

2020-2021

# ONLINE AND VIRTUAL TRAINING COURSES



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

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

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

## LEARNING, YOUR WAY

Courses at MTC can be taken in four different ways.



### ON-CAMPUS

Traditional.  
Classes meet on campus.



### VIRTUAL

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



### HYBRID

Some classes on campus.  
Some classes virtual.



### ONLINE

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

### School of ADVANCED MANUFACTURING AND SKILLED TRADES

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

### School of BUSINESS

Customer Service	Type	Course Hours	Cost	Delivery Format
<a href="#">Certificate in Customer Service</a>	Certificate	32	\$245	Online
<a href="#">Managing Customer Service</a>	Course	24	\$149	Online

*continued on next page*

2020-2021

# ONLINE AND VIRTUAL TRAINING COURSES



School of BUSINESS (continued)				
Digital Marketing	Type	Course Hours	Cost	Delivery Format
<a href="#">Digital Marketing Certificate</a>	Certificate	48	\$495	Online
<a href="#">Mastering Video Marketing Certificate</a>	Certificate	32	\$395	Online
<a href="#">Search Engine Optimization</a>	Course	21	\$799	Online
<a href="#">Social Media for Business Certificate</a>	Certificate	48	\$495	Online
<a href="#">Using Social Media in Business</a>	Course	24	\$149	Online
Finance and Accounting	Type	Course Hours	Cost	Delivery Format
<a href="#">Accounting and Payroll Specialist</a>	Certificate	152	\$2991	Online
<a href="#">Personal Finance</a>	Course	24	\$149	Online
Hospitality	Type	Course Hours	Cost	Delivery Format
<a href="#">Wow, What a Great Event!</a>	Course	24	\$149	Online
Human Resources and Legal	Type	Course Hours	Cost	Delivery Format
<a href="#">Employment Law Fundamentals</a>	Course	24	\$149	Online
<a href="#">Real Estate Law</a>	Course	24	\$149	Online
<a href="#">SHRM Certification Review</a>	Course	36	\$1295	Online and Virtual Learning
<a href="#">Understanding the Human Resources Function</a>	Course	24	\$149	Online
<a href="#">Workers' Compensation</a>	Course	24	\$149	Online
Management	Type	Course Hours	Cost	Delivery Format
<a href="#">Certificate in Leadership Development</a>	Certificate	48	\$395	Online
<a href="#">Certificate in Workplace Communication</a>	Certificate	56	\$595	Online
<a href="#">Fundamentals of Supervision &amp; Management I</a>	Course	24	\$149	Online
<a href="#">Leadership</a>	Course	24	\$149	Online
<a href="#">Management Certificate</a>	Certificate	48	\$595	Online
<a href="#">Supervisory Certificate</a>	Certificate	75	\$1995	Online and Virtual Learning
Organizational Performance	Type	Course Hours	Cost	Delivery Format
<a href="#">Certified Quality Auditor</a>	Certificate	33	\$1695	Online
<a href="#">Certified Quality Engineer</a>	Certificate	65	\$1695	Online

