

2022

ONLINE AND VIRTUAL TRAINING COURSES



BELOW IS A LIST OF ONLINE AND VIRTUAL TRAINING COURSES OFFERED BY MTC.

MTC offers online classes taught by local instructors in virtual and online formats. MTC also provides online options through a network of qualified, national instructors from [LERN](#) and [Ed2Go](#) courses and [certificates](#). To view details, click on the course names below.

For specific information about the course or certificate program you are interested in learning more about including a more detailed description and dates offered, click on the course name below.

LEARNING, YOUR WAY

Courses at MTC can be taken in four different ways.



ON-CAMPUS

Traditional.
Classes meet on campus.



VIRTUAL

100% online. Meets with live instructor on specific days, at specific times. Uses web-conferencing software.



HYBRID

Some classes on campus.
Some classes virtual.



ONLINE

100% online. Due dates for projects and assignments. Work on your time, 24/7.

School of ADVANCED MANUFACTURING AND SKILLED TRADES

Construction and Trades	Type	Course Hours	Cost	Delivery Format
Biofuel Production Operations	Certificate	400	\$2595	Online
Chemical Plant Operations	Certificate	400	\$2595	Online
HVAC/R Certified Technician	Certificate	162	\$2895	Online
Manufacturing Applications	Course	24	\$149	Online
Manufacturing Fundamentals	Course	24	\$149	Online

School of BUSINESS

Customer Service	Type	Course Hours	Cost	Delivery Format
Certificate in Customer Service	Certificate	32	\$245	Online
Managing Customer Service	Course	24	\$149	Online

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School of BUSINESS (continued)

Digital Marketing	Type	Course Hours	Cost	Delivery Format
Digital Marketing Certificate	Certificate	48	\$495	Online
Integrated Marketing Certificate	Certificate	48	\$495	Online
Mastering Video Marketing Certificate	Certificate	32	\$395	Online
Podcasting	Course	16	\$245	Online
Search Engine Optimization	Course	21	\$799	Online
Social Media for Business Certificate	Certificate	48	\$495	Online
Using Social Media in Business	Course	24	\$149	Online
Finance and Accounting	Type	Course Hours	Cost	Delivery Format
Accounting and Payroll Specialist	Certificate	152	\$2991	Online
Bookkeeping Certificate	Certificate	48	\$495	Online
Certificate in Accounting and Finance for Non-Financial Managers	Certificate	48	\$495	Online
Personal Finance	Course	24	\$149	Online
The Basics of Bookkeeping	Course	16	\$195	Online
Hospitality	Type	Course Hours	Cost	Delivery Format
Wow, What a Great Event!	Course	24	\$149	Online
Human Resources and Legal	Type	Course Hours	Cost	Delivery Format
Employment Law Fundamentals	Course	24	\$149	Online
Real Estate Law	Course	24	\$149	Online
SHRM Certification Review	Course	36	\$1295	Online and Virtual Learning
Understanding the Human Resources Function	Course	24	\$149	Online
Workers' Compensation	Course	24	\$149	Online
Management	Type	Course Hours	Cost	Delivery Format
Certificate in Non-Profit Administration	Certificate	48	\$595	Online
Certificate in Workplace Communication	Certificate	56	\$595	Online
Fundamentals of Supervision & Management I	Course	24	\$149	Online
Leadership	Course	24	\$149	Online

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School of BUSINESS (continued)

Management (continued)	Type	Course Hours	Cost	Delivery Format
Managing Remote Workers Certificate	Certificate	32	\$395	Online
Supervisory Certificate	Certificate	75	\$1995	Online and Virtual Learning
Organizational Performance	Type	Course Hours	Cost	Delivery Format
Certified Quality Auditor	Certificate	33	\$1695	Online
Certified Quality Engineer	Certificate	65	\$1695	Online
Lean Six Sigma Green Belt	Certificate	80	\$3995	Online and Virtual Learning
Lean Six Sigma Yellow Belt	Certificate	40	\$1995	Online and Virtual Learning
Personal Development	Type	Course Hours	Cost	Delivery Format
A to Z Grantwriting	Course	24	\$149	Online
Achieving Success with Difficult People	Course	24	\$149	Online
Administrative Assistant Applications	Course	24	\$149	Online
Administrative Assistant Fundamentals	Course	24	\$149	Online
Building Teams That Work	Course	24	\$149	Online
Computer Skills for the Workplace	Course	24	\$149	Online
Effective Selling	Course	24	\$149	Online
Essential Skills for Success	Certificate	24	\$765	Online and Virtual Learning
Get Assertive!	Course	24	\$149	Online
Individual Excellence	Course	24	\$149	Online
Interpersonal Communication	Course	24	\$149	Online
Keys to Effective Communication	Course	24	\$149	Online
Mastering Public Speaking	Course	24	\$149	Online
Mastery of Business Fundamentals	Course	24	\$149	Online
Professional Sales Skills	Course	24	\$149	Online
Real Estate Investing I	Course	24	\$149	Online
Resume Writing Workshop	Course	24	\$149	Online

