

# TRAINING GUIDE

MIDLANDSTECH.EDU

JAN | FEB | MAR | APR 2024

## Swim to the top

Leaders gain even more tools to excel with the **Next Level Leadership Certificate**.

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## GOTTA START SOMEWHERE

Learn the key **Microsoft** software programs used in businesses worldwide.

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## THE RACE IS ON

Become a **Certified Nursing Assistant (CNA)** in as few as 1-2 months.

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## Stay Cool

**HVAC technicians** are in demand and command competitive pay.

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# Welcome to Midlands Tech

Whether you are looking for a great career or to enhance your current skills to be competitive in our global society, I am certain that you will find enrolling at MTC to be one of your best decisions.

Here at MTC, your personal goals are the starting point as we assist you in planning a program of study that helps you design your future. We listen to your needs, and when we say “You can get anywhere from here,” it means that every option is available to you.



Please take some time to explore all of the services and programs MTC has to offer you.

I look forward to seeing you on campus!

Best wishes,

A handwritten signature in black ink that reads "Ron".

Dr. Ronald L. Rhames '78

President | Midlands Technical College

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## WHAT'S INSIDE?

This [TRAINING GUIDE](#) outlines the training programs available in the next few months. Train for in-demand careers quickly or advance in your current career.

[Training programs](#) can be completed in a matter of weeks or months. These are not eligible for federal financial aid, but they may qualify for other scholarships and grant funding. [Academic programs](#) provide college credit, transfer to four-year colleges and universities, and are eligible for federal financial aid (FAFSA).

Learn more and view a full program list at [MIDLANDSTECH.EDU/schools](https://MIDLANDSTECH.EDU/schools)

# We can help you get there.

Our training programs and courses can help you be ready for an in-demand career or advance your current career. **THIS IS HOW YOU DO IT:**

1

## REVIEW TRAINING PROGRAMS AND REGISTER AT [MIDLANDSTECH.EDU/schools](https://MIDLANDSTECH.EDU/schools)

- > Learn about program commitments and career opportunities
- > Check out the QuickJobs webpage for any upcoming scholarship info sessions at [MIDLANDSTECH.EDU/programs-and-courses/quickjobs](https://MIDLANDSTECH.EDU/programs-and-courses/quickjobs)
- > Contact Training Registration if you have questions or need guidance at 803.732.0432

2

## PREPARE FOR YOUR CLASS

- > Check the Materials List for your class on the website
- > Complete any steps required before the first day

3

## COMPLETE YOUR PROGRAM

- > Attend class regularly, study hard, and complete assignments
- > For Health Care classes, complete any necessary clinical work
- > Retrieve your MTC completion certificate by email

4

## LOOK AT NEXT STEPS

- > Prepare for and take any applicable industry certifications to make yourself more marketable in the workplace

5

## GET THE JOB OR ADVANCE IN YOUR CAREER

- > Use MTC Student Employment Services for resume writing and job searching
- > Register for another class to build on your skill set and credentials

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## UNDERSTANDING COURSE LISTINGS

### NAME OF COURSE


Course description and cost listed below name of course.

May 9      S      8 am-5 pm      AIRPT      CEMED 522 14  
                          
 Date      Day of week      Time      Location      Course code

 Articulation Courses       Online Options       New Courses       Approved for VA Education Benefits       QuickJobs Programs

## LOCATIONS

<b>AIRPT</b> Airport Campus	<b>LEMS</b> Lexington EMS
<b>BATES</b> Batesburg-Leesville Campus	<b>MAI</b> Midlands Audio Institute
<b>BLTLN</b> Beltline Campus	<b>NEAST</b> Northeast Campus
<b>CEOFS</b> Off-Campus Class	<b>NLCLC</b> Lexington North Lake Center
<b>FF</b> Fairfield Campus	<b>ONLINE OR CEONL</b> Online Class
<b>HARBN</b> Harbison Campus	<b>RSDI</b> Richland School District One
<b>HYBRID</b> Hybrid Class	<b>VIRTUAL</b> Virtual Class

 **Articulation Courses** | Courses with this symbol may provide exemption credit and/or advanced placement into an academic program at MTC, provided college entrance and other requirements are met. For further information, call 803.732.0432.



## SCHOOL OF SCIENCE, INFORMATION TECHNOLOGY, ENGINEERING, AND MATH (STEM)

**Within this school, you'll find training programs and courses in areas such as:**

Beginning Computer Courses  
Cloud Technology  
Computer Support  
Databases

Programming  
Microsoft Office  
Web Development and Print Media

Many courses are available online.

Academic degrees, diplomas, and certificates are also available in this school.

**Learn more at [MIDLANDSTECH.EDU/schools](http://MIDLANDSTECH.EDU/schools)**

### COMPUTER SUPPORT

#### IT FUNDAMENTALS+

This course prepares students with the fundamental IT skills and concepts required to identify and explain the basics of computing, IT infrastructure, software development, and database use. Students will acquire the essential skills and information they need to set up, configure, maintain, troubleshoot, and perform preventative maintenance of the hardware and software components of a basic personal computer workstation and basic wireless devices. Students will also learn to implement basic security measures and implement basic computer and user support practices as well as prepare candidates to take the CompTIA IT Fundamentals (ITF+) certification exam. \$1495

Jan 8-Jan 12	MTWTh	9 am-4:30 pm	NLCLC	CEDST 574 03
	F	9 am-1 pm		
Jan 8-Jan 25	MTWTh	6 pm-9:45 pm	NEAST	CEDST 574 52
Feb 26-Mar 7	MTWTh	6 pm-9:45 pm	NLCLC	CEDST 574 54

#### A+ IT TECHNICIAN

Learn to install, remove, upgrade, maintain, and troubleshoot computer hardware while building a computer using MTC's hardware kits in class. An essential course if you are, or want to be, an entry-level computer service technician. Prepare for the latest A+ certifications. \$3995

Jan 22-Feb 2	MTWTh	9 am-4:30 pm	NLCLC	CEDST 528 08
	F	9 am-1 pm		
Jan 29-Feb 22	MTWTh	6 pm-9:45 pm	NEAST	CEDST 528 73
Mar 11-Apr 4	MTWTh	6 pm-9:45 pm	HARBN	CEDST 528 75

#### NETWORK +

Acquire the fundamental skills and concepts used on the job in any type of networking career. Work with the major networking technologies and systems in use in modern PC-based computer networks as you prepare for the Network+ certification exam. \$2495

Feb 5-Feb 16	MTWTh	9 am-4:30 pm	HARBN	CENET 747 05
	F	9 am-1 pm		
Feb 26-Mar 21	MTWTh	6 pm-9:45 pm	NEAST	CENET 747 73
Apr 8-May 2	MTWTh	6 pm-9:45 pm	HARBN	CENET 747 75

#### SECURITY+

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

Prerequisites: Basic Windows user skills and a fundamental understanding of computer and networking concepts, CompTIA A+ and Network+ certifications (or equivalent knowledge), and six to nine months' experience in networking, including configuring security parameters, are strongly recommended. \$2495

Feb 19-Feb 23	MTWTh	9 am-4:30 pm	HARBN	CESEC 664 07
	F	9 am-1 pm		
Mar 25-Apr 4	MTWTh	6 pm-9:45 pm	NEAST	CESEC 664 81
Jan 22-Feb 1	MTWTh	6 pm-9:45 pm	NEAST	CESEC 664 82

#### SERVER+

Through hands-on practice, you will learn server architecture, administration, storage, security, networking, disaster recovery, and troubleshooting while preparing to sit for the CompTIA Server+ certification exam. \$2495

Apr 8-Apr 18	MTWTh	6 pm-9:45 pm	BLTLN	CENET 753 56
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#### CYBERSECURITY ANALYST (CYSA+)

Through hands-on practice, you will learn how to support network security within an organization and identify security threats and vulnerabilities, respond to and recover from security incidents, and prepare for the CySA+ certification. Security+ Certification or experience recommended. Prerequisites: At least two years of experience in computer network security technology or a related field preferred; the ability to recognize information security vulnerabilities and threats in the context of risk management; foundation-level operational skills with some of the common operating systems for computing environments; foundational knowledge of the concepts and operational framework of common assurance safeguards in computing environments; foundation-level understanding of some of the common concepts for network environments, such as routing and switching; foundational knowledge of major TCP/IP networking protocols, including TCP, IP, UDP, DNS, HTTP, ARP, ICMP, and DHCP. \$2995

Jan 29-Feb 8	MTWTh	6 pm-9:45 pm	BLTLN	CESEC 683 58
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# SCHOOL OF SCIENCE, INFORMATION TECHNOLOGY, ENGINEERING, AND MATH (STEM)

## COMPUTER SUPPORT 🕒 🚩

### CAREER SPOTLIGHT

## COMPUTER TECHNICIAN 🕒 🚩

Computer technicians provide technical assistance to computer users and resolve computer problems for clients in person, via telephone, or electronically. They also may provide assistance concerning the use of computer hardware and software, including printing, installation, word processing, electronic mail, and operating systems. Train for a career repairing and maintaining computers and network servers in almost any small or large business or government environment.

REQUIREMENTS	HOURS	COST
IT Fundamentals	30	\$1495
A+ IT Technician	60	\$3995
Network+	60	\$2495
Security+	30	\$2495

Total: 180 hrs \$10,480

## DESKTOP AND SERVER ADMINISTRATOR 🕒

Desktop and server administrators maintain network hardware and software, monitor networks to ensure availability to all users, and perform necessary maintenance to support network availability. They plan, coordinate, and implement network security measures in data centers and with cloud-based services.

REQUIREMENTS	HOURS	COST
Complete all courses in the Computer Technician program above, plus:		
Server+	30	\$2495
Cloud+	30	\$2495
Cybersecurity Analyst	30	\$2995

Total: 270 hrs \$18,465

## ADVANCED DESKTOP AND SERVER ADMINISTRATOR

Take your understanding of computer systems to the next level with this advanced certificate on infrastructure, security, and network configurations, and earn more than \$36 an hour on average.

REQUIREMENTS	HOURS	COST
Complete all courses from the Computer Technician and Desktop and Server Administrator programs above, plus:		
Linux+	30	\$2495
Cisco Certified Network Associate (CCNA)	60	\$3495
PenTest+	30	\$2495

Total: 390 hrs \$26,950

### LINUX+

Through hands-on practice, students will learn system administration skills for the Linux operating system and prepare for the CompTIA Linux+ certification. Gain the skills required to successfully install, operate, and troubleshoot Linux servers in an enterprise environment. Topics covered include hardware and system configuration, systems operation and maintenance, security, troubleshooting and diagnostics, and automation and scripting. \$2495

Feb 12-Feb 22 MTWTh 6 pm-9:45 pm NEAST CENET 746 67

### CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)

Prepare to take the exam for the Cisco Certified Network Associate (CCNA) certification. Learn the skills required to successfully install, operate, and troubleshoot a small to medium size enterprise network. Topics covered include LAN switching technologies, IP routing technologies, IP services, troubleshooting, WAN technologies, wireless, cloud services, and software defined networking. \$3495

Feb 25-Mar 21 MTWTh 6 pm-9:45 pm BLTLN CENET 751 55

### PENTEST+

As organizations scramble to protect themselves and their customers against privacy or security breaches, the ability to conduct penetration testing is an emerging skill set that is becoming ever more valuable to the organizations seeking protection, and ever more lucrative for those who possess these skills. In this course, you will be introduced to general concepts and methodologies related to pen testing, and students will work their way through a simulated pen test for a fictitious company. This course will assist you in preparing for the CompTIA PenTest+ Certification. Prerequisites: Intermediate knowledge of information security concepts, including but not limited to identity and access management (IAM), cryptographic concepts and implementations, computer networking concepts and implementations, and common security technologies. Practical experience in securing various computing environments, including small to medium businesses as well as enterprise environments. \$2495

Mar 25-Apr 4 MTWTh 6 pm-9:45 pm HARBN CESEC 685 55

## CLOUD TECHNOLOGY

### CLOUD+

Learn about cloud concepts and models, virtualization, infrastructure, resource management, security, and business continuity in the cloud. Acquire the knowledge and best practices required of IT practitioners working in cloud computing environments as you prepare for the Cloud+ CompTIA certification. \$2495

Jan 8-Jan 25 MTWTh 6 pm-9:45 pm HARBN CEMCS 718 76  
Apr 22-May 2 MTWTh 6 pm-9:45 pm BLTLN CEMCS 718 77

# SCHOOL OF SCIENCE, INFORMATION TECHNOLOGY, ENGINEERING, AND MATH (STEM)

## DATABASES

### DATABASE DESIGN

Is your database efficient and easy to work with? Learn the theory behind relational databases, entity relationship diagrams, and normalization of data and plan the design of a database. \$199

Jan 3-Jan 4    WTh    6 pm-9 pm    HARBN    CEDBS 614 60

### SQL

This course prepares the novice database user to use generic SQL (Structured Query Language) to retrieve, store, and manipulate data from any relational database. The course will progress quickly through fundamental concepts and move into advanced SQL concepts such as nested queries, tables, and data manipulation as well as indexing. \$499

Feb 5-Feb 8    MTWTh    6 pm-9 pm    HARBN    CEDBS 590 57

### BUSINESS INTELLIGENCE 1

Organizations use reporting tools to access data sources and generate customized reports. Crystal Reports® 2016 helps you build advanced reports with ease, presenting complex information in an understandable way. Crystal Reports® 2016 enhances report building and report processing techniques with a variety of features that add value to a presentation. In this course, you will create a basic report by connecting to a database and modifying the report's presentation. \$599

Feb 12-Feb 15    MTWTh    6 pm-9 pm    HARBN    CEDBS 588 57

### BUSINESS INTELLIGENCE 2

The creation of data-backed visualizations is a key way a data scientist, or any professional, can explore, analyze, and report insights and trends from data. Tableau® software is designed for this purpose. Tableau® was built to connect to a wide range of data sources, and allows users to quickly create visualizations of connected data to gain insights, show trends, and create reports. In this course, you will visualize data with Tableau. \$599

Feb 19-Feb 22    MTWTh    6 pm-9 pm    HARBN    CEDBS 645 63

## BEGINNING COMPUTER COURSES

### COMPUTER BASICS -SENIORS

Perfect for beginners who want to become computer literate! Learn about hardware and software, Windows and the internet. Open to seniors only, ages 60 and above. \$99

Jan 5-Jan 12    F    9 am-12 pm    HARBN    CEBEG 525 21

### ORGANIZING COMPUTER FILES

Do you have trouble organizing digital photos, documents, and downloads on your computer? Learn to use file management in the Windows environment. The topics include creating and working with folders, finding files, cut, copy, paste, and more. \$199

Jan 3    W    9 am-4 pm    HARBN    CEBEG 534 36

Jan 29-Jan 31    MW    6 pm-9 pm    HARBN    CEBEG 534 58

### SQL SERVER DATABASE SERVICES

Create queries to retrieve, add, update, and maintain database data. Work with data sorting, built-in functions, stored procedures, subqueries, table operators, set operators, conditional operators, views, indexes, and error handling features of SQL Server 2012. \$899

Feb 26-Mar 7    MTWTh    6 pm-9 pm    HARBN    CEDBS 641 62

### DATABASE PRODUCTIVITY LAB

Design a working database, queries, forms, and reports. This hands-on session provides the review and practical application needed to pull the courses in the Database Analyst Certificate Program together and fine-tune your new database management skills. You must successfully complete in order to receive the Database Analyst Certificate. Prerequisites: Access (Introduction, Intermediate and Advanced), Database Design, SQL (Introduction), Crystal Reports (Introduction), and SQL Server Database Services. \$199

Mar 11-Mar 12    MT    6 pm-9 pm    HARBN    CEDBS 626 76

### POWER BI

Power BI is a widely used business analytics service offered by Microsoft. In this program, you will learn how to harness Power BI as a complete data analysis and report creation tool and streamline and better understand your data. Create charts, maps and other visuals to see your data in real-time. \$495

Feb 5-Apr 26    ONLINE    CEUGC 523

Apr 1-June 28    ONLINE    CEUGC 523

## CAREER SPOTLIGHT

### DATABASE ANALYST

In today's workplace, managers, programmers, and professionals need database skills. Without question, effective understanding, management, and analysis of data is a key to success for business professionals at all levels.

