TRAINING GUIDE

Not the time to crash

The **Cybersecurity Analyst** program will enhance your skills in network and data protection, penetration testing, and threat analysis.

PAGE 05

WE'VE GOT YOUR BACK

We're ready to help, no matter what.

PAGE 14

EARN YOUR STRIPES

Get the skills needed to excel with the **Next Level Leadership** Supervisory Certificate.

PAGE 31

Nine lives?

Train to become a **Forklift Operator**, focusing on forklift safety, preventative maintenance, and operation skills.

PAGE 15

MIDLANDS
TECHNICAL COLLEGE

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,

Ron

Dr. Ronald L. Rhames '78
President | Midlands Technical College

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

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

> 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

> 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

TABLE OF CONTENTS

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

AIRPT
Airport Campus

BATES
Batesburg-Leesville Campus

BLTLN
Beltline Campus

CEOFS
Off-Campus Class

FF
Fairfield Campus

HARBN
Harbison Campus

HYBRID
Hybrid Class

LEMS
Lexington EMS

MAI
Midlands Audio Institute

NEAST
Northeast Campus

NLCLC
Lexington North Lake Center

ONLINE OR CEONL
Online Class

RSDI
Richland School District One

VIRTUAL
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

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

Jun 3-Jun 7	MTWTh	9 am-4:30 pm	NLCLC	CEDST 574 04
	F	9 am-1 pm		
May 6-May 16	MTWTh	6 pm-9:45 pm	HARBN	CEDST 574 55

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

Jun 10-Jun 21	MTWTh	9 am-4:30 pm	NEAST	CEDST 528 09
	F	9 am-1 pm		
May 20-Jun 14	MTWTh	6 pm-9:45 pm	HARBN	CEDST 528 76

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

Jun 24-Jul 12	MTWTh	9 am-4:30 pm	NEAST	CENET 747 06
	F	9 am-1 pm		
Jun 17-Jul 18	MTWTh	6 pm-9:45 pm	HARBN	CENET 747 76

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

Jul 15-Jul 19	MTWTh	9 am-4:30 pm	NEAST	CESEC 664 08
	F	9 am-1 pm		
May 6-May 16	MTWTh	6 pm-9:45 pm	HARBN	CESEC 664 83
Jul 22-Aug 1	MTWTh	6 pm-9:45 pm	HARBN	CESEC 664 84

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

May 20-May 30	MTWTh	6 pm-9:45 pm	HARBN	CENET 753 57

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 DHC. $2995

May 6-May 16	MTWTh	6 pm-9:45 pm	BLTLN	CESEC 683 59

COMPUTER SUPPORT ⏱ 🚩

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

May 20-May 30	MTWTh	6 pm-9:45 pm	NEAST	CENET 746 69
Jul 22-Aug 1	MTWTh	6 pm-9:45 pm	NEAST	CENET 746 70

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

Jun 3-Jun 27	MTWTh	6 pm-9:45 pm	NEAST	CENET 751 57

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. Security+ Cer $2495

Jul 8-Jul 18	MTWTh	6 pm-9:45 pm	NEAST	CESEC 685 56

BEGINNING COMPUTER COURSES

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

May 1	W	9 am-4 pm	NLCLC	CEBEG 534 38
Jun 17-Jun 19	MW	6 pm-9 pm	NEAST	CEBEG 534 59
Aug 5-Aug 7	MW	6 pm-9 pm	NLCLC	CEBEG 534 60

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

Jun 5-Jun 6   WTh   6 pm-9 pm   HARBN   CEDBS 614 61

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

Jul 8-Jul 11   MTWTh   6 pm-9 pm   HARBN   CEDBS 590 58

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

Jul 15-Jul 18   MTWTh   6 pm-9 pm   HARBN   CEDBS 588 58

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

Jul 22-Jul 25   MTWTh   6 pm-9 pm   HARBN   CEDBS 645 64

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

Jul 29-Aug 8   MTWTh   6 pm-9 pm   HARBN   CEDBS 641 63

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

Aug 12-Aug 13   MT   6 pm-9 pm   HARBN   CEDBS 626 77

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

Jun 3 – Aug 30   ONLINE CEUGC 523

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

Aug 5-Sep 22   ONLINE CEWDV 568 23I

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

May 13-Jun 10   ONLINE CEWDV 580 07I

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

Jun 3 – July 26   ONLINE CEUGC 514

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

Jun 10-Jun 13	MTWTh	6 pm-9 pm	HARBN	CEDBS 620 58

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

Jun 17-Jun 20	MTWTh	6 pm-9 pm	HARBN	CEDBS 623 58

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

Jun 24-Jun 27	MTWTh	6 pm-9 pm	HARBN	CEDBS 624 58

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

May 20-May 22	MW	9 am-4 pm	NLCLC	CESDS 602 07
May 6-May 15	MW	6 pm-9 pm	NEAST	CESDS 602 77
May 13-May 27			ONLINE	CESDS 602 78I

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

Jun 17-Jun 19	MW	9 am-4 pm	HARBN	CESDS 610 09
Jun 3-Jun 12	MW	6 pm-9 pm	NEAST	CESDS 610 73
Jun 3-Jun 17			ONLINE	CESDS 610 74I

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

Jun 24-Jun 26	MW	9 am-4 pm	HARBN	CESDS 611 16
Jul 1-Jul 15			ONLINE	CESDS 611 71I
Jul 15-Jul 24	MW	6 pm-9 pm	NEAST	CESDS 611 72

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

Jul 1-Jul 3	MW	9 am-4 pm	HARBN	CESCH 708 31
May 20-May 29	MW	6 pm-9 pm	HARBN	CESCH 708 78
Jul 29-Aug 12			ONLINE	CESCH 708 79I

WORD, INTRODUCTION

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

May 6-May 8	MW	9 am-4 pm	HARBN	CEWDP 593 19
May 28-Jun 6	TTh	6 pm-9 pm	NEAST	CEWDP 593 69

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

Jul 8-Jul 10	MW	9 am-4 pm	HARBN	CEWDP 594 08
Jun 11-Jun 20	TTh	6 pm-9 pm	NEAST	CEWDP 594 57

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

Aug 5	M	9 am-4 pm	NEAST	CEMSO 516 24
Aug 12-Aug 14	MW	6 pm-9 pm	HARBN	CEMSO 516 65

CAREER SPOTLIGHT

OFFICE ADMINISTRATIVE SPECIALIST ⏱

This program offers a solid business communication foundation while also teaching the computer skills that are vital to every office career.