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School of BUSINESS (continued)				
Personal Development (continued)	Type	Course Hours	Cost	Delivery Format
Skills for Making Great Decisions	Course	24	\$149	Online
Stocks, Bonds, and Investing: Oh, My!	Course	24	\$149	Online
Project Management	Type	Course Hours	Cost	Delivery Format
Certificate in Project Management	Certificate	48	\$495	Online
PMP/CAPM Exam Prep Boot Camp	Course	35	\$1999	Virtual Learning
Project Management @ e-Speed	Course	24	\$149	Online
Purchasing	Type	Course Hours	Cost	Delivery Format
Certified Green Supply Chain Professional	Certificate	60	\$1595	Online
Purchasing Fundamentals	Course	24	\$149	Online
Supply Chain Management Fundamentals	Course	24	\$149	Online
Small Business and Entrepreneur	Type	Course Hours	Cost	Delivery Format
Creating a Successful Business Plan	Course	24	\$149	Online
Entrepreneurial Marketing	Course	16	\$195	Online
Entrepreneurship Certificate	Certificate	48	\$495	Online
Freight Broker/Agent Training	Certificate	180	\$1895	Online
Senior Certified Sustainability Professional	Certificate	110	\$2495	Online
Small Business Marketing on a Shoestring	Course	24	\$149	Online
The Business Plan	Course	16	\$195	Online

School of EDUCATION AND PUBLIC SERVICE				
Career Development	Type	Course Hours	Cost	Delivery Format
Advanced Live Online and Zoom Instructor Training	Course	16	\$195	Online
Certificate in Learning Styles for K12 Teachers	Certificate	48	\$395	Online
Certificate in Online Teaching	Certificate	48	\$495	Online
Certificate in Teaching Adults	Certificate	32	\$295	Online
Creating Classroom Centers	Course	24	\$149	Online
Creating the Inclusive Classroom: Strategies for Success	Course	24	\$149	Online

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School of EDUCATION AND PUBLIC SERVICE *(continued)*

Career Development <i>(continued)</i>	Type	Course Hours	Cost	Delivery Format
Culturally Responsive Pedagogy in the Diverse Classroom for K12 Teachers	Course	16	\$145	Online
Facilitating Career Development	Certificate	120	\$1099	Online and Virtual Learning
Solving Classroom Discipline Problems	Course	24	\$159	Online
Solving Classroom Discipline Problems II	Course	24	\$159	Online
Survival Kit for New Teachers	Course	24	\$159	Online
Teaching Students With ADHD	Course	24	\$149	Online
Teaching Students With Autism: Strategies for Success	Course	24	\$149	Online
The Creative Classroom	Course	24	\$149	Online
The Teen Brain	Course	16	\$145	Online
Understanding Adolescents	Course	24	\$149	Online
Using the Internet in the Classroom	Course	24	\$149	Online
Working Successfully With Learning Disabled Students	Course	24	\$149	Online

School of ENGLISH AND HUMANITIES

Art and Design	Type	Course Hours	Cost	Delivery Format
Drawing for the Absolute Beginner	Course	24	\$149	Online
Mastering Digital Photography: Photographing People	Course	24	\$149	Online
Secrets of Better Photography	Course	24	\$149	Online
Languages	Type	Course Hours	Cost	Delivery Format
Beginning Conversational French	Course	24	\$149	Online
Beginning Conversational Spanish	Course	32	\$290	Online
Speed Spanish I	Course	24	\$149	Online
Speed Spanish II	Course	24	\$149	Online
Writing	Type	Course Hours	Cost	Delivery Format
Digital Reporting	Course	16	\$195	Online
Certificate in Effective Grammar	Certificate	32	\$295	Online

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School of ENGLISH AND HUMANITIES (continued)

Writing (continued)	Type	Course Hours	Cost	Delivery Format
Effective Business Writing	Course	24	\$149	Online
Fundamentals of Technical Writing	Course	24	\$149	Online
Grammar Refresher	Course	24	\$149	Online
Grammar Refresher II	Course	24	\$149	Online
Introduction to Fiction Writing	Course	16	\$195	Online
Introduction to Journaling	Course	24	\$149	Online
Publish and Sell Your E-Books	Course	24	\$149	Online

School of HEALTH CARE

Emergency Medicine	Type	Course Hours	Cost	Delivery Format
Emergency Medical Technician	Certificate	200	\$1499	Online and Virtual Learning
Health and Fitness	Type	Course Hours	Cost	Delivery Format
Become a Physical Therapy Aide	Course	24	\$149	Online
Medical Office	Type	Course Hours	Cost	Delivery Format
Medical Billing and Coding	Certificate	132	\$2797	Online and Virtual Learning
Medical Scribe	Course	108	\$2639	Online and Virtual Learning
Medical Terminology	Course	48	\$699	Online and Virtual Learning
Spanish for Medical Professionals	Course	32	\$290	Online

