapist	37
EKG Technician	39
Emergency Medical Technician (EMT).....	41
Medical Office Specialist	43
Medical Office Billing and Coding Specialist.....	45
Mental Health Technician	47
Patient Care Technician.....	49
Phlebotomy Technician	51
Veterinary Assistant	53

Industrial and Manufacturing

BPI Building Analyst Professional.....	55
Building Construction Manager	57
Forklift Operator.....	59
Industrial Electrical Technician.....	61
Industrial Mechanical Technician	63
Machinist/CNC Operator.....	65
Pipefitter	67
SC Manufacturing Certification Program.....	69
Small Engine Mechanic.....	71
Truck Driver/CDL	73
Comprehensive Welding QuickJobs Day Program	75
Welding Modular Evening Training Program.....	77

Personal Enrichment

Photographer.....	79
-------------------	----

Accounting and Payroll Specialist



Description: This program is designed to provide training for an entry-level accounting and/or payroll specialist position.

Skills/Abilities: Computer literate, detail-oriented and good math skills.

Recommended WorkKeys Scores: Reading for Information: 4; Locating Information: 4; Applied Math: 4

Where Employed: You typically find the position of bookkeeper in small businesses. In large corporations bookkeepers are present, but instead of “bookkeeper” the titles are often “accounting clerk” and “accounting technician.”

Job Duties: Records the daily transactions of a business or organization including: sales, payment of bills, and use of inventory. Makes sure all transactions are recorded properly. Usually works with an accountant regularly to keep a multitude of transactions flowing smoothly.

Certification: MTC Certificate

Tuition: \$2,431 - \$2,541* **Duration:** Four months **Average Wage (per hour):** \$15.48

* Price varies depending on which elective is chosen

Prerequisites

Education: n/a

Specific Courses: n/a

Background Check: n/a

Immunizations/Titers: n/a

Physicals: n/a

Required Classes

To earn this certificate, students must successfully complete the following courses within a two-year period. Courses should be taken in the order listed below.

Class	Price	# of Hours
Accounting Essentials	\$649	66
Intro to Computers	\$169	6
Intro to Excel	\$279	12
Intermediate Excel	\$279	12
QuickBooks	\$349	12
Payroll Prep Fundamentals	\$99	6
Business Math	\$199	8
Elective Classes (choose two)		
Computer Typing	\$239	12
Organizing Computer Files	\$169	6
Introduction to Outlook	\$279	12

For class dates call (803) 732-0432 or visit midlandstech.edu/cce

Books/Materials

None required

Equipment and/or Special Clothing

None required

Benefits of Attending

Retake Policy: Students are allowed to audit a class once, for up to 12 months from original completion date, as space is available.

Nationally Certified Programs: Not applicable.

Courses: Can be taken individually or as part of a QuickJobs program.

Job Placement Services: Are available through Student Employment Services.

Experience: Over 30 years of providing affordable and high-quality education and career training programs to adults

Accredited Programs: Yes.

Internships: Not available.

Other: Personal advisement with real faculty, small class sizes and short course formats.

Contact Us

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

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

Lean Six Sigma Green Belt



Description: Gain the knowledge to lead Lean Six Sigma teams through this intensive 10-day course. Focus is on providing a comprehensive understanding of how to use the Lean Six Sigma DMAIC project methodology to eliminate waste and implement data-driven process improvements. Concepts are emphasized by the extensive use of workshops and exercises. Upon successful completion, participants will be able to support Black Belts on project teams or lead Six Sigma projects that do not require Black-Belt level tools. Green Belts have the option of undertaking a Six Sigma Project as part of their course work. Excel™ and Minitab™ are used to facilitate statistical analysis.

Skills/Abilities: Technically inclined.

Recommended WorkKeys Scores: Reading for Information: 4; Locating Information: 4; Applied Math: 4

Where Employed: Manufacturing, service, insurance, communication and healthcare organizations.

Job Duties: Statistical analysis of problems and then implementing root cause corrective actions.

Certification: MTC Certification

Tuition: \$3,995

Duration: Two months

Average Wage (per hour): varies

Prerequisites

Education: High School Diploma

Specific Courses: n/a **Background Check:** n/a **Immunizations/Titers:** n/a **Physicals:** n/a

Required Classes

Class	Price	# of Hours
Lean Six Sigma Green Belt Fast Track	\$3,995	80

For class dates call (803) 732-0432 or visit midlandstech.edu/cce

Books/Materials

None required

Equipment and/or Special Clothing

None required

Benefits of Attending

Retake Policy: None.

Nationally Certified Programs: No.

Courses: Can be taken individually or as part of a QuickJobs program.

Job Placement Services: Are available through Student Employment Services.

Experience: Over 30 years of providing affordable and high-quality education and career training programs to adults.

Accredited Programs: No.

Internships: Not Available.

Other: Approved for VA benefits.

Contact Us

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

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

Project Manager



Description: This program offers general business knowledge while also teaching the project management processes, techniques and tools and interpersonal communication skills that are vital to every project management career.

Skills/Abilities: Strong communication skills, detailed oriented.

Recommended WorkKeys Scores: Reading for Information: 5; Locating Information: 4; Applied Math: 4

Where Employed: In numerous fields including information technology, engineering, construction and many more.

Job Duties: Managing the resources of large projects and making sure a project is completed within a certain set of restraints. These restraints usually involve time, money, people and materials. The project must then be completed to a certain level of quality.

Certification: MTC Certification

Tuition: \$2,446

Duration: Six months

Average Wage (per hour): \$35.95

Prerequisites

Education: n/a **Specific**

Courses: n/a **Background**

Check: n/a

Immunizations/Titers: n/a

Physicals: n/a

Required Classes

To earn this certificate, students must successfully complete the following courses within a two-year period. Courses should be taken in the order listed below.

Class	Price	# of Hours
Projects and Project Management	\$149	3
Project Integration Management	\$149	3
Project Scope Management	\$149	3
Project Time Management	\$149	3
Project Cost Management	\$149	3
Earned Value Management	\$149	3
Project Quality Management	\$149	3
Project Human Resource Management	\$149	3
Project Communications Management	\$149	3
Project Risk Management	\$149	3
Project Procurement Management	\$149	3
Project Stakeholder Management	\$149	3
Microsoft Project, Introduction	\$329	6
Microsoft Project, Advanced	\$329	6

Books/Materials

PMBOK 5th Edition

Equipment and/or Special Clothing

None required

Benefits of Attending

Retake Policy: Students are allowed to audit a class once, for up to 12 months from original completion date, as space is available.

Nationally Certified Programs: Not applicable.

Courses: Can be taken individually or as part of a QuickJobs program.

Job Placement Services: Are available through Student Employment Services.

Experience: Over 30 years of providing affordable and high-quality education and career training programs to adults

Accredited Programs: Yes.

Internships: Not available.

Other: Personal advisement with real faculty, small class sizes and short course formats.

Contact Us

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

Audio Engineer



Description: This program prepares students for entry level positions working in recording studios, churches, theaters and/or working with bands.

Skills/Abilities: Interest in music

Recommended WorkKeys Scores: Reading for Information: 3; Locating Information: 3; Applied Math:3

Where Employed: In managing the business aspects of a band, running sound for artists or theaters, producing sound and troubleshooting a PA system in a church or direction of a church music group.

Job Duties: Properly setting up musical instruments, sound systems and recording equipment to play and record.

Certification: MTC Certification

Tuition: \$3,192

Duration: Eight months

Average Wage (per hour): \$17.86

Audio Engineering is not part of, nor associated with, the Engineering Technology or Engineering Transfer Programs at Midlands Technical College. Audio Engineering is not an ABET accredited program.

Prerequisites

Education: n/a

Specific Courses: n/a

Background Check: n/a

Immunizations/Titers: n/a

Physicals: n/a

Required Classes

Class	Price	# of Hours
Audio Engineering, Introduction	\$399	16
Commercial Music Theory	\$399	16
Digital Music Production	\$399	18
Live Sound Production	\$399	18
Music Business	\$399	16
Studio Recording I	\$399	18
Studio Recording II	\$399	18
Recording & Mixing w/ Pro Tools	\$399	18
*Audio Engineering Internship (optional)	\$399	16

For class dates call (803) 732-0432 or visit midlandstech.edu/cce

Books/Materials

Materials are included in tuition.

Equipment and/or Special Clothing

None required

Benefits of Attending

Retake Policy: None.

Nationally Certified Programs: No.

Courses: Can be taken individually or as part of a QuickJobs program.

Job Placement Services: Are available through Student Employment Services.

Experience: Over 30 years of providing affordable and high-quality education and career training programs to adults.

Accredited Programs: No.

Internships: Yes, by registering for Audio Engineering Internship (Optional)

Other:

Contact Us

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

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

Cake Decorator



Description: This program of study prepares students for entry level jobs in cake decorating.

Skills/Abilities: Good eye for design, desire to work with hands.

Recommended WorkKeys Scores: Reading for Information: 3; Locating Information: 4; Applied Math: 3

Where Employed: In restaurants, hospitals, schools, caterers, grocery stores, or through self-employment.

Job Duties: Bake and decorate cakes by creating decorations with icing.

Certification: MTC Certification

Tuition: \$159

Duration: Six weeks

Average Wage (per hour): \$10.60

Prerequisites

Education: n/a

Specific Courses: n/a **Background Check:** n/a **Immunizations/Titers:** n/a **Physicals:** n/a

Required Classes

Class	Price	# of Hours
Cake Decorating Professional Certificate	\$159	18

For class dates call (803) 732-0432 or visit midlandstech.edu/cce

Books/Materials

A cake decorating supplies list will be distributed at first class. Students will bring cakes and frosting to specific classes. The estimated cost of supplies is \$156.

Equipment and/or Special Clothing

Apron, mixer.

Benefits of Attending

Retake Policy: None

Nationally Certified Programs: None

Courses: Can be taken as part of a QuickJobs program.