REQUIREMENTS	HOURS	COST
Excel, Introduction	12	\$299
Excel, Intermediate	12	\$299
Excel, Advanced	12	\$299
Database Design	6	\$199
Access, Introduction	12	\$299
Access, Intermediate	12	\$299
SQL	12	\$499
Access, Advanced	12	\$299
Business Intelligence 1	12	\$599
Business Intelligence 2	12	\$599
SQL Server Database Services	24	\$899
Database Productivity Lab	6	\$199
Agile Fundamentals	18	\$699

**Total: 162 hrs    \$5,487**

# SCHOOL OF SCIENCE, INFORMATION TECHNOLOGY, ENGINEERING, AND MATH (STEM)

## MICROSOFT OFFICE

### ACCESS, INTRODUCTION

Take away the mystery of database design in Access by creating, designing, and editing tables. Learn to create simple queries and filters and develop the skills to design simple forms and reports. \$299

Jan 8-Jan 11 MTWTh 6 pm-9 pm HARBN CEDBS 620 57

### ACCESS, INTERMEDIATE

Learn about database normalization, relationships, referential integrity, and analyzing tables. Explore complex queries with joins, parameters, calculated fields, and summarizing and grouping values. Work with action queries and finding unmatched or duplicate records. Learn to create advanced reports with calculated fields and enhanced control formatting and data bars. \$299

Jan 22-Jan 25 MTWTh 6 pm-9 pm HARBN CEDBS 623 57

### ACCESS, ADVANCED

Learn more advanced form design with sub-forms, tab pages, and navigation forms. Import, export, and link external data and perform a Word mail merge with Access data. Learn how to have a more turnkey database with macros, VBA programming, and switchboards. Learn about database management topics like dependencies, documenting, compacting, repairing, splitting, security, and converting into ACCDE. \$299

Jan 29-Feb 1 MTWTh 6 pm-9 pm HARBN CEDBS 624 57

### EXCEL, INTRODUCTION

Learn how to create effective and efficient worksheets using formulas, common functions, formatting, and printing. Microsoft Excel is required for online classes. \$299

Jan 3-Jan 15 ONLINE CESDS 602 051

Mar 4-Mar 6 MW 9 am-4 pm NEAST CESDS 602 06

Feb 5-Feb 14 MW 6 pm-9 pm NLCLC CESDS 602 76

### EXCEL, INTERMEDIATE

Learn specialized functions, like IF, COUNTIF, and DSUM, and how to effectively analyze, sort, filter data, create outlines, subtotals, range names, and work with tables. Display data more visually in charts, Pivot tables, and charts and work with slicers and templates. Microsoft Excel is required for online classes. \$299

Jan 18-Jan 30 ONLINE CESDS 610 071

Mar 11-Mar 13 MW 9 am-4 pm NEAST CESDS 610 08

Feb 19-Feb 28 MW 6 pm-9 pm HARBN CESDS 610 72

### EXCEL, ADVANCED

In this course, you will work with multiple worksheets, use LOOKUP functions and formula auditing, share and protect workbooks, automate workbook functionality with data validation and macros, create spark lines, and map data, and work with data tables, scenarios, goal seek, and forecasting data trends. Microsoft Excel is required for online classes. \$299

Feb 1-Feb 13 ONLINE CESDS 611 141

Mar 18-Mar 20 MW 9 am-4 pm BLTLN CESDS 611 15

Mar 4-Mar 13 MW 6 pm-9 pm HARBN CESDS 611 70

### OUTLOOK, INTRODUCTION

Make the most of your email communications. Learn to work with contacts and distribution lists. Find out how Outlook tasks can help with organization, and use the Outlook calendar to keep up with your busy schedule. \$299

Feb 21-Mar 4 ONLINE CESCH 708 191

Apr 8-Apr 10 MW 9 am-4 pm NLCLC CESCH 708 30

Mar 25-Apr 3 MW 6 pm-9 pm HARBN CESCH 708 77

### WORD, INTRODUCTION

Learn everything you need to get started creating and editing documents, formatting, proofing, controlling page setup, and more. \$299

Jan 8-Jan 10 MW 9 am-4 pm HARBN CEWDP 593 18

Jan 8-Jan 24 MW 6 pm-9 pm NEAST CEWDP 593 68

### WORD, INTERMEDIATE

Enhance your proficiency with Word using tables, styles, templates, section breaks, and columns. Long document features such as table of contents, indexes, and mail merge are also covered in this course. \$299

Jan 22-Jan 24 MW 9 am-4 pm HARBN CEWDP 594 07

Jan 29-Feb 7 MW 6 pm-9 pm NEAST CEWDP 594 56

### WORD, INTRODUCTION FOR SENIORS

A class especially for those age 60 and older who want to learn the basics of Microsoft Word, including creating and editing documents, formatting, printing, and more. \$109

Feb 2-Feb 9 F 9 am-12 pm HARBN CEWDP 597 46

### OFFICE PRODUCTIVITY LAB

Demonstrate your knowledge of office applications by creating documents and spreadsheets using the skills acquired in the program. To receive an Office Administrative Specialist Certificate, you must successfully complete this course. Prerequisites: Word (Introduction and Intermediate), Excel (Introduction and Intermediate), Organizing Computer Files, Outlook (Introduction), Computer Typing for Everyone and Becoming a Customer Service Star). \$199

Apr 15 M 9 am-4 pm HARBN CEMSO 516 23

Apr 8-Apr 10 MW 6 pm-9 pm HARBN CEMSO 516 64

### INTRO TO POWERPOINT 2019/OFFICE 365

Make presentations go from "so-so" to sensational with PowerPoint. This course will help you learn to use Microsoft PowerPoint 2019/Office 365 to create professional-quality slide presentations that grab attention and make your message memorable from start to finish. \$169

Jan 17-Mar 8 ONLINE CEEDG 771

Feb 14-Apr 5 ONLINE CEEDG 771

Mar 13-May 3 ONLINE CEEDG 771

Apr 17-Jun 7 ONLINE CEEDG 771

# SCHOOL OF SCIENCE, INFORMATION TECHNOLOGY, ENGINEERING, AND MATH (STEM)

## PROGRAMMING

### PHP AND MYSQL

Learn the basics of PHP, including using variables, logical expressions, and functions, while designing your own MySQL database. Develop a complete dynamic web application with site navigation, form validation, and a password-protected admin area. Explore real world application and database development using PHP and MySQL. Prerequisites: HTML5, CSS3, and JavaScript. \$2999

Apr 1-May 17

ONLINE CEWDV 568 221

### PYTHON PROGRAMMING

Learn the fundamentals and history of Python programming by writing and designing your own programs that are built with functions and modules. Learn to test and debug your programs like a professional. Master object composition and encapsulation while focusing on your own classes as you build object-oriented programs while learning the skills for working with strings, dates, and times. From beginning to end, this course will prepare you for all of the basics and building blocks of Python programming. At the end of the course, you will build your own fully functioning program that relies on user input to execute the code you have learned and written. \$1599

Feb 5-Mar 11

ONLINE CEWDV 580 061

### CERTIFICATE IN BASIC GAME DESIGN

Games provide more than entertainment for organizations. This certificate provides you with an introduction to the design and development of both video and analog games with a particular focus on the use of games outside of consumer entertainment. This is the first step to understanding game design and creating your own games. \$395

Feb 5-Mar 29

ONLINE CEUGC 514

Apr 1-May 31

ONLINE CEUGC 514

## WEB DEVELOPMENT AND PRINT MEDIA

### FRONT END WEB DEVELOPER

Learn HTML, CSS, and JavaScript to structure web content and create semantically meaningful page structures. At the end of the course, you will create a well-developed website using HTML, CSS, and JavaScript. This instructor interactive capstone will showcase and demonstrate the web development skills acquired throughout your course. \$3995

Jan 16-Mar 26

ONLINE CEWDV 586 031

### SOURCE CONTROL WITH GIT

Learn about Source Control and using Git to manage code and programming files. Acquire the skills to confidently manage your code on both your personal computer and on remote repositories with GitLab. While GitLab is the Git server you will learn about in this section, all Git servers operate similarly. You will be able to translate the basics you learn in this course to any Git server of your choice. Be ahead of the curve when it comes to version control and understand the foundation of working in a programming environment by pushing and pulling your code within your own repository. \$799

Jan 2-Jan 12

ONLINE CEWDV 584 051

### GRAPHIC DESIGN SOFTWARE ESSENTIALS CERTIFICATE

Learn how to use the features of Adobe Illustrator, Adobe InDesign and Adobe Photoshop, the industry standards used in graphic design. You are responsible for purchasing your own software for these courses. Trial versions of Adobe software are sometimes available on the Adobe company website. \$545

Feb 5-Apr 26

ONLINE CEUGC 529

Apr 1-Jun 28

ONLINE CEUGC 529

# Software Engineer Pre-Apprenticeships Are Here.

**TAKE A FREE 90-MINUTE SCREENING.** You don't need any experience or a college degree to be considered for this high-demand career.

**STEP 1 | Take a free online screening.**

**STEP 2 | Eligible students, enroll in classes at no cost to you.**

**STEP 3 | If you successfully complete the training, earn a full-time, two-year paid pre-apprenticeship with benefits.**

Take the free 90-minute screening today at [www.createopp.com/Columbia](http://www.createopp.com/Columbia)

**CREATE  
OPPORTUNITY**

**MIDLANDS  
TECHNICAL COLLEGE**



## SCHOOL OF HEALTH CARE

Within this school, you'll find training programs and courses in areas such as:

Animal Care  
Emergency Services  
Direct Patient Care

Clinical Massage Therapy  
Medical Information Management  
Personal Trainer

Many courses are available online.  
Academic degrees, diplomas, and certificates are also available in this school.

Learn more at [MIDLANDSTECH.EDU/schools](http://MIDLANDSTECH.EDU/schools)

## EMERGENCY SERVICES

### EMT EXAM REVIEW

This 24-hour EMT refresher course provides NCCP National Component for EMT certification. This course is ideal for individuals that need: Continuing education hours for recertification, Documentation of remediation after 3 failed attempts on the NREMT cognitive exam, A refresher course for NREMT re-entry after a lapsed certification, NREMT cognitive exam review \$495

Apr 15-Apr 27	MWS S	2 pm-6 pm 6 pm-10 pm	LEMS	CEEMS 699 14I
Jan 31-Feb 9	MWF	6 pm-10 pm	BLTLN	CEEMS 699 15I
Apr 8-Apr 22	MW	6 pm-10 pm	AIRPT	CEEMS 699 17I
Apr 6-Apr 20	S	8 am-5 pm	AIRPT	CEEMS 699 18I

### BLS FOR HEALTHCARE PROVIDER CPR

BLS Healthcare Provider CPR/AED for adult, child, and infant is taught using the most current guidelines for healthcare providers and emergency response personnel. Qualification is good for two years. \$79

Feb 24	S	8 am-5 pm	AIRPT	CEMED 522 67
Mar 9	S	8 am-5 pm	AIRPT	CEMED 522 68
Apr 20	S	8 am-5 pm	AIRPT	CEMED 522 69

### EMT BASIC

Students who successfully complete this course will be eligible to take the National Registry exam sponsored by SC DHEC. Prerequisite: high school diploma or GED, and WIN assessment tests (Applied Mathematics, Reading for Information, and Locating Information) all with a minimum score of 3 or above. Test Scores must be submitted prior to registration (CCE Registration, Continuing Education, PO Box 2408, Columbia, SC 29202). Mandatory uniform policy: black khaki pants, black polo shirt, black shoes, and black belt. \$2395

Jan 8-Apr 3	MW	6 pm-10 pm	AIRPT	CEMED 635 02I
Jan 13-Apr 6	S	8 am-5 pm	AIRPT	CEMED 635 03I
Feb 13-May 7	TTh	6 pm-10 pm	CEOFS	CEMED 635 04I
Mar 11-Jun 5	MW	6 pm-10 pm	BLTLN	CEMED 635 05I

### FIRST AID

General principles of first aid covering medical emergencies, injury emergencies, and environmental emergencies according to American Heart Association and National Safety Council guidelines. \$69

Mar 22	F	6 pm-10 pm	AIRPT	CEMED 521 83
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## CPR or first aid training

### Less than \$80 each

Perfect for health care providers, emergency response personnel, and anyone who wants thorough personal training.

### CPR | 8 hours | \$79

In one Saturday, gain skills in Basic Life Support (BLS) in CPR/AED to assist adults, children, and infants in respiratory or cardiac distress. After successful course completion, gain certification that is good for two years.

### FIRST AID | 4 hours | \$69

In just a few hours, learn general principles of first aid to help people in a variety of emergency medical situations.

See listings on this page for course dates.

## HEALTH CARE

### BASIC IV THERAPY

This four-hour course teaches healthcare professionals the knowledge and skills necessary to insert and maintain peripherally inserted catheters. The student will gain hands-on experience and will earn 0.4 CEUs upon successful completion. \$129

Feb 2	F	12 pm-4 pm	AIRPT	CEMED 601 761
Mar 22	F	12 pm-4 pm	AIRPT	CEMED 601 771
Apr 26	F	12 pm-4 pm	AIRPT	CEMED 601 781

### CERTIFIED NURSE ASSISTANT (CNA)

This DHHS-approved course prepares students to sit for the Nurse Aide Competency Exam. Students receive training in basic nursing care through classroom lecture, simulated lab care, and hands-on clinical experience in a long-term care facility. \$1295

Jan 8-Feb 8	MTWThFS	8 am-1 pm Th 2 pm-4 pm	AIRPT	CEMED 617 011
Feb 19-Mar 21	MTWThFS	8 am-1 pm Th 2 pm-4 pm	AIRPT	CEMED 617 021
Apr 8-May 9	MTWThFS	8 am-1 pm Th 2 pm-4 pm	AIRPT	CEMED 617 041
Jan 8-Feb 8	MTWThFS	8 am-1 pm Th 2 pm-4 pm	HARBN	CEMED 617 051
Feb 19-Mar 21	MTWThFS	8 am-1 pm Th 2 pm-4 pm	HARBN	CEMED 617 211
Apr 8-May 9	MTWThFS	8 am-1 pm Th 2 pm-4 pm	HARBN	CEMED 617 221
Jan 8-Feb 8	MTWThF	8 am-1 pm F 5 pm-10 pm Th 2 pm-4 pm	NEAST	CEMED 617 271
Feb 19-Mar 21	MTWThF	8 am-1 pm F 5 pm-10 pm Th 2 pm-4 pm	NEAST	CEMED 617 281
Apr 8-May 9	MTWThF	8 am-1 pm F 5 pm-10 pm Th 2 pm-4 pm	NEAST	CEMED 617 291
Feb 19-Mar 21	MTWThF	8 am-1 pm F 5 pm-10 pm Th 2 pm-4 pm	FF	CEMED 617 301
Feb 19-Mar 21	MTWThF	8 am-1 pm S 8 am-1 pm Th 2 pm-4 pm	NLCLC	CEMED 617 311
Feb 19-Mar 21	MTWThF	8 am-1 pm F 5 pm-10 pm Th 2 pm-4 pm	RSDI	CEMED 617 351
Jan 8-Mar 7	MTThF	6 pm-10 pm	AIRPT	CEMED 617 361
Mar 25-May 23	MTThF	6 pm-10 pm	AIRPT	CEMED 617 371
Jan 13-Apr 13	S	8 am-5 pm	HARBN	CEMED 617 381
Jan 8-Apr 8	MW	5 pm-9:30 pm F 5 pm-10 pm	FF	CEMED 617 391
Apr 16-Jul 9	TTh	5 pm-9:30 pm F 5 pm-10 pm	FF	CEMED 617 401
Mar 25-May 23	MTThF	6 pm-10 pm	NLCLC	CEMED 617 441

### EKG TECHNICIAN

The ability to read and recognize heart rhythms is the main function of the cardiac care technician. Students will receive hands-on experience in interpreting heart rhythms and arrhythmias. Topics also include anatomy and physiology of the heart, mechanics of the EKG machine, stress testing, and Holter monitoring. The course consists of 75 classroom hours and 45 lab hours. Clinical hours will vary. Prerequisite course: CEMPR 524 or AHS 102 (Medical Terminology). \$1595

Feb 5-Jun 6	MW	6 pm-9 pm	AIRPT	CEMED 658 151
Mar 11-Jun 24	MW	5 pm-8 pm	AIRPT	CEMED 658 161
Apr 16-Aug 1	TTh	6 pm-9 pm	NEAST	CEMED 658 171

### EMT PSYCHOMOTOR EXAM

The EMT psychomotor exam assesses the candidate's ability to effectively demonstrate EMT skills in the areas of: patient assessment, airway skills, random basic skills and CPR/AED. Successful completion of this exam is a South Carolina requirement for EMT certification. \$149

Jan 27	S	8 am-2 pm	CEOFS	CEMED 659 11
Feb 24	S	8 am-2 pm	CEOFS	CEMED 659 12
Mar 30	S	8 am-2 pm	CEOFS	CEMED 659 13
Apr 27	S	8 am-2 pm	CEOFS	CEMED 659 14

### MEDICATION ADMINISTRATION

This course provides an overview of the philosophy of medication administration, as well as skills practice for four covered routes of administration: oral, subcutaneous, intramuscular, and intradermal. \$150

Feb 9	F	1 pm-5 pm	AIRPT	CEMED 608 281
Apr 12	F	1 pm-5 pm	AIRPT	CEMED 608 291

### PHLEBOTOMY TECHNICIAN

Which will allow you to have a career in a variety of healthcare settings in SC. You will learn to follow universal precautions, tie tourniquets, identify veins, and demonstrate knowledge and use of equipment necessary for drawing blood. The course includes 30 hours of lecture with 45 hours of simulation and clinical rotation hours. \$1495

Jan 9-Apr 2	TTh	9 am-12 pm	AIRPT	CEMED 560 371
Jan 8-Apr 10	MW	9 am-12 pm	AIRPT	CEMED 560 381
Jan 8-Apr 10	MW	6 pm-9 pm	HARBN	CEMED 560 391
Jan 16-Apr 9	TTh	6 pm-9 pm	AIRPT	CEMED 560 401
Feb 3-Apr 27	S	9 am-3 pm	HARBN	CEMED 560 411
Feb 6-May 7	TTh	6 pm-9 pm	NEAST	CEMED 560 421
Mar 23-Jun 15	S	9 am-3 pm	AIRPT	CEMED 560 431
Apr 22-Jul 22	MW	6 pm-9 pm	FF	CEMED 560 441

## SHARE YOUR EXPERTISE

Adjunct professors needed for several health care programs.  
See details on page 14.

