

TRAINING GUIDE

MIDLANDSTECH.EDU

SEP | OCT | NOV | DEC 2020

High Standards

Cybersecurity Analysts protect organizations from unseen threats

PAGE 10

Take a big step

Grow your health care career as a **Patient Care Tech**

PAGE 16

SPOT ON

20+ new **online certificates and courses** for your career goals

PAGE 45

Stretch Your Skills

Become a **Clinical Massage Therapist** in just 10 months

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MIDLANDS
TECHNICAL COLLEGE

Where will you go?

The South Carolina economy depends on our college to provide highly-skilled, impeccably trained graduates. While we are looking forward to welcoming students back on campus, rest assured that the highest priority is the safety and wellness of students, faculty, and staff.

I am proud of how the college is coming together to shift back to on-campus operations while implementing the recommendations from DHEC and the CDC in order to mitigate the spread of the coronavirus.

I hope you will find a course or program that fits your career path. Combined with the personal attention from our experienced faculty, MTC can help you get anywhere from here.



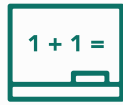
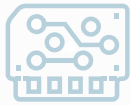
A handwritten signature in black ink that reads "Ron".

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

MORE THAN 150 PROGRAMS IN 8 SCHOOLS

MTC has eight Schools of Study that offer academic degree, diploma, and certificate programs; transfer programs; and training programs that can be completed quickly.

SCHOOLS OF STUDY



School of **ADVANCED MANUFACTURING
AND SKILLED TRADES**

School of **BUSINESS**

School of **EDUCATION AND PUBLIC SERVICE**

School of **ENGLISH AND HUMANITIES**

School of **HEALTH CARE**

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

School of **SOCIAL AND BEHAVIORAL SCIENCES**

School of **INTERDISCIPLINARY STUDIES**

WHAT'S INSIDE THIS TRAINING GUIDE?

This **TRAINING GUIDE** outlines the training programs available in the next few months. Train for in-demand careers quickly, advance in your current career, or take courses for personal interest.

On-Campus Classes

This fall, on-campus courses will resume at MTC. Our highest priority is the safety and wellness of the MTC community, and the college is following recommendations from DHEC and the CDC. Learn more at MIDLANDSTECH.EDU/WelcomeBack.

Online/Virtual Classes

This guide includes many online, virtual, and hybrid courses. Look for courses with the  symbol.

WHAT'S THE DIFFERENCE? **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

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

Beginning Computer Courses | Cloud Technology | Computer Support | Databases | Microsoft Office Windows | Programming | Web Development and Print Media

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School of HEALTH CARE

Emergency Services | Health Care | Clinical Massage Therapy | Medical Information Management
Personal Trainer

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School of ADVANCED MANUFACTURING AND SKILLED TRADES

Construction | Forklift | HVAC | Industrial Electrical | Industrial Maintenance | Landscaper | Manufacturing
Pool Operator | Machinist/CNC Operator | Safety and Environmental | CDL | Welding

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School of BUSINESS

Business Analysis | Finance and Accounting | Customer Service | Project Management
Organizational Performance | Small Business and Entrepreneur | Supervisory and Leadership

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School of ENGLISH AND HUMANITIES

Business Writing | Audio Engineer | Child Development

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School of EDUCATION AND PUBLIC SERVICE

Career Development Facilitator

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PERSONAL ENRICHMENT

Consumer Education | Defensive Driving | Cake Decorator | Food and Cooking | Motorcycle
Creative Art | Writing

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UNDERSTANDING COURSE LISTINGS

NAME OF COURSE

Course description and cost listed below name of course.

May 9 S 8 am-5 pm AIRPT CEMED 522 14

↑ ↑ ↑ ↑ ↑

Date Day of week Time Location Course code


Online
Courses


New
Courses


Approved for VA
Education Benefits


QuickJobs
Programs

LOCATIONS

AIRPT
Airport Campus

BATES
Batesburg-Leesville Campus

BLTLN
Beltline Campus

CEONL
Online Class

CEOFS
Off-Campus Class

FF
Fairfield Campus

HARBN
Harbison Campus

LEMS
Lexington EMS

MAI
Midlands Audio Institute

NEAST
Northeast Campus

RSDI
Richland School District One

WPLAW
WP Law, Inc.