Job Placement Services: No job placement services.

Experience: Over 30 years of providing affordable and high-quality education and career training programs to adults

Accredited Programs: Not accredited.

Internships: None

Other:

Contact Us

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

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

Floral Designer



Description: This program prepares students in the fundamentals of floral arranging and will give students the basic skills needed to seek entry level positions in the floral business.

Skills/Abilities: Good eye for design, desire to work with hands.

Recommended WorkKeys Scores: Reading for Information: 3; Locating Information: 3; Applied Math: 3

Where Employed: In flower shops, grocery stores with floral designers, flower distributors or through self-employment.

Job Duties: Design and prepare floral arrangements.

Certification: MTC Certification

Tuition: \$349

Duration: Six weeks

Average Wage (per hour): \$10.26

Prerequisites

Education: High School Diploma preferred

Specific Courses: n/a **Background Check:** n/a **Immunizations/Titers:** n/a **Physicals:** n/a

Required Classes

Class	Price	# of Hours
Floral Designer Certificate	\$349	24

For class dates call (803) 732-0432 or visit midlandstech.edu/cce

Books/Materials

Materials are included in tuition.

Equipment and/or Special Clothing

None required

Benefits of Attending

Retake Policy: None

Nationally Certified Programs: None

Courses: Can be taken as a part of a QuickJobs program.

Job Placement Services: No job placement services.

Experience: Over 30 years of providing affordable and high-quality education and career training programs to adults

Accredited Programs: Not accredited.

Internships: None

Other:

Contact Us

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

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

Interior Decorator



Description: This program provides students with the necessary skills to compete successfully for entry level positions in interior decorating.

Skills/Abilities: Good eye for design, desire to work with hands.

Recommended WorkKeys Scores: Reading for Information: 3; Locating Information: 3; Applied Math: 3

Where Employed: In furniture stores, interior decorating firms, real estate industries, or through self-employment.

Job Duties: Work with clients and companies to apply concepts of color and pattern relationships, as it relates to floor planning, window treatments, furniture selection, cost estimations, accessories, and electrical and lighting overlaps.

Certification: MTC Certification

Tuition: \$699

Duration: Three months

Average Wage (per hour): \$19.94

Prerequisites

Education: High School Diploma preferred

Specific Courses: n/a **Background Check:** n/a **Immunizations/Titers:** n/a **Physicals:** n/a

Required Classes

Class	Price	# of Hours
Interior Decorating Certificate	\$699	54

For class dates call (803) 732-0432 or visit midlandstech.edu/cce

Books/Materials

Supply list will be distributed at first class. The estimated cost of supplies is \$40.

Equipment and/or Special Clothing

None required

Benefits of Attending

Retake Policy: None

Nationally Certified Programs: No.

Courses: Can be taken individually or as part of a QuickJobs program.

Job Placement Services: Are available through Student Employment Services.

Experience: Over 30 years of providing affordable and high-quality education and career training programs to adults.

Accredited Programs: No.

Internships: Not Available.

Other:

Contact Us

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

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

Landscape/Horticulturist



Description: This program is designed to prepare students for careers in the landscaping and horticulture industry. For more in-depth course descriptions, visit www.midlandstech.edu/cce.

Skills/Abilities: Bending, stooping, squatting, lifting, standing and desire to work with hands.

Recommended WorkKeys Scores: Reading for Information: 3; Locating Information: 3; Applied Math: 3

Where Employed: In public or private companies as well as government agencies providing landscaping services to buildings and dwellings, installing and maintaining landscaping for parks, hospitals, and other public facilities. May also be self-employed, providing landscape maintenance directly to customers on a contract basis.

Job Duties: Create new functional outdoor areas and upgrade existing landscapes, but also may help maintain landscapes. Duties include planting bushes, trees, sod, and other forms of vegetation; edging, trimming, fertilizing, watering, and mulching lawns and grounds; grading property by creating or smoothing hills and inclines; installing lighting or sprinkler systems; and building walkways, terraces, patios, decks, and fountains.

Certification: MTC Certification

Tuition: \$1,541-1,581*

Duration: 12 months

Average Wage (per hour): \$10.14

* Price varies on which elective is chosen

Prerequisites

Education: n/a

Specific Courses: n/a

Background Check: n/a

Immunizations/Titers: n/a

Physicals: n/a

Required Classes

Class	Price	# of Hours
Soil Management	\$169	24
Woody Plants and Shrubs	\$169	24
Pests in the Landscape	\$169	24
Plant Growth and Development	\$169	24
Landscape Management	\$169	24
Landscape Construction	\$169	24
Landscape Design	\$189	30
Electives: (Choose Two)		
Arboriculture	\$169	24
Nursery Production, Plant Propagation and Greenhouse Management	\$169	24
Irrigation	\$209	24
Annuals and Perennials	\$169	24
Lawn Care	\$169	24

For class dates call (803) 732-0432 or visit midlandstech.edu/cce

Books/Materials

Pests in the Landscape - Category 3 Turf and Ornamental Pest Control - \$20.30

Home Vegetable Gardening - Home Vegetable Gardening - \$36.00

Environmental Landscape Certification Manual - \$75.00 (Optional)

Manual of Woody Landscape Plants - \$64.00 (Optional)

*Textbook editions and costs are subject to change. Please visit midlandstech.edu/cce for current information.

Equipment and/or Special Clothing

None required

Benefits of Attending

Retake Policy: None.

Nationally Certified Programs: No.

Courses: Can be taken individually or as part of a QuickJobs program.

Job Placement Services: Are available through Student Employment Services.

Experience: Over 30 years of providing affordable and high-quality education and career training programs to adults.

Accredited Programs: No.

Internships: Not Available.

Other:

Contact Us

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

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

Locksmith



Description: This program of study prepares students to install, repair and replace mechanical and electronic locks; install, repair and adjust safes, vault doors and vault components; open locks and keep records of company locks and keys.

Skills/Abilities: Standing, sitting, squatting, stooping, and desire to work with hands.

Recommended WorkKeys Scores: Reading for Information: 3; Locating Information: 3; Applied Math: 3

Where Employed: In private, public or government companies/agencies or through self-employment.

Job Duties: Key cutting, lock disassembly and reassembly and lock pinning.

Certification: MTC Certification

Tuition: \$999

Duration: Six weeks

Average Wage (per hour): \$18.45

Prerequisites

Education: High School Diploma

Specific Courses: n/a

Background Check: Current SLED background check required, \$25, due at first class.

Immunizations/Titers: n/a

Physicals: n/a

Required Classes

Class	Price	# of Hours
-------	-------	------------

Locksmith Certificate	\$999	24
-----------------------	-------	----

For class dates call (803) 732-0432 or visit midlandstech.edu/cce

Books/Materials

Current SLED background check required, \$25, due at first class.

Equipment and/or Special Clothing

None required

Benefits of Attending

Retake Policy: None.

Nationally Certified Programs: No.

Courses: Can be taken as part of a QuickJobs program.

Job Placement Services: Are available through Student Employment Services.

Experience: Over 30 years of providing affordable and high-quality education and career training programs to adults.

Accredited Programs: No.

Internships: Not Available.

Other:

Contact Us

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

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

Advanced Desktop and Server Administrator



Description: This program is designed to provide training for jobs troubleshooting and maintaining computers and network servers.

Skills/Abilities: Good knowledge of computers.

Recommended WorkKeys Scores: Reading for Information: 5; Locating Information: 5; Applied Math: 5

Where Employed: In a variety of environments, including large corporations, small businesses, and government organizations.

Job Duties: Design, install, and support an organization's computer systems. Install and maintain network hardware and software, analyze problems, and monitor networks to ensure their availability to users and gather data to evaluate a system's performance, identify user needs, and determine system and network requirements.

Certification: MTC Certification

Tuition: \$12,395*

Duration: four-six months

Average Wage (per hour): \$30.75

* Price reflects discounted package rate.

Prerequisites

Education: High School Diploma

Specific Courses: n/a

Background Check: n/a

Immunizations/Titers: n/a

Physicals: n/a

Required Classes

To earn this certificate, students must successfully complete the following courses within a two-year period. Courses should be taken in the order listed below.

Class	Price	# of Hours
A+ IT Technician	\$1,999	60
Network+	\$1,499	30
Installing and Configuring Windows Server 2012	\$1,999	30
Administering Windows Server 2012	\$1,999	30
Configuring Advanced Windows Server 2012 Services	\$1,999	30
Security+	\$1,499	30
Cisco Certified Entry Networking Technician (ICDN1 v2.0)	\$1,499	30
Cisco Certified Network Associate (ICDN2 v2.0)	\$1,499	30

For class dates call (803) 732-0432 or visit midlandstech.edu/cce

* Prices reflect discounted package rate.

Books/Materials

None required

Equipment and/or Special Clothing

None required

Benefits of Attending

Retake Policy: Students are allowed to audit a class once, for up to 12 months from original completion date, as space is available.

Nationally Certified Programs: Yes.

Courses: Can be taken individually or as part of a QuickJobs program. Prices listed reflect a discounted package rate.

Job Placement Services: Are available through Student Employment Services.

Experience: Over 30 years of providing affordable and high-quality education and career training programs to adults.

Accredited Programs: Yes.

Internships: Available for some programs.

Other: Approved for VA benefits.

Contact Us

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

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

Computer Technician



Description: Computer technicians help people use computers. When something goes wrong, technicians figure out why and make repairs or adjustments. Many support specialists answer questions over the phone or by e-mail. Some help people face-to-face. They also install printers, software, and other computer tools. Some technicians check computer systems every day to make sure they are working well. To be good at these jobs, workers need to be good listeners and good at solving problems.

Skills/Abilities: Good knowledge of computers.

Recommended WorkKeys Scores: Reading for Information: 5; Locating Information: 4; Applied Math: 5

Where Employed: For a company that creates computer software or for a business that uses certain computer software. Most computer technicians work in offices or computer labs.