# SCHOOL OF HEALTH CARE

## HEALTH CARE

### STERILE PROCESSING TECHNOLOGY

This course teaches students to prepare instruments/packages for processing, decontamination, ultrasonic cleaner disinfection, sterilization, and distribution. Anatomy and Physiology and Medical Terminology must be taken with a passing grade before taking the Sterile Processing Technology course. \$995

Jan 8-Apr 29 MW 6 pm-7:30 pm AIRPT CEMED 700 061

### ANATOMY AND PHYSIOLOGY

This 48-contact-hour, all-lecture course is a general introduction to the anatomy and physiology of the human body. This course is a prerequisite for other courses and certificate programs.

PLEASE NOTE: If you are registered for the ONLINE version of this class, the first day of the ONLINE class will meet IN-PERSON. This meeting is mandatory, so that the student can be a part of the online course orientation and receive course materials. If you have any additional questions or if you are unable to attend the in-person meeting, please contact us at 803.732.0432. \$699

Jan 19-Apr 26 F 6 pm-9 pm AIRPT CEMPR 500 401

Feb 9-May 17 F 6 pm-9 pm AIRPT CEMPR 500 411

### MEDICAL TERMINOLOGY

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

This course is a prerequisite for other courses and medical certificate programs. This course may be used for exemption of AHS 102 PLEASE NOTE: If you are registered for the ONLINE version of this class, the first day of the ONLINE class will meet IN-PERSON. This meeting is mandatory, so that the student can be a part of the online course orientation and receive course materials. If you have any additional questions or if you are unable to attend the in-person meeting, please contact us at 803.732.0432. \$699

Jan 12-Mar 8 F 6 pm-9 pm HARBN CEMPR 524 211

Feb 9-Apr 19 F 6 pm-9 pm HARBN CEMPR 524 221

Apr 19-Jun 28 F 6 pm-9 pm HARBN CEMPR 524 231

Mar 19-Jun 6 TTh 2 pm-4 pm NLCLC CEMPR 524 241

### SPANISH FOR MEDICAL PROFESSIONALS

Bridge the communication gap between you and your Spanish-speaking patients and their families. You will learn and practice the basics of the language, gain an understanding of the culture and know how to ask the questions crucial to quality healthcare. For all levels. Students will need to order an eBook for under \$15 to participate. \$290

Feb 5-Mar 29 ONLINE CEUGC 518

Apr 1-May 31 ONLINE CEUGC 518

## CAREER SPOTLIGHT

### MEDICAL CODING SPECIALIST

The medical coding specialist has more responsibility than ever with the advent of electronic health records. This certificate prepares students to sit for the Certified Coding Specialist (CCS) exam through AHIMA.

PREREQUISITES	HOURS	COST
Medical Terminology	48	\$699

CORE CLASSES	HOURS	COST
Medical Coding	80	\$1895
Medical Billing	30	\$799

Total: 158 hrs **\$3,393**

All books and exam fees included in cost.

## MEDICAL INFORMATION MANAGEMENT

### MEDICAL BILLING

This class teaches the student how to be proficient in billing in a healthcare setting and how to enhance reimbursement. Clinical and legal issues are included. Prerequisite: Medical Terminology with a grade of "C" or better. \$799

Jan 25-Apr 4 Th 6 pm-9 pm HARBN CEMIM 510 541

Mar 12-May 16 Th 6 pm-9 pm HARBN CEMIM 510 551

### MEDICAL CODING

This course combines ICD-10 CM, CPT, and HCPCS coding which are essential coding methods used by those working in medical records, patient billing, insurance, and admissions. Using case studies, instruction is provided in ICD-10 CM, which is the principles and guideline for assigning codes to diagnostic conditions which correlates with disease and diagnosis. CPT is a method that is used to bill for procedures and services performed by physicians. HCPCS which represents other procedures that might be provided in a medical setting. \$1895

Feb 20-Jun 4 T 6 pm-9 pm AIRPT CEMIM 602 031

### MEDICAL OFFICE SYSTEM AND PROCEDURES

Students will learn how to perform administrative duties that include scheduling appointments, compiling and recording medical charts, reports, correspondence, and other types of patient records. Prerequisite: Medical Terminology with a grade of C or better. \$895

Jan 8-Mar 25 M 6 pm-8 pm HARBN CEMIM 520 031

Apr 15-Jun 27 M 6 pm-8 pm HARBN CEMIM 520 041

ANIMAL CARE

**VETERINARY ASSISTANT CERTIFICATE**

Become a competent veterinary assistant, learning receptionist duties, laboratory procedures, medical terminology, and customer skills. Topics covered in this class will be beneficial for jobs in the veterinary practice. All materials included. \$899

Feb 13-Mar 22 TTh 6 pm-9 pm HARBN CEANC 508 45

PERSONAL TRAINER ☺

**PERSONAL TRAINER CERTIFICATION**

This nationally accredited program covers both textbook knowledge and hands-on practical training, preparing you to work with clients one-on-one in fitness facilities. Students participate in virtual lectures from 9am-1pm each Saturday. The topics included are biomechanics, exercise physiology, fitness testing, equipment usage, and nutrition. The face-to-face afternoon portion is from 1-4 pm at a local gym. Reading and studying outside of class is imperative for successful class completion and passing the national certificate exam given on the last day of class. Students are also required to become Adult CPR/AED certified. The cost of this requirement is not included in course tuition. See the online materials list for important information. Textbook is required and is not included in course tuition. See the materials list for details regarding the textbook. \$849

Feb 10-Mar 16 S 9 am-12 pm VIRTUAL CEPYT 600 36  
1 pm-4 pm CEofs

CAREER SPOTLIGHT

**MEDICAL ADMINISTRATIVE ASSISTANT ☺**

In just 8 months, students can train to become a Medical Administrative Assistant. Medical Administrative Assistants perform the non-clinical administrative duties for hospitals, clinics, or physician offices. Duties include staffing, budgeting, customer service, inventories, reports, correspondence, and scheduling appointments. A Medical Administrative Assistant will also manage procedures involving patient admission and records. Completion of this program prepares students to sit for the Certified Medical Administrative Assistant (CMAA) through NHA.

REQUIREMENTS	HOURS	COST
Medical Terminology	48	\$699
Medical Office System and Procedures	48	\$895
Medical Billing	30	\$799
<b>Total: 126 hrs</b>		<b>\$2,393</b>

All books included in cost.

**ATTENTION HEALTH CARE STUDENTS**

You must bring the following items to the first class:

**CERTIFIED NURSING ASSISTANT, EKG, PHLEBOTOMY, AND PATIENT CARE TECHNICIAN STUDENTS:**

Students must complete a criminal background check, drug screening, and provide immunization information\* through Wolfe, Inc at a cost of \$122. This must be completed before the first day of class. Students who have not completed all clinical requirements will be unable to attend clinicals and receive an F for the course.

\*Immunization proof is required for: Covid-19 (booster included if eligible), Hepatitis B, MMR, Varicella, and Tetanus (Tdap within the last 10 years). Negative Quantiferon blood test also required. (Flu vaccination is required if clinical hours are completed between October and March.)

**UNIFORM POLICY:**

- > All CNA, EKG, and Phlebotomy students must wear gray scrubs and white closed-toe shoes to all classes and clinicals.
- > All Phlebotomy students must also wear a lab jacket to class
- > All EMT students must wear black khaki pants, black polo shirt, black shoes, and black belt.





## SCHOOL OF HEALTH CARE

### CLINICAL MASSAGE THERAPIST

Employment for massage therapists is expected to grow 20% in the next few years. Plan ahead, and call 803.732.5218 to discuss our 10-month program, offered at the Harbison Campus.

**DAY CLASSES START IN SEPTEMBER 2024.**  
**EVENING CLASSES START IN JANUARY 2025.**



# ADJUNCT PROFESSORS WANTED

## MULTIPLE PROGRAM AREAS

MTC is seeking subject-matter experts to serve as adjunct professors in the following areas:

### IT / STEM:

Full-Stack Web Developer | Database Analyst

### HEALTH CARE:

Phlebotomy | Medical Coding | Paramedic

### BUSINESS:

Project Management | Business Analyst

### ADVANCED MANUFACTURING AND SKILLED TRADES:

HVAC | Small Engine Repair | Residential Construction | Residential Plumbing  
Heavy Equipment Operation | Industrial Electrical Maintenance | Welding

If you have practical expertise and a desire to teach, please send an email with your qualifications to [cce@midlandstech.edu](mailto:cce@midlandstech.edu).

Midlands Technical College does not discriminate in admissions, educational programs or employment on the basis of race, sex, sexual orientation, national origin, ethnic group, color, age, religion, disability, genetic information, gender, gender identity, military service, pregnancy, childbirth, or related medical conditions including but not limited to lactation, or any other category protected by applicable law. In compliance with all federal and state laws, including Section 35.107 of the Department of Justice regulations, the Age Discrimination Act of 1967, Title VI and Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1992 as well as the ADA Amendments of 2008 (ADAA), the South Carolina Pregnancy Accommodations Act of 2018 and the Genetic Information Nondiscrimination Act of 2008 (GINA), Midlands Technical College offers access and equal opportunity in its admissions policies, academic programs and services, and employment of disabled individuals in that no otherwise qualified person will be denied these provisions on the basis of a disability. Midlands Technical College also prohibits retaliation against any person for bringing a complaint of discrimination or for participating in an investigation of a complaint of discrimination. For contact information on where to submit student, faculty, or staff inquires/complaints, please visit <https://www.midlandstech.edu/ND>.



## SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

Within this school, you'll find training programs and courses in areas such as:

CDL  
Construction  
Drone Certification  
Forklift

Heavy Equipment Operator  
HVAC  
Industrial Electrical Maintenance  
Industrial Mechanical Maintenance  
Machinist/CNC Operator

Motorcycle  
Plumbing  
Safety and Environmental  
Welding



Many courses are available online.  
Academic degrees, diplomas, and certificates are also available in this school.

Learn more at [MIDLANDSTECH.EDU/schools](http://MIDLANDSTECH.EDU/schools)

### MANUFACTURING

#### FUNDAMENTALS OF CNC OPERATOR/ PROGRAMMER TRAINING

Gain the knowledge to become a CNC operator/programmer. Topics covered: shop math, right angle trig., English/Metric conversion tooling for mills and lathes, CNC offsets, cutting speed and feed calculations, inter-working, and functionality of the actual CNC machine components. Prerequisite: Blueprint Reading, Mills and Lathe classes. \$899

Jan 10-Feb 27	TWTh	1 pm-4 pm	NEAST	CEMFG 572 77
Jan 10-Feb 27	TWTh	5 pm-8 pm	NEAST	CEMFG 572 78

#### PRINCIPLES OF CNC PROGRAMMING

Transform blueprints into CNC machine programs by designing your own generated CNC programs on computer-based simulators in the classroom. Topics covered include: machine language (G & M codes), work coordinates, various types of offsets, cutter compensation, canned cycles, etc. Prerequisite: Fundamentals of CNC Operator/Programmer. \$999

Mar 12-May 7	TWTh	1 pm-4 pm	NEAST	CEMFG 571 74
Mar 12-May 7	TWTh	5 pm-8 pm	NEAST	CEMFG 571 75

#### SMALL ENGINE MECHANIC

Gain a working knowledge of types and operation of small engines, engine service, repair of outdoor power equipment, engine tune-up procedures, and troubleshooting methods, engine failure analysis, engine performance measurement, engine system and engine rebuild procedures. See [www.midlandstech.edu](http://www.midlandstech.edu) for required tools. Lots of hands-on learning/training. \$499

Jan 17-Mar 6	MW	6 pm-9 pm	AIRPT	CESME 506 50
Jan 17-Mar 6	MW	9 am-12 pm	AIRPT	CESME 506 51

## SHARE YOUR EXPERTISE

Adjunct professors needed for several manufacturing and skilled trades programs.  
See details on page 14.

### CAREER SPOTLIGHT

Do you have what it takes?

#### MACHINIST/COMPUTER NUMERICAL CONTROL (CNC) OPERATOR

Machinists and Computer Numerical Control (CNC) Operators work in small, medium, and large facilities manufacturing parts for almost everything you see in your daily life. Anything from a part for a kitchen appliance to a machined part for your car was created by a machinist or a CNC operator. Machinists and CNC operators are enjoying a strong job market with full-time and part-time employment opportunities and varied working hours available. High-volume manufacturers typically run their machining centers 24/7. Salaries range from \$15-\$22 per hour with proficient CNC programmers making from \$50,000-\$60,000 based on expertise. If you are good with your hands and technically inclined, this could be a career path for you.

COURSE	COST
Blueprint Reading and Basic Measuring Tool	\$599
Introduction to Mills	\$599
Introduction to Lathes	\$599
Fundamentals of CNC Operator/Programmer Training	\$899
Principles of CNC Programming	\$999
Mastering CNC Programming	\$849

Total: \$4,544

Classes fill quickly.

Plan now for this 10-month CNC certificate training program that begins in August and November.

Note: Classes must be taken in the order listed.

# SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

## FORKLIFT OPERATOR ☉

### FORKLIFT TRAINING

Learn the correct care and use of forklift equipment. Topics include information covered in OSHA's Powered Industrial Truck Standard (OSHA Standard 1910.178). Successful students receive a three-year forklift certificate. Safety requirements prohibit open, cloth, or high-heeled shoes. Students must be 18 years of age. Valid Driver's License required. \$199

Jan 13	S	8 am-5 pm	AIRPT	CEHEQ 501 73
Jan 27	S	8 am-5 pm	AIRPT	CEHEQ 501 74
Feb 10	S	8 am-5 pm	AIRPT	CEHEQ 501 75
Feb 24	S	8 am-5 pm	AIRPT	CEHEQ 501 76
Mar 9	S	8 am-5 pm	AIRPT	CEHEQ 501 77
Mar 23	S	8 am-5 pm	AIRPT	CEHEQ 501 78
Apr 13	S	8 am-5 pm	AIRPT	CEHEQ 501 79
Apr 27	S	8 am-5 pm	AIRPT	CEHEQ 501 80

## HEAVY EQUIPMENT OPERATOR

### LEVEL 1 BULLDOZER

Using a state-of-the-art Caterpillar simulator, the student will initially learn to perform a safety walkaround of a bulldozer. Students will then learn the fundamentals of operation, including narrow and wide steering, level and straight dozing, slot dozing, blade steering, backfilling, ripping, dozing over a highwall and more. \$1250

Jan 16-Feb 19	MTWTh	6 pm-9 pm	NLCLC	CEHEQ 502 04
Mar 3-Apr 29	MTWTh	1 pm-4 pm	NLCLC	CEHEQ 502 05

### LEVEL 1 EXCAVATOR

Using a state-of-the-art Caterpillar simulator, the student will focus on the safe and effective operation of medium-sized tracked Hydraulic Excavators and learn to perform a safety walkaround of an excavator. Students will then learn travel control, truck loading, and loading the machine on a low-boy trailer. Students will then learn excavator operations such as bucket placement, raking the green, over the moon, trenching, and backfilling. Additionally, students will learn how to truck and bench load, exchange equipment with a quick coupler, and install a trench box and pipe. \$1250

Feb 2-Mar 25	MTWTh	6 pm-9 pm	NLCLC	CEHEQ 503 05
Apr 30-Jun 4	MTWTh	1 pm-4 pm	NLCLC	CEHEQ 503 06

### LEVEL 1 FRONT END LOADER

Using a state-of-the-art Caterpillar simulator, the student will initially learn to perform a safety walkaround of a front end loader. Students will then learn the fundamentals of operation, including driving, loading, carrying and stockpiling material, truck loading, and utilizing the quick coupler and accessories. \$1250

Mar 26-Apr 29	MTWTh	6 pm-9 pm	NLCLC	CEHEQ 504 01
Jun 6-Jul 11	MTWTh	1 pm-4 pm	NLCLC	CEHEQ 504 02

### LEVEL 1 BACKHOE LOADER

Using a state-of-the-art Caterpillar simulator, the student will initially learn to perform a safety walkaround of a backhoe. Students will then learn the fundamentals of operation, including maneuvering, driving, braking, backfilling, trenching, and lifting materials with a backhoe loader. \$1250

Jan 19-Feb 19	MTWTh	1 pm-4 pm	NLCLC	CEHEQ 500 05
Apr 30-Jun 4	MTWTh	6 pm-9 pm	NLCLC	CEHEQ 500 04

### LEVEL 1 MOTOR GRADER

Using a state-of-the-art Caterpillar simulator, the student will initially learn to perform a safety walkaround of a motor grader. Students will then learn the fundamentals of driving, including straight frame operation, articulated turning, and crab steering. Students will also learn rough and finish grading, v-ditching, ripping, scarifying, and other activities that requires control over the placement of terrain. \$1250

Feb 2-Mar 25	MTWTh	1 pm-4 pm	NLCLC	CEHEQ 501 05
Jun 6-Jul 11	MTWTh	6 pm-9 pm	NLCLC	CEHEQ 501 04

## CAREER SPOTLIGHT

### HEAVY EQUIPMENT OPERATOR COMPREHENSIVE

Combining all four types of heavy equipment, including the dozer, excavator, backhoe loader, and motor grader, the comprehensive heavy equipment operator program will train students using a state-of-the-art Caterpillar simulator to enter the workforce knowing how machinery operates, safety procedures, and how to perform certain maneuvers.