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

Microsoft Office
Windows
Programming
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 🕒 🇺🇸

A+ IT TECHNICIAN

Learn to install, remove, upgrade, maintain, and troubleshoot computer hardware while building your own computer to take home after class, from the provided kit. An essential course if you are, or want to be, an entry-level computer service technician. Prepare for the latest A+ certifications. \$2499

Nov 16-Dec 4	MTWTh F	9 am-4:30 pm 9 am-1 pm	NEAST	CEDST 528 12
Aug 17-Sep 20	MTWTh	6 pm-9:45 pm	HARB	CEDST 528 72

Check website for online sections.

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. \$1999

Sep 21-Oct 2	MTWTh F	9 am-4:30 pm 9 am-1 pm	NEAST	CENET 747 16
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Check website for online sections.

WINDOWS SERVER 2016 INSTALL, STORE, AND COMPUTE

Learn to install, configure, and administer Windows Server 2016. This course covers all the topics listed in the exam objectives for 70-740. This course also contains practical information for the working server administrator and is one of three courses required for the MCSA exam. \$1999

Oct 5-Oct 9	MTWTh F	9 am-4:30 pm 9 am-1 pm	NEAST	CEMCS 722 12
Oct 26-Nov 12	MTWTh	6 pm-9:45 pm	HARB	CEMCS 722 58

WINDOWS SERVER 2016 NETWORKING 70-741

Learn to install, configure, and administer Windows Server 2016. This course covers all the topics listed in the exam objectives for 70-740 and is one of three courses required for the MCSA exam. This course also contains practical information for the working server administrator. \$1999

Oct 12-Oct 16	MTWTh F	9 am-4:30 pm 9 am-1 pm	NEAST	CEMCS 723 12
Nov 16-Dec 3	MTWTh	6 pm-9:45 pm	HARB	CEMCS 723 58

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. \$1999

Oct 26-Oct 30	MTWTh F	9 am-4:30 pm 9 am-1 pm	NEAST	CESEC 664 48
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Check website for online sections.

LINUX+

Through hands-on practice, you will learn system administration skills for the Linux operating system and prepare for CompTIA Linux+ certification. \$1999

Nov 9-Nov 13	MTWTh F	9 am-4:30 pm 9 am-1 pm	NEAST	CENET 746 14
Dec 14-Dec 18	MTWTh F	9 am-4:30 pm 9 am-1 pm	HARB	CENET 746 15
Dec 7-Dec 18	MTWTh F	9 am-4:30 pm 9 am-1 pm	NEAST	CENET 747 19
Sep 28-Oct 22	MTWTh	6 pm-9:45 pm	HARB	CENET 747 62

CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)

Prepare to take the Cisco 200-301 (Implementing and Administering Cisco Solutions) exam for the 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 define networking. \$3495

Sep 14-Sep 25	MTWTh F	9 am-4:30 pm 9 am-1 pm	NEAST	CENET 751 01
Nov 16-Dec 17	MTWTh	6 pm-9:45 pm	NEAST	CENET 751 50

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

COMPUTER SUPPORT ⓘ 🚩

PENTEST+

As organizations scramble to protect themselves and their customers against privacy or security breaches, the ability to conduct penetration testing 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 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. \$1999

Oct 19-Oct 23 MTWTh 9 am-4:30 pm NEAST CESEC 685 02
F 9 am-1 pm

CYBERSECURITY ANALYST (CYSA+)

Through hands-on practice, you will learn how to support network security within an organization and identify security threats and vulnerabilities, respond to and recover from security incidents, and prepare for the CySA+ certification. Security+ Certification or experience recommended. Prerequisites: At least two years of experience in computer network security technology or a related field preferred; the ability to recognize information security vulnerabilities and threats in the context of risk management; foundation-level operational skills with some of the common operating systems for computing environments; foundational knowledge of the concepts and operational framework of common assurance safeguards in computing environments; foundation-level understanding of some of the common concepts for network environments, such as routing and switching; foundational knowledge of major TCP/IP networking protocols including TCP, IP, UDP, DNS, HTTP, ARP, ICMP, and DHCP. \$1999