Job Duties: Assist other employees at a company or the customers of that company.

Certification: Certificate: A+ and Network +

Tuition: \$3,498

Duration: Three-six weeks

Average Wage (per hour): \$20.36

Prerequisites

Education: n/a

Specific Courses: n/a

Background Check: n/a

Immunizations/Titers: n/a

Physicals: n/a

Required Classes

To earn this certificate, students must successfully complete the following courses within a two-year period. Courses should be taken in the order listed below.

Class	Price	# of Hours
A+ IT Technician	\$1,999	60
Network +	\$1,499	30

For class dates call (803) 732-0432 or visit midlandstech.edu/cce

Books/Materials

None required

Equipment and/or Special Clothing

None required

Benefits of Attending

Retake Policy: Students are allowed to audit a class once, for up to 12 months from original completion date, as space is available.

Nationally Certified Programs: Yes

Courses: Can be taken individually or as part of a QuickJobs program.

Job Placement Services: Are available through Student Employment Services.

Experience: Over 30 years of providing affordable and high-quality education and career training programs to adults

Accredited Programs: Yes.

Internships: Available for some programs.

Other: Approved for VA benefits.

Contact Us

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

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

Database Analyst



Description: This program is designed to prepare students for successful careers as database managers.

Skills/Abilities: Strong communication skills, good knowledge of computers, be able to think logically and concentrate and pay close attention to detail.

Recommended WorkKeys Scores: Reading for Information: 6; Locating Information: 5; Applied Math: 5

Where Employed: In a variety of industries—most often in an office setting.

Job Duties: Work with database software to find ways to store, organize and manage data. To do this, they identify user needs, set up computer databases, and test systems. They ensure that systems perform as they should and add users to the system as needed. Database managers often plan security measures. Data integrity, backup, and security are critical parts of the job.

Certification: MTC Certification

Tuition: \$2,872

Duration: Four-six months

Average Wage (per hour): \$28.69

Prerequisites

Education: n/a

Specific Courses: n/a

Background Check: n/a

Immunizations/Titers: n/a

Physicals: n/a

Required Classes

To earn this certificate, students must successfully complete the following courses within a two-year period. Courses should be taken in the order listed below.

Class	Price	# of Hours
Access, Introduction	\$279	12
Access, Intermediate	\$279	12
Database Design	\$189	6
SQL, Introduction	\$399	12
Access, Advanced	\$279	12
Crystal Reports, Introduction	\$599	12
SQL Server Express	\$699	18
Database Productivity Lab	\$149	6

For class dates call (803) 732-0432 or visit midlandstech.edu/cce

Books/Materials

None required

Equipment and/or Special Clothing

None required

Benefits of Attending

Retake Policy: Students are allowed to audit a class once, for up to 12 months from original completion date, as space is available.

Nationally Certified Programs: No.

Courses: Can be taken individually or as part of a QuickJobs program.

Job Placement Services: Are available through Student Employment Services.

Experience: Over 30 years of providing affordable and high-quality education and career training programs to adults.

Accredited Programs: Yes.

Internships: Not Available.

Other: Approved for VA benefits.

Contact Us

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

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

Desktop and Server Administrator



Description: This program is designed to prepare students for jobs configuring, repairing, and maintaining computers and setting up and troubleshooting networks.

Skills/Abilities: Strong communication skills, good knowledge of computers.

Recommended WorkKeys Scores: Reading for Information: 5; Locating Information: 5; Applied Math: 5

Where Employed: In a variety of environments, including large corporations, small businesses, and government organizations.

Job Duties: Maintain network hardware and software, monitor networks to ensure availability to all system users and perform necessary maintenance to support network availability. May plan, coordinate, and implement network security measures.

Certification: MTC Certification

Tuition: \$7,995

Duration: Two-four months

Average Wage (per hour): \$30.75

Prerequisites

Education: n/a **Specific**

Courses: n/a **Background**

Check: n/a

Immunizations/Titers: n/a

Physicals: n/a

Required Classes

To earn this certificate, students must successfully complete the following courses within a two-year period. Courses should be taken in the order listed below.

Class	Price	# of Hours
A+ IT Technician	\$1,999	60
Network+	\$1,499	30
Installing and Configuring Windows Server 2012	\$1,999	30
Administering Windows Server 2012	\$1,999	30
Configuring Advanced Windows Server 2012 Services	\$1,999	30

For class dates call (803) 732-0432 or visit midlandstech.edu/cce

Books/Materials

None required

Equipment and/or Special Clothing

None required

Benefits of Attending

Retake Policy: Students are allowed to audit a class once, for up to 12 months from original completion date, as space is available.

Nationally Certified Programs: Yes.

Courses: Can be taken individually or as part of a QuickJobs program.

Job Placement Services: Are available through Student Employment Services.

Experience: Over 30 years of providing affordable and high-quality education and career training programs to adults.

Accredited Programs: Yes.

Internships: Available for some programs.

Other: Approved for VA benefits.

Contact Us

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

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

Front-End Web Developer



Description: Turn your love for technology into a career with a Midlands Technical College certificate in front-end web development. Front-end web developers assist in the creation of lightweight websites and web-enabled software systems. Our front-end web development 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.

Skills/Abilities: Computer literate, detail-oriented

Recommended WorkKeys Scores: Reading for Information: 6, Locating Information: 5, Applied Math: 5

Where Employed: In a variety of industries – most often in an office setting.

Job Duties: Design and support an organization’s website.

Certification: MTC Certification

Tuition: \$3,772

Duration: Two-four months

Average Wage (per hour): \$29.53

Prerequisites

Education: n/a

Specific Courses: n/a

Background Check: n/a

Immunizations/Titers: n/a

Physicals: n/a

Required Classes

To earn this certificate, students must successfully complete the following courses within a two-year period. Courses should be taken in the order listed below.

Class	Price	# of Hours
Dreamweaver	\$699	24
HTML5	\$359	12
Cascading Style Sheets (CSS3)	\$359	12
JavaScript	\$999	18
PhotoShop	\$359	12
Social Media Business Basics	\$199	6
Search Engine Optimization	\$199	3
Web Site Production Lab	\$599	18

For class dates call (803) 732-0432 or visit midlandstech.edu/cce

Books/Materials

None required

Equipment and/or Special Clothing

None required

Benefits of Attending

Retake Policy: Students are allowed to audit a class once, for up to 12 months from original completion date, as space is available.

Nationally Certified Programs: Not applicable.

Courses: Can be taken individually or as part of a QuickJobs program.

Job Placement Services: Are available through Student Employment Services.

Experience: Over 30 years of providing affordable and high-quality education and career training programs to adults.

Accredited Programs: Yes.

Internships: Not available.

Other: Personal advisement with real faculty, small class sizes and short course formats.

Contact Us

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

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

Office Administrative Specialist



Description: This program offers a solid business communication foundation while also teaching the computer skills that are vital to every office career. Emphasis is placed on developing strong computer and communication abilities, which are vital tools in the workplace.

Skills/Abilities: Computer literate, detail-oriented and good typing skills.

Recommended WorkKeys Scores: Reading for Information: 3; Locating Information: 4; Applied Math: 4

Where Employed: Hospitals, small and large business settings, government agencies, or legal and medical offices.

Job Duties: Office administration specialists perform a variety of administrative and clerical duties necessary to help run an organization efficiently. Typically, they use office equipment, such as computers, fax machines, photocopiers, scanners, and telephone systems. Additional job titles in this field include administrative assistant, secretary and clerical assistant, among others.

Certification: MTC Certificate

Tuition: \$2,339

Duration: Two months

Average Wage (per hour): \$13.94

Prerequisites

Education: n/a **Specific**

Courses: n/a **Background**

Check: n/a

Immunizations/Titers: n/a

Physicals: n/a

Required Classes

Class	Price	# of Hours
Introduction to Word	\$279	12
Intermediate Word	\$279	12
Introduction to Excel	\$279	12
Intermediate Excel	\$279	12
Organizing Computer Files	\$169	6
Introduction to Outlook	\$279	12
Computer Typing	\$239	12
Becoming a Customer Service Star	\$159	6
Business Grammar	\$149	6
Business Letter Writing	\$149	6
Enhancing Your Professionalism	\$79	3

For class dates call (803) 732-0432 or visit midlandstech.edu/cce

Books/Materials

None required

Equipment and/or Special Clothing

None required

Benefits of Attending

Retake Policy: Students are allowed to audit a class once, for up to 12 months from original completion date, as space is available.

Nationally Certified Programs: Not applicable.

Courses: Can be taken individually or as part of a QuickJobs program.

Job Placement Services: Are available through Student Employment Services.

Experience: Over 30 years of providing affordable and high-quality education and career training programs to adults

Accredited Programs: Yes.

Internships: Not available.

Other: Approved for VA benefits.

Contact Us

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

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

Customer Relations Specialist



Description: This program of study is designed to prepare students for entry level positions in the customer service field.

Skills/Abilities: Strong communication skills, good knowledge of computers.

Recommended WorkKeys Scores: Reading for Information: 5 Locating Information: 4 Applied Math: 4

Where Employed: Customer contact centers and call centers for national and global organizations located in the Midlands. Jobs can be found in fields such as insurance, utilities, telecommunications, and banking. Customer service jobs exist in both large and small businesses, as well as in some government agencies that operate call centers.

Job Duties: The type of work ranges from call center responsibilities to front desk receptionist tasks. Most customer relations jobs involve helping customers find answers and solutions to their problems, either in person, on the phone, or via written email communications. Therefore, verbal and written communication skills are extremely important to these jobs. Customer service jobs often involve locating information on computer screens and inputting data. Some jobs require calculating payment information. Customer service jobs are typically measured by how effectively and efficiently customer calls are handled by employees.