REQUIREMENTS	HOURS	COST
Level 1 Bulldozer	60	\$1,250
Level 1 Excavator	60	\$1,250
Level 1 Motor Grader	60	\$1,250
Level 1 Backhoe Loader	60	\$1,250
Level 1 Front End Loader	60	\$1,250

Total: 300 hrs      \$6,250



# SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

## HVAC ☺

### AIR FLOW DESIGN, MEASUREMENT AND DIAGNOSTICS

This is an entry level course covering the air flow, duct design, and diagnostics of an air conditioning system. After completion of this course a student should have a basic understanding of how to measure air flow, design duct work, and diagnose common air flow problems with air conditioning. \$899

Mar 19-Apr 9 TWTh 6 pm-9 pm AIRPT CEHVA 533 20

### BRAZING FOR HVAC

Brazing is used to connect copper refrigerant tubing to equipment when installing or repairing an HVAC system. Using an oxyacetylene torch, brazing is one of the best methods of making leak-proof connections. This course will teach students how to properly setup an oxyacetylene torch, prepare tubing for brazing, and how to properly melt the brazing rod to the tubing. \$399

Apr 17-Apr 24 TWTh 6 pm-9 pm AIRPT CEHVA 537 07

### CUSTOMER SERVICE FOR HVAC TECHNICIANS

Create customers for life by building memorable relationships based on mutual trust and enhanced rapport. Designed especially for the HVAC service professional. \$389

Apr 25-May 2 TWTh 6 pm-9 pm AIRPT CEHVA 535 14

### EPA 608 CERTIFICATION PREP

Attend test prep and review sessions before taking the Certification Exam on the final day of the course. \$349

Apr 10-Apr 16 TWTh 6 pm-9 pm AIRPT CEHVA 534 12

### HVAC ELECTRICAL OPERATION AND DIAGNOSTICS

This is an entry level course covering the electrical circuits for an HVAC system. It will cover the operation of the unit, as well as, troubleshooting as they relate to the electrical components of the system. \$899

Jan 9-Jan 30 TWTh 6 pm-9 pm AIRPT CEHVA 530 19

## CAREER SPOTLIGHT

### HVAC ENTRY LEVEL TECHNICIAN ☺

This program is designed to provide the student with basic knowledge of the refrigeration cycle, electrical operation, heat pump operation, and air flow design. These classes prepare the student for entry level work with residential HVAC contractors.

REQUIREMENTS	HOURS	COST
HVAC Electrical Operation and Diagnostics	30	\$899
HVAC Refrigeration Cycle Operation and Diagnostics	30	\$899
Heat Pump Operations and Diagnostics	30	\$899
EPA 608 Prep and Certification	9	\$349
Air Flow Design, Measurement and Diagnostics	30	\$899
HVAC Customer Service, Coscia Program	12	\$389
Brazing for HVAC	12	\$399

Total: 153 hrs \$4,733

### HVAC REFRIGERATION CYCLE OPERATION AND DIAGNOSTICS

This is an entry level course covering the refrigeration cycle for an HVAC system. It will cover the major components of the system, the operation and troubleshooting of the refrigeration cycle. \$899

Jan 31-Feb 21 TWTh 6 pm-9 pm AIRPT CEHVA 531 20

### HEAT PUMP OPERATIONS AND DIAGNOSTICS

This is an entry level course covering the function of a heat pump, its refrigeration cycle, and electrical component operation. A working knowledge of basic HVAC is recommended for this course or prior completion of the HVAC electrical and refrigeration courses. \$899

Feb 22-Mar 14 TWTh 6 pm-9 pm AIRPT CEHVA 532 20

## HVAC TECHNICIANS ARE IN-DEMAND

- > Prepare for entry-level jobs with residential HVAC contractors
- > Take classes 2 - 3 nights a week from 6 - 9 p.m.
- > Finish in as few as 5 - 6 months

See program details on page 19.



## DOES YOUR BUSINESS NEED HVAC APPRENTICES?

Grant funding is available to help with your training costs.  
Contact MTC Business Solutions at 803.691.3907 to learn more.

# SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

## INDUSTRIAL MECHANICAL MAINTENANCE

### BASIC INTRODUCTION TO TORCH CUTTING

In this 20-hour course, students will be introduced to the proper start up and shutdown procedures for an oxygen and acetylene torch cutting rig, learn safety practices, layout and proper cutting techniques. \$349

Jan 9-Jan 17 MTWTh 8 am-12 pm AIRPT CEIMT 804 04  
 Mar 4-Mar 13 MTWTh 1 pm-4 pm AIRPT CEIMT 804 05

### BASIC MECHANICAL COMPONENTS

This course identifies couplings, chain drives, bearings, mechanical and other seals, gaskets and O-rings. It covers the function and advantages of each and teaches how to select and install or remove the proper component. Fan and blower types and operation are also discussed. Hand and Power Tools is a prerequisite for this course. \$1399

Jan 23-Feb 26 MTWTh 8 am-12 pm AIRPT CEIMT 693 19

### BEARINGS AND LUBRICATION

Explains lubrication safety, storage, classifications, selecting lubricants, additives, lubrication equipment and lubricating charts. Introduces plain, ball, roller, thrust, guide, flanged, pillow-block, and take-up bearings. It also explains bearing materials and bearing designations. Basic Mechanical Components is a prerequisite for this course. \$1099

Mar 4-Mar 26 MTWTh 8 am-12 pm AIRPT CEIMT 694 23

### FASTENERS AND ANCHORS

This class describes the various threaded and non-threaded fasteners used in industrial maintenance. Students will learn how to select the correct fastener and the proper methods of installation. The prerequisite for this course is Blueprint Reading. \$249

Jan 29-Feb 1 MTWTh 1 pm-4 pm AIRPT CEIMT 688 17

### GEARBOXES

This course identifies and explains gearboxes and their uses. Explains how they operate and various types of gears. Troubleshooting and repair of gearboxes will be demonstrated. It shows wear patterns and proper backlash and adjustment. Bearings and Lubrication is a prerequisite for this course. \$399

Apr 1-Apr 8 MTWTh 8 am-12 pm AIRPT CEIMT 695 20

### HAND AND POWER TOOLS

This class introduces students to various hand and power tools that are used in industrial maintenance applications. It explains basic hand-tool safety and procedures for selecting, inspecting, using, and maintaining the tools. Fasteners and Anchors is a prerequisite for this course. \$849

Feb 5-Feb 28 MTWTh 1 pm-4 pm AIRPT CEIMT 689 19

### HYDRAULICS AND PNEUMATICS

Describes pumps and valves used in hydraulic and pneumatic systems and their functions. Explains hydraulic/pneumatic system safety and basic principles of hydraulics, including Pascal's law and Bernoulli's principle. Covers how to inspect, troubleshoot, and repair fluid power systems. Hands-on training is included. Shaft Alignment is a prerequisite for this course. \$1249

Mar 18-Apr 25 MTWTh 1 pm-4 pm AIRPT CEIMT 699 23

### VALVES AND PIPING

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

Prerequisite: Gearboxes. \$699

Apr 15-Apr 30 MTWTh 8 am-12 pm AIRPT CEIMT 698 17

## CAREER SPOTLIGHT

### INDUSTRIAL TECHNICIANS

From troubleshooting to preventative maintenance, **industrial technicians** install, repair, and maintain industrial and commercial machinery in a variety of settings. Manufacturing companies and contractors are consistently looking to fill these important, high-demand positions.

#### INDUSTRIAL MECHANICAL MAINTENANCE

COURSES	HOURS	COST
Safety and Rigging Fundamentals	20	\$399
Applied Math	44	\$849
Precision Measuring	20	\$399
Blueprint Reading	72	\$1299
Fasteners and Anchors	12	\$249
Hand and Power Tools	44	\$849
Basic Introduction to Torch Cutting	20	\$349
Basic Mechanical Components	80	\$1399
Bearings and Lubrication	56	\$999
Gearboxes	20	\$399
Valves and Piping	40	\$699
Pumps	40	\$699
Shaft Alignment	76	\$1349
Hydraulics and Pneumatics	72	\$1249

Total: **616 hrs** **\$11,186**

#### INDUSTRIAL ELECTRICAL MAINTENANCE

COURSES	HOURS	COST
Basic Math for Electricians	12	\$249
Electrical Fundamentals I	48	\$949
Electrical Fundamentals II	42	\$849
Electrical Fundamentals III	42	\$849
General Electrical Safety	16	\$299
Electrical Print Reading	18	\$349
Electrical Motor Controls	48	\$899
Basic Electronics	42	\$849
Industrial Sensor Technology	44	\$849
Variable Frequency Drives	48	\$949
Programmable Logic Controllers	51	\$949
Troubleshooting	48	\$949

Total: **459 hrs** **\$8,988**

Classes should be taken in the order they are listed.

\*Books included in all course costs.



INDUSTRIAL ELECTRICAL 🇺🇸

**BASIC ELECTRONICS**

Learn basic electronics principles, components, and functions including atomic structure of conductors, insulators, and semi-insulators, solid-state device construction, diode rectifier circuits, transistor theory of operation, and switch and amplifier applications. \$849

Apr 22-May 21 MTTh 6 pm-9 pm AIRPT CEEEM 600 12  
 Jan 30-Feb 15 MTWTh 8 am-12 pm AIRPT CEEEM 600 13

**ELECTRICAL FUNDAMENTALS III**

Complete the study of electrical fundamentals by learning the properties and applications of single-phase transformers, three-phase Wye and Delta transformer connections, DC generators, DC motors, three-phase alternators, and single and three-phase AC motors. \$849

Jan 2-Feb 5 MTTh 6 pm-9 pm AIRPT CEEEM 597 13

**ELECTRICAL MOTOR CONTROLS**

Learn to work with relays, timers, push buttons, magnetic starters, fuses overloads, wiring practices, and motor circuit protection principles, all of which are related to industry and motor control. You will physically connect three-phase motors and control circuits as part of this course. \$899

Mar 12-Apr 16 MTTh 6 pm-9 pm AIRPT CEEEM 599 12  
 Jan 2-Jan 23 MTWTh 8 am-12 pm AIRPT CEEEM 599 13

**ELECTRICAL PRINT READING**

Learn to read and interpret electrical blueprints and schematics used in residential, commercial, and industrial settings. Emphasis will be on the applications of the print reading and circuit and electrical symbols knowledge. Prerequisites: Electrical Fundamentals I, II or skills assessment completion. \$349

Feb 26-Mar 7 MTTh 6 pm-9 pm AIRPT CEEEM 598 13

**GENERAL ELECTRICAL SAFETY**

You will be introduced to general workplace electrical safety practices, including lockout/tagout, PPE (personal protective equipment), NEC (National Electrical Code), and arc flash guidelines. \$299

Feb 12-Feb 22 MTTh 6 pm-9 pm AIRPT CEEEM 594 13

**INDUSTRIAL SENSOR TECHNOLOGY**

Study various industrial sensors including discrete electro-mechanical and electronic devices, analog devices such as transducers, thermocouples, and RTDs. Prerequisites: Electrical Fundamentals I and II, Electrical Print Reading, and Basic Electronics or skills assessment. \$879

Feb 22-Mar 12 MTWTh 8 am-12 pm AIRPT CEEEM 590 12

**PROGRAMMABLE LOGIC CONTROLLERS**

Study theory of operation, programming, installation, and standard wiring practices using All Bradley MicroLogix processors and Logix 500 software. You will learn basic ladder programming principles using bit, timer, and counter instructions. Prerequisites: Industrial Sensors and Basic Electronics or skills assessment completion. \$979

Apr 17-May 7 MTWTh 8 am-12 pm AIRPT CEEEM 804 01

**VARIABLE FREQUENCY DRIVES**

Study theory of operation, programming, installation and standard wiring practices. You will work with both the AutomationDirect GS-1 and Allen Bradley Powerflex 40 VFDs. Prerequisites: Industrial Sensors, Basic Electronics, and Electrical Motor Controls or skills assessment completion. \$979

Mar 20-Apr 9 MTWTh 8 am-12 pm AIRPT CEEEM 601 13

# TUITION ASSISTANCE

A range of funding options are available to offset training costs.

## OPTIONS INCLUDE:

- > QuickJobs Scholarships
- > Sallie Mae Smart Option Student Loan
- > Military and Veterans Benefits
- > Workforce Innovation and Opportunity Act (WIOA) Assistance

Learn more at [MIDLANDSTECH.EDU/TrainingStudentResources](https://MIDLANDSTECH.EDU/TrainingStudentResources)



**QUICKJOBS** AT MTC

# Jump into great jobs, quickly.

**QUICKJOBS ARE CAREER TRAINING PROGRAMS** developed for jobs where workers will be in high demand over the next decade. Most programs only take a few months to complete, and some can be finished in a matter of weeks.



LOOK FOR THE **QUICKJOBS** SYMBOL TO IDENTIFY THESE PROGRAMS

## **TUITION ASSISTANCE OPTIONS**

Tuition assistance may be available. Learn more at [MIDLANDSTECH.EDU/QuickJobs](https://MIDLANDSTECH.EDU/QuickJobs).

If you are receiving unemployment benefits or eligible for WIOA, call your nearest SC Works Center and ask about tuition assistance for QuickJobs at MTC.

Richland | 803.978.0139    Lexington | 803.359.6131    Fairfield | 803.635.2812



## SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

### TRUCK DRIVER/CDL

#### TRUCK DRIVER TRAINING CDL CLASS A

This 160-hour training program has been inspected, approved and licensed by the SC Department of Motor Vehicles (DMV). You must be 18 years or older and possess an SC driver's license and have at least the past one consecutive year of driving experience. The first week will primarily be classroom instruction on content important to know as a truck driver. The remaining weeks will be mostly out in the truck learning specific skills and gaining driving experience to prepare you to take the CDL test at the local DMV. Prerequisites: You must have a beginner's CDL permit before the first day of class, plus a pre-screening process that includes a 10-year driving record, a SLED background check, and a DOT Drug Screen and DOT physical. These items will be submitted ahead of time to gain approval to enroll in the class. Please contact the Registration Office to enroll in this class at 803.732.0432. \$4750

Jan 2-Jan 25	TWThF	7 am-5:30 pm	AIRPT	CECDL 515 58
Jan 6-Feb 25	SSU	7 am-5:30 pm	AIRPT	CECDL 515 59
Jan 29-Feb 22	MTWTh	7 am-5:30 pm	AIRPT	CECDL 515 60
Feb 26-Mar 21	MTWTh	7 am-5:30 pm	AIRPT	CECDL 515 61
Mar 2-Apr 21	SSU	7 am-5:30 pm	AIRPT	CECDL 515 62
Apr 22-May 16	MTWTh	7 am-5:30 pm	AIRPT	CECDL 515 63
Apr 27-Jun 16	SSU	7 am-5:30 pm	AIRPT	CECDL 515 64

#### ENTRY-LEVEL DRIVER TRAINING (ELDT) FOR HAZARDOUS MATERIALS

Truck drivers with their CDLs are in-demand in the trucking industry, and being able to transport hazardous materials is a specialized driver credential that can result in more opportunities and higher driver pay. This CDL hazmat test course is designed for commercial motor vehicle drivers seeking a hazardous materials (H) endorsement to their Commercial Driver's License (CDL). \$195

Jan 15 - Apr 15

Feb 1 - May 1

Mar 1 - Jun 1

Apr 1 - Jul 1

ONLINE CEGAT 713

ONLINE CEGAT 713

ONLINE CEGAT 713

ONLINE CEGAT 713



### TRANSPORTATION AND LOGISTICS

#### FREIGHT BROKER AGENT TRAINING

The Freight Broker/Agent Training course provides you with the comprehensive training needed to gain valuable knowledge for building a successful freight brokerage or freight brokerage agency. From learning the laws and terminology, setting up your business, learning about valuable tools and software, contracts and forms, how to find shippers and do ratings, and much more, it will provide you with the knowledge, insight, and direction to help you stand out in this growing industry. \$1995

Jan 15 - Jun 15

Feb 15 - Jul 15

Mar 15 - Aug 15

April 15 - Sep 15

ONLINE CEGAT 688

ONLINE CEGAT 688

ONLINE CEGAT 688

ONLINE CEGAT 688

# Veterans Education Benefits

All MTC academic programs and some training programs are eligible for veterans education benefits.

For more information, visit [MIDLANDSTECH.EDU/financial-aid-and-tuition/veterans-educational-benefits](http://MIDLANDSTECH.EDU/financial-aid-and-tuition/veterans-educational-benefits)



LOOK FOR THIS SYMBOL TO IDENTIFY PROGRAMS  
APPROVED FOR VA EDUCATION BENEFITS



# PLUMBING PROGRAM

Take your first step toward becoming a Journeyman Plumber

- > Prepare for entry-level jobs in the plumbing industry
- > Designed in cooperation with local residential and commercial plumbers to meet industry needs
  - > Hands-on and classroom learning
  - > Complete program in just 6 to 8 months

## DOES YOUR BUSINESS NEED PLUMBING APPRENTICES?

Grant funding is available to help with your training costs. Contact MTC Business Solutions at 803.691.3907 to learn more.