REQUIREMENTS	HOURS	COST
Word (Intro. and Interm.)	12 x2	$299 x2
Excel (Intro. and Interm.)	12 x2	$299 x2
Organizing Computer Files	6	$199
Outlook, Introduction	12	$299
Becoming a Customer Service Star	6	$259
Business Grammar	6	$259
Business Letter Writing	6	$259
Enhancing Your Professionalism	3	$125
Office Productivity Lab	6	$199
Total: **93 hrs**		**$2,795**

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**

WEB DEVELOPMENT AND PRINT MEDIA ⏱

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

May 6-May 17   ONLINE CEWDV 584 06I

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

May 20-Jul 29   ONLINE CEWDV 586 04I

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 versons of Adove software are sometimes available on the Adobe company website. $545

Jun 3 - Aug 30   ONLINE CEUGC 529
Jul 1 – Sep 28   ONLINE CEUGC 529

Software Engineer Pre-Apprenticeships Are Here.

SIGN UP FOR AN INFORMATION SESSION. You don't need any experience or a college degree to be considered for this high-demand career.

STEP 1 | Sign Up for an Information Session.

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.

Sign up for an information session at https://createopp.com/columbia

CREATE OPPORTUNITY

MIDLANDS TECHNICAL COLLEGE

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

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

May 9-May 23	TTh	6 pm-10 pm	CEOFS	CEEMS 699 19I
Jun 10-Jun 24	MW	6 pm-10 pm	BLTLN	CEEMS 699 20I
Aug 12-Aug 26	MW	6 pm-10 pm	AIRPT	CEEMS 699 21I
Aug 8-Aug 22	TTh	6 pm-10 pm	AIRPT	CEEMS 699 22I
May 8-May 22	MW	6:30 pm-10:30 pm	CEOFS	CEEMS 699 27I

ADVANCED EMT

This course teaches the concepts and foundation of Advanced EMT care in an emergency setting, and prepares students to take the National Registry exam for Advanced EMT certification (NR-AEMT). Previous completion of an EMT course and certification as a national and SC State EMT is required. $3,995

May 2-Oct 10	TTh	8:30 am-5 pm	AIRPT	CEEMS 650

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

May 11	S	8 am-5 pm	AIRPT	CEMED 522 70
Jun 1	S	8 am-5 pm	AIRPT	CEMED 522 71
Jun 22	S	8 am-5 pm	AIRPT	CEMED 522 72
Jul 13	S	8 am-5 pm	AIRPT	CEMED 522 73
Jul 27	S	8 am-5 pm	AIRPT	CEMED 522 74
Aug 10	S	8 am-5 pm	AIRPT	CEMED 522 75
Aug 24	S	8 am-5 pm	AIRPT	CEMED 522 76

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

May 13-Aug 7	MW	6 pm-10 pm	AIRPT	CEMED 635 06I
May 14-Aug 6	TTh	6 pm-10 pm	AIRPT	CEMED 635 07I
Jun 3-Nov 20	MW	6:30 pm-10:30 pm	CEOFS	CEMED 635 08I
Jun 11-Sep 5	TTh	6 pm-10 pm	CEOFS	CEMED 635 09I
Jul 13-Oct 5	S	8 am-5 pm	AIRPT	CEMED 635 10I
Aug 5-Oct 30	MW	6 pm-10 pm	BLTLN	CEMED 635 11I

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

Jun 14	F	1 pm-5 pm	AIRPT	CEMED 521 84
Jul 19	F	6 pm-10 pm	AIRPT	CEMED 521 85
Aug 23	F	1 pm-5 pm	AIRPT	CEMED 521 86

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

Jun 14	F	12 pm-4 pm	AIRPT	CEMED 601 79I
Aug 23	F	12 pm-4 pm	AIRPT	CEMED 601 80I

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

May 20-Jun 20	MTWThFS Th	8 am-1 pm 2 pm-4 pm	AIRPT	CEMED 617 06I
Jul 8-Aug 8	MTWThFS Th	8 am-1 pm 2 pm-4 pm	AIRPT	CEMED 617 07I
Aug 19-Sep 19	MTWThFS Th	8 am-1 pm 2 pm-4 pm	AIRPT	CEMED 617 15I
Jun 10-Aug 15	F MTTh	6 pm-11 pm 6 pm-10 pm	AIRPT	CEMED 617 24I
Jul 8-Aug 8	MTWThF Th	8 am-1 pm 2 pm-4 pm	HARBN	CEMED 617 33I
May 20-Jun 20	MTWThFS Th	8 am-1 pm 2 pm-4 pm	HARBN	CEMED 617 41I
Aug 19-Sep 19	MTWThF F Th	8 am-1 pm 5 pm-10 pm 2 pm-4 pm	HARBN	CEMED 617 60I
May 11-Aug 10	S	8 am-5 pm	HARBN	CEMED 617 62I
Jul 8-Aug 8	MTWThF Th S	8 am-1 pm 2 pm-4 pm 5 pm-10 pm	NEAST	CEMED 617 66I
Aug 19-Sep 19	MTWThF Th F	8 am-1 pm 2 pm-4 pm 5 pm-10 pm	NEAST	CEMED 617 67I
May 20-Jun 20	F MTWThF Th	5 pm-10 pm 8 am-1 pm 2 pm-4 pm	NEAST	CEMED 617 69I
May 11-Aug 10	S	8 am-5 pm	NLCLC	CEMED 617 70I
May 20-Jun 20	MTWTh Th F	8 am-1 pm 2 pm-4 pm 5 pm-10 pm	FF	CEMED 617 71I
Jul 8-Aug 8	MTWThF Th F	8 am-1 pm 2 pm-4 pm 5 pm-10 pm	FF	CEMED 617 72I
Jul 23-Oct 10	TTh F	5 pm-9:30 pm 5 pm-10 pm	FF	CEMED 617 75I

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

Jun 3-Sep 16	MW	6 pm-9 pm	AIRPT	CEMED 658 18I
Aug 20-Dec 12	TTh	9 am-12 pm	NEAST	CEMED 658 19I

EMT PSYCHOMOTOR EXAM

The EMT psychomotor exam assesses the candidates ability to affectively 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