Certification: MTC Certification

Tuition: \$479

Duration: Six weeks

Average Wage (per hour): \$13.14

Prerequisites

Education: None.

Specific Courses: n/a

Background Check: n/a

Immunization/Titers:n/a

Physicals: n/a

Required Classes

Class	Price	# of Hours
Customer Relations Specialist	\$479	36

Modules included as a part of the class:

The Basics of Customer Service: Roles and Responsibilities of Customer Relations Staff

Essential Service Skills and Behaviors

Telephone Skills and Techniques

How to Project a Professional Image

Successful Communication Skills

Active Listening Skills

Effective Business Writing – Part One

Effective Business Writing – Part Two

Professional Email Communications

Time Management Techniques
Dealing with an Angry Customer
Managing Stress on the Job

For class dates call (803) 732-0432 or visit midlandstech.edu/cce

Books/Materials

None required

Equipment and/or Special Clothing

None required

Benefits of Attending

Retake Policy: None

Nationally Certified Programs: No

Courses: Can only be taken as part of a QuickJobs program.

Job Placement Services: Are available through Student Employment Services.

Experience: Over 30 years of providing affordable and high-quality education and career training programs to adults

Accredited Programs: Not accredited.

Internships: Not available.

Other:

Contact Us

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

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

Cardiac Care Technician



Description: The program is designed to prepare students for entry-level positions in hospitals, doctors' offices or clinics.

Skills/Abilities: Walking, standing, and sitting for long periods of time.

Recommended WorkKeys Scores: Reading for Information: 4; Locating Information: 4; Applied Math: 4

Where Employed: Large hospitals or companies specializing in cardiac monitoring.

Job Duties: Cardiac Care Technicians view patient EKG readings by monitoring test results via computer screen or by paper documentation. They are responsible for reading and interpreting the EKGs and notifying the appropriate personnel should a problem become apparent.

Certification: MTC Certificate

Tuition: \$1078

Duration: 19 weeks

Average Wage (per hour): \$12.25

Prerequisites

Education: High School Diploma

Specific Courses: Medical Terminology

Background Check: SLED – clean for 10 years within 30 days of first class.

Immunizations/Titers: Two-step TB within nine months and complete immunization record.

Physicals: n/a

Drug Tests: CNA - clean drug screen (five-panel minimum) within 30 days of start of class

Required Classes

Class	Price	# of Hours
Medical Terminology	\$529	48
Cardiac Care Technician	\$549	46

For class dates call (803) 732-0432 or visit midlandstech.edu/cce

Books/Materials

Books included in tuition.

Equipment and/or Special Clothing

Class	Equipment/Special Clothing
Medical Terminology	Business casual (no jeans, T-shirts, tank tops, flip flops or shorts)
Cardiac Care Tech	White scrubs, white closed toe shoes.
Cardiac Care Tech	Calipers

Benefits of Attending

Retake Policy: None

Nationally Certified Programs: Not required but may be obtained through Cardiac Credentialing International.

Courses: Can be taken individually or as part of a QuickJobs program.

Job Placement Services: No job placement services.

Experience: Over 30 years of providing affordable and high-quality education and career training programs to adults

Accredited Programs: Not accredited

Internships: Internship provided during class

Other:

Contact Us

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

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

Certified Nurse Assistant (CNA)



Description: The program is designed to prepare students for entry-level positions in hospitals, nursing homes, home health and doctors' offices.

Skills/Abilities: Walking, standing, bending, able to lift >50 lbs, and patient contact.

Recommended WorkKeys Scores: Reading for Information: 3; Locating Information: 3; Applied Math: 3

Where Employed: Hospitals, nursing homes, home health care/staffing businesses and private families.

Job Duties: Provide basic-to-advanced care to patients including bathing, dressing, feeding, checking vital signs, and performing CPR and First Aid when necessary.

Certification: National certification exam.

Tuition: \$809

Duration: Five - nine weeks

Average Wage (per hour): \$10.13

Prerequisites

Education: High School Diploma or GED

Specific Courses: n/a

Background Check: CNA SLED - clean record for ten years within 30 days of first class

Immunizations/Titers: Two-step TB (within 3 months of class)

Physicals: n/a

Drug Tests: CNA - clean drug screen (five-panel minimum) within 30 days of start of class

Required Classes

Class	Price	# of Hours
CNA	\$809	107

For class dates call (803) 732-0432 or visit midlandstech.edu/cce

Books/Materials

Books included in tuition.

Equipment and/or Special Clothing

Class	Equipment/Special Clothing
CNA	White scrubs, white closed toe shoes, watch with second hand

Benefits of Attending

Retake Policy: None

Nationally Certified Programs: Through NACES.

Courses: Can be taken individually or as part of a QuickJobs program.

Job Placement Services: No job placement services.

Experience: Over 30 years of providing affordable and high-quality education and career training programs to adults

Accredited Programs: Not accredited but facility is approved by DHHS

Internships: Clinicals are provided during class.

Other:

Contact Us

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

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

Clinical Massage Therapist



Description: The program is designed to prepare students for entry-level positions in sports medicine, chiropractic, neonatal, geriatrics, and health spas.

Skills/Abilities: Walking, standing, bending, and patient or client contact, must have ability to perform physical tasks.

Recommended WorkKeys Scores: Reading for Information: 4; Locating Information: 4; Applied Math: 4

Where Employed: Massage therapy jobs are usually divided into two categories: location/setting and type of massage administered. Spa type jobs are typically found in resorts, salons, vacation destinations, day spas and hotels. Therapeutic massage jobs are usually found in hospitals, private homes, corporate settings, rehabilitation centers and elder care facilities.

Job Duties: Manipulate the soft tissues of the body. Consists of manual techniques that include applying fixed or movable pressure, holding, and/or causing movement of or to patients' bodies.

Certification: National certification agency

Tuition: \$7,645

Duration: Nine months

Average Wage (per hour): \$13.00

Prerequisites

Education: High School Diploma or GED and successful interview with program committee.

Specific Courses: n/a

Background Check: Current SLED background check required, \$25 due at first class.

Immunizations/Titers: n/a

Physicals: health form

Required Classes

Class	Price	# of Hours
Clinical Massage Therapy	\$7,645	600

For class dates call (803) 732-5218 or visit midlandstech.edu/cce

Books/Materials

Materials are included in tuition.

Current SLED background check required, \$25 due at first class.

Equipment and/or Special Clothing

Class	Equipment/Special Clothing
Clinical Massage Therapy	n/a

Benefits of Attending

Retake Policy: None

Nationally Certified Programs: Obtained through National Certification Board for Therapeutic Massage and Bodywork and then by the South Carolina Department of Labor, Licensing and Regulation for state licensure.

Courses: Can be taken as part of a QuickJobs program.

Job Placement Services: No job placement services.

Experience: Over 30 years of providing affordable and high-quality education and career training programs to adults

Accredited Programs: Approved by state as an approved massage therapy program.

Internships: Clinicals are provided during class

Other: Approved for VA benefits.

Contact Us

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

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

EKG Technician



Description: The program is designed to prepare students for entry-level positions in hospitals, doctors' offices or clinics.

Skills/Abilities: Walking, standing, stooping, bending, pushing machine and patient contact.

Recommended WorkKeys Scores: Reading for Information: 4; Locating Information: 4; Applied Math: 4

Where Employed: Large hospitals or companies specializing in cardiac monitoring.

Job Duties: Operate EKG machines and perform EKG tests on patients to detect and record the electronic impulses transmitted by the heart during and between heartbeats. May be required to move heavy testing equipment, interpret arrhythmias, and alert medical personnel as needed.

Certification: MTC Certificate

Tuition: \$1,627

Duration: 26 weeks

Average Wage (per hour): \$13.06

Prerequisites

Education: High School Diploma

Specific Courses: Medical Terminology and Cardiac Care Technician

Background Check: CCT, EKG and SLED – Clean for ten years within 30 days of first class.

Immunizations/Titers: Two-step TB (within nine months of class) and complete immunization record or titers

Physicals: n/a

Drug Tests: CNA - clean drug screen (five-panel minimum) within 30 days of start of class

Required Classes

Class	Price	# of Hours
Medical Terminology	\$529	48
Cardiac Care Technician	\$549	46
EKG	\$549	56

For class dates call (803) 732-0432 or visit midlandstech.edu/cc

Books/Materials

Books included in tuition.

Equipment and/or Special Clothing

Class	Equipment/Special Clothing
Medical Terminology	Business casual (no jeans, T-shirts, tank tops, flip flops or shorts)
EKG	White scrubs, closed toe shoes.
CCT	White scrubs, closed toe shoes, calipers.

Benefits of Attending

Retake Policy: None

Nationally Certified Programs: Not required but may be obtained through Cardiac Credentialing International.

Courses: Can be taken individually or as part of a QuickJobs program.

Job Placement Services: No job placement services.

Experience: Over 30 years of providing affordable and high-quality education and career training programs to adults

Accredited Programs: Not accredited.

Internships: Provided during class.

Other:

Contact Us

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

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

Emergency Medical Technician (EMT)



Description: The program is designed to prepare students for entry-level positions in hospitals, private ambulance services, local government agencies and some industrial settings.

Skills/Abilities: Bending, standing, stooping, squatting, lifting, walking, driving and patient contact.

Recommended WorkKeys Scores: Reading for Information: 3; Locating Information: 3; Applied Math: 3

Where Employed: Emergency response organizations, private companies specializing in patient transport, some government agencies.

Job Duties: Provide emergency care to patients in need. They may also be required to drive ambulances and/or other transport vehicles as well as participate in additional emergency operations.

Certification: National certification exam.

Tuition: \$1,059

Duration: six months

Average Wage (per hour): \$14.79

Prerequisites

Education: High School Diploma

Specific Courses: n/a

Background Check: Only before taking National Registry.