### PLUMBING

#### INTRODUCTION TO DRAIN-WASTE-VENT AND WATER

Introduction to Drain-Waste-Vent and Water Distribution Systems. This course will provide an introduction to components, installation, and troubleshooting of drain-waste-vent systems and water distribution systems. \$439

Jan 24-Feb 12 MTW 6 pm-9 pm AIRPT CEPLU 543 05

#### INTRODUCTION TO PLUMBING

This course will introduce you to the history of plumbing, career options in the field, provide plumbing-specific safety training, and familiarize you with the tools of the plumbing trade. \$499

Feb 26-Mar 6 MTW 6 pm-9 pm AIRPT CEPLU 540 05

#### PIPES AND FITTINGS

This course will cover the proper uses and applications of plastic, copper, cast-iron, and steel pipes as well as the installation of the correct fittings for those materials. \$999

Apr 15-May 6 MTW 6 pm-9 pm AIRPT CEPLU 541 05

#### PLUMBING MATH AND PRINT READING

This course will review math concepts through applied on-the-job situations. This course will also introduce students to the types of drawings and symbols they will see on-the-job. \$939

Mar 11-Apr 10 MTW 6 pm-9 pm AIRPT CEPLU 545 04

### CAREER SPOTLIGHT

#### PLUMBING PROGRAM

In 6-8 months, students will gain the skills to help plumbers install, maintain, and repair plumbing systems. This program was designed in cooperation with local residential and commercial plumbers to ensure the training covered meets industry needs.

REQUIREMENTS	HOURS	COST
Introduction to Plumbing	33	\$899
Plumbing Math and Print Reading	45	\$939
Pipes and Fittings	48	\$1099
Valves, Fixtures, and Hot Water Tanks	45	\$1099
Introduction to Drain-Waste-Vent and Water Distribution Systems	18	\$239
<b>Total: 189 hrs</b>		<b>\$4,275</b>

# SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

## WELDING

### BASIC STICK WELDING

This class will provide extensive practice of fillet welds in all positions using the shielded metal arc welding (SMAW) process, also known as stick welding. \$1699

Jan 8-Mar 11	MTWTh	8 am-11:20 am	AIRPT	CEWLD 883 451
Jan 8-Mar 11	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 883 461
Jan 8-Mar 11	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 883 471
Mar 12-May 20	MTWTh	8 am-11:20 am	AIRPT	CEWLD 883 481
Mar 12-May 20	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 883 491
Mar 12-May 20	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 883 501

### ADVANCED STICK WELDING

This class will provide extensive practice of groove welds in all positions, both open root and with backing, using the shielded metal arc welding (SMAW) process, also known as stick welding. \$1699

Jan 8-Mar 11	MTWTh	8 am-11:20 am	AIRPT	CEWLD 890 411
Jan 8-Mar 11	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 890 421
Jan 8-Mar 11	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 890 431
Mar 12-May 20	MTWTh	8 am-11:20 am	AIRPT	CEWLD 890 441
Mar 12-May 20	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 890 451
Mar 12-May 20	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 890 461

### STICK PIPE WELDING

This class will provide extensive practice of welding pipe using the shielded metal arc welding (SMAW) process, also known as stick welding. The final objective of the class will be welding 6" schedule 40 pipe in the 6G fixed position. \$1699

Jan 8-Mar 11	MTWTh	8 am-11:20 am	AIRPT	CEWLD 886 411
Jan 8-Mar 11	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 886 421
Jan 8-Mar 11	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 886 431
Mar 12-May 20	MTWTh	8 am-11:20 am	AIRPT	CEWLD 886 441
Mar 12-May 20	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 886 451
Mar 12-May 20	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 886 461

### MIG WELDING

This class will provide extensive practice of fillet welds in all positions, using the gas metal arc welding (GMAW) process, also known as MIG welding. Using the MIG welding process to repair metal will also be introduced. \$1699

Jan 9-Mar 12	MTWTh	8 am-11:20 am	AIRPT	CEWLD 888 471
Jan 9-Mar 12	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 888 481
Jan 9-Mar 12	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 888 491
Mar 13-May 21	MTWTh	8 am-11:20 am	AIRPT	CEWLD 888 501
Mar 13-May 21	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 888 511
Mar 13-May 21	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 888 521

### FLUX CORED WELDING

This class will provide extensive practice of groove welds in all positions on 3/8" and 1" plate, using the gas metal arc welding (FCAW) process, also known as Flux Core welding. \$1699

Jan 9-Mar 12	MTWTh	8 am-11:20 am	AIRPT	CEWLD 889 451
Jan 9-Mar 12	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 889 461
Jan 9-Mar 12	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 889 471
Mar 13-May 21	MTWTh	8 am-11:20 am	AIRPT	CEWLD 889 491
Mar 13-May 21	MTWTh	1 pm-4 pm	AIRPT	CEWLD 889 501
Mar 13-May 21	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 889 511

### TIG WELDING

This class will provide extensive practice of fillet and groove welds using the gas tungsten arc welding (GTAW) process, also known as TIG welding. \$1699

Jan 10-Mar 13	MTWTh	8 am-11:20 am	AIRPT	CEWLD 887 411
Jan 10-Mar 13	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 887 421
Jan 10-Mar 13	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 887 431
Mar 14-May 22	MTWTh	8 am-11:20 am	AIRPT	CEWLD 887 441
Mar 14-May 22	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 887 451
Mar 14-May 22	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 887 461

### TIG PIPE WELDING

This class will provide extensive practice of welding pipe using the gas tungsten arc welding (GTAW) process, also known as TIG "all the way" welding. The final objective of the class will be welding 6" schedule 40 pipe in the 6G fixed position using TIG "all the way". \$1699

Jan 10-Mar 13	MTWTh	8 am-11:20 pm	AIRPT	CEWLD 885 411
Jan 10-Mar 13	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 885 421
Jan 10-Mar 13	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 885 431
Mar 14-May 22	MTWTh	8 am-11:20 pm	AIRPT	CEWLD 885 441
Mar 14-May 22	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 885 451
Mar 14-May 22	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 885 461



**Welders are in demand in the Midlands and can make a competitive salary.**

ENTRY LEVEL WELDER ANNUAL SALARY IN COLUMBIA	\$30,000
CERTIFIED   COMBINATION WELDER ANNUAL SALARY IN COLUMBIA	\$60,000
WELDING SUPERVISOR   FOREMAN ANNUAL SALARY IN COLUMBIA	\$85,000



# SCHOOL OF BUSINESS

Within this school, you'll find training programs and courses in areas such as:



Learn more at [MIDLANDTECH.EDU/schools](http://MIDLANDTECH.EDU/schools)

## FINANCE AND ACCOUNTING

### BUSINESS MATH

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

Jan 3-Jan 16 ONLINE CEFIN 512 931  
Jan 9-Jan 11 TTh 6 pm-10 pm HARBN CEFIN 512 94

### ACCOUNTING ESSENTIALS

Master basic record-keeping procedures including: journalizing transactions, posting to a ledger, and preparing a trial balance and financial statement. The accounting cycle will also be covered in detail. You will gain an understanding of key financial and operational measures. \$699

Jan 17-Apr 1 ONLINE CEOFF 623 601  
Jan 16-Mar 28 TTh 6 pm-9 pm HARBN CEOFF 623 61

### PAYROLL PREPARATION ESSENTIALS

This hands-on course will lead you through the complete payroll process cycle. You will calculate earnings and deductions, analyze payroll transactions, record accurate journal entries, and complete necessary forms. This course is also for the existing payroll professional as a way to refresh your knowledge and bring you up to date. Prerequisite: Accounting Essentials or equivalent knowledge of basic accounting principles. \$199

Apr 4-Apr 10 ONLINE CEOFF 624 601  
Apr 2-Apr 4 TTh 6 pm-9 pm HARBN CEOFF 624 61

### QUICKBOOKS

This course is an introduction to the desktop version of QuickBooks. Students will learn to set up a general ledger and chart of accounts, customize forms, create invoices, and learn how QuickBooks can assist with automating your payroll. Prerequisites: Accounting Essentials and Payroll Preparation Essentials or equivalent knowledge of basic accounting principles. \$499

Apr 15-Apr 30 ONLINE CEOFF 638 701  
Apr 9-Apr 18 TWTh 6 pm-9 pm HARBN CEOFF 638 71

### CAREER SPOTLIGHT

## ACCOUNTING AND PAYROLL SPECIALIST

This program is designed to provide training for an entry-level accounting and/or payroll specialist position and will prepare you for the Intuit QuickBooks certification as well as the National Association of Certified Public Bookkeeper's Certification. The successful completion of this program will indicate to an existing or prospective employer that you have both the manual and computerized exposure to basic accounting principles, together with other essential knowledge and skills. To earn the Accounting and Payroll Specialist certificate, you must successfully complete the below courses within a two-year period. Prerequisite: Basic computer skills and the ability to navigate the Internet, websites, and email.

REQUIREMENTS	HOURS	COST
Business Math	8	\$199
Accounting Essentials	66	\$699
Payroll Preparation Essentials	6	\$199
QuickBooks	18	\$499
Excel, Introduction	12	\$299
Excel, Intermediate	12	\$299
Excel, Advanced	12	\$299
Organizing Computer Files	6	\$199
Outlook, Introduction	12	\$299

Total: 152 hrs \$2,991



PROJECT MANAGER 📌

**AGILE FUNDAMENTALS**

This course provides you with the Agile values and principles to incorporate Agile methodologies into your organization. To be successful in delivering software using Agile methods, you must have a strong and stable agile mindset. This course focuses on "being" Agile before "doing" Agile and provides a common foundation for making decisions about the best way to develop software using agile values and principles and introduces you to PMI's Agile Certified Practitioner (PMI-ACP)®. This course prepares you for the Professional Scrum Master 1 (PSM1) certification. Prerequisites: Familiarity with the software development life cycle (SDLC). \$699

Feb 5-Feb 13	MTWTh	6 pm-9 pm	VIRTUALCEPMG 573 70
Jan 8-Jan 17	MTWTh	6 pm-9 pm	VIRTUALCEPMG 573 71
Mar 18-Mar 26	MTWTh	6 pm-9 pm	VIRTUALCEPMG 573 73
Apr 8-Apr 16	MTWTh	6 pm-9 pm	VIRTUALCEPMG 573 74

**CAPM EXAM PREP BOOT CAMP**

This course teaches the most important principles and practices related to project management through a combination of classroom lectures, group discussions, and hands-on exercises. Students will be taught how to develop project management artifacts using the various project management knowledge are processes. The course content is consistent with the latest edition of A Guide to the Project Management Body of Knowledge (PMBOK® Guide) and other standards and guides from the Project Management Institute (PMI). The course will prepare you for the Certified Associate in Project Management certification (CAPM) using the CAPM Exam Prep Study Guide by RMC Publications. Included with the course is a one-year subscription to RMC Exam Simulation of over 1500 exam questions to prepare to take the CAPM exam. The course is taught using PMI CAPM Exam Content Outline to ensure students understand PMI exam knowledge objectives for passing the CAPM exam. \$2995

Mar 11-Apr 2	MTWTh	6 pm-9 pm	NEAST CEPMG 577 50
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**PMP EXAM PREP BOOT CAMP**

Certification by the Project Management Institute (PMI) as a Project Management Professional (PMP) shows the world that you have mastered essential project management skills and knowledge. Improve your chances of passing the PMP certification exam on the first try with this well-proven and successful course. The course content is consistent with the latest edition of A Guide to the Project Management Body of Knowledge (PMBOK® Guide) and other standards and guides from the Project Management Institute (PMI). The course will prepare students Project Management Professional (PMP) using the PMP Exam Prep Study Guide by RMC Publications. Included with the course is a one-year subscription to RMC Exam Simulation of over 1500 exam questions to prepare to take the PMP exam. The course is taught using PMI PMP Exam Content Outline to ensure students understand PMI exam knowledge objectives for passing the PMP exam. \$3495

Apr 22-May 9	MTWTh	6 pm-9 pm	NEAST CEPMG 506 50
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CAREER SPOTLIGHT

**PROJECT MANAGER 1 📌**

Gain insight into project management knowledge, industry standards, as well as an array of tools and techniques indispensable for proficiently overseeing and guiding projects. This program will prepare you for the Certified Associate in Project Management (CAPM) examination.

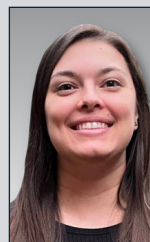
REQUIREMENTS	HOURS	COST
Agile Fundamentals	18	\$699
CAPM Exam Prep Boot Camp	42	\$2995
<b>Total:</b>	<b>60 hrs</b>	<b>\$3,694</b>

**PROJECT MANAGER 2 📌**

Project managers direct the daily operations of a project, analyze work flow, and establish priorities to meet set deadlines. Our program operates with a foundational commitment to ensuring that our graduates are exceptionally well-prepared to lead projects, regardless of the diverse methodologies employed by organizations. This program will prepare you for the Project Management Institute's Project Management Professional (PMP) examination.

REQUIREMENTS	HOURS	COST
Agile Fundamentals	18	\$699
PMP Exam Prep Boot Camp	35	\$1999
<b>Total:</b>	<b>53 hrs</b>	<b>\$2,698</b>

INSTRUCTOR SPOTLIGHT



**TIANA LANGER ARROYAVE**  
 Project Management | Web Development | Software Development and Engineering

Tiana is a highly skilled Web Developer with an impressive track record of over six years of experience in the field. She holds a Bachelor's Degree in Computer Information Systems from the University of South Carolina, and has also completed the renowned Full Stack Software Developer program at Midlands Technical College. After gaining valuable industry experience, Tiana rejoined the MTC faculty as an adjunct instructor, where she teaches a range of courses, including Source Control with Git, Agile Fundamentals, and the Software Developer and Engineering program.

## SUPERVISORY AND LEADERSHIP

### ANALYZING AND SOLVING PROBLEMS

Learn systematic models to understand the root of a problem, how to solve a problem, and how to prevent future problems. \$125

Mar 5 T 1:30 pm-4:30 pm NEAST CELSD 694 75

### CORE LEADERSHIP SKILLS

Describe the characteristics of a leader; differentiate between leadership and management; develop a vision; use tactics that enable followers to work to achieve the vision; list ways that leaders lead by example; encourage others by providing appropriate feedback. \$125

Apr 30 T 1:30 pm-4:30 pm NEAST CELSD 540 91

### DEFINING PERFORMANCE EXPECTATIONS

Participants will have the opportunity to analyze the expectations they have of their employees and the effect on performance and practice setting specific, realistic, and measurable performance standards. \$125

Jan 16 T 1:30 pm-4:30 pm NEAST CELSD 566 71

### EFFECTIVE DELEGATION

Participants will uncover the skills needed to delegate effectively. This includes determining what should be delegated, how to delegate to get results, who to delegate to, and how to follow-up. \$125

Apr 9 T 1:30 pm-4:30 pm NEAST CELSD 698 80

### EVALUATING PERFORMANCE

The participant will have the opportunity to become comfortable with a process for evaluation that will contribute to positive relationships and performance outcomes. \$125

Jan 23 T 1:30 pm-4:30 pm NEAST CELSD 567 70

### LEADING WORK TEAMS

Upon completion, participants will be able to define the difference between a group and a team, explore the behaviors of members of dynamic teams, identify elements of team effectiveness, and describe a process for developing a team mission statement and ground rules. \$125

Feb 6 T 1:30 pm-4:30 pm NEAST CELSD 578 70

### LEADING IN A CHANGING ENVIRONMENT

Learn strategies to introduce change into the workplace, while also learning what roles and responsibilities you have in leading a change effort. \$125

Mar 19 T 1:30 pm-4:30 pm NEAST CELSD 696 67

### MAKING SOLID DECISIONS

Workplace decision making can be both challenging and rewarding. Although supervisors have the authority to make decisions on behalf of direct reports, most will find more support for decisions (and more cooperation when it comes time to implement those decisions) if stakeholders are involved in the process. \$125

Mar 12 T 1:30 pm-4:30 pm NEAST CELSD 695 63

### PLANNING FOR RESULTS

Who has time to plan? This course will help participants discover the benefits of planning, as well as help them identify various types of planning tools. \$125

Feb 27 T 1:30 pm-4:30 pm NEAST CELSD 583 64

### PRODUCTIVE PARTNERSHIPS

It is not often that we can work isolated from others. Participants explore the need to collaborate and to form partnerships that enhance their productivity and work environment. \$125

Apr 16 T 1:30 pm-4:30 pm NEAST CELSD 697 78

### SETTING GOALS AND OBJECTIVES

Learn how to be successful at goal setting through action plans and methods of measuring progress for continuous improvement. \$125

Feb 20 T 1:30 pm-4:30 pm NEAST CELSD 693 65

### STARTING RIGHT: SELECTING THE BEST PERSON FOR THE JOB

Participants learn how to conduct a behavioral interview, determine the best orientation structure, and learn a process for on-the-job training of a new employee. \$125

Jan 9 T 1:30 pm-4:30 pm NEAST CELSD 691 69

### THE CHALLENGE OF LEADERSHIP - LEGALLY SPEAKING

Being aware of key legislation and ensuring compliance throughout the organization is a major responsibility for both human resources (HR) and for line supervisors/managers. \$125

Apr 2 T 1:30 pm-4:30 pm NEAST CELSD 577 78

### THE ENGAGED WORKFORCE

Participants learn how basic motivation theory relates to workplace behavior, what competencies supervisors need to provide a motivating environment, and how to develop a tool kit for employee reward and recognition. \$125

Jan 30 T 1:30 pm-4:30 pm NEAST CELSD 692 69

### VALUING DIVERSITY

The course will explore the topic of diversity by describing what valuing diversity means, by analyzing one's own perception of diversity, and by identifying key factors for managing diversity. \$125

Apr 23 T 1:30 pm-4:30 pm NEAST CELSD 699 86

## SHARE YOUR EXPERTISE

Adjunct professors needed for several business programs.  
See details on page 14.