May 25	S	8 am-2 pm	CEOFS	CEMED 659 15
Jun 29	S	8 am-2 pm	CEOFS	CEMED 659 16
Jul 27	S	8 am-2 pm	CEOFS	CEMED 659 17
Aug 31	S	8 am-2 pm	CEOFS	CEMED 659 18

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

Jun 14	F	1 pm-5 pm	AIRPT	CEMED 608 30I
Aug 16	F	1 pm-5 pm	AIRPT	CEMED 608 31I

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

May 7-Aug 1	TTh	6 pm-9 pm	HARBN	CEMED 560 46I
May 7-Aug 1	TTh	6 pm-9 pm	AIRPT	CEMED 560 47I
Jun 10-Sep 9	MW	9 am-12 pm	AIRPT	CEMED 560 48I
Jun 10-Sep 9	MW	6 pm-9 pm	NEAST	CEMED 560 49I
Jun 18-Sep 12	TTh	9 am-12 pm	AIRPT	CEMED 560 50I
Jun 22-Sep 7	S	9 am-4:15 pm	HARBN	CEMED 560 51I
Jun 22-Sep 7	S	9 am-4:15 pm	NEAST	CEMED 560 52I
Aug 5-Oct 30	MW	6 pm-9 pm	FF	CEMED 560 53I
Aug 19-Nov 13	MW	6 pm-9 pm	HARBN	CEMED 560 54I
Aug 19-Nov 13	MW	9 am-12 pm	AIRPT	CEMED 560 55I

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

Aug 19-Dec 11	MW	6 pm-7:30 pm	AIRPT	CEMED 700 07I

HEALTH CARE

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

May 17-Aug 16	F	6 pm-9 pm	ONLINE	CEMPR 500 42I
Aug 23-Nov 29	F	6 pm-9 pm	ONLINE	CEMPR 500 43I

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

May 31-Aug 9	F	6 pm-9 pm	ONLINE	CEMPR 524 26I
Jun 21-Sep 6	F	6 pm-9 pm	ONLINE	CEMPR 524 27I
Jul 12-Sep 20	F	6 pm-9 pm	ONLINE	CEMPR 524 28I
Jul 30-Sep 19	TTh	9 am-12 pm	HARBN	CEMPR 524 29I
Aug 9-Oct 18	F	6 pm-9 pm	ONLINE	CEMPR 524 30I
Aug 19-Nov 18	MW	6 pm-8 pm	AIRPT	CEMPR 524 31I

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

Jun 6-Aug 1	Th	6 pm-9 pm	HARBN	CEMIM 510 56I

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

Jun 11-Oct 1	T	6 pm-9 pm	HARBN	CEMIM 602 05I
Aug 13-Dec 10	T	6 pm-9 pm	AIRPT	CEMIM 602 06I

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

Jun 24-Sep 9	M	6 pm-8 pm	HARBN	CEMIM 520 05I

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
Total: **126 hrs**		**$2,393**

All books included in cost.

SCHOOL OF HEALTH CARE
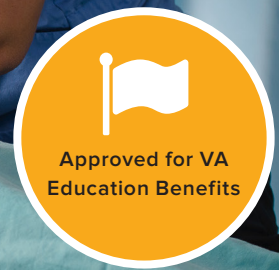
CLINICAL MASSAGE THERAPIST ⊘ ⚑

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.

⚑ Approved for VA Education Benefits

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.

No matter what's on your shoulders, we've got your back.

If you're facing scheduling hurdles, you are not alone. We've helped countless students through these moments of doubt. **We can help you too.**

Get one-on-one help

mavericksupport.org

MIDLANDS
TECHNICAL COLLEGE

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

CDL	Heavy Equipment Operator	Motorcycle
Construction	HVAC	Plumbing
Drone Certification	Industrial Electrical Maintenance	Safety and Environmental
Forklift	Industrial Mechanical Maintenance	Welding
	Machinist/CNC Operator	

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

Learn more at MIDLANDSTECH.EDU/schools

MANUFACTURING ⏲ ⚑

MASTERING CNC PROGRAMMING

An application-based course covering the knowledge and skills acquired from the Fundamentals and Principles classes. You will utilize your new knowledge to write CNC programs, select tooling, and set up the CNC equipment to produce parts to specifications from your own CNC program. Prerequisite: Principles of CNC Operator/Programming $849

May 15-Jun 26	TWTh	1 pm-4 pm	NEAST	CEMFG 580 82
May 15-Jun 26	TWTh	5 pm-8 pm	NEAST	CEMFG 580 83

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

May 11	S	8 am-5 pm	AIRPT	CEHEQ 501 81
Jun 8	S	8 am-5 pm	AIRPT	CEHEQ 501 82
Jun 22	S	8 am-5 pm	AIRPT	CEHEQ 501 83
Jul 13	S	8 am-5 pm	AIRPT	CEHEQ 501 84
Jul 27	S	8 am-5 pm	AIRPT	CEHEQ 501 85
Aug 10	S	8 am-5 pm	AIRPT	CEHEQ 501 86
Aug 24	S	8 am-5 pm	AIRPT	CEHEQ 501 87

SHARE YOUR EXPERTISE

Adjunct prefessors needed for several manufacturing and skilled trades programs.
See details on page 27.

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

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

Jul 15-Aug 15   MTWTh   1 pm-4 pm   NLCLC   CEHEO 502 06

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

Jul 15-Aug 15   MTWTh   6 pm-9 pm   NLCLC   CEHEO 503 07

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

Jun 5-Jul 11   MTWTh   1 pm-4 pm   NLCLC   CEHEO 504 02

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

Jun 5-Jul 11   MTWTh   6 pm-9 pm   NLCLC   CEHEO 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**

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**

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

| May 14-Jun 4 | TWTh | 6 pm-9 pm | AIRPT | CEHVA 533 22 |

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

| Jun 12-Jun 19 | TWTh | 6 pm-9 pm | AIRPT | CEHVA 537 09 |

CUSTOMER SERVICE FOR HVAC TECHNICIANS

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

| Jun 20-Jun 27 | 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

| Jun 5-Jun 11 | TWTh | 6 pm-9 pm | AIRPT | CEHVA 534 14 |

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 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

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.