Immunizations/Titers: n/a

Physicals: n/a

Required Classes

Class	Price	# of Hours
EMT	\$1,059	200

For class dates call (803) 732-0432 or visit midlandstech.edu/cce

Books/Materials

Books included in tuition.

Equipment and/or Special Clothing

Class	Equipment/Special Clothing
EMT	Black polo shirt (long or short sleeve), black khaki or cargo pants (no jeans), black leather shoes and black belt. CPR face shield with O ₂ port and pen light. Pocket mask with O ₂ inlet. Watch with second hand.

Benefits of Attending

Retake Policy: None

Nationally Certified Programs: Must take practical exam and written exam for state licensure by DHEC

Courses: Can be taken individually or as part of a QuickJobs program.

Job Placement Services: No job placement services.

Experience: Over 30 years of providing affordable and high-quality education and career training programs to adults

Accredited Programs: Not accredited but facility is approved through DHEC.

Internships: Not available.

Other:

Contact Us

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

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

Medical Office Specialist



Description: This program is designed to provide training for individuals in jobs in hospitals' and doctors' offices that perform office administrative duties utilizing specific knowledge of medical terminology for hospital, clinic, or physician offices.

Skills/Abilities: Typing, filing, good communication skills, good listening skills and sitting for long periods of time.

Recommended WorkKeys Scores: Reading for Information: 4; Locating Information: 4; Applied Math: 4

Where Employed: Hospitals, private doctors' offices and clinics.

Job Duties: Scheduling appointments, compiling and recording medical charts, reports, correspondence, and other types of patient records.

Certification: MTC Certification

Tuition: \$1,525

Duration: 8 weeks

Average Wage (per hour): \$13.53

Prerequisites

Education: High School Diploma or GED

Specific Courses: None

Background Check: n/a

Immunizations/Titers: n/a

Physicals: n/a

Required Classes

Class	Price	# of Hours
Electronic Health Records	\$469	24
Enhancing Your Professionalism	\$ 79	3
Medical Terminology	\$529	48
Organizing Computer Files	\$169	6
Word, Introduction	\$279	12

For class dates call (803) 732-0432 or visit midlandstech.edu/cce

Books/Materials

Books included in tuition.

Equipment and/or Special Clothing

None required

Benefits of Attending

Retake Policy: None

Nationally Certified Programs: None

Courses: Can be taken individually or as part of a QuickJobs program.

Job Placement Services: No job placement services.

Experience: Over 30 years of providing affordable and high-quality education and career training programs to adults

Accredited Programs: Not accredited.

Internships: Not available.

Other:

Contact Us

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

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

Medical Office Billing and Coding Specialist



Description: This program is designed to provide training for jobs in hospitals' and doctors' offices coding procedures, itemizing diagnostic services and equipment/supply usage and billing patients so that clinicians are paid accordingly.

Skills/Abilities: Typing, filing, good communication skills, good listening skills and sitting for long periods of time.

Recommended WorkKeys Scores: Reading for Information: 4; Locating Information: 4; Applied Math: 3

Where Employed: Hospitals, private doctors' offices and clinics, nursing homes, home health care businesses and some government agencies.

Job Duties: Use extensive computer and coding skills to sort and submit all types of medical insurance claims, including private, Medicare, Medicaid and insurance fraud. Also requires handling confidential patient files and collections for overdue accounts.

Certification: MTC Certification

Tuition: \$3,155

Duration: 15 months

Average Wage (per hour): \$13.08

Prerequisites

Education: High School Diploma

Specific Courses: Medical Terminology and Anatomy & Physiology

Background Check: n/a

Immunizations/Titers: n/a

Physicals: n/a

Required Classes

Class	Price	# of Hours
Medical Terminology	\$529	48
Anatomy & Physiology	\$569	48
CPT/HCPCS	\$769	30
ICD-9 Coding/ICD-10	\$729	36
Medical Billing	\$559	30

For class dates call (803) 732-0432 or visit midlandstech.edu/cce

Books/Materials

Books included in tuition.

Equipment and/or Special Clothing

None required

Benefits of Attending

Retake Policy: None

Nationally Certified Programs: Through AAPC.

Courses: Can be taken individually or as part of a QuickJobs program.

Job Placement Services: No job placement services.

Experience: Over 30 years of providing affordable and high-quality education and career training programs to adults

Accredited Programs: Not accredited.

Internships: Not available.

Other:

Contact Us

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

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

Mental Health Technician (Online)



Description: The Mental Health Technician certificate is a unique, intensive, and comprehensive online program of training. It is designed to enhance the provision of care for the mental health consumer by educating case managers, cottage staff, psychiatric technicians, day treatment staff, and other mental health direct care providers. Direct care personnel without advanced professional degrees comprise nearly 40% of care staff in mental health organizations, and more than 60% of client care staff in state and county psychiatric hospitals. Mental Health Technicians are known by many names, including direct care service worker, direct care support worker, direct care support professional, or paraprofessional, to name just a few. Join this new and expanding career field in the mental health industry

Skills/Abilities: Must have computer skills

Recommended WorkKeys Scores: Reading for Information: 3; Locating Information: 3; Applied Math: 3

Where Employed: Psychiatric Hospitals, Mental Health Inpatient & Outpatient Facilities, Substance Abuse Programs.

Job Duties: Analyze patient activity, assess therapy needs of patients, care for mentally ill patients, collect clinical data.

Certification: Upon successful completion of our Mental Health Technician course, students will be prepared for an entry-level position in a mental health setting and will be prepared to sit for the NCCB national certification exam to become a Certified Mental Health Technician (CMHT)

Tuition: \$1,595

Duration: 12 months

Average Wage (per hour): \$17.15

Prerequisites

Education: High School Diploma or GED

Specific Courses: n/a

Background Check: n/a

Immunizations/Titers: n/a

Physicals: n/a

Required Classes

Class	Price	# of Hours
Mental Health Technician	\$1,595	280

For class dates call (803) 732-0432 or visit midlandstech.edu/cce

Books/Materials

Materials included.

Equipment and/or Special Clothing

System Requirements: Internet Access Broadband or high-speed internet access is required. Broadband includes DSL, cable, and wireless connections. Dial-Up internet connections will result in a diminished online experience.

Benefits of Attending

Retake Policy: None

Nationally Certified Programs: Must take practical exam and written exam for state licensure by DHEC

Courses: Can be taken individually or as part of a QuickJobs program.

Job Placement Services: No job placement services.

Experience: Over 30 years of providing affordable and high-quality education and career training programs to adults

Accredited Programs: Not accredited but facility is approved through DHEC.

Internships: Not available.

Other:

Contact Us

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

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

Patient Care Technician



Description: The program is designed to prepare students for entry-level positions in medical offices, hospitals or other healthcare settings.

Skills/Abilities: Walking, standing, bending, and patient contact.

Recommended WorkKeys Scores: Reading for Information: 4; Locating Information: 4; Applied Math: 4

Where Employed: Hospitals, nursing homes, home health care/staffing businesses and private families.

Job Duties: Provide basic-to-advanced care to patients including bathing, dressing, feeding, checking vital signs, performing CPR and First Aid, and assisting in medical examinations, performing electrocardiograms (EKGs), basic laboratory procedures, and phlebotomy.

Certification: CNA and Phlebotomy have certification agencies.

Tuition: \$3,075

Duration: 9 months

Average Wage (per hour): \$13.08

Prerequisites

Education: High School Diploma

Specific Courses: n/a

Background Check: CNA, CCT, EKG, SLED – clean record for ten years within 30 days of first class.

Immunizations/Titers: Two-step TB (within nine months) and complete immunization record or titers

Drug Tests: CNA - clean drug screen (five-panel minimum) within 30 days of start of class

Required Classes

Class	Price	# of Hours
CNA	\$808	107
Medical Terminology*	\$529	48
Phlebotomy	\$639	51
Cardiac Care Technician*	\$549	46
EKG	\$549	56

For class dates call (803) 732-0432 or visit midlandstech.edu/cce

*Medical terminology and cardiac care technician are prerequisites for phlebotomy and EKG.

Books/Materials

Books included in tuition.

Equipment and/or Special Clothing

Class	Equipment/Special Clothing
CNA	White scrubs, white closed toe shoes, watch with second hand
Medical Terminology	Business casual (no jeans, T-shirts, tank tops, flip flops or shorts)
Phlebotomy	White scrubs, white closed toe shoes
EKG	White scrubs, white closed toe shoes
CCT	White scrubs, white closed toe shoes

Benefits of Attending

Retake Policy: None

Nationally Certified Programs: **CNA:** Through NACES.

EKG: Not required but may be obtained through Cardiac Credentialing International

Phlebotomy: May be obtained through ASCP after completing a minimum of 100 blood draws and 120 hours of clinical work in CLIA approved laboratory

Courses: Can be taken individually or as part of a QuickJobs program.

Job Placement Services: No job placement services.

Experience: Over 30 years of providing affordable and high-quality education and career training programs to adults

Accredited Programs: Not accredited.

Internships: Clinicals are provided during CNA, CCT, and EKG classes.

Other:

Contact Us

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

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

Phlebotomy Technician



Description: The program is designed to prepare students for entry-level positions in hospitals, doctors' offices and clinics.

Skills/Abilities: Walking, standing, bending, and patient contact.

Recommended WorkKeys Scores: Reading for Information: 4; Locating Information: 4; Applied Math: 4

Where Employed: Hospitals, doctors' offices and laboratories performing patient blood work.

Job Duties: Draw blood samples from a variety of patient types including children

Certification: Phlebotomy has a national certification agency.

Tuition: \$1,168

Duration: 16 weeks

Average Wage (per hour): \$12.83

Prerequisites

Education: High School Diploma

Specific Courses: Medical Terminology with minimum grade of "C."