continued on next page

2020-2021

# ONLINE AND VIRTUAL TRAINING COURSES



School of BUSINESS (continued)				
Organizational Performance (continued)	Type	Course Hours	Cost	Delivery Format
<a href="#">Lean Six Sigma Green Belt</a>	Certificate	80	\$3995	Online and Virtual Learning
<a href="#">Lean Six Sigma Yellow Belt</a>	Certificate	40	\$1995	Online and Virtual Learning
Personal Development	Type	Course Hours	Cost	Delivery Format
<a href="#">A to Z Grantwriting</a>	Course	24	\$149	Online
<a href="#">Achieving Success with Difficult People</a>	Course	24	\$149	Online
<a href="#">Administrative Assistant Applications</a>	Course	24	\$149	Online
<a href="#">Administrative Assistant Fundamentals</a>	Course	24	\$149	Online
<a href="#">Building Teams That Work</a>	Course	24	\$149	Online
<a href="#">Certificate in Business Writing</a>	Certificate	48	\$495	Online
<a href="#">Computer Skills for the Workplace</a>	Course	24	\$149	Online
<a href="#">Effective Business Writing</a>	Course	24	\$149	Online
<a href="#">Effective Selling</a>	Course	24	\$149	Online
<a href="#">Essential Skills for Success</a>	Certificate	24	\$765	Online and Virtual Learning
<a href="#">Get Assertive!</a>	Course	24	\$149	Online
<a href="#">Individual Excellence</a>	Course	24	\$149	Online
<a href="#">Interpersonal Communication</a>	Course	24	\$149	Online
<a href="#">Keys to Effective Communication</a>	Course	24	\$149	Online
<a href="#">Mastering Public Speaking</a>	Course	24	\$149	Online
<a href="#">Mastery of Business Fundamentals</a>	Course	24	\$149	Online
<a href="#">Professional Sales Skills</a>	Course	24	\$149	Online
<a href="#">Real Estate Investing I</a>	Course	24	\$149	Online
<a href="#">Resume Writing Workshop</a>	Course	24	\$149	Online
<a href="#">Skills for Making Great Decisions</a>	Course	24	\$149	Online
<a href="#">Stocks, Bonds, and Investing: Oh, My!</a>	Course	24	\$149	Online

continued on next page

2020-2021

# ONLINE AND VIRTUAL TRAINING COURSES



School of BUSINESS (continued)				
Project Management	Type	Course Hours	Cost	Delivery Format
<a href="#">PMP/CAPM Exam Prep Boot Camp</a>	Course	35	\$1999	Virtual Learning
<a href="#">Project Management @ e-Speed</a>	Course	24	\$149	Online
Purchasing	Type	Course Hours	Cost	Delivery Format
<a href="#">Certified Green Supply Chain Professional</a>	Certificate	60	\$1595	Online
<a href="#">Purchasing Fundamentals</a>	Course	24	\$149	Online
<a href="#">Supply Chain Management Fundamentals</a>	Course	24	\$149	Online
Small Business and Entrepreneur	Type	Course Hours	Cost	Delivery Format
<a href="#">Creating a Successful Business Plan</a>	Course	24	\$149	Online
<a href="#">Entrepreneurial Marketing</a>	Course	16	\$195	Online
<a href="#">Entrepreneurship Certificate</a>	Certificate	360	\$2095	Online
<a href="#">Freight Broker/Agent Training</a>	Certificate	180	\$1895	Online
<a href="#">Senior Certified Sustainability Professional</a>	Certificate	110	\$2495	Online
<a href="#">Small Business Marketing on a Shoestring</a>	Course	24	\$149	Online
<a href="#">The Business Plan</a>	Course	16	\$195	Online

School of EDUCATION AND PUBLIC SERVICE				
Career Development	Type	Course Hours	Cost	Delivery Format
<a href="#">Certificate in Online Teaching</a>	Certificate	48	\$495	Online
<a href="#">Certificate in Teaching Adults</a>	Certificate	32	\$295	Online
<a href="#">Creating Classroom Centers</a>	Course	24	\$149	Online
<a href="#">Creating the Inclusive Classroom: Strategies for Success</a>	Course	24	\$149	Online
<a href="#">Facilitating Career Development</a>	Certificate	120	\$1099	Online and Virtual Learning
<a href="#">Solving Classroom Discipline Problems</a>	Course	24	\$159	Online
<a href="#">Solving Classroom Discipline Problems II</a>	Course	24	\$159	Online
<a href="#">Survival Kit for New Teachers</a>	Course	24	\$159	Online
<a href="#">Teaching Students With ADHD</a>	Course	24	\$149	Online
<a href="#">Teaching Students With Autism: Strategies for Success</a>	Course	24	\$149	Online

continued on next page

2020-2021

# ONLINE AND VIRTUAL TRAINING COURSES



School of EDUCATION AND PUBLIC SERVICE <i>(continued)</i>				
Career Development <i>(continued)</i>	Type	Course Hours	Cost	Delivery Format
<a href="#">The Creative Classroom</a>	Course	24	\$149	Online
<a href="#">Understanding Adolescents</a>	Course	24	\$149	Online
<a href="#">Using the Internet in the Classroom</a>	Course	24	\$149	Online
<a href="#">Working Successfully With Learning Disabled Students</a>	Course	24	\$149	Online