INDUSTRIAL MECHANICAL MAINTENANCE ⚑ ⏲

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

Aug 12-Sep 23   MTWTh   1 pm-4:30 pm   AIRPT   CEIMT 693 20

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

Jul 15-Aug 13   MTWTh   8 am-12 pm   AIRPT   CEIMT 699 22

PUMPS

This course explains pumps and their operation. It covers reciprocating pumps and various kinds of rotary pumps. A lesson on special-purpose pumps describes diaphragm pumps and pumps used for corrosive and abrasive materials. Also covered is the maintenance of pumps, including the replacement of packing glands, seals, and bearings. Piping is a prerequisite for this course. $699

May 6-May 21   MTWTh   8 am-12 pm   AIRPT   CEIMT 696 22
Jun 10-Jun 27   MTWTh   1 pm-4:30 pm   AIRPT   CEIMT 696 23

SHAFT ALIGNMENT

This course covers types of misalignment and aligning couplings using conventional and laser alignment techniques. How to measure shaft sag, perform vertical alignment, and align machinery trains is discussed. Causes of vibration, vibration monitoring, vibration test equipment, and how to field balance machines are included. Prerequisite: Pumps. $1349

Jun 10-Jul 11   MTWTh   8 am-12 pm   AIRPT   CEIMT 697 20
Jul 1-Aug 7   MTWTh   1 pm-4:30 pm   AIRPT   CEIMT 697 21

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

May 6-May 23   MTWTh   1 pm-4:30 pm   AIRPT   CEIMT 698 18

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 🕐 🚩

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

| Jun 3-Jul 8 | MTTh | 6 pm-9 pm | AIRPT | CEEEM 590 11 |

TROUBLESHOOTING

You will develop methodology, identify, and locate electrical problems using diagrams and basic electrical measuring tools. Prerequisites: Industrial Sensors, Electrical Motor Controls, Print Reading, Variable Frequency Drives, and Programmable Logic Controllers or skills assessment completion. $949

| May 15-Jun 11 | MTWTh | 8 am-12 pm | AIRPT | CEEEM 593 13 |

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

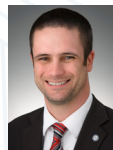| Jul 15-Aug 19 | MTTh | 6 pm-9 pm | AIRPT | CEEEM 601 12 |

TALK TO US ABOUT YOUR TRAINING NEEDS

Together, we'll find a solution. Whether you are looking to enhance the skills of one employee or revamp your entire workforce, we can help you implement the right solution to meet your organizational goals.

REBECCA TAYLOR
Executive Director, Business Solutions

Rebecca leads the business solutions team and works with MTC leadership to ensure our services are meeting the needs of our local employer partners.

KIMBERLY WILLIAMS
Business Solutions Director

Kim serves clients in education, government (including city, county, state, and federal agencies), and non-profit and community organizations that are training their clients for future employment opportunities.

QIANA HENTON
Apprenticeship Grant Project Manager

Qiana manages our apprenticeship grants and related projects to ensure our employer partners are connected to the right funding opportunities and apprenticeship resources.

JEREMY CATOE
Lead Business Solutions Director

Jeremy serves clients in the areas of business services, energy, healthcare, finance and banking, information technology and telecommunications, insurance, legal services, and military.

CHRIS WHITE
Business Solutions Director

Chris serves clients in the areas of manufacturing, construction and engineering, distribution, transportation, and logictics.

CONTACT US TODAY.

MIDLANDSTECH.EDU/corporate
corporatetraining@midlandstech.edu
803.691.3907

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.

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

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

Jun 17-Jul 12	MTWThF	7 am-5:30 pm	AIRPT	CECDL 515 65
May 20-Jun 13	MTWThF	7 am-5:30 pm	AIRPT	CECDL 515 66
Aug 3-Sep 22	SSu	7 am-5:30 pm	AIRPT	CECDL 515 67
Jul 15-Aug 8	MTWTh	7 am-5:30 pm	AIRPT	CECDL 515 69
Aug 12-Sep 6	MTWThF	7 am-5:30 pm	AIRPT	CECDL 515 70
Jun 22-Aug 11	SSu	7 am-5:30 pm	AIRPT	CECDL 515 71
May 11-Jun 30	SSu	7 am-5:30 pm	AIRPT	CECDL 515 74

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

Jun 1 – Nov 1	ONLINE	CEGAT-688
July 1– Dec 1	ONLINE	CEGAT-688
Aug 1 – Jan 1	ONLINE	CEGAT-688
Sep 1 – Feb 1	ONLINE	CEGAT-688

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

Jun 1 – Sept 1	ONLINE	CEGAT-713
July 1– Oct 1	ONLINE	CEGAT-713
Aug 1 – Nov 1	ONLINE	CEGAT-713
Sep 1 – Dec 1	ONLINE	CEGAT-713

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

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

The South Carolina Commission on Higher Education State Approving Agency has approved Midlands Technical College for veteran's education and training (GI Bill®).

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

Jun 5-Jun 24	MTW	6 pm-9 pm	AIRPT	CEPLU 543 06

VALVES, FIXTURES, AND HOT WATER

This course will cover the proper application and installation of valves and fixtures as well as the installation and troubleshooting of electric, gas, and on-demand water heaters. $999

May 7-Jun 4	MTW	6 pm-9 pm	AIRPT	CEPLU 542 06

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
Total:	**189 hrs**	**$4,275**

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

May 21-Jul 30	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 883 52I
May 21-Jul 30	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 883 53I
Jul 31-Oct 2	MTWTh	8 am-11:20 am	AIRPT	CEWLD 883 54I
Jul 31-Oct 2	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 883 55I
Jul 31-Oct 2	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 883 56I
May 21-Jul 30	MTWTh	8 am-11:20 am	AIRPT	CEWLD 883 60I

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

May 21-Jul 30	MTWTh	8 am-11:20 am	AIRPT	CEWLD 890 47I
May 21-Jul 30	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 890 48I
May 21-Jul 30	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 890 49I
Jul 31-Oct 2	MTWTh	8 am-11:20 am	AIRPT	CEWLD 890 50I
Jul 31-Oct 2	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 890 51I
Jul 31-Oct 2	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 890 52I

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. $1999

May 21-Jul 30	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 886 48I
May 21-Jul 30	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 886 49I
Jul 31-Oct 2	MTWTh	8 am-11:20 am	AIRPT	CEWLD 886 50I
Jul 31-Oct 2	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 886 51I
Jul 31-Oct 2	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 886 52I
May 21-Jul 30	MTWTh	8 am-11:20 am	AIRPT	CEWLD 886 56I