Background Check: n/a

Immunizations/Titers: Two-step TB (within nine months of class) and complete immunization record or titers

Physicals: n/a

Drug Tests: CNA - clean drug screen (five-panel minimum) within 30 days of start of class

Required Classes

Class	Price	# of Hours
Medical Terminology	\$529	48
Phlebotomy	\$639	51

For class dates call (803) 732-0432 or visit midlandstech.edu/cce

Books/Materials

Books included in tuition.

Equipment and/or Special Clothing

Class	Equipment/Special Clothing
Medical Terminology	Business casual (no jeans, T-shirts, tank tops, flip flops or shorts)
Phlebotomy	White scrubs, white closed toe shoes

Benefits of Attending

Retake Policy: None

Nationally Certified Programs: May be obtained through ASCP after completing a minimum of 100 blood draws and 120 hours of clinical work in CLIA approved laboratory

Courses: Can be taken individually or as part of a QuickJobs program.

Job Placement Services: No job placement services.

Experience: Over 30 years of providing affordable and high-quality education and career training programs to adults

Accredited Programs: Not accredited.

Internships: Not available.

Other:

Contact Us

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

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

Veterinary Assistant



Description: This program of study prepares students to become entry level veterinary assistants.
Skills/Abilities: Desire to work with animals, sitting, standing, stooping, lifting, and squatting.
Recommended WorkKeys Scores: Reading for Information: 3; Locating Information: 3; Applied Math: 3
Where Employed: Veterinary offices and hospitals.
Job Duties: Receptionist duties, laboratory procedures, or otherwise assist veterinarians as they work to heal sick or injured animals.
Certification: MTC Certification and First Aid for Pets Certificate
Tuition: \$799 **Duration:** Six weeks **Average Wage (per hour):** \$11.85

Prerequisites

Education: High School Diploma

Specific Courses: n/a **Background Check:** n/a **Immunizations/Titers:** n/a **Physicals:** n/a

Required Classes

Class	Price	# of Hours
Veterinary Assistant Certificate	\$799	36

For class dates call (803) 732-0432 or visit midlandstech.edu/cce

Books/Materials

Materials are included in tuition.

Equipment and/or Special Clothing

None required

Benefits of Attending

Retake Policy: None.

Nationally Certified Programs: None

Courses: Can be taken as part of a QuickJobs program.

Job Placement Services: Are available through Student Employment Services.

Experience: Over 30 years of providing affordable and high-quality education and career training programs to adults.

Accredited Programs: No.

Internships: Not Available.

Other:

Contact Us

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

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

BPI Building Analyst Professional



Description: This program of study provides students with the knowledge and skills necessary to achieve BPI Building Analyst Professional certification and to prepare them for careers such as building analysts or energy auditors.

Skills/Abilities: Technically inclined, likes to work with hands.

Recommended WorkKeys Scores: Reading for Information: 4; Locating Information: 4; Applied Math: 4

Where Employed: Energy improvement companies, power companies, HVAC companies, electrical cooperatives.

Job Duties: Perform detailed, systematic energy audits to identify specific improvements necessary to conserve energy.

Certification: MTC Certification

Tuition: \$1,720

Duration: One week

Average Wage (per hour): \$29.02

Prerequisites

Education: High School Diploma + two years min degree

Specific Courses: n/a

Background Check: n/a

Immunizations/Titers: n/a

Physicals: n/a

Required Classes

Class	Price	# of Hours
BPI Building Analyst	\$1,720	42

For class dates call (803) 732-0432 or visit midlandstech.edu/cce

Books/Materials

None required

Equipment and/or Special Clothing

None required

Benefits of Attending

Retake Policy: None.

Nationally Certified Programs: No.

Courses: Can be taken individually or as part of a QuickJobs program.

Job Placement Services: Are available through Student Employment Services.

Experience: Over 30 years of providing affordable and high-quality education and career training programs to adults.

Accredited Programs: No.

Internships: Not Available.

Other:

Contact Us

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

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

Building Construction Manager



Description: This program provides a good understanding of residential construction practices and prepares students to take the SC Residential Contractor Exam and for management jobs in the construction industry. For more in-depth course descriptions, visit www.midlandstech.edu/cce.

Skills/Abilities: Bending, stooping, squatting, lifting, standing, desire to work with hands, planning, calculations and personnel management.

Recommended WorkKeys Scores: Reading for Information: 4; Locating Information: 4; Applied Math: 4

Where Employed: In the construction industry or by architectural, engineering, and related services firms.

Job Duties: Construction managers may supervise an entire project or just part of one. They schedule and coordinate all design and construction processes, including the selection, hiring, and oversight of specialty trade contractors, such as carpentry, plumbing, or electrical, but they usually do not do any actual construction of the structure. They are responsible for obtaining all necessary permits and licenses and, depending upon the contractual arrangements, for directing or monitoring compliance with building and safety codes, other regulations, and requirements set by the project's insurers. They also oversee the delivery and use of materials, tools, and equipment; worker safety and productivity; and the quality of the construction.

Certification: MTC Certification

Tuition: \$1,744

Duration: Five months

Average Wage (per hour): \$37.34

Prerequisites

Education: High School Diploma

Specific Courses: n/a

Background Check: n/a

Immunizations/Titers: n/a

Physicals: n/a

Required Classes

Class	Price	# of Hours
Residential Building Site Prep and Foundations	\$289	24
Residential Building Framing and Finish	\$289	24
Residential Building Codes	\$289	24
Residential Builder Business and Law	\$249	15
Residential Builder Exam Prep	\$249	15
Print-Reading for Construction	\$379	30

For class dates call (803) 732-0432 or visit midlandstech.edu/cce

Books/Materials*

Contractor's Guide to Quality Concrete Construction - \$74.05

Carpentry and Building Construction - \$83.90

Modern Masonry - \$69.28

SC Contractor's Guide to Business, Law and Mgt - \$45.65

International Residential Code, 2012 - \$85.95

Gypsum Construction Handbook - \$29.95

Building Component Safety Information BCSI 1-03 Booklet - \$16.25

Printreading for Residential and Light Commercial Construction - \$64.00

Building Component Safety Info, 2013 - \$16.00 (Optional)

*Textbook editions and costs are subject to change. Please visit midlandstech.edu/cce for current information.

Equipment and/or Special Clothing

None required

Benefits of Attending

Retake Policy: None.

Nationally Certified Programs: No.

Courses: Can be taken individually or as part of a QuickJobs program.

Job Placement Services: Are available through Student Employment Services.

Experience: Over 30 years of providing affordable and high-quality education and career training programs to adults.

Accredited Programs: No.

Internships: Not Available.

Other:

Contact Us

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

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

Forklift Operator



Description: This program is designed to teach students the correct care and use of forklift equipment. For more in-depth course description, visit midlandstech.edu/cce.

Skills/Abilities: Bending, stooping, squatting, lifting, standing and desire to work with hands.

Recommended WorkKeys Scores: Reading for Information: 3; Locating Information: 3; Applied Math: 3

Where Employed: By businesses, manufacturers and industries that need to safely move materials from one location to another using a forklift.

Job Duties: Select designated materials and supplies and transport them to predetermined locations in a facility. Load and unload freight into and from tractor trailers or other storage areas and safely use a forklift to relocate it to the correct storage area.

Certification: MTC Certification

Tuition: \$159

Duration: One day

Average Wage (per hour): \$14.02

Prerequisites

Education: n/a **Specific**

Courses: n/a **Background**

Check: n/a

Immunizations/Titers: n/a

Physicals: n/a

Required Classes

Class	Price	# of Hours
Forklift Training	\$159	8

For class dates call (803) 732-0432 or visit midlandstech.edu/cce

Books/Materials

None required

Equipment and/or Special Clothing

Safety requirements prohibit open-toe, cloth, and high-heeled shoes.

Benefits of Attending

Retake Policy: None.

Nationally Certified Programs: No.

Courses: Can be taken individually or as part of a QuickJobs program.

Job Placement Services: Are available through Student Employment Services.

Experience: Over 30 years of providing affordable and high-quality education and career training programs to adults.

Accredited Programs: No.

Internships: Not Available.

Other:

Contact Us

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

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

Industrial Electrical Technician



Description: This program prepares students to gain good fundamental knowledge of the electrical theory and skills that are required for entry level jobs as electrical technicians in the industrial or manufacturing arena. For more in-depth course descriptions, visit www.midlandstech.edu/cce.

Skills/Abilities: Bending, stooping, squatting, lifting, standing, desire to work with hands, locating information, mathematical calculations and troubleshooting.

Recommended WorkKeys Scores: Reading for Information: 4; Locating Information: 4; Applied Math: 4

Where Employed: About 65 percent of wage and salary workers were employed by electrical contracting firms, and the remainder worked as electricians in a variety of other industries.

Job Duties: Reading blueprints—technical diagrams that show the locations of circuits, outlets, load centers, panel boards, and other equipment. Electricians in large factories do maintenance work such as repairing motors, transformers, generators, and electronic controllers on machine tools and industrial robots. They may also advise as to whether the continued operation of certain equipment could be hazardous. When working with complex electronic devices, they may consult with engineers, engineering technicians, line installers and repairers, or industrial machinery mechanics and maintenance workers.

Certification: MTC Certification

Tuition: \$4,730

Duration: Twelve months

Average Wage (per hour): \$25.31

Prerequisites

Education: High School Diploma

Specific Courses: n/a

Background Check: n/a

Immunizations/Titers: n/a

Physicals: n/a

Required Classes

Class	Price	# of Hours
Basic Math for Electricians	\$169	10
Electrical Fundamentals I	\$699	42
Electrical Fundamentals II	\$599	36
Electrical Fundamentals III	\$499	30
Programmable Logic Controllers	\$499	30
Electrical Motor Controls	\$499	30
Electrical Print Reading	\$269	16
Trouble Shooting	\$499	30
Variable Frequency Drives	\$499	30
Basic Electronics	\$499	30

For class dates call (803) 732-0432 or visit midlandstech.edu/cce

Books/Materials

Included in tuition.