**SUPERVISORY PROGRAM**

**NAVIGATE CHALLENGES WITH EASE.**

This unique program offers a comprehensive blend of theory and experiential learning tools that prepares supervisors to succeed. Take these highly interactive classes as a complete unit, or just attend the modules you want.

You'll leave each class session with knowledge and skills you can immediately apply on your job!

**SUPERVISORY UNIT 1: FINDING THE SUPERVISOR WITHIN**

Participants will explore the role of supervisor and set specific goals in their professional and personal development. Understanding the fundamental responsibilities of a supervisor within the context of their specific work environment, they will develop confidence and clarity in their leadership role. \$399

May 14-Jun 11 T 1:30 pm-4:30 pm NEAST CELSD 511 75

**SUPERVISORY UNIT 2: COMMUNICATING FOR IMPACT**

Communication is a necessity for successful supervision. This unit is designed to equip leaders with the skills they need to communicate clearly, listen carefully, give and receive feedback, and coach and counsel effectively. \$399

Jun 25-Jul 23 T 1:30 pm-4:30 pm NEAST CELSD 512 72

**SUPERVISORY UNIT 3: DEVELOPING AND RETAINING TALENT**

Creating and maintaining a quality work team is a business imperative. Learn how proper interviewing and selection techniques, coupled with effective employee orientation and training, evaluation and recognition methods, enable supervisors to develop and retain a productive workforce. \$399

Jan 9-Feb 6 T 1:30 pm-4:30 pm NEAST CELSD 513 68

**SUPERVISORY UNIT 4: MANAGING THE PROCESS**

Helping employees manage work processes involves setting goals, solving problems, making decisions, creating a plan, and managing the changes that are inevitable in any process. This unit takes a how-to, hands-on approach to managing each of these functions. \$399

Feb 20-Mar 19 T 1:30 pm-4:30 pm NEAST CELSD 514 63

**SUPERVISORY UNIT 5: LEADING FOR DESIRED RESULTS**

Now, more than ever, leadership skills are critical. Situations require adaptive leadership skills in a diverse work environment. Learn to be a leader who drives major strategic initiatives and positions your organization to win. \$399

Apr 2-Apr 30 T 1:30 pm-4:30 pm NEAST CELSD 515 77

**HUMAN RESOURCES**

**EMPLOYEE RELATIONS LAW**

The certificate in Employee Relations Law series is designed to provide a comprehensive, practical, convenient, and cost-effective way to acquire knowledge about complex employment laws that impact virtually every employment-related decision. In addition to Continuing Education credit, your completion of this program may be applied to recertification credit for HR professionals through both the Society of Human Resource Management (SHRM) and the Human Resource Certification Institute (HRCI). Class meets the second Thursday of each month from March - December. \$749

Mar 14-Dec 12 Th 8 am-12 pm NEAST CEHRS 510 17

**SHRM CERTIFICATION REVIEW**

The SHRM Learning System® for SHRM-CP and SHRM-SCP Certification Preparation course is designed primarily for individuals seeking credentials that focus on identifying and testing the knowledge and practical real-life experiences HR professionals around the world need to excel in their careers. Earning this credential establishes you as a recognized expert in the HR field. These certifications recognize that HR professionals are at the core of leading organizational success. Built on one singular Body of Competency and Knowledge (SHRM BoCK) the certification is designed to elevate the HR profession around the world. The Exam tests the HR professional's competency and the ability to put that knowledge to work through critical thinking and application. \$1395

Feb 21-May 15 W 6 pm-9 pm V CEHRS 534 18

**SHRM ESSENTIALS OF HUMAN RESOURCES**

The SHRM Essentials of Human Resources is an introductory course offering a comprehensive overview of the key aspects of HR. It gives participants foundational knowledge and an introduction of behavioral competencies that are essential for business success. This course is ideal for those who are just starting out in the human resources profession, or those who are looking for an effective way to boost their employee management skills. \$549

Jun 17-Jun 18 TW 8:30 am-5:30 pm NEAST CEHRS 500 54

# SCHOOL OF BUSINESS

## CUSTOMER SERVICE

### BECOMING A CUSTOMER SERVICE STAR

Don't just talk about providing exceptional customer service - make it happen. Becoming a Customer Service Star will help you develop a service mindset and gain skills to boost your service performance. Examine your own customer service attitudes and relationships, both internally and externally, and explore opportunities for improvement. \$259

Feb 5 M 9 am-4 pm NEAST CECUS 523 56

### CERTIFICATE IN CUSTOMER SERVICE

Customer service is essential for all businesses and organizations. With the increase of technology, human interaction with customers is critical in retaining customers, serving your audience, or turning inquiries into sales. Increase your skill set and improve your career. Take away extraordinary techniques unique to this class. \$245

Feb 5 - Mar 29 ONLINE CEUGC 503

Apr 1 - May 31 ONLINE CEUGC 503

## ORGANIZATIONAL PERFORMANCE

### LEAN SIX SIGMA GREEN BELT

Gain the knowledge to lead Lean Six Sigma teams. 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. \$3995

Jan 22-Feb 16 MTWThF 8 am-4:30 pm NEAST CEQAL 642 56

Apr 1-Jul 1 ONLINE CEQAL 642 651

Feb 1- May 1 ONLINE CEQAL 642 661

March 1- June 1 ONLINE CEQAL 642 671

### LEAN SIX SIGMA YELLOW BELT

The majority of organizations in this country are faced with the need to drive improvements in productivity, quality and customer satisfaction in order to remain competitive. Increasingly, these organizations are choosing Lean Six Sigma as the way to achieve such goals. In this intensive five-day course, learn how to contribute to and lead Lean Six Sigma improvement teams. Gain a strong knowledge of how to apply the Lean Six Sigma DMAIC methodology with a primary focus on process mapping, lean tools and methods as well as graphical analysis tools. Those achieving Yellow Belt status often later progress to Green Belt status by taking a Lean Six Sigma Yellow Belt to Green Belt transition course. \$1995

Jan 22-Jan 26 MTWThF 8 am-4:30 pm NEAST CEQAL 706 26

Jan 1-Apr 1 ONLINE CEQAL 706 361

Feb 24-May 24 ONLINE CEQAL 706 301

Mar 1-Jun 1 ONLINE CEQAL 706 321

Apr 1-Jul 1 ONLINE CEQAL 706 331

## PERSONAL DEVELOPMENT

### ADMINISTRATIVE PROFESSIONALS CONFERENCE

The conference will be held at Brookland Banquet and Conference Center located at 1066 Sunset Blvd. West Columbia, SC 29169. This empowering one-day conference is for everyone who works in an administrative role. Gain essential skills and information to increase your productivity, take on new challenges, and reach your highest potential. Register early at \$255. After March 18, registration is \$295. Registration includes all educational sessions, a continental breakfast and luncheon. \$295

Apr 24 W 9 am-4 pm BBC CEADM 500 17

## INSTRUCTOR SPOTLIGHT



### SYLVIA AULL-HOLCOMBE

#### Leadership Skills

Sylvia Aull-Holcombe has over 25 years of experience as a human resources professional in a variety of industries. She has worked closely with all levels of employees to assist them with career management, succession planning, and professional development. She has designed and facilitated programs to assess and improve individual and team performance.

She is a certified Senior Professional in Human Resources (SPHR) through the National Society for Human Resources Management.

## ESSENTIAL SKILLS FOR SUCCESS

Save \$155 when you combine all six program modules in one convenient course.

Do you have the right skills employers are looking for? Technical skills alone are not enough to meet employers' expectations for productivity and performance. In a recent survey, employers ranked professionalism, teamwork, critical thinking, and verbal communication as the most important skills in the workplace. This certificate will prepare you to be successful at work by building the core set of skills employers value most. By learning to communicate effectively, think critically, collaborate well with others, and demonstrate personal accountability, you will have the skills to succeed. \$595

Jan 13-Feb 3	S	9 am-4 pm	VIRTUAL CECDS 808 34
Feb 10-Mar 2	S	9 am-4 pm	VIRTUAL CECDS 808 35
Apr 13-May 4	S	9 am-4 pm	VIRTUAL CECDS 808 37
Mar 9-Mar 30	S	9 am-4 pm	NEAST CECDS 808 38
Feb 2-Mar 15	F	9 am-12 pm	NEAST CECDS 808 39
Mar 5-Apr 16	T	6 pm-9 pm	VIRTUAL CECDS 808 42
Feb 5-Mar 18	M	6 pm-9 pm	VIRTUAL CECDS 808 44
Apr 8-May 20	M	6 pm-9 pm	VIRTUAL CECDS 808 45
Feb 12-Feb 15	MTWTh	9 am-4 pm	NEAST CECDS 808 47
Jan 11-Feb 22	Th	6 pm-9 pm	VIRTUAL CECDS 808 48



## PERSONAL DEVELOPMENT

### ESSENTIAL SKILLS (Modules)

The six courses below are part of the *Essential Skills Certificate*. They can be taken together or as standalone classes.

#### CRITICAL THINKING AND PROBLEM SOLVING (ESSENTIAL SKILLS)

Employers rank critical thinking as the most important skill for employees in the next five years. Critical thinking helps you step back, examine your thoughts, test assumptions, and process information more effectively. This course helps you identify your thinking style and follow a process to think critically, solve problems and make informed decisions. \$125

Jan 20	S	1 pm-4 pm	VIRTUAL CECDS 722 34
Feb 17	S	1 pm-4 pm	VIRTUAL CECDS 722 35
Apr 20	S	1 pm-4 pm	VIRTUAL CECDS 722 37
Mar 16	S	1 pm-4 pm	NEAST CECDS 722 38
Feb 16	F	9 am-12 pm	NEAST CECDS 722 39
Mar 19	T	6 pm-9 pm	VIRTUAL CECDS 722 42
Feb 19	M	6 pm-9 pm	VIRTUAL CECDS 722 44
Apr 22	M	6 pm-9 pm	VIRTUAL CECDS 722 45
Feb 13	T	1 pm-4 pm	NEAST CECDS 722 47
Jan 25	Th	6 pm-9 pm	VIRTUAL CECDS 722 48

#### DEALING WITH CONFLICT (ESSENTIAL SKILLS)

Conflict is inevitable; the key is dealing with conflict in a way that produces positive outcomes. This course will help you learn how to work through situations and avoid the traps that damage relationships and negatively impact productivity and results. You will learn proven methods to recognize the signs of conflict and apply a process to resolve conflict effectively. \$125

Jan 27	S	1 pm-4 pm	VIRTUAL CECDS 724 34
Feb 24	S	1 pm-4 pm	VIRTUAL CECDS 724 35
Apr 27	S	1 pm-4 pm	VIRTUAL CECDS 724 37
Mar 23	S	1 pm-4 pm	NEAST CECDS 724 38
Mar 1	F	9 am-12 pm	NEAST CECDS 724 39
Apr 2	T	6 pm-9 pm	VIRTUAL CECDS 724 42
Mar 4	M	6 pm-9 pm	VIRTUAL CECDS 724 44
Feb 14	W	1 pm-4 pm	NEAST CECDS 724 47
Feb 8	Th	6 pm-9 pm	VIRTUAL CECDS 724 48

#### PERSONAL ACCOUNTABILITY AND PROFESSIONALISM (ESSENTIAL SKILLS)

When you take on an attitude of accountability, you empower yourself to be responsible, accomplish your goals, and demonstrate professionalism. You will gain strategies to avoid the blame game, overcome obstacles, manage expectations, and achieve your highest potential. \$125

Jan 13	S	1 pm-4 pm	VIRTUAL CECDS 720 34
Feb 10	S	1 pm-4 pm	VIRTUAL CECDS 720 35
Apr 13	S	1 pm-4 pm	VIRTUAL CECDS 720 37
Mar 9	S	1 pm-4 pm	NEAST CECDS 720 38
Feb 9	F	9 am-12 pm	NEAST CECDS 720 39
Mar 12	T	6 pm-9 pm	VIRTUAL CECDS 720 42
Feb 12	M	6 pm-9 pm	VIRTUAL CECDS 720 44
Apr 15	M	6 pm-9 pm	VIRTUAL CECDS 720 45
Feb 12	M	1 pm-4 pm	NEAST CECDS 720 47
Jan 18	Th	6 pm-9 pm	VIRTUAL CECDS 720 48

#### PRINCIPLES OF TEAMWORK, COLLABORATION, AND TRUST (ESSENTIAL SKILLS)

In almost every job, success depends on working together to achieve shared goals. Your ability to collaborate and learn from others is essential to getting the job done. This course will help you identify the key principles for being a team player and developing trusting relationships. \$125

Jan 20	S	9 am-12 pm	VIRTUAL CECDS 721 34
Feb 17	S	9 am-12 pm	VIRTUAL CECDS 721 35
Apr 20	S	9 am-12 pm	VIRTUAL CECDS 721 37
Mar 16	S	9 am-12 pm	NEAST CECDS 721 38
Feb 23	F	9 am-12 pm	NEAST CECDS 721 39
Mar 26	T	6 pm-9 pm	VIRTUAL CECDS 721 42
Feb 26	M	6 pm-9 pm	VIRTUAL CECDS 721 44
Apr 29	M	6 pm-9 pm	VIRTUAL CECDS 721 45
Feb 13	T	9 am-12 pm	NEAST CECDS 721 47
Feb 1	Th	6 pm-9 pm	VIRTUAL CECDS 721 48

#### TAKING CHARGE OF CHANGE (ESSENTIAL SKILLS)

When you can recognize your internal reactions to change, you can better manage your responses. This course will help you learn strategies to accept change, reduce stress, and remain productive during the change process. \$125

Jan 27	S	9 am-12 pm	VIRTUAL CECDS 723 34
Feb 24	S	9 am-12 pm	VIRTUAL CECDS 723 35
Apr 27	S	9 am-12 pm	VIRTUAL CECDS 723 37
Mar 23	S	9 am-12 pm	NEAST CECDS 723 38
Mar 8	F	9 am-12 pm	NEAST CECDS 723 39
Apr 9	T	6 pm-9 pm	VIRTUAL CECDS 723 42
Mar 11	M	6 pm-9 pm	VIRTUAL CECDS 723 44
Feb 14	W	9 am-12 pm	NEAST CECDS 723 47
Feb 15	Th	6 pm-9 pm	VIRTUAL CECDS 723 48

#### VERBAL COMMUNICATION SKILLS (ESSENTIAL SKILLS)

Poor communication creates chaos in the workplace and costs organizations millions of dollars each year in lost productivity, mistakes, and lost customers. Learn how to ensure your communication is clear and direct so that listeners receive information accurately. Improving your verbal communication skills can enhance working relationships and increase your success. \$125

Jan 13	S	9 am-12 pm	VIRTUAL CECDS 719 34
Feb 10	S	9 am-12 pm	VIRTUAL CECDS 719 35
Apr 13	S	9 am-12 pm	VIRTUAL CECDS 719 37
Mar 9	S	9 am-12 pm	NEAST CECDS 719 38
Feb 2	F	9 am-12 pm	NEAST CECDS 719 39
Mar 5	T	6 pm-9 pm	VIRTUAL CECDS 719 42
Feb 5	M	6 pm-9 pm	VIRTUAL CECDS 719 44
Apr 8	M	6 pm-9 pm	VIRTUAL CECDS 719 45
Feb 12	M	9 am-12 pm	NEAST CECDS 719 47
Jan 11	Th	6 pm-9 pm	VIRTUAL CECDS 719 48

#### ENHANCING YOUR PROFESSIONALISM

Building and maintaining a professional image is key to your success. Learn how to build self-confidence, present yourself professionally, and communicate more effectively. Take away the top traits of true professionalism. \$125

Jan 31	W	9 am-12 pm	NEAST CECDS 564 18
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**BUSINESS ANALYSIS**