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

May 22-Jul 31	MTWTh	8 am-11:20 am	AIRPT	CEWLD 888 54I
May 22-Jul 31	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 888 55I
May 22-Jul 31	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 888 56I
Aug 1-Oct 3	MTWTh	8 am-11:20 am	AIRPT	CEWLD 888 57I
Aug 1-Oct 3	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 888 58I
Aug 1-Oct 3	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 888 59I

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

May 22-Jul 31	MTWTh	8 am-11:20 am	AIRPT	CEWLD 889 53I
May 22-Jul 31	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 889 54I
May 22-Jul 31	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 889 55I
Aug 1-Oct 3	MTWTh	8 am-11:20 am	AIRPT	CEWLD 889 56I
Aug 1-Oct 3	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 889 57I
Aug 1-Oct 3	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 889 58I

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. $1829

May 23-Aug 1	MTWTh	8 am-11:20 am	AIRPT	CEWLD 887 47I
May 23-Aug 1	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 887 48I
May 23-Aug 1	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 887 49I
Aug 5-Oct 7	MTWTh	8 am-11:20 am	AIRPT	CEWLD 887 50I
Aug 5-Oct 7	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 887 51I
Aug 5-Oct 7	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 887 52I

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". $2229

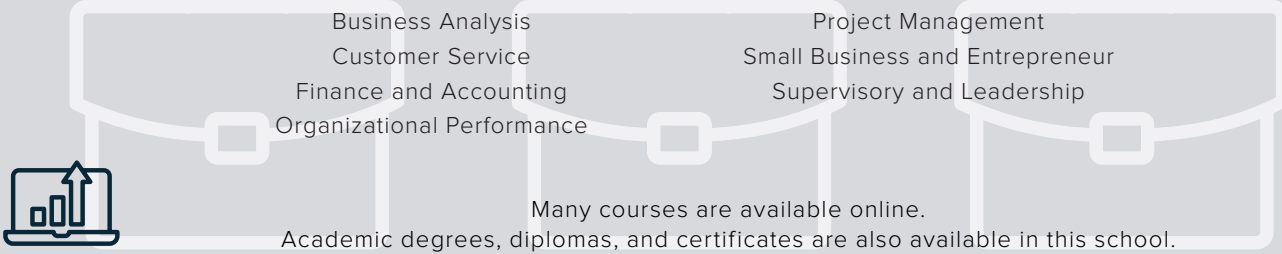| May 23-Aug 1 | MTWTh | 8 am-11:20 am | AIRPT | CEWLD 885 47I |
May 23-Aug 1	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 885 48I
May 23-Aug 1	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 885 49I
Aug 5-Oct 7	MTWTh	8 am-11:20 am	AIRPT	CEWLD 885 50I
Aug 5-Oct 7	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 885 51I
Aug 5-Oct 7	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 885 52I

SPARK YOUR WELDING CAREER AT MTC

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:

Business Analysis
Customer Service
Finance and Accounting
Organizational Performance

Project Management
Small Business and Entrepreneur
Supervisory and Leadership

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

Learn more at MIDLANDSTECH.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

| May 1-May 10 | | | ONLINE | CEFIN 512 95I |
| May 7-May 9 | TTh | 6 pm-10 pm | NEAST | CEFIN 512 96 |

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

| May 13-Jul 31 | | | ONLINE | CEOFF 623 62I |
| May 14-Jul 30 | TTh | 6 pm-9 pm | NEAST | CEOFF 623 63 |

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

| Aug 1-Aug 9 | | | ONLINE | CEOFF 624 62I |
| Aug 6-Aug 8 | TTh | 6 pm-9 pm | NEAST | CEOFF 624 63 |

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

| Aug 12-Aug 30 | | | ONLINE | CEOFF 638 72I |
| Aug 13-Aug 22 | TWTh | 6 pm-9 pm | NEAST | CEOFF 638 73 |

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

May 20-May 28	MTWTh	6 pm-9 pm	VIRTUAL	CEPMG 573 72
Jul 8-Jul 16	MTWTh	6 pm-9 pm	VIRTUAL	CEPMG 573 75
Aug 19-Aug 27	MTWTh	6 pm-9 pm	VIRTUAL	CEPMG 573 76

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

Jun 3-Jun 25	MTWTh	6 pm-9 pm	HARBN	CEPMG 577 51

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. $1999

Jul 22-Aug 8	MTWTh	6 pm-9 pm	HARBN	CEPMG 506 51

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
Total:	60 hrs	$3,694

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
Total:	53 hrs	$2,698

INSTRUCTOR SPOTLIGHT
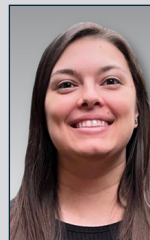
TIANA LANGER ARROYAVE
Project Management | Web Development | Software Development and Engineering

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

COACHING: ENHANCING PERFORMANCE

Learn methods of distinguishing coaching from counseling and how to provide positive feedback for improvement. $125

Jul 16　　　　T　　　　1:30 pm-4:30 pm　　NEAST　CELSD 660 72

CONFLICT RESOLUTION

Conflict is not intrinsically destructive, but it can become so if left to escalate. Leaders must use conflict to their advantage while keeping it from being destructive. Learn about resolution styles and conflict resolution tactics. $125

Jul 9　　　　T　　　　1:30 pm-4:30 pm　　NEAST　CELSD 613 87

COUNSELING: RECOVERING PERFORMANCE

A continuation of the Part 1 course in which you learn to recognize, overcome concerns, and practice counseling skills. $125

Jul 23　　　　T　　　　1:30 pm-4:30 pm　　NEAST　CELSD 690 72

CREATIVITY AND CRITICAL THINKING

Critical thinking is evaluating, analyzing, and interpreting information; analyzing inferences and assumptions made regarding the information itself. Learn the combination of skills and attitudes that incorporate the ability to recognize the existence of problems and to actively seek information to help solve the problem objectively. Part of Next Level Leadership Program. $299

May 15　　　　W　　　　9 am-12:30 pm　　NEAST　CELSD 734 01

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

Aug 13　　　　T　　　　1:30 pm-4:30 pm　　NEAST　CELSD 566 73

ESSENTIAL COMMUNICATION SKILLS

You will examine, understand, and practice a variety of different listening styles, and also practice active listening and how to give and receive feedback effectively. $125