Oct 12-Oct 16 MTWTh 9 am-4:30 pm NEAST CESEC 683 09
F 9 am-1 pm

CLOUD TECHNOLOGY

CLOUD+

Learn about cloud concepts and models, virtualization, infrastructure, resource management, security, and business continuity in the cloud. Acquire the knowledge and best practices required of IT practitioners working in cloud computing environments as you prepare for the Cloud+ CompTIA certification. \$1999

Oct 19-Oct 23 MTWTh 9 am-4:30 pm NEAST CEMCS 718 28
F 9 am-1 pm

Dec 7-Dec 17 MTWTh 6 pm-9:45 pm HARBN CEMCS 718 66

CAREER SPOTLIGHT

FRONT-END WEB DEVELOPER ⓘ 🚩

Learn to design websites using HTML5, CSS3, JavaScript, and Adobe Photoshop. Develop sites implementing basic search engine optimization strategies to increase visibility.

Alternate Option: For the Full Stack Web Developer program, add PHP and MySQL (60 hrs, \$2,999).

REQUIREMENTS	HOURS	COST
HTML5 and CSS3	42	\$1995
JavaScript	36	\$1399
Website Marketing	18	\$659
Photoshop, Introduction	12	\$399
Website Production Lab	18	\$599

Total: 126 hrs \$5051

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
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

Total: 108 hrs \$3891

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

DATABASES

DATABASE DESIGN

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

Sep 8	T	9 am-4 pm	HARBN	CEDBS 614 17
Sep 8-Sep 9	TW	6 pm-9 pm	HARBN	CEDBS 614 68

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. This course prepares the novice database user to use generic SQL (Structured Query Language) to retrieve, store, and manipulate data from any relational database. \$499

Sep 30-Oct 1	WTh	9 am-4 pm	NEAST	CEDBS 590 48
Oct 5-Oct 8	MTWTh	6 pm-9 pm	NEAST	CEDBS 590 73

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

Oct 12-Oct 13	MT	9 am-4 pm	NEAST	CEDBS 588 38
Oct 19-Oct 22	MTWTh	6 pm-9 pm	NEAST	CEDBS 588 72

BUSINESS INTELLIGENCE 2

The creation of data-backed visualizations is a key way data scientists, or any professionals, 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

Nov 30-Dec 1	MT	9 am-4 pm	NEAST	CEDBS 645 04
Dec 7-Dec 10	MTWTh	6 pm-9 pm	NEAST	CEDBS 645 54

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

Nov 9-Nov 11	MTW	9am-4pm	HARBN	CEDBS 641 08
Nov 9-Nov 19	MTWTh	6pm-9pm	HARBN	CEDBS 641 53

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

Dec 7	M	9 am-4 pm	NEAST	CEDBS 626 46
Dec 14-Dec 15	MT	6 pm-9 pm	HARBN	CEDBS 626 67

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 integrated with JQuery using PHP and MySQL. Prerequisites: HTML5, CSS3, JavaScript. \$2999

Nov 23-Dec 16	MTWThF	9 am-1 pm	NEAST	CEWDV 568 10
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CERTIFICATE IN BASIC GAME DESIGN – ONLINE

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

Sep 8-Oct 30	ONLINE	CEUGC 514 02
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SCHOOL OF SCIENCE, INFORMATION TECHNOLOGY, ENGINEERING, AND MATH (STEM)

MICROSOFT OFFICE

ACCESS, INTRODUCTION

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

Sep 9-Sep 10	WTh	9 am-4 pm	HARBN	CEDBS 620 37
Sep 14-Sep 17	MTWTh	6 pm-9 pm	HARBN	CEDBS 620 89

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

Sep 21-Sep 22	MT	9 am-4 pm	HARBN	CEDBS 623 37
Sep 23-Sep 29	MTWTh	6 pm-9 pm	HARBN	CEDBS 623 83

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

Oct 14-Oct 15	WTh	9am-4pm		CEDBS 624 41
Oct 26-Oct 29	MTWTh	6pm-9pm		CEDBS 624 69