School of ENGLISH AND HUMANITIES				
Art and Design	Type	Course Hours	Cost	Delivery Format
<a href="#">Drawing for the Absolute Beginner</a>	Course	24	\$149	Online
<a href="#">Mastering Digital Photography: Photographing People</a>	Course	24	\$149	Online
<a href="#">Photography and Videography</a>	Certificate	57	\$799	Online and Virtual Learning
<a href="#">Secrets of Better Photography</a>	Course	24	\$149	Online
Languages	Type	Course Hours	Cost	Delivery Format
<a href="#">Beginning Conversational French</a>	Course	24	\$149	Online
<a href="#">Speed Spanish I</a>	Course	24	\$149	Online
<a href="#">Speed Spanish II</a>	Course	24	\$149	Online
Writing	Type	Course Hours	Cost	Delivery Format
<a href="#">Effective Business Writing</a>	Course	24	\$149	Online
<a href="#">Fundamentals of Technical Writing</a>	Course	24	\$149	Online
<a href="#">Grammar Refresher</a>	Course	24	\$149	Online
<a href="#">Grammar Refresher II</a>	Course	24	\$149	Online
<a href="#">Introduction to Journaling</a>	Course	24	\$149	Online
<a href="#">Publish and Sell Your E-Books</a>	Course	24	\$149	Online

School of HEALTH CARE				
Emergency Medicine	Type	Course Hours	Cost	Delivery Format
<a href="#">Emergency Medical Technician</a>	Certificate	200	\$1499	Online and Virtual Learning
Health and Fitness	Type	Course Hours	Cost	Delivery Format
<a href="#">Become a Physical Therapy Aide</a>	Course	24	\$149	Online

*continued on next page*

2020-2021

# ONLINE AND VIRTUAL TRAINING COURSES



School of HEALTH CARE (continued)				
Medical Office	Type	Course Hours	Cost	Delivery Format
<a href="#">Medical Billing and Coding</a>	Certificate	132	\$2797	Online and Virtual Learning
<a href="#">Medical Scribe</a>	Course	108	\$2639	Online and Virtual Learning
<a href="#">Medical Terminology</a>	Course	48	\$699	Online and Virtual Learning
<a href="#">Spanish for Medical Professionals</a>	Course	32	\$290	Online

School of SCIENCE, INFORMATION TECHNOLOGY, ENGINEERING, AND MATH (STEM)				
Computer Applications	Type	Course Hours	Cost	Delivery Format
<a href="#">AutoCAD 2021 Certified User</a>	Course	155	\$2595	Online
<a href="#">AutoCAD 2021 Certified User with AutoCAD 3D 2021</a>	Course	240	\$3295	Online
<a href="#">AutoCAD 3D 2021</a>	Course	85	\$1695	Online
<a href="#">Crystal Reports, Introduction</a>	Course	24	\$149	Online
<a href="#">Keyboarding</a>	Course	24	\$149	Online
<a href="#">Microsoft Excel (Latest Version), Introduction</a>	Course	12	\$299	Online
<a href="#">Microsoft Excel (Latest Version), Intermediate</a>	Course	12	\$299	Online
<a href="#">Microsoft Excel (Latest Version), Advanced</a>	Course	12	\$299	Online
<a href="#">Microsoft Excel 2013, Introduction</a>	Course	24	\$149	Online
<a href="#">Microsoft Excel 2013, Intermediate</a>	Course	24	\$149	Online
<a href="#">Microsoft Excel 2013, Advanced</a>	Course	24	\$149	Online
<a href="#">Microsoft Outlook (Latest Version), Introduction</a>	Course	18	\$299	Online
<a href="#">Microsoft PowerPoint 2016, Introduction</a>	Course	24	\$149	Online
<a href="#">Microsoft Word 2016, Introduction</a>	Course	24	\$149	Online
<a href="#">Microsoft Word 2016, Intermediate</a>	Course	24	\$149	Online
<a href="#">Publisher 2013, Introduction</a>	Course	24	\$149	Online
<a href="#">QuickBooks</a>	Course	18	\$499	Online
<a href="#">Windows 10</a>	Course	24	\$149	Online