**BUSINESS ANALYSIS: THE ANALYST'S ROLE DURING THE SOFTWARE DEVELOPMENT LIFE CYCLE (SDLC)**

Learn tools and techniques to write non-ambiguous functional requirements and understand the business analyst role in waterfall and agile environments. Understand how to develop the "right" requirements to build the "right" product with optimal value for the customer. Learn the "right" questions to interview end-users, and facilitate requirement workshops using root cause analysis and techniques to discover functional and non-functional requirements. Learn acceptance criteria for requirements based on customer expectations. Develop business analysis documentation (business analysis plan, a business requirement specification document, a requirement traceability matrix, and context diagrams) to demonstrate the wealth of knowledge of the Business Analyst's role in each phase of the SDLC on a project. Course objectives aligned with the IIBA objectives. \$1959

Jan 8-Jan 25 MTWTh 6 pm-9:45 pm HARBN CEBA 500 76

**BUSINESS ANALYSIS: USE CASES TO FUNCTIONAL REQUIREMENTS**

Learn tools and techniques to understand the scope of work on a project and determine which parts of business use cases can be automated. Learn to identify business events that take place within an organization to model the business event by writing use cases. Learn to identify detailed process steps and system interactions. Learn the difference between business and product use cases. Learn to write different types of use cases and the required elements for each using business requirements documentation. Facilitate, collaborate, and communicate your understanding of stakeholder requirements for verification and validation. Prerequisites: Business Analysis: The Analysts Role during the Software Development Life Cycle (SDLC). Course objectives aligned with the IIBA objectives. \$1959

Feb 5-Feb 15 MTWTh 6 pm-9:45 pm HARBN CEBA 501 74

**BUSINESS ANALYSIS: IN-DEPTH SOFTWARE TESTING**

Learn the different phases of the Software Testing Life Cycle. Learn to write detailed test plans and test cases to test the requirements and use cases. Learn to develop pre and post conditions, enter and exit criteria, and identify testing environments required for each phase of testing. Learn to write test reports for tracking defeats using the IEEE standard for software testing and their associated testing templates. Prerequisites: Business Analysis: The Analyst's Role during the Software Development Life Cycle (SDLC) and Business Analysis: Use Cases to Functional Requirements. Course objectives aligned with the IIBA objectives. \$1959

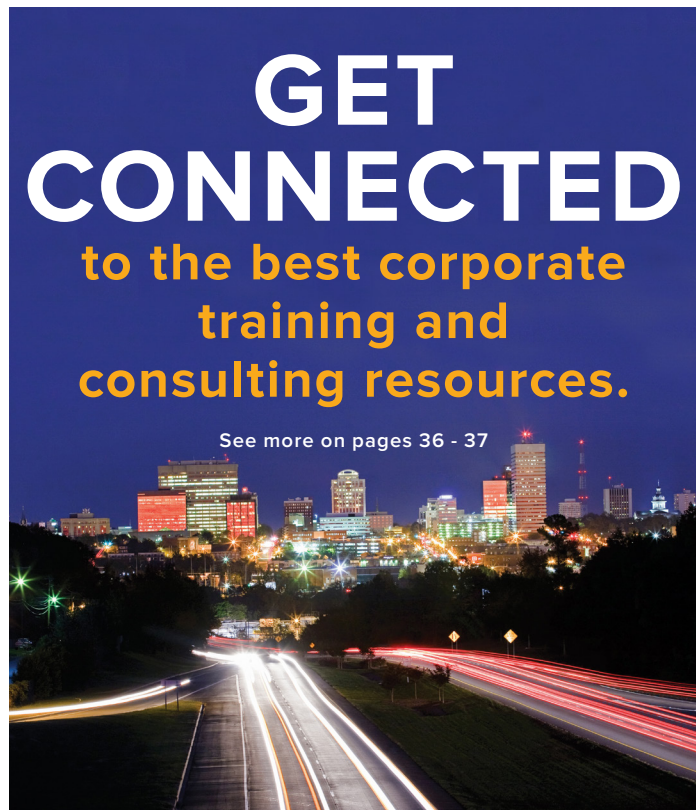
Feb 26-Mar 7 MTWTh 6 pm-9:45 pm HARBN CEBA 502 73

**CAREER SPOTLIGHT**

**BUSINESS ANALYST** ⓘ

In this program, you will learn about the role and required skills of the business analyst as it relates to the Software Development Life Cycle (SDLC). Completion of this certificate will indicate to an existing or prospective employer that you understand the role of the business analyst during the SDLC, how you develop cases into detailed business requirements, and how to implement different testing techniques that accompany the SDLC to verify a successful client project installation. Prerequisite: You should have at minimum an associate degree or two years of experience in a particular field to enter this program. To earn this certificate, you must successfully complete the below courses within a two-year period.

REQUIREMENTS	HOURS	COST
Business Analysis: The Analyst's Role During the Software Development Life Cycle (SDLC)	30	\$1959
Business Analysis: Use Cases to Functional Requirements	30	\$1959
Business Analysis: In-Depth Software Testing	30	\$1959
Agile Fundamentals	18	\$699
<b>Total: 108 hrs</b>		<b>\$6,576</b>



GRANT WRITING

A TO Z GRANT WRITING

A to Z Grant Writing will take you through the process of finding and writing a grant application. Using a Theory of Change process to engage stakeholders in framing a grant application, you will prepare a draft of a grant application of your choice step-by-step. In doing so, you will learn what grant funders look for in an application. \$169

Jan 17-Mar 18	ONLINE CEETG 555
Feb 14-Apr 5	ONLINE CEETG 555
Mar 13-May 3	ONLINE CEETG 555
Apr 17-Jun 7	ONLINE CEETG 555

DIGITAL MARKETING

PODCASTING

Businesses and hobbyists are turning to podcasting to grow their brand and connect with customers. This step-by-step class will take you from start to finish and cover the required elements needed to get your show online. Come to class with your idea and end with your show online for all to hear. \$245

Feb 5-Mar 1	ONLINE CEUGC 527
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DIGITAL MARKETING CERTIFICATE

A fundamental and advanced introduction to eMarketing: improve email promotions, analyze website traffic, do search engine optimization and online advertising. Relevant for businesses, non-profits, and government agencies. No eMarketing experience necessary. Expert instructors will provide updated information. \$495

Feb 5-Apr 26	ONLINE CEUGC 516
Apr 1-Jun 28	ONLINE CEUGC 516

MASTERING VIDEO MARKETING CERTIFICATE

Video marketing is a hot trend. Shoppers who viewed product videos were 144% more likely to add the product to their cart. Video with good SEO has a 53% higher chance of showing up towards the top of google searches. A strong video tells a story and connects people, and leads to an emotion 'trigger' that plain text cannot do. \$395

Feb 5-Mar 29	ONLINE CEUGC 520
Apr 1-May 31	ONLINE CEUGC 520

SOCIAL MEDIA FOR BUSINESS CERTIFICATE

For businesses, non-profit, government, and other organizations: Learn how Facebook, Twitter, blogging, YouTube, LinkedIn, and more can be used to develop a two-way communication and marketing strategy for your organization. Make a plan to integrate social networks in your workplace with the help of outstanding practitioners. \$495

Feb 5-Apr 26	ONLINE CEUGC 515
Apr 1-Jun 28	ONLINE CEUGC 515

SALES

PROFESSIONAL SALES SKILLS

Learn the entire sales process from beginning to the end including time management, marketing, pipeline management, turning prospects into buyers, providing proper customer service and how to develop a sales plan. \$169

Jan 17-Mar 18	ONLINE CEETG 581
Feb 14-Apr 5	ONLINE CEETG 581
Mar 13-May 3	ONLINE CEETG 581
Apr 17-Jun 7	ONLINE CEETG 581

EVENT PLANNING

MEETING AND EVENT PLANNING CERTIFICATE

Explore and understand the concepts of event planning and executing a successful event. Whether your interests lie in opening your own event company, planning a wedding, or simply mastering the skills to plan the perfect meeting for work, this program provides you the skill set to understand a variety of aspects planning to include contract negotiations, venue selection, establishing pricing for your services, marketing, and much more. \$899

Jan 23-Feb 29	TTh	5:30 pm-8:30 pm	HARBN	CEEVT 527 10
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# LEVEL UP

*Existing Leaders:* MTC's new **NEXT LEVEL LEADERSHIP CERTIFICATE** strengthens your skills and gives you even more tools to excel.

Course topics include:

- > Emotional Intelligence
- > Building Trust
- > Diversity, Equity, Inclusion (DEI) – Trends and Responses
- > Developing Others, Including Mentoring
- > Creativity and Critical Thinking
- > Presenting with Confidence

Open to MTC Supervisory Certificate graduates or leaders with 3+ years of supervisory/managerial experience.



## SCHOOL OF ENGLISH AND HUMANITIES

Below are the Training programs in the School of English and Humanities. The majority of the programs in this school are academic degrees, diplomas, and certificates.  
Learn more at [MIDLANDSTECH.EDU/schools](http://MIDLANDSTECH.EDU/schools)

### AUDIO ENGINEER 🕒

#### PROGRAM SPOTLIGHT

#### AUDIO ENGINEER 🕒

Are you interested in becoming a music producer or audio engineer? This program will prepare you for a career in the live sound, studio recording and music production business. Over six months, you will learn from experienced instructors in a real studio environment to get a comprehensive perspective of audio engineering. Classes can be taken in any order except Studio 1, 2 and 3. A compressed version of the program is offered each spring with weekend options. Weekday classes are offered each fall.

The following Audio Engineering classes meet at Midlands Audio Institute, 207 S. Prospect St., Columbia, SC 29205. 803.782.6910.

#### AUDIO ENGINEERING, INTRODUCTION

In this course, students will learn how to use standard types of audio equipment and understand the basic theory of operation for using microphones, mixing consoles, compressors, EQs, reverbs and speaker systems. Students will be introduced to basic concepts and terminology related to sound, audio, equipment and systems, while being challenged to open themselves to different ways of listening. \$449

Jan 8-Feb 26 M 7 pm-9 pm MAI CEMUS 507 50

#### DIGITAL MUSIC PRODUCTION

Learn how to make beats and create music tracks for all genres of music, video games and film soundtracks. Course covers the digital audio program Reason. Upon completion of this course students will be able to program and mix digital projects. Topics include MIDI, signal flow, multi-tracking, songwriting and more. \$449

Jan 11-Feb 22 Th 7 pm-10 pm MAI CEMUS 525 19



#### STUDIO RECORDING I

In this course, students will learn the latest techniques in audio recording while operating the industry standard Pro Tools workstation, utilizing both recording and editing procedures, mixing techniques, microphone placement, studio set-up and signal processing (analog/digital) will also be covered. \$449

Feb 27-Apr 9 T 7 pm-9:35 pm MAI CEMUS 522 50

#### LIVE SOUND PRODUCTION

This class will teach you what you need to know to work in the live sound business. Learn how to design, setup and operate live sound systems for concerts and other events. Understand all the components of a sound system and how to mix sound. \$449

Mar 11-Apr 22 M 7 pm-9:34 pm MAI CEMUS 521 50

#### MUSIC BUSINESS

This course will introduce students to an overview of the music business to include: building a team, major label deals vs independent, marketing campaigns, publishing, licensing, distribution, selling and promoting music. This course will identify key business management skills needed to pursue a career in the music industry. \$449

Mar 23-Mar 24 SSu 9 am-5 pm MAI CEMUS 510 27

#### COMMERCIAL MUSIC THEORY

This class teaches the basic music skills that any music producer should know. Understand important musical terms such as tempo, time signature and the key that the song is in. This class will feature lots of in-class recording and music creation featuring guest musicians. \$449

Apr 13-Apr 14 SSu 10 am-6 pm MAI CEMUS 511 23

#### STUDIO RECORDING II

Students will enter the realm of professional mixing and editing techniques. Exploring more options in mics, outboard gear and plugins in class. Live recording and mixing of artists in class! \$449

Apr 27-Apr 28 SSu 9 am-6 pm MAI CEMUS 523 21

#### STUDIO RECORDING III

Create and mix audio and sound FX for video and film. Learn advanced song editing and arranging skills to make altering song structures easy and quick! Mastering masterclass! We will take a deep dive into mastering and explain the process. This course includes a two-hour lab. Textbook included. \$449

Jan 9-Feb 20 T 7 pm-10 pm MAI CEMUS 524 22



# SCHOOL OF ENGLISH AND HUMANITIES

## BUSINESS WRITING

### BUSINESS GRAMMAR

Prevent embarrassing errors and increase your writing success with this intensive one-day program. Gain important tips on correct use of the English language and grammar rules. \$259

Feb 6 T 9 am-4 pm NEAST CEWCS 500 70

### BUSINESS LETTER WRITING

Learn to write business letters that get results. This course will help you write clear, concise, and well-organized letters that present a positive, professional image of you and your organization. \$259

Feb 8 Th 9 am-4 pm NEAST CEWCS 501 15

### BUSINESS WRITING ESSENTIALS

This 3-hour course developed for Fort Jackson provides a grammar refresher and review of basic writing concepts such as structuring documents and proofreading. \$149

Feb 3	S	9 am-12 pm	VIRTUAL CEWCS 551 34
Mar 2	S	9 am-12 pm	VIRTUAL CEWCS 551 35
Mar 30	S	9 am-12 pm	NEAST CEWCS 551 38
Mar 15	F	9 am-12 pm	NEAST CEWCS 551 39
Apr 16	T	6 pm-9 pm	VIRTUAL CEWCS 551 42
Mar 18	M	6 pm-9 pm	VIRTUAL CEWCS 551 44
Feb 15	Th	9 am-12 pm	NEAST CEWCS 551 47
Feb 22	Th	6 pm-9 pm	VIRTUAL CEWCS 551 48

### FUNDAMENTALS OF TECHNICAL WRITING

Learn the fundamental techniques that all successful technical writers use especially how to translate complex information into easily understood language, and how to become a wizard at marrying the art of publishing with the science of technology. \$169

Jan 17-Mar 8	ONLINE CEETG 581
Feb 14-Apr 5	ONLINE CEETG 581
Mar 13-May 3	ONLINE CEETG 581
Apr 17-Jun 7	ONLINE CEETG 581

## LANGUAGES

### SPANISH I

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

Jan 24-Mar 27 W 6 pm-8 pm AIRPT CELNG 510 42

### BEGINNING CONVERSATIONAL FRENCH

Learn the basics of conversational French including proper pronunciation of French words that you'll use in your travels as well as cultural tips including appropriate gestures and body language. \$169

Jan 17-Mar 8	ONLINE CEETG 689
Feb 14-Apr 5	ONLINE CEETG 689
Mar 13-May 3	ONLINE CEETG 689
Apr 17-Jun 7	ONLINE CEETG 689

### SPEED SPANISH I

Just like in English, Spanish sentences are made up of different parts-nouns, verbs, and phrases. In this course, you will learn how to glue those different parts together using a series of recipes. This first lesson will teach you the Magic Circle Recipe-a recipe so powerful that, by learning 200 vocabulary words, you will be able to say close to 150,000 sentences in Spanish. Learn a little, do a lot! \$169

Jan 17-Mar 8	ONLINE CEETG 564
Feb 14-Apr 5	ONLINE CEETG 564
Mar 13-May 3	ONLINE CEETG 564
Apr 17-Jun 7	ONLINE CEETG 564

## PHOTOGRAPHER AND VIDEOGRAPHER

### PHOTOGRAPHY AND VIDEOGRAPHY

Learn basic camera functions, exposure, and depth of field. In addition, receive further instruction on composition, how light affects images, filters, and flash. Then move into discussing concepts of videography and how to capture moving pictures and sound using video and audio equipment, with expertise in lighting, composition and framing, and editing. Other important skills include maintaining client relationships, production planning, reel creation, and mastering distribution methods. \$799

Jan 8-Mar 13 MW 6 pm-9 pm NEAST CEPIC 559 50

### VIDEO EDITING CERTIFICATE

Learn basic and some advanced techniques in video editing using Adobe Premiere Pro CC. Includes how to add transitions, basic effects, syncing sound, basic color correction, and how to format video in standard and high-definition formats for export. In addition, students will learn how to upload video and various media platforms such as You Tube, Vimeo, and Facebook. Concludes with a video production reel that can be utilized to gain employment. A DSLR camera that captures video, a video camera, or a smartphone that captures video is required. A subscription to Adobe Premiere Pro CC and a 500 GB Mac and PC compatible external hard drive is also required. Please note that students will be able to subscribe to the Adobe Premiere Pro CC software at the student's rate once enrolled into the class or if already enrolled in any other class at Midlands Technical College. Prerequisite: Knowledge of basic computer functions and the ability to organize computer files. \$749

Mar 25-May 22 MW 6 pm-9 pm NEAST CEPIC 555 50



### VIRTUAL TOURS

Discover MTC's Airport, Beltline, or Northeast campuses from right where you are.  
Explore Now | [MIDLANDSTECH.EDU/campuses](http://MIDLANDSTECH.EDU/campuses)

## SCHOOL OF EDUCATION AND PUBLIC SERVICE

Below are the Training programs in the School of Education and Public Service. The majority of the programs in this school are academic degrees, diplomas, and certificates.  
Learn more at [MIDLANDSTECH.EDU/schools](http://MIDLANDSTECH.EDU/schools)

### CAREER DEVELOPMENT FACILITATOR

#### FACILITATING CAREER DEVELOPMENT

This training provides individuals with relevant skills and knowledge to assist others in planning careers and obtaining meaningful work. This 120-hour online course developed by the National Career Development Association is a hybrid, requiring one in-person meeting on first day of class, virtual meetings via a platform such as Zoom, web-based instruction on your own, use of the course textbook (included in fee), and independent study. The first and only onsite session is on day one from 9 am to 4 pm for orientation and textbook pick up at the Northeast Campus, Day 2 is virtual from 9 am to 1 pm. Completion of this course supports application for the GCDF and CCSP credentials. \$1299

Feb 23-May 17 F 9 am-4 pm H CECDF 600 40

#### CERTIFICATE IN LEARNING STYLES

Learn the most advanced information about the three most important and most prevalent characteristics you experience as a teacher with your participants: generation, gender, and the autism spectrum. \$395

Mar 4-Apr 26

ONLINE CEUGC TBD

#### CERTIFICATE IN ONLINE TEACHING

For those new to teaching online, or those already teaching online. Certified Instructor (COI) requires the registrant to take a 50 question exam. The registrant will have their students evaluate an online course, and the Chair of the LERN Faculty Advisory Board will critique one of the registrant's online courses. \$495

Feb 5-Apr 26

ONLINE CEUGC 512

Apr 1-Jun 28

ONLINE CEUGC 512

### INSTRUCTOR SPOTLIGHT



#### DR. SHARON GIVENS | Career Development | Essential Skills

Dr. Sharon Givens is a researcher, licensed psychotherapist, supervisor, career counselor, professional trainer, and academician. Sharon is a National Board Certified Counselor, a Board Certified Tele Mental Health Provider, Certified Career Counselor, Board Certified Life and Career Coach, Human Services Board Certified Practitioner, Approved Clinical Supervisor, a Global Career Development Facilitator, a Career Development Facilitator Instructor, a Certified

Career Services Provider, National Career Development Association Master Trainer, a DISC Personality Trainer, A Birkman Facilitator, Franklin Covey Facilitator, and a True Colors Facilitator. She has developed and conducted over 500 training/seminars across the country and in West Africa. Sharon is a member of the Board of Directors for National Career Development and is currently serving as the President of the National Career Development Association.