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). \$159

Nov 9	M	9 am-4 pm	NEAST	CEMSO 516 14
Nov 10-Nov 11	TW	6 pm-9 pm	HARBN	CEMSO 516 56

POWERPOINT, INTRODUCTION

Your presentations can be showstopping. Create slide shows using PowerPoint's most commonly used features. \$299

Sep 15-Sep 16	TW	9 am-4 pm	NEAST	CEPDP 629 44
Sep 22-Oct 1	TTh	6 pm-9 pm	NEAST	CEPDP 629 56

POWERPOINT, ADVANCED

Import from other applications, create photo albums, share presentations, and create templates. Use multimedia effects including sound and video to produce professional, effective presentations. \$299

Oct 6-Oct 7	TW	9 am-4 pm	NEAST	CEPDP 650 24
Nov 9-Nov 18	MW	6 pm-9 pm	NEAST	CEPDP 650 55

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

Aug 24-Aug 25	MT	9am-4pm	HARBN	CESCH 708 10
Aug 31-Sep 16	MW	6pm-9pm	NEAST	CESCH 708 68

OUTLOOK, INTRODUCTION – ONLINE

Prerequisite: Basic computer skills and the ability to navigate the internet, websites, and email. \$299

Nov 2-Nov 11			ONLINE	CESCH 708 111
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OUTLOOK, ADVANCED

Take your Outlook skills to the next level. Learn how to customize Outlook, automate commonly used actions, work with folders, organize Outlook components, and use the Rules Wizard. \$299

Nov 23-Nov 24	M	9 am-4 pm	NEAST	CESCH 717 16
	T	9 am-12 pm		
Dec 14-Dec 16	MTW	6 pm-9 pm	HARBN	CESCH 717 55

CREATING A SIMPLE EXCEL SPREADSHEET

Learn to create a simple Excel spreadsheet complete with formats and easy formulas. \$99

Sep 4	F	9 am-12 pm	HARBN	CESDS 628 40
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EXCEL GRAPHS

Graphs are very powerful tools for visually representing your important numeric data. Learn how simple it is to create in Excel. \$99

Nov 20	F	9 am-12 pm	HARBN	CESDS 629 30
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EXCEL MACROS

Enjoy the efficiency of macros as you learn to record mouse clicks and keystrokes for playback later or to record a sequence of commands you use to perform repetitive tasks in Excel. Get the basics in this class. \$99

Nov 13	F	9 am-12 pm	NEAST	CESDS 640 32
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EXCEL PIVOT TABLES

Learn to use Pivot Tables to summarize large amounts of data and analyze it in a variety of ways. \$99

Aug 28	F	9 am-12 pm	HARBN	CESDS 631 44
Nov 6	F	9 am-12 pm	HARBN	CESDS 631 45

EXCEL, INTRODUCTION

Learn how to create effective and efficient worksheets using formulas, common functions, formatting and printing. \$299

Sep 16-Sep 17	WTh	9 am-4 pm	NEAST	CESDS 602 03
Oct 13-Oct 15	TTh	9 am-4 pm	HARBN	CESDS 602 04
Nov 17-Nov 18	TW	9 am-4 pm	NEAST	CESDS 602 05
Sep 21-Sep 30	MW	6 pm-9 pm	NEAST	CESDS 602 65

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

MICROSOFT OFFICE

EXCEL, INTRODUCTION – ONLINE

Prerequisite: Basic computer skills and the ability to navigate the Internet, websites, and email. \$299

Sep 9-Sep 18	ONLINE	CESDS 682 201
Oct 14-Oct 23	ONLINE	CESDS 682 211

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. \$299

Sep 28-Sep 29	MT	9 am-4 pm	NEAST	CESDS 610 10
Oct 7-Oct 8	WTh	9 am-4 pm	HARBN	CESDS 610 11
Oct 12-Oct 21	MW	6 pm-9 pm	NEAST	CESDS 610 64

EXCEL, INTERMEDIATE – ONLINE

Prerequisite: Basic computer skills and the ability to navigate the internet, websites, and email. \$299