Jul 2　　　　T　　　　1:30 pm-4:30 pm　　NEAST　CELSD 571 89

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

Aug 20　　　　T　　　　1:30 pm-4:30 pm　　NEAST　CELSD 567 73

PRESENTING WITH CONFIDENCE

Presenting information clearly and effectively is a key skill to get your message or opinion across and, today, presentation skills are required in almost every field. A presentation is a means of communication which can be adapted to various speaking situations, such as talking to a group, addressing a meeting or briefing a team. To be effective, step-by-step preparation and the method and means of presenting the information should be carefully considered. Part of Next Level Leadership Program. $299

Jun 13　　　　Th　　　　9 am-12:30 pm　　NEAST　CELSD 735 01

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

Aug 6-Sep 3　　　T　　　1:30 pm-4:30 pm　　NEAST　CELSD 513 69

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

Dates and Times TBD

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

Dates and Times TBD

SCHOOL OF BUSINESS

SUPERVISORY AND LEADERSHIP

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

| Aug 6 | T | 1:30 pm-4:30 pm | NEAST | CELSD 691 71 |

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

| Aug 27 | T | 1:30 pm-4:30 pm | NEAST | CELSD 692 70 |

UNDERSTANDING YOUR COMMUNICATION STYLE

Participants learn the communication process, how to identify barriers to communication, and practice developing messages for professional and personal use. $125

| Jun 25 | T | 1:30 pm-4:30 pm | NEAST | CELSD 535 89 |

HUMAN RESOURCES

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

| Jul 15-Jul 16 | MT | 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

Jul 16	T	9 am-4 pm	NEAST	CECUS 523 57

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

May 6 – Jun 28	ONLINE CEUGC 503
July 1 – Sep 28	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

May 1-Aug 1	ONLINE CEQAL 642 68I
Jun 1-Sep 1	ONLINE CEQAL 642 69I

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 5-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

May 1-Aug 1	ONLINE CEQAL 706 34I
Jun 1-Sep 1	ONLINE CEQAL 706 35I

PERSONAL DEVELOPMENT

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

May 9	Th	9 am-12 pm	NEAST	CECDS 564 14

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.

ESSENTIAL SKILLS FOR SUCCESS
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

May 7-Jun 18	T	6 pm-9 pm	VIRTUAL CECDS 808 65
May 16-Jun 27	Th	6 pm-9 pm	VIRTUAL CECDS 808 XX
May 18-Jun 8	S	1 pm-4 pm	VIRTUAL CECDS 808 69
	S	9 am-12 pm	
May 27-Jul 8	M	6 pm-9 pm	VIRTUAL CECDS 808 59
Jul 9-Aug 20	T	6 pm-9 pm	VIRTUAL CECDS 808 66
Jul 12-Aug 23	F	9 am-12 pm	NEAST CECDS 808 67
Jul 13-Aug 3	S	9 am-12 pm	VIRTUAL CECDS 808 71
	S	1 pm-4 pm	
Jul 15-Aug 26	M	6 pm-9 pm	VIRTUAL CECDS 808 64
Aug 1-Sep 12	Th	6 pm-9 pm	VIRTUAL CECDS 808 68
Aug 24-Sep 14	S	9 am-12 pm	VIRTUAL CECDS 808 70
	S	1 pm-4 pm	

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
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. This course is part of the Essential Skills Certificate. Can be taken as a standalone class. $125

May 21	T	6 pm-9 pm	VIRTUAL	CECDS 722 65
May 25	S	1 pm-4 pm	VIRTUAL	CECDS 722 69
Jun 10	M	6 pm-9 pm	VIRTUAL	CECDS 722 59
Jul 20	S	1 pm-4 pm	VIRTUAL	CECDS 722 71
Jul 23	T	6 pm-9 pm	VIRTUAL	CECDS 722 66
Jul 26	F	9 am-12 pm	NEAST	CECDS 722 67
Jul 29	M	6 pm-9 pm	VIRTUAL	CECDS 722 64
Aug 22	Th	6 pm-9 pm	VIRTUAL	CECDS 722 68
Aug 31	S	1 pm-4 pm	VIRTUAL	CECDS 722 70

DEALING WITH CONFLICT
Conflict is inevitable; the key is dealing with conflict in a way that produces positive outcomes. This course will help you learn how to work through 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. This course is part of the Essential Skills Certificate. Can be taken as a standalone class. $125

May 6	M	6 pm-9 pm	VIRTUAL	CECDS 724 45
Jun 1	S	1 pm-4 pm	VIRTUAL	CECDS 724 69
Jun 4	T	6 pm-9 pm	VIRTUAL	CECDS 724 65
Jun 24	M	6 pm-9 pm	VIRTUAL	CECDS 724 59
Jul 27	S	1 pm-4 pm	VIRTUAL	CECDS 724 71
Aug 6	T	6 pm-9 pm	VIRTUAL	CECDS 724 66
Aug 9	F	9 am-12 pm	NEAST	CECDS 724 67
Aug 12	M	6 pm-9 pm	VIRTUAL	CECDS 724 64

PERSONAL ACCOUNTABILITY AND PROFESSIONALISM
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. This course is part of the Essential Skills Certificate. Can be taken as a standalone class. $125

May 14	T	6 pm-9 pm	VIRTUAL	CECDS 720 65
May 18	S	1 pm-4 pm	VIRTUAL	CECDS 720 69
Jul 8	M	6 pm-9 pm	VIRTUAL	CECDS 720 59
Jul 13	S	1 pm-4 pm	VIRTUAL	CECDS 720 71
Jul 16	T	6 pm-9 pm	VIRTUAL	CECDS 720 66
Jul 19	F	9 am-12 pm	NEAST	CECDS 720 67
Jul 22	M	6 pm-9 pm	VIRTUAL	CECDS 720 64
Aug 8	Th	6 pm-9 pm	VIRTUAL	CECDS 720 68
Aug 24	S	1 pm-4 pm	VIRTUAL	CECDS 720 70

PRINCIPLES OF TEAMWORK, COLLABORATION, AND TRUST
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. This course is part of the Essential Skills Certificate. Can be taken as a standalone class. $125

May 25	S	9 am-12 pm	VIRTUAL	CECDS 721 69
May 28	T	6 pm-9 pm	VIRTUAL	CECDS 721 65
Jun 17	M	6 pm-9 pm	VIRTUAL	CECDS 721 59
Jul 20	S	9 am-12 pm	VIRTUAL	CECDS 721 71
Jul 30	T	6 pm-9 pm	VIRTUAL	CECDS 721 66
Aug 2	F	9 am-12 pm	NEAST	CECDS 721 67
Aug 5	M	6 pm-9 pm	VIRTUAL	CECDS 721 64
Aug 15	Th	6 pm-9 pm	VIRTUAL	CECDS 721 68
Aug 31	S	9 am-12 pm	VIRTUAL	CECDS 721 70