continued on next page

2020-2021

# ONLINE AND VIRTUAL TRAINING COURSES



School of SCIENCE, INFORMATION TECHNOLOGY, ENGINEERING, AND MATH (STEM) <i>(continued)</i>				
Data Analysis	Type	Course Hours	Cost	Delivery Format
<a href="#">Data Analysis Certificate</a>	Certificate	48	\$495	Online
<a href="#">Google Analytics</a>	Course	16	\$195	Online
Databases	Type	Course Hours	Cost	Delivery Format
<a href="#">Database Development, Introduction</a>	Course	24	\$149	Online
<a href="#">SQL, Introduction</a>	Course	24	\$149	Online
Gaming	Type	Course Hours	Cost	Delivery Format
<a href="#">Certificate in Basic Game Design</a>	Certificate	32	\$395	Online
<a href="#">How to Get Started in Game Development</a>	Course	24	\$149	Online
Information Technology	Type	Course Hours	Cost	Delivery Format
<a href="#">Help Desk Analyst: Tier 1 Support Specialist</a>	Certificate	120	\$1495	Online
<a href="#">Networking, Introduction</a>	Course	24	\$149	Online
<a href="#">Networking, Intermediate</a>	Course	24	\$149	Online
<a href="#">PC Security, Introduction</a>	Course	24	\$149	Online
<a href="#">PC Troubleshooting, Introduction</a>	Course	24	\$149	Online
Math	Type	Course Hours	Cost	Delivery Format
<a href="#">Everyday Math</a>	Course	24	\$149	Online
Programming	Type	Course Hours	Cost	Delivery Format
<a href="#">C# Programming for the Absolute Beginner</a>	Course	24	\$149	Online
<a href="#">C# Programming, Intermediate</a>	Course	24	\$149	Online
<a href="#">C++ for the Absolute Beginner</a>	Course	24	\$149	Online
<a href="#">Creating Mobile Apps with HTML5</a>	Course	24	\$149	Online
<a href="#">Java for the Absolute Beginner</a>	Course	24	\$149	Online
<a href="#">Java Programming, Intermediate</a>	Course	24	\$149	Online
<a href="#">Python 3 Programming, Introduction</a>	Course	24	\$149	Online
Test Preparation	Type	Course Hours	Cost	Delivery Format
<a href="#">GRE Test Preparation - Course 1</a>	Course	24	\$149	Online
<a href="#">GRE Test Preparation - Course 2</a>	Course	24	\$149	Online
<a href="#">LSAT Test Preparation - Course 1</a>	Course	24	\$149	Online

*continued on next page*

2020-2021

# ONLINE AND VIRTUAL TRAINING COURSES



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

<b>Test Preparation <i>(continued)</i></b>	<b>Type</b>	<b>Course Hours</b>	<b>Cost</b>	<b>Delivery Format</b>
<a href="#">LSAT Test Preparation - Course 2</a>	Course	24	\$149	Online
<a href="#">SAT/ACT Preparation - Part 1</a>	Course	24	\$149	Online
<a href="#">SAT/ACT Preparation - Part 2</a>	Course	24	\$149	Online
<b>Web Development and Print Media</b>	<b>Type</b>	<b>Course Hours</b>	<b>Cost</b>	<b>Delivery Format</b>
<a href="#">Designing Effective Websites</a>	Course	24	\$149	Online
<a href="#">Illustrator CS6, Introduction</a>	Course	24	\$149	Online
<a href="#">InDesign CS6, Introduction</a>	Course	24	\$149	Online
<a href="#">Intermediate InDesign Creative Cloud</a>	Course	24	\$149	Online
<a href="#">JavaScript</a>	Course	36	\$1399	Online
<a href="#">Photoshop CS6, Introduction</a>	Course	24	\$149	Online
<a href="#">Photoshop CS6, Intermediate</a>	Course	24	\$149	Online
<a href="#">PHP and MySQL, Introduction</a>	Course	24	\$149	Online
<a href="#">PHP and MySQL, Intermediate</a>	Course	24	\$149	Online
<a href="#">Visual Basic, Introduction</a>	Course	24	\$149	Online
<a href="#">Web Pages, Advanced</a>	Course	24	\$149	Online

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