Sep 23-Oct 2	ONLINE	CESDS 683 221
Oct 28-Nov 6	ONLINE	CESDS 683 231

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. \$299

Oct 28-Oct 29	WTh	9 am-4 pm	NEAST	CESDS 611 05
Nov 9-Nov 18	MW	6 pm-9 pm	NEAST	CESDS 611 57

EXCEL ADVANCED – ONLINE

Prerequisite: Basic computer skills and the ability to navigate the internet, websites, and email. \$299

Nov 11-Nov 20	ONLINE	CESDS 685 091
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WORD, INTRODUCTION

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

Aug 31-Sep 1	MT	9 am-4 pm	NEAST	CEWDP 593 09
Sep 21-Sep 30	MW	6 pm-9 pm	NEAST	CEWDP 593 62

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

Oct 6-Oct 8	TTh	9 am-4 pm	HARBN	CEWDP 594 29
Oct 5-Oct 14	MW	6 pm-9 pm	NEAST	CEWDP 594 80

WORD, ADVANCED

Create top-notch documents using forms, sharing documents, and document revisions. Work with custom graphic elements, bookmarks, footnotes, and macros. \$299

Oct 19-Oct 20	MT	9 am-4 pm	NEAST	CEWDP 595 43
Oct 19-Oct 28	MW	6 pm-9 pm	NEAST	CEWDP 595 58

WORD, INTRODUCTION FOR SENIORS

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

Oct 9-Oct 16	F	9 am-12 pm	NEAST	CEWDP 597 38
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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
Computer Typing for Everyone	12	\$299
Becoming a Customer Service Star	6	\$249
Business Grammar	6	\$249
Business Letter Writing	6	\$249
Enhancing Your Professionalism	3	\$125
Office Productivity Lab*	6	\$199

Total: 105 hrs \$3064

CAREER SPOTLIGHT

MICROSOFT OFFICE SPECIALIST

Starting from the absolute beginner level and taking you to advanced levels, these courses provide step-by-step instructions on how to master Microsoft Office programs.

REQUIREMENTS	HOURS	COST
Access (Intro., Interm., and Adv.)	12 x3	\$299 x3
Excel (Intro., Interm., and Adv.)	12 x3	\$299 x3
Excel (Interm. and Adv.)	12 x2	\$299 x2
Outlook (Intro. and Adv.)	12 x2	\$299 x2
PowerPoint (Intro. and Adv.)	12 x2	\$299 x2
Windows 10, Introduction	12	\$299
Word (Intro., Interm., and Adv.)	12 x3	\$299 x3

Total: 165 \$4186

Unlimited Options in Cybersecurity

Cybersecurity jobs are in demand locally and nationally.
MTC has two certificates to prepare you for these careers.

Cybersecurity analysts detect and prevent cybersecurity attacks. They closely monitor threats and their organizations' networks for any breaches in security. This may involve installing software and encryption, reporting breaches or weak spots, researching IT trends, educating the organization on cybersecurity, and even simulating security attacks to find potential vulnerabilities.

ACADEMIC CERTIFICATE

CYBERSECURITY INFORMATION ASSURANCE (CIA)

- > Complete program in 3 semesters
- > Earn credits toward advanced degrees
- > Apply at MIDLANDSTECH.EDU/admissions

REQUIREMENTS	CREDITS
IST-115 Humans Aspects in Cybersecurity	3 credits
IST-193 Linux Security Administration	3 credits
IST-291 Fundamentals of Network Security I	3 credits
CPT-180 Shell Scripting	3 credits
IST-263 Designing Windows Network Security	3 credits
IST-266 Internet and Firewall Security	3 credits
IST-292 Fundamentals of Network Security II	3 credits
IST-267 Network Vulnerability Assessment	3 credits
IST-285 Cybersecurity Capstone	3 credits
IST-293 IT and Data Assurance I	3 credits

Total: 30 credits (3 semesters) Cost \$5,640*

TRAINING CERTIFICATE

CYBERSECURITY ANALYST

- > Complete program in 10 to 12 weeks
- > Enroll online – no college application needed
- > Learn more in this guide

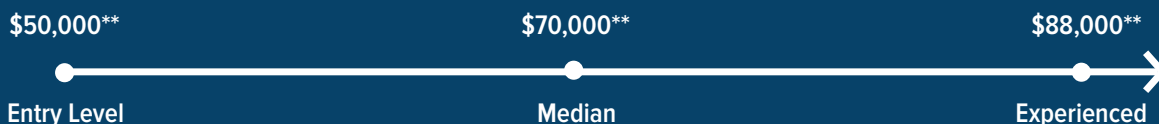
Prerequisites: Five years of networking experience, completion of Desktop and Server Administrator program, or program approval.