TAKING CHARGE OF CHANGE
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. This course is part of the Essential Skills Certificate. Can be taken as a standalone class. $125

May 13	M	6 pm-9 pm	VIRTUAL	CECDS 723 45
Jun 1	S	9 am-12 pm	VIRTUAL	CECDS 723 69
Jun 11	T	6 pm-9 pm	VIRTUAL	CECDS 723 65
Jul 1	M	6 pm-9 pm	VIRTUAL	CECDS 723 59
Jul 27	S	9 am-12 pm	VIRTUAL	CECDS 723 71
Aug 13	T	6 pm-9 pm	VIRTUAL	CECDS 723 66
Aug 19	M	6 pm-9 pm	VIRTUAL	CECDS 723 64
Aug 23	F	9 am-12 pm	NEAST	CECDS 723 67
Aug 29	Th	6 pm-9 pm	VIRTUAL	CECDS 723 68

VERBAL COMMUNICATION 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. This course is part of the Essential Skills Certificate. Can be taken as a standalone class. $125

May 7	T	6 pm-9 pm	VIRTUAL	CECDS 719 65
May 18	S	9 am-12 pm	VIRTUAL	CECDS 719 69
May 27	M	6 pm-9 pm	VIRTUAL	CECDS 719 59
Jul 9	T	6 pm-9 pm	VIRTUAL	CECDS 719 66
Jul 12	F	9 am-12 pm	NEAST	CECDS 719 67
Jul 13	S	9 am-12 pm	VIRTUAL	CECDS 719 71
Jul 15	M	6 pm-9 pm	VIRTUAL	CECDS 719 64
Aug 1	Th	6 pm-9 pm	VIRTUAL	CECDS 719 68
Aug 24	S	9 am-12 pm	VIRTUAL	CECDS 719 70

SCHOOL OF BUSINESS

PURCHASING

CERTIFIED SUPPLY CHAIN PROFESSIONAL

This 100% online course will provide a holistic view of supply chain management and fully prepare you for the Certified Supply Chain Professional exam. You will learn how to translate the connection between the areas of planning, sourcing, manufacturing, and delivering into an integrated supply chain. By course completion, you will have a firm understanding of mitigation strategies, operationalize risk management practices and implement cost reduction measures. $2,295

Jun 1 – Nov 1	ONLINE CEGAT-554
July 1– Dec 1	ONLINE CEGAT-554
Aug 1 – Jan 1	ONLINE CEGAT-554
Sep 1 – Feb 1	ONLINE CEGAT-554

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

May 15 – July 5	ONLINE CEETG 555
Jun 12 – Aug 2	ONLINE CEETG 555
July 17 – Sep 6	ONLINE CEETG 555
Aug 14 – Oct 4	ONLINE CEETG 555

SHARE YOUR EXPERTISE

Adjunct professors needed for several business programs.
See details on page 27.

DIGITAL MARKETING

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

Jun 3- Aug 30	ONLINE CEUGC 516
Jul 1– Sep 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

Jun 3-Jul 26	ONLINE CEUGC 520
Jul 1 – Sep 28	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

Jun 3-Nov 1	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

May 15 – July 5	ONLINE CEETG 581
Jun 12 – Aug 2	ONLINE CEETG 581
July 17 – Sep 6	ONLINE CEETG 581
Aug 14 – Oct 4	ONLINE CEETG 581

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
Total: **108 hrs**		**$6,576**

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.

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 Humanties | Health Care | IT

View the complete list and enroll now.

MIDLANDSTECH.EDU/OnlineTraining

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

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 CERTIFICATE INFORMATION SESSION
Looking for a career as an Audio Engineer or Producer? Attend this free session and receive information about the Audio Engineering Certificate program, meet instructors and possibly win a door prize. Topics include: 5 Essential Tips to Becoming Employed in the Music Business, Earning Money with Your Music and Finding a Career in the Music and Audio Business. $0

| Aug 20 | T | 7 pm-8 pm | NEAST | CEMUS 547 13 |

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. Classes meet at Midlands Audio Institute, 207 S. Prospect St., Columbia, SC 29205. 803.782.6910. $449

| May 11-May 18 | S | 8 am-6 pm | MAI | CEMUS 525 20 |

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. Classes meet at Midlands Audio Institute, 207 S. Prospect St., Columbia, SC 29205. 803.782.6910. $449

| May 4-May 5 | SSu | 9 am-6 pm | MAI | CEMUS 524 23 |

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

| Aug 7-Oct 9 | MW | 6 pm-9 pm | NEAST | CEPIC 559 51 |

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

| May 21 | T | 9 am-4 pm | NEAST | CEWCS 500 69 |

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

| May 9 | Th | 9 am-4 pm | NEAST | CEWCS 501 14 |

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

May 3	F	9 am-12 pm	NEAST	CEWCS 551 60
May 4	S	9 am-12 pm	VIRTUAL	CEWCS 551 37
May 20	M	6 pm-9 pm	VIRTUAL	CEWCS 551 45
Jun 3	M	6 pm-9 pm	VIRTUAL	CEWCS 551 59
Jun 8	S	9 am-12 pm	VIRTUAL	CEWCS 551 69
Jun 18	T	6 pm-9 pm	VIRTUAL	CEWCS 551 65
Aug 3	S	9 am-12 pm	VIRTUAL	CEWCS 551 71
Aug 16	F	9 am-12 pm	NEAST	CEWCS 551 67
Aug 20	T	6 pm-9 pm	VIRTUAL	CEWCS 551 66
Aug 26	M	6 pm-9 pm	VIRTUAL	CEWCS 551 64

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

May 15 – July 5	ONLINE	CEETG 581
Jun 12 – Aug 2	ONLINE	CEETG 581
Jul 17 – Sep 6	ONLINE	CEETG 581
Aug 14 – Oct 4	ONLINE	CEETG 581

LANGUAGES

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

May 15 – July 5	ONLINE	CEETG 689
Jun 12 – Aug 2	ONLINE	CEETG 689
Jul 17 – Sep 6	ONLINE	CEETG 689
Aug 14 – Oct 4	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