# Need Flexibility?

## Online and Virtual Training

Classes taught by local instructors as well as online options through a network of qualified, national instructors from LERN and Ed2Go.

Business | Skilled Trades | Education | English and Humanities | Health Care | IT

View the complete list and enroll now.



[MIDLANDSTECH.EDU/OnlineTraining](http://MIDLANDSTECH.EDU/OnlineTraining)



## PERSONAL ENRICHMENT

On the college website, Personal Enrichment courses are listed separately from MTC's 8 Schools of Study. View offerings at [MIDLANDSTECH.EDU/programs-and-courses/personal-enrichment](http://MIDLANDSTECH.EDU/programs-and-courses/personal-enrichment)

### FLORAL DESIGNER

#### FLORAL DESIGN

In six weeks, you will learn all about the materials and equipment, principles of good design, color, specialized design, table and vase arrangements, corsages, bridal bouquets, and more. You'll even learn about career opportunities in the floral field. This is a great skill to add to your resume. \$399

Jan 22-Mar 18 M 6 pm-9 pm HARBN CEFLC 501 34

### CAKE DECORATOR

#### CAKE DECORATOR PROFESSIONAL

Find out how the experts create beautiful cakes. This 18-hour certificate program prepares you with the basic cake decorating skills needed to start a cake business, obtain a position as an entry level decorator (bakery/grocery store), or for personal pleasure. Learn the perfect techniques in creating beautiful cakes using buttercream icing. The list of supplies needed will be discussed the first night of class. \$269

Jan 23-Feb 27 T 6 pm-9 pm HARBN CEKIT 522 64

### INTERIOR DECORATOR

#### INTERIOR DECORATING

Students will learn concepts about color and pattern relationships, floor-planning skills, window treatments, furniture selection, cost estimations, accessories, and other topics. Students will complete projects to help them learn the concepts and apply real-world examples. \$539

Jan 17-Feb 22 WTh 6 pm-9 pm NEAST CEDCP 546 10

### PERSONAL FINANCE

#### PERSONAL FINANCE

Set clear financial goals, make the right investments, increase financial security, and be prepared to retire someday. This course will help you gain control over the financial impact of your choices with tools that are useful, realistic, and easy to work into your regular routine. \$169

Jan 17-Mar 8	ONLINE CEETG 545
Feb 14-Apr 5	ONLINE CEETG 545
Mar 13-May 3	ONLINE CEETG 545
Apr 17-Jun 7	ONLINE CEETG 545

### DEFENSIVE DRIVING

#### DEFENSIVE DRIVING

Licensed drivers may take this eight-hour National Safety Council course every three years. Successful completion will remove up to four points (except DUI) on a SC driver's license, including CDL. Driver's license number and state required when registering. May reduce insurance costs. Defensive driving techniques are stressed through lectures, videos, and classroom demonstrations. NOTE: Arrive 10 minutes early. No late arrivals will be admitted. Bring a pen or pencil to class. \$99

Jan 13	S	8 am-5 pm	NEAST CEDDC 500 65
Jan 27	S	8 am-5 pm	NEAST CEDDC 500 66
Feb 10	S	8 am-5 pm	NEAST CEDDC 500 67
Feb 24	S	8 am-5 pm	NEAST CEDDC 500 68
Mar 9	S	8 am-5 pm	NEAST CEDDC 500 69
Mar 23	S	8 am-5 pm	NEAST CEDDC 500 70
Apr 6	S	8 am-5 pm	NEAST CEDDC 500 71
Apr 20	S	8 am-5 pm	NEAST CEDDC 500 72

### MOTORCYCLE

#### BASIC MOTORCYCLE

Learn basic motorcycle riding techniques in this beginner-level course. The motorcycle range activity includes riding on small (100-350 cc) training motorcycles. NOTES: 1) For license waiver option, present motorcycle permit at first class and pass all assessments. 2) A three-hour online e-course is required before the first class. You will be emailed a code to access this e-course. You must present certificate of e-course completion to instructor at first class. 3) You will need to pass both a written and riding assessment to receive a completion certificate. Prerequisite: Must be eligible for a motorcycle driver's license and be able to ride a bicycle. This course is not an alternate to the driver education requirement for under 18-year-old drivers. Meets the standards set by SC law for insurance discount. Half helmets are not allowed, must be full face or open face helmet. \$299

Jan 12-Jan 14	F	6 pm-8 pm	BLTLN CEMOT 501 12
	SSu	8 am-5 pm	
Jan 26-Jan 28	F	6 pm-8 pm	BLTLN CEMOT 501 13
	SSu	8 am-5 pm	
Feb 9-Feb 11	F	6 pm-8 pm	BLTLN CEMOT 501 14
	SSu	8 am-5 pm	
Feb 23-Feb 25	F	6 pm-8 pm	BLTLN CEMOT 501 15
	SSu	8 am-5 pm	
Mar 8-Mar 10	F	6 pm-8 pm	BLTLN CEMOT 501 16
	SSu	8 am-5 pm	
Mar 22-Mar 24	F	6 pm-8 pm	BLTLN CEMOT 501 17
	SSu	8 am-5 pm	
Apr 5-Apr 7	F	6 pm-8 pm	BLTLN CEMOT 501 18
	SSu	8 am-5 pm	
Apr 19-Apr 21	F	6 pm-8 pm	BLTLN CEMOT 501 19
	SSu	8 am-5 pm	



# Corporate Training

## Apprentice Spotlight – EMT Peter Wylie

“I learned about the Lexington County EMS Apprenticeship Program through a friend of mine who worked at a non-emergency medical transport company. He said that Midlands Tech would provide the education on-site, I would be paid to learn how to be an Emergency Medical Technician (EMT), and I would basically have a guaranteed job coming out of the program. I couldn’t turn that down!

“I’ve always had a caretaker’s heart, if you will. I’ve always wanted to help people. As an EMT, I can be in someone’s home, helping them through whatever medical emergency they’re having. I can help get them to the hospital if they can’t do that themselves.

“Midlands Tech provided the education on-site at the Lexington County EMS Operations Center for about six weeks, and it was very in-depth. Every day, we would show up at 8 am and have a full day until 5 pm. The morning period was typically classroom time, and after lunch was mostly hands-on time. So if we received CPR training or learned how to do a breathing treatment that morning, we would practice it that afternoon. Practical training like that makes for a high-quality education.”



EMT Peter Wylie (right)

“The fact that Lexington County, Apprenticeship Carolina, and Midlands Tech have made this education available and accessible to someone like me – that they had confidence in me coming right off the street – was pretty heartening. I’ve been able to start with a brand-new job, and I have this excellent training that I’m going to be able to take with me anywhere. I’ve learned so much already, and I’m a lot more confident in my skills as a medical provider than I would have been otherwise.”

- Peter Wylie, EMT

To learn more about the Lexington County EMS Apprenticeship Program and how it partners with Midlands Technical College, scan this QR code:



If your business is struggling to recruit and retain employees, apprenticeships can be a strong solution.



Ready to get started? MTC and Apprenticeship Carolina make it easy. Explore the options at [MIDLANDSTECH.EDU/apprenticeships](https://MIDLANDSTECH.EDU/apprenticeships)

# We know how it works.

Training decisions can be difficult, and there's a lot to consider. Our hope is that you will always consider us, first.

This is how we work to give you the best options and resources in the industry:

# 1

## IDENTIFY THE NEED

- > We start with a conversation with you to understand your needs
- > Then, we identify your budget and explore the available funding options

# 2

## FIND THE SOLUTIONS

- > We explore the training options and resources available to best address your needs
- > Then, we work with you to develop a winning solution that's within your budget

# 3

## IMPLEMENTATION AND FUTURE SUCCESS

- > We will deliver the agreed upon solution, ensure your overall satisfaction, and ask for referrals
- > Then, we will assist you in calculating ROI, and identify the next steps to keep you moving forward

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MTC Business Solutions  
MIDLANDSTECH.EDU/corporate  
803.691.3907 | corporatetraining@midlandstech.edu

## QUICK, EASY, AFFORDABLE PAYMENT OPTIONS

Learn about financial assistance options at [MIDLANDSTECH.EDU/TrainingStudentResources](http://MIDLANDSTECH.EDU/TrainingStudentResources) or call 803.732.0432.

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



## CONTINUING EDUCATION UNITS (CEUS)

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

## CHANGE NOTIFICATION

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

## REFUNDS

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

To withdraw, contact the Corporate and Continuing Education Registration Office at 803.732.0432.

DAYS BEFORE START OF CLASS	% OF REFUND
5 OR MORE	100%
1 TO 4	50%
0	0%

## SPECIAL ACCOMMODATIONS

The college requests that students make requests for accommodations as soon as possible prior to the first day of class. Accommodations are determined on an individual basis and are not retroactive. Please call 803.822.3505 for more information.

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

Midlands Technical College (MTC) does not discriminate in admissions, educational programs, or employment on the basis of race, sex, sexual orientation, national origin, ethnic group, color, age, religion, disability, genetic information, gender, gender identity, military service, pregnancy, childbirth, or related medical conditions including but not limited to lactation, or any other category protected by applicable law. In compliance with all federal and state laws, including Section 35.107 of the Department of Justice regulations, the Age Discrimination Act of 1967, Title VI and Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1992 as well as the ADA Amendments of 2008 (ADAAA), the South Carolina Pregnancy Accommodations Act of 2018 and the Genetic Information Nondiscrimination Act of 2008 (GINA), Midlands Technical College offers access and equal opportunity in its admissions policies, academic programs and services, and employment of disabled individuals in that no otherwise qualified person will be denied these provisions on the basis of a disability. Midlands Technical College also prohibits retaliation against any person for bringing a complaint of discrimination or for participating in an investigation of a complaint of discrimination. Student inquiries or complaints should be directed to Ms. Debbie M. Walker in her position as Chief Compliance Officer/Title IX Coordinator. She can be reached at Midlands Technical College in Suite 165, Saluda Hall, Airport Campus, 1260 Lexington Drive, West Columbia, SC 29170; by telephone at 803.822.3261; or email at [walkerd@midlandstech.edu](mailto:walkerd@midlandstech.edu). Faculty and staff inquiries or complaints should be directed to Ms. Nicole B. Edwards in her position as Assistant Director of Human Resource Management/Equal Employment Opportunity (EEO) Officer. She can be reached at Midlands Technical College in Suite 134, Reed Hall, Airport Campus, 1260 Lexington Drive, West Columbia, SC 29170; by telephone at 803.822.3050; or email at [edwardsn@midlandstech.edu](mailto:edwardsn@midlandstech.edu).

# IT'S EASY TO REGISTER

## 1 REGISTER ONLINE

Quickly and easily at [MIDLANDSTECH.EDU](http://MIDLANDSTECH.EDU)



## 2 FILL OUT A FORM

See next page or download one at [MIDLANDSTECH.EDU/TrainingStudentResources](http://MIDLANDSTECH.EDU/TrainingStudentResources)



Email it to [cce@midlandstech.edu](mailto:cce@midlandstech.edu), fax it to 803.732.5255, or take it to one of our convenient registration offices.

## 3 CALL US

803.732.0432

M–Th, 8 am – 4:30 pm | F, 8 am – 1:30 pm

### REGISTRATION OFFICES

#### AIRPORT CAMPUS

Academic Center, Room 110

M–W, 8 am – 5 pm

Th, 8 am – 5:30 pm

F, 8 am – 1:30 pm

#### BATESBURG-LEESVILLE CAMPUS

T and Th, 8 am – 4:30 pm

#### BELTLINE CAMPUS

Student Center, 2nd Floor

M–W, 8 am – 5 pm

Th, 8 am – 5:30 pm

F, 8 am – 1:30 pm

#### HARBISON CAMPUS

Harbison Hall, Room 101

M–Th, 8 am – 4:30 pm

F, 8 am – 1:30 pm

# TRAINING PROGRAMS REGISTRATION FORM



## INDIVIDUAL REGISTRATION/PAYMENT

Please register me for the following course(s): (Example: CEBEG 517 21 Intro to Computers Sep 1-2 NEAST \$129)

Course: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_ Location: \_\_\_\_\_ Price: \_\_\_\_\_

Course: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_ Location: \_\_\_\_\_ Price: \_\_\_\_\_

Course: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_ Location: \_\_\_\_\_ Price: \_\_\_\_\_

Name: \_\_\_\_\_ SSN: \_\_\_\_\_ DOB: \_\_\_\_\_  
First MI Last

Email address for notifications: \_\_\_\_\_ Drivers License #: \_\_\_\_\_ State: \_\_\_\_\_  
Driver's license # and state required to verify lawful presence

Home Address: \_\_\_\_\_  
Street City State Zip Code

Phone # for notifications: \_\_\_\_\_  
Day Night Cell

Gender\*:  Male  Female Race\*:  Asian  Black/African American  White

Ethnicity\*:  Hispanic/Latino  Non-Hispanic/Non-Latino  
 American Indian/Alaskan Native  Hawaiian/Pacific Islander

\*Voluntary information used for institutional effectiveness reporting.

Check Enclosed for: \$ \_\_\_\_\_ Check #: \_\_\_\_\_

Card type:   **VISA**   Card Number: \_\_\_\_\_ Expiration: \_\_\_\_\_

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

Card Identification Number (3 digits on back of card): \_\_\_\_\_

Name as listed on credit card: \_\_\_\_\_ Signature: \_\_\_\_\_

## INDIVIDUAL REGISTRATION/BILLING

REGISTER ONLINE | Register with a credit card at  
MIDLANDSTECH.EDU/schools

REGISTER BY PHONE | Call our registration office  
at 803.732.0432

REGISTER WITH THIS FORM | Return completed form  
via one of the methods below:

- > Securely upload file: <https://sharefile.midlandstech.edu/cce>
- > Email: [CCE@midlandstech.edu](mailto:CCE@midlandstech.edu) | Fax: 803.732.5255
- > Stop by one of our registration locations listed at MIDLANDSTECH.EDU/  
TrainingStudentResources
- > Mail to Midlands Technical College, Corporate and Continuing Education,  
PO Box 2408, Columbia, SC 29202

## COMPANY REGISTRATION/BILLING

Company Registration/Billing may be handled three ways:

1. By letter of authorization on company letterhead with the company's address, phone number, and point of contact information along with the statement of authorization to bill
2. By purchase order
3. By company check or company credit card

Each request to register and bill must include the personal information listed above along with either a letter of authorization, purchase order, check, or credit card information.

Refunds may be granted with advanced notification. Details at [MIDLANDSTECH.EDU/TrainingStudentResources](https://MIDLANDSTECH.EDU/TrainingStudentResources).



## Find us where you are.

We have six campuses and offer online courses to fit your schedule.

- 1 Airport Campus  
West Columbia
- 2 Beltline Campus  
Columbia
- 3 Harbison Campus  
Irmo
- 4 Northeast Campus  
Northeast Columbia
- 5 Batesburg-Leesville Campus  
Batesburg-Leesville
- 6 Fairfield Campus  
Winnsboro



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*National Administrative Professionals Day is April 24, 2024.*

# Unleash Your Power

Administrative Professionals Conference

— **APRIL 24, 2024** —

Mark your calendar now for a great day of professional development, networking, and celebration.



Judi Gatson | Emcee

Visit [MIDLANDSTECH.EDU/AdminConference](https://MIDLANDSTECH.EDU/AdminConference) for more details.