School of SCIENCE, INFORMATION TECHNOLOGY, ENGINEERING, AND MATH (STEM)

Computer Applications	Type	Course Hours	Cost	Delivery Format
Crystal Reports, Introduction	Course	24	\$149	Online
Keyboarding	Course	24	\$149	Online
Mastering Computer Skills for the Workforce	Course	16	\$195	Online
Microsoft Excel (Latest Version), Introduction	Course	12	\$299	Online
Microsoft Excel (Latest Version), Intermediate	Course	12	\$299	Online
Microsoft Excel (Latest Version), Advanced	Course	12	\$299	Online

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School of SCIENCE, INFORMATION TECHNOLOGY, ENGINEERING, AND MATH (STEM) *(continued)*

Computer Applications <i>(continued)</i>	Type	Course Hours	Cost	Delivery Format
Microsoft Excel 2013, Introduction	Course	24	\$149	Online
Microsoft Excel 2013, Intermediate	Course	24	\$149	Online
Microsoft Excel 2013, Advanced	Course	24	\$149	Online
Microsoft Outlook (Latest Version), Introduction	Course	18	\$299	Online
Microsoft PowerPoint 2016, Introduction	Course	24	\$149	Online
Microsoft Word 2016, Introduction	Course	24	\$149	Online
Microsoft Word 2016, Intermediate	Course	24	\$149	Online
Publisher 2013, Introduction	Course	24	\$149	Online
QuickBooks	Course	18	\$499	Online
Windows 10	Course	24	\$149	Online
Data Analysis	Type	Course Hours	Cost	Delivery Format
Data Analysis Certificate	Certificate	48	\$495	Online
Google Analytics	Course	16	\$195	Online
Google Analytics Certificate	Certificate	32	\$345	Online
Power BI Certificate	Certificate	48	\$495	Online
Databases	Type	Course Hours	Cost	Delivery Format
Database Development, Introduction	Course	24	\$149	Online
SQL, Introduction	Course	24	\$149	Online
SQL Certificate	Certificate	48	\$595	Online
Gaming	Type	Course Hours	Cost	Delivery Format
Certificate in Basic Game Design	Certificate	32	\$395	Online
How to Get Started in Game Development	Course	24	\$149	Online
Information Technology	Type	Course Hours	Cost	Delivery Format
Help Desk Analyst: Tier 1 Support Specialist	Certificate	120	\$1495	Online
Networking, Introduction	Course	24	\$149	Online
Networking, Intermediate	Course	24	\$149	Online
PC Troubleshooting, Introduction	Course	24	\$149	Online

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School of SCIENCE, INFORMATION TECHNOLOGY, ENGINEERING, AND MATH (STEM) *(continued)*

Math	Type	Course Hours	Cost	Delivery Format
Everyday Math	Course	24	\$149	Online
Programming	Type	Course Hours	Cost	Delivery Format
C# Programming for the Absolute Beginner	Course	24	\$149	Online
C# Programming, Intermediate	Course	24	\$149	Online
C++ for the Absolute Beginner	Course	24	\$149	Online
Creating Mobile Apps with HTML5	Course	24	\$149	Online
Java for the Absolute Beginner	Course	24	\$149	Online
Java Programming, Intermediate	Course	24	\$149	Online
Test Preparation	Type	Course Hours	Cost	Delivery Format
GRE Test Preparation - Course 1	Course	24	\$149	Online
GRE Test Preparation - Course 2	Course	24	\$149	Online
LSAT Test Preparation - Course 1	Course	24	\$149	Online
LSAT Test Preparation - Course 2	Course	24	\$149	Online
SAT/ACT Preparation - Part 1	Course	24	\$149	Online
SAT/ACT Preparation - Part 2	Course	24	\$149	Online
Web Development and Print Media	Type	Course Hours	Cost	Delivery Format
Certificate in Web Design	Certificate	48	\$595	Online
Graphic Design Software Essentials Certificate	Certificate	48	\$545	Online
Illustrator CS6, Introduction	Course	24	\$149	Online
InDesign CS6, Introduction	Course	24	\$149	Online
Intermediate InDesign Creative Cloud	Course	24	\$149	Online
JavaScript	Course	36	\$1399	Online
Photoshop CS6, Introduction	Course	24	\$149	Online
Photoshop CS6, Intermediate	Course	24	\$149	Online
Visual Basic, Introduction	Course	24	\$149	Online
WordPress Certificate	Certificate	48	\$495	Online

To register, contact the [CCE REGISTRATION OFFICE](#) at 803.732.0432 or CCE@MIDLANDSTECH.EDU