Equipment and/or Special Clothing

All supplies and materials included in tuition.

Benefits of Attending

Retake Policy: None.

Nationally Certified Programs: No.

Courses: Can be taken individually or as part of a QuickJobs program.

Job Placement Services: Are available through Student Employment Services.

Experience: Over 30 years of providing affordable and high-quality education and career training programs to adults.

Accredited Programs: No.

Internships: Not Available.

Other:

Contact Us

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

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

Industrial Mechanical Technician



Description: This program is designed to provide training to prepare the student for an entry-level position in the Field of Mechanical Industrial Maintenance.

Skills/Abilities: Capability to understand the operation of machinery and equipment in an industrial environment and use this knowledge to keep the equipment and operation running smoothly. Troubleshooting capability to be able to diagnose and repair equipment problems through the use of printreading and good diagnostic capability. Proficiency in the use of hand and power tools.

Recommended WorkKeys Scores: Reading for Information: 4; Locating Information: 4; Applied Math: 4

Where Employed: Business and industries that use advanced mechanical equipment to operate their processes.

Job Duties: Diagnose and repair equipment. Perform preventative maintenance on equipment to avoid unscheduled outages. Perform equipment alignment and vibration analysis.

Certification: MTC Certification

Tuition: \$9,747

Duration: Ten months

Average Wage (per hour): \$23.56

Prerequisites

Education: High School Diploma

Specific Courses: n/a

Background Check: n/a

Immunizations/Titers: n/a

Physicals: n/a

Required Classes

Class	Price	# of Hours
Applied Math	\$749	44
Fasteners & Anchors	\$169	12
Hand & Power Tools	\$749	44
Precision Measuring	\$329	20
Blue Print Reading	\$1,149	72
Safety & Rigging Fundamentals	\$329	20
Basic Mechanical Components	\$1,329	80
Bearings & Lubrication	\$899	56
Gearboxes	\$329	20
Pumps	\$659	40
Shaft Alignment	\$1,239	76
Valves & Piping	\$659	40
Hydraulics & Pneumatics	\$1,159	72

For class dates call (803) 732-0432 or visit midlandstech.edu/cce

Books/Materials

Included in Tuition.

Equipment and/or Special Clothing

All supplies and materials included in tuition.

Benefits of Attending

Retake Policy: None.

Nationally Certified Programs: No.

Courses: Can be taken individually or as part of a QuickJobs program.

Job Placement Services: Are available through Student Employment Services.

Experience: Over 30 years of providing affordable and high-quality education and career training programs to adults.

Accredited Programs: No.

Internships: Not Available.

Other:

Contact Us

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

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

Machinist/CNC Operator



Description: This program of study is designed to prepare students for careers in production Machining and Computer Numerical Control (CNC) operations.

Skills/Abilities: Technically inclined, likes to work with hands.

Recommended WorkKeys Scores: Reading for Information: 4; Locating Information: 4; Applied Math: 4

Where Employed: Machine shops and manufacturing operations.

Job Duties: Operating a manual or CNC mill and/or lathe, loading and unloading material and completed parts, performing machine set-up and tooling changes.

Certification: MTC Certification

Tuition: \$3,540

Duration: Eight-ten months

Average Wage (per hour): \$16.97

Prerequisites

Education: High School Diploma

Specific Courses: n/a

Background Check: n/a

Immunizations/Titers: n/a

Physicals: n/a

Required Classes

Class	Price	# of Hours
Blueprint Reading/Measuring Tool	\$465	24
Introduction to Mills	\$465	30
Introduction to Lathe	\$465	30
Fundamentals of CNC Operator/Programmer	\$715	54
Principles of CNC Operator/Programmer	\$770	60
Mastering CNC Operator/Programming	\$660	48

For class dates call (803) 732-0432 or visit midlandstech.edu/cce

Books/Materials

None required

Equipment and/or Special Clothing

None required

Benefits of Attending

Retake Policy: None.

Nationally Certified Programs: No.

Courses: Can be taken individually or as part of a QuickJobs program.

Job Placement Services: Are available through Student Employment Services.

Experience: Over 30 years of providing affordable and high-quality education and career training programs to adults.

Accredited Programs: No.

Internships: Not Available.

Other:

Contact Us

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

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

Pipefitter



Description: This program is designed to prepare students for entry-level jobs installing and repairing both high- and low-pressure pipe systems used in manufacturing, in the generation of electricity, and in the heating and cooling of buildings. For more in-depth course descriptions, visit www.midlandstech.edu/cce.

Skills/Abilities: Bending, squatting, lifting, standing, physical strength, stamina, mathematical calculations, measurement and physical dexterity.

Recommended WorkKeys Scores: Reading for Information: 3; Locating Information: 4; Applied Math: 4

Where Employed: In industrial and power plants. Pipefitters are employed in the petroleum and chemical industries to maintain the pipes that carry industrial liquids and gases. Demand for pipefitters and steamfitters will be driven by maintenance and construction of places such as power plants, water and wastewater treatment plants, office buildings, and factories, all of which have extensive pipe systems.

Job Duties: Install and repair both high-pressure and low-pressure pipe systems used in manufacturing, in the generation of electricity, and in the heating and cooling of buildings; as well as install automatic controls that are increasingly being used to regulate these systems.

Certification: NCCER Certifications

Tuition: \$4,495

Duration: Eight weeks

Average Wage (per hour): \$17.74

Prerequisites

Education: High School Diploma or GED

Specific Courses: n/a

Background Check: n/a

Immunizations/Titers: n/a

Physicals: n/a

Required Classes

Class	Price	# of Hours
NCCER Pipe Fitting	\$4,495	320

For class dates call (803) 732-0432 or visit midlandstech.edu/cce

Books/Materials*

Class	Book/Material	Cost
NCCER Pipe Fitting	NCCER Core	\$ 66.25
	NCCER Pipefitter Level 1	\$ 87.85
	NCCER Pipefitter Level 2	\$127.05

*Textbook editions and costs are subject to change. Please visit midlandstech.edu/cce for current information.

Equipment and/or Special Clothing

Safety glasses, face shield, and safety gloves. Approximate cost is \$30.

Benefits of Attending

Retake Policy: None.

Nationally Certified Programs: NCCER

Courses: Can only be taken as part of a QuickJobs program.

Job Placement Services: Are available through Student Employment Services.

Experience: Over 30 years of providing affordable and high-quality education and career training programs to adults.

Accredited Programs: No.

Internships: Not Available.

Other:

Contact Us

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

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

SC Manufacturing Certification Program



Description: This program of study is designed to prepare students for careers in manufacturing.

Skills/Abilities: Technically inclined, likes to work with hands.

Recommended WorkKeys Scores: Reading for Information: 4; Locating Information: 4; Applied Math: 4

Where Employed: Manufacturing operations.

Job Duties: Working in a manufacturing operation assembling parts, operating machinery, working in storerooms, pulling parts for production, shipping or receiving materials and/or inspecting material before shipment.

Certification: MSSC-CPT (Certified Production Technician)—nationally recognized manufacturing worker certification program.

Tuition: \$1,495

Duration: Two months

Average Wage (per hour): \$10-16

Prerequisites

Education: High School Diploma

Specific Courses: n/a

Background Check: n/a (will be required by employer, but not the college)

Immunizations/Titers: n/a

Physicals: n/a (will be required by employer, but not the college)

Required Classes

Class	Price	# of Hours
MSSC-CPT Program	\$1,495	160

For class dates call (803) 732-0432 or visit midlandstech.edu/cce

Books/Materials

None required

Equipment and/or Special Clothing

None required

Benefits of Attending

Retake Policy: Students are allowed to audit a class once, for up to 12 months from original completion date, as space is available. Students are allowed to retake any of the four national exams after a 15-day wait period and a maximum of three times in one year. There will be a fee for the re-exams.

Nationally Certified Programs: Yes.

Courses: The program is one 160-hour course in length.

Job Placement Services: Are available through Student Employment Services.

Experience: Over 30 years of providing affordable and high-quality education and career training programs to adults.

Accredited Programs: No.

Internships: Not Available.

Other: Approved for VA benefits.

Contact Us

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

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

Small Engine Mechanic



Description: This program is designed to provide participants with a working knowledge of types and operation of small engines and to prepare them for jobs working with engine service and repair of outdoor power equipment. For more in-depth course descriptions, visit www.midlandstech.edu/cce.

Skills/Abilities: Bending, stooping, squatting, lifting, standing and desire to work with hands.

Recommended WorkKeys Scores: Reading for Information: 3; Locating Information: 3; Applied Math: 3

Where Employed: As private business owners, parts dealers, retail lawn and garden equipment and supplies stores, repair and maintenance shops, or by wholesale distributors, equipment rental and leasing companies, and landscaping services.

Job Duties: Trouble shoot, service and repair small engine equipment normally used for lawn, garden and landscaping activities. When a piece of equipment breaks down, mechanics use various techniques to diagnose the source and extent of the problem. The mark of a skilled mechanic is the ability to diagnose mechanical, fuel, and electrical problems and to make repairs quickly.

Certification: MTC Certification

Tuition: \$489

Duration: Seven and a half weeks

Average Wage (per hour): \$14.09

Prerequisites

Education: n/a

Specific Courses: n/a

Background Check: n/a

Immunizations/Titers: n/a

Physicals: n/a

Required Classes

Class	Price	# of Hours
Small Engine Repair	\$489	45

For class dates call (803) 732-0432 or visit midlandstech.edu/cce

Books/Materials

Flat head and Phillips head screwdrivers

Allen wrenches

9-piece SAE and metric socket set

9-piece SAE and metric wrenches

1 pair of pliers

Estimated materials cost is \$70

Equipment and/or Special Clothing

None.

Benefits of Attending

Retake Policy: None.

Nationally Certified Programs: No.

Courses: Can be taken individually or as part of a QuickJobs program.

Job Placement Services: Are available through Student Employment Services.