May 15 – July 5	ONLINE	CEETG 564
Jun 14 – Aug 4	ONLINE	CEETG 564
July 12 – Sep 1	ONLINE	CEETG 564
Aug 14 – Oct 4	ONLINE	CEETG 564

MIDLANDS TECHNICAL COLLEGE
50 Years
EST. 1974

Building success for students, businesses, and industry

Since 74

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

CAREER DEVELOPMENT FACILITATOR

FACILITATING CAREER DEVELOPMENT - FAST TRACK

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, combining Face2face sessions both in-person and online and coursework using web-based instruction, use of the course textbook (included in fee), and an independent study presentation. The first onsite session is held at the Northeast Campus for Orientation and picking up the course textbook from 9:00 - 4:00 pm. The course is paced to complete in 8 weeks (Fast-track) instead of the normal 4-month pace. Completion of this course supports application for the GCDF and CCSP credentials. $1099

Jun 14-Aug 9   F   9 am-4 pm   NEAST   CECDF 601 17

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 a.m. to 4 p.m. for orientation and textbook pick up at the Northeast Campus, Day 2 is virtual from 9 a.m. to 1 p.m. Completion of this course supports application for the GCDF and CCSP credentials. $1299

May 10-Aug 16   F   9 am-4 pm   NEAST   CECDF 600 41

CERTIFICATE IN LEARNING STYLES

New research and information is coming out frequently now about how your learners - and you - learn. Get the most advanced information about the three most important and most prevalent characteristics you experience with your participants: generation, gender, and the autism spectrum. $395

Jun 3 – Nov 29   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

Jul 1 – Sep 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.

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

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

Jul 16-Aug 20	T	6 pm-9 pm	HARBN	CEKIT 522 65

INTERIOR DECORATOR

INTERIOR DECORATING

In this comprehensive course, students will delve into various concepts, including exploration of color and pattern relationships, floor-planning skills, window treatments, furniture selection, and how to estimate costs and create budgets. Students will study the art of selecting and arranging accessories such as artwork, lighting fixtures, rugs, and decorative objects. They will learn the significance of scale, proportion, and focal points in creating visually appealing arrangements. Throughout the course, students will be engaged in practical projects that allow them to apply their knowledge to real-world examples. $539

May 1-Jun 6	WTh	6 pm-9 pm	NEAST	CEDCP 546 11

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

May 15 – July 5	ONLINE	CEETG 545
Jun 12 – Aug 2	ONLINE	CEETG 545
Jul 17 – Sep 6	ONLINE	CEETG 545
Aug 14 – Oct 4	ONLINE	CEETG 545

VIRTUAL TOURS
Discover MTC's Airport, Beltline, or Northeast campuses from right where you are.
Explore Now | **MIDLANDSTECH.EDU/campuses**

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

Jun 8	S	8 am-5 pm	NEAST	CEDDC 500 73
May 25	S	8 am-5 pm	NEAST	CEDDC 500 74
May 4	S	8 am-5 pm	NEAST	CEDDC 500 75
Jun 29	S	8 am-5 pm	NEAST	CEDDC 500 76
Jul 13	S	8 am-5 pm	NEAST	CEDDC 500 77
Jul 27	S	8 am-5 pm	NEAST	CEDDC 500 78
Aug 10	S	8 am-5 pm	NEAST	CEDDC 500 79
Aug 24	S	8 am-5 pm	NEAST	CEDDC 500 80

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

May 3-May 5	SSu	8 am-5 pm	BLTLN	CEMOT 501 21
	F	6 pm-8 pm		
May 17-May 19	F	6 pm-8 pm	BLTLN	CEMOT 501 22
	SSu	8 am-5 pm		
May 31-Jun 2	SSu	8 am-5 pm	BLTLN	CEMOT 501 23
	F	6 pm-8 pm		
Jun 14-Jun 16	F	6 pm-8 pm	BLTLN	CEMOT 501 24
	SSu	8 am-5 pm		
Jun 28-Jun 30	SSu	8 am-5 pm	BLTLN	CEMOT 501 25
	F	6 pm-8 pm		
Jul 12-Jul 14	F	6 pm-8 pm	BLTLN	CEMOT 501 26
	SSu	8 am-5 pm		
Jul 26-Jul 28	F	6 pm-8 pm	BLTLN	CEMOT 501 27
	SSu	8 am-5 pm		

Corporate Training

MTC Does That?

We have a secret that we don't want to keep. The secret is that the MTC Business Solutions Team is here to help local business partners take advantage of all of the resources we have to help solve real workplace problems and increase your organization's effectiveness. This team has helped Midlands area businesses save hundreds of thousands of dollars in training costs by finding grant dollars for things like incumbent worker training and apprenticeships. They have helped our customers save even more by connecting them to our consulting and training services that have solved problems such as high employee turnover, error rates, slow or ineffective onboarding for new employees, and other issues as well.

Some of our best customers tell us that our greatest strength is our ability to listen and help identify the core problems that are preventing their business from being more efficient. That combined with our ability to customize our solutions packages to fit their specific needs in terms of time, space and budget make us the right fit for their needs.

The Business Solutions team has provided this service for years. And yet the most repeated phrase we hear from local business leaders when they hear about this is still "I didn't know MTC did that." We want to change that. The best method we have identified to do that is to stop being shy and start spreading the word. We want you to know who we are and why you should consider setting up an appointment with us.

Reach out to the Business Solutions team today.

Services We Offer Include:

> Consulting and Facilitating

> Corporate and Custom Training (Virtual or On-Site)

> Online Training Development and Hosting (Your Content/Our Technology)

> Virtual Coaching

> A Variety of Funding to Offset Costs

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

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 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.

IT'S EASY TO REGISTER

1 REGISTER ONLINE
Quickly and easily at MIDLANDSTECH.EDU

2 FILL OUT A FORM
See next page or download one at
MIDLANDSTECH.EDU/TrainingStudentResources

Email it to **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

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

MIDLANDS TECHNICAL COLLEGE

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: ☐ MasterCard ☐ VISA ☐ DISCOVER ☐ AMERICAN EXPRESS 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 | 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.

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

Fairfield
6

Richland
3 4 2
5 Lexington 1

MIDLANDS
TECHNICAL COLLEGE

Post Office Box 2408
Columbia, SC 29202

150+ programs in 8 Schools of Study

FOLLOW YOUR INNER
MAVERICK