Experience: Over 30 years of providing affordable and high-quality education and career training programs to adults.

Accredited Programs: No.

Internships: Not Available.

Other:

Contact Us

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

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

Truck Driver/CDL



Description: This program provides students with classroom and highway instruction and prepares them for entry level jobs as Class A commercial truck drivers.

Skills/Abilities: Good driving record, able to sit for long periods of time and drug free. Classes will be conducted by Florence-Darlington Technical College at MTC's Airport Campus.

Recommended WorkKeys Scores: Reading for Information: 3; Locating Information: 3 ; Applied Math: 3

Where Employed: In large metropolitan areas or along major interstate roadways where trucking, retail, and wholesale companies tend to have their distribution outlets. Often working for the truck transportation industry, companies engaged in wholesale or retail trade, by other industries, including construction and manufacturing or through self-employment where you would either serve a variety of businesses independently or have your services leased.

Job Duties: Drivers are responsible for picking up and delivering freight from one place to another. In addition, drivers may be responsible for loading and unloading their cargo. They are also responsible for following applicable laws, keeping logs of their activities, and making sure that their equipment is in good working condition.

Certification: MTC Certification; Class A CDL License

Tuition: \$3,895

Duration: Five weeks

Average Wage (per hour): \$16.98

Prerequisites

Education: n/a

Specific Courses: n/a

Background Check: yes

Immunizations/Titers: n/a

Physicals: DOT physical

Other: Must be 18 years of age in SC (21 to drive in all states), possess a valid driver's license, pass a DOT physical and drug screen, have an acceptable criminal record, a good work history, provide a ten-year motor vehicle report and be able to converse in English.

Required Classes

Class	Price	# of Hours
Truck Driver Training – CDL Class A	\$3,895	160-200

For class dates call (843) 413-2715 or visit midlandstech.edu/cce

Books/Materials

Class	Book/Material	Cost
Truck Driver/CDL	Class A Beginner's Permit	\$ 23.00

*Tuition includes: textbooks, road atlas, log books, student packets and HAZMAT endorsement, DOT physical, DOT Drug Screen, SLED Background Check.

*Students may be reimbursed for 10-year driving record (\$6), Class A Beginner's Permit, and Class A License fee (\$27.50) but they must submit receipts.

Equipment and/or Special Clothing

Bring to class: calculator, notebook, black pen, pencils and money for meals.

Benefits of Attending

Retake Policy: None.

Nationally Certified Programs: Class A CDL License

Courses:

Job Placement Services: Are available through Student Employment Services.

Experience: Over 30 years of providing affordable and high-quality education and career training programs to adults.

Accredited Programs: No.

Internships: Not Available.

Other:

Contact Us

Call (843) 413-2715 or visit midlandstech.edu/cce

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

Comprehensive Welding QuickJobs Day Program



Description: This program teaches comprehensive entry level welding skills in MIG, TIG, and Stick welding methods. All welding competencies are taught in accordance with AWS D1.1 and ASME Section IX standards. For more in-depth course descriptions, visit www.midlandstech.edu/cce.

Skills/Abilities: Bending, squatting, lifting, standing, physical strength, stamina, dexterity and fabrication.

Recommended WorkKeys Scores: Reading for Information: 3; Locating Information: 3; Applied Math: 3

Certification: AWS and ASME Certification Testing.

Where Employed: Welders may work in a wide variety of industries, from car racing to manufacturing. About 65 percent of welding jobs were found in manufacturing. Jobs are concentrated in fabricated metal product manufacturing, transportation equipment manufacturing, machinery manufacturing, architectural and structural metals manufacturing, and construction.

Job Duties: Welding is the most common way of permanently joining metal parts. In this process, heat is applied to metal pieces, melting and fusing them to form a permanent bond. Welders and cutters may work outdoors, often in inclement weather, or indoors, sometimes in a confined area designed to contain sparks and glare. Outdoors, they may work on a scaffold or platform high off the ground. In addition, they may be required to lift heavy objects and work in a variety of awkward positions while bending, stooping, or standing to perform work overhead.

Certification: AWS or MTC Certification in accordance with AWS and ASME procedures.

Tuition: \$7,285

Duration: 21 weeks

Average Wage (per hour): \$15-18

Prerequisites

Education: n/a **Specific**

Courses: n/a **Background**

Check: n/a

Immunizations/Titers: n/a

Physicals: n/a

Required Classes

Class	Price	# of Hours
Basic Welding QuickJobs Day Program	\$2,695	360
Intermediate Welding QuickJobs Day Program	\$2,995	320
Advanced Welding QuickJobs Day Program	\$1,595	160

For class dates call (803) 732-0432 or visit midlandstech.edu/cce

Books/Materials

Notebook, pen and pencil.

Equipment and/or Special Clothing

The estimated cost of personal equipment is \$300. Notebook, pen, pencil, safety glasses, cutting/oxy fuel welding glasses/visor, work gloves, closed toe shoes, striker, tip cleaner, pliers (MIG) or other type of clamp grip, soap stone, welding jacket/apron set, automatic reactive welding helmet or static lens set, welding gauntlets (TIG/MIG gloves), chipping hammer, wire brush, and 12' tape measure.

Benefits of Attending

Retake Policy: None.

Nationally Certified Programs: AWS Certifications available.

Courses: Can be taken individually or as part of a QuickJobs program.

Job Placement Services: Are available through Student Employment Services.

Experience: Over 30 years of providing affordable and high-quality education and career training programs to adults.

Accredited Programs: No.

Internships: Not Available.

Other: Approved for VA benefits.

Contact Us

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

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

Welding Modular Evening Training Program



Description: This program teaches comprehensive entry level welding skills in MIG, TIG, Stick and Pipe welding methods. All welding competencies are taught in accordance with AWS D1.1 and ASME Section IX standards. For more in-depth course descriptions, visit www.midlandstech.edu/cce.

Skills/Abilities: Bending, squatting, lifting, standing, physical strength, stamina, dexterity and fabrication.

Recommended WorkKeys Scores: Reading for Information: 3; Locating Information: 3; Applied Math: 3

Certification: AWS and ASME Certification Testing.

Where Employed: Welders may work in a wide variety of industries, from car racing to manufacturing. About 65 percent of welding jobs were found in manufacturing. Jobs are concentrated in fabricated metal product manufacturing, transportation equipment manufacturing, machinery manufacturing, architectural and structural metals manufacturing, and construction.

Job Duties: Welding is the most common way of permanently joining metal parts. In this process, heat is applied to metal pieces, melting and fusing them to form a permanent bond. Welders and cutters may work outdoors, often in inclement weather, or indoors, sometimes in a confined area designed to contain sparks and glare. Outdoors, they may work on a scaffold or platform high off the ground. In addition, they may be required to lift heavy objects and work in a variety of awkward positions while bending, stooping, or standing to perform work overhead.

Certification: AAWS or MTC Certification in accordance with AWS and ASME procedures.

Tuition: \$5,391

Duration: 14 months

Average Wage (per hour): \$15-18

Prerequisites

Education: n/a **Specific**

Courses: n/a **Background**

Check: n/a

Immunizations/Titers: n/a

Physicals: n/a

Required Classes

Class	Price	# of Hours
Basic SMAW	\$599	60
Intermediate SMAW	\$599	60
Advanced SMAW	\$599	60
Basic TIG	\$599	60
Advanced TIG	\$599	60
GMAW (MIG)	\$599	60
Basic Pipe Welding	\$599	60
Intermediate Pipe Welding	\$599	60

Advanced Pipe Welding \$599 60

For class dates call (803) 732-0432 or visit midlandstech.edu/cce

Books/Materials

Notebook, pen and pencil.

Equipment and/or Special Clothing

The estimated cost of personal equipment is \$300. Notebook, pen, pencil, safety glasses, cutting/oxy fuel welding glasses/visor, work gloves, closed toe shoes, striker, tip cleaner, pliers (MIG) or other type of clamp grip, soap stone, welding jacket/apron set, automatic reactive welding helmet or static lens set, welding gauntlets (TIG/MIG gloves), chipping hammer, wire brush, and 12' tape measure.

Benefits of Attending

Retake Policy: None.

Nationally Certified Programs: AWS Certifications available.

Courses: Can be taken individually or as part of a QuickJobs program.

Job Placement Services: Are available through Student Employment Services.

Experience: Over 30 years of providing affordable and high-quality education and career training programs to adults.

Accredited Programs: No.

Internships: Not Available.

Other:

Contact Us

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

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

Photographer



Description: This program is designed to prepare students for entry level jobs as photographers.

Skills/Abilities: Good eye for photography.

Recommended WorkKeys Scores: Reading for Information: 3; Locating Information: 3; Applied Math: 3

Where Employed: Portrait studios, corporate photography, newspapers, magazines, or self-employment options exist.

Job Duties: Creatively posing subjects to appropriately capture images of products, people and places; may specialize in portraiture, wedding, corporate, product photography or even photo-journalism.

Certification: MTC Certification

Tuition: \$829

Duration: Eight weeks

Average Wage (per hour): \$10.97

Prerequisites

Education: High School Diploma preferred

Specific Courses: n/a **Background Check:** n/a **Immunizations/Titers:** n/a **Physicals:** n/a

Required Classes

Class	Price	# of Hours
Professional Photography Certificate	\$829	66

For class dates call (803) 732-0432 or visit midlandstech.edu/cce

Books/Materials

Materials \$100.

Equipment and/or Special Clothing

Digital Camera, 256 MB travel drive USB 2.0 flash drive

Benefits of Attending

Retake Policy: None.

Nationally Certified Programs: No.

Courses: Can be taken individually or as part of a QuickJobs program.

Job Placement Services: Are available through Student Employment Services.

Experience: Over 30 years of providing affordable and high-quality education and career training programs to adults.

Accredited Programs: No.

Internships: Not Available.

Other:

Contact Us

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

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