REQUIREMENTS	HOURS
Security+	30 hours
PenTest+	30 hours
Cybersecurity Analyst (CySA+)	30 hours

Total: 90 course hours (10-12 weeks) Cost \$5,997*

*Not including fees and equipment. Financial assistance may be available.
**These certificates are intended to provide skills for entry-level positions. More advanced positions may require an associate or bachelor's degree.

Salary ranges between \$50,000 and \$88,000 in S.C.



Learn more at MIDLANDSTECH.EDU/stem

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

WEB DEVELOPMENT AND PRINT MEDIA 🕒 🚩

HTML5 AND CSS3 – ONLINE 🖥️

NEW

Learn to use HTML5 to structure web content and create semantically meaningful page structures. Work with lists and tables, links, and images. Learn to apply local styles, style sheets, and create classes to control the appearance of your websites by separating visual presentation from content. Also learn CSS basics to build effective navigation and page layouts, work with typography, colors, backgrounds, positioning, and list styling. Explore how the major browsers affect CSS. \$1995

Aug 17-Sep 13

ONLINE CEWDV 574 51

WEBSITE MARKETING

Learn about ethical organic search engine optimization and how it can increase your website visibility to search engines in order to attract the right kind of traffic. Learn how to implement basic optimization strategies, like conducting keyword research, implementing website coding changes, and the importance of other utilities, such as social media, testimonials, and blogging sites. Learn the fundamentals and history of the main social networking platforms, and how and why each is used. Learn how to incorporate different types of social media outlets into your professional career search or business marketing plan. Navigate through many online research blogs about the importance of social media, trends, and additional software to help maintain social media accounts. This class does not cover creating individual social media accounts. \$659

Sep 14-Sep 21 MTWTh 6 pm-9:45 pm HARBH CEWDV 572 55

JAVASCRIPT – ONLINE 🖥️

NEW

Learn the fundamental concepts of the JavaScript language and how to use it to communicate with users, modify the Document Object Model (DOM), control program flow, and validate forms. Make functions using loops and IF statements and learn the fundamentals of JSON. Knowledge of HTML required. \$1399

Sep 23-Nov 2

ONLINE CEWDV 575 021

PHOTOSHOP, INTRODUCTION

Make your graphics shine and ready for the web. Incorporate color techniques and filters. Understand and work with selection techniques, resizing and cropping images, and work with layers; including painting layers, adjusting layers, and other tools. Make basic adjustments to images and learn how to repair and retouch image defects. If you are a Mac user, call 803.732.0432 to reserve an iMac for use in class. \$399

Nov 4-Nov 10 MTWTh 6 pm-9 pm HARBH CEGPH 601 56

WEBSITE PRODUCTION LAB

Complete a Photoshop lab and create a simple website using HTML5, CSS3, JavaScript, HTML forms, and SEO. This hands-on session will showcase and demonstrate the web development skills acquired in the Front-End Web Developer Certificate program. You must successfully complete this course in order to receive the Front-End Web Developer Certificate. Prerequisites: HTML5, CSS3, JavaScript, Website Marketing, and Photoshop. \$599

Nov 12-Nov 19 MTWTh 6 pm-9 pm HARBH CEWDV 553 56

BEGINNING COMPUTER COURSES

CUT THE CORD - BE FREE OF CABLE TV!

Everyday streaming media companies like Amazon, Netflix, YouTube, and Hulu are creating new entertainment content. Learn about these services and associated streaming hardware such as Roku, Chromecast, Fire TV Sticks, and Fire TV Cube. Gain an introduction to the Internet of Things (IoT). Demonstrations on various devices conducted and students will gain an understanding of the capabilities and limitations of the technologies discussed. Prerequisite: Basic understanding of computers and the internet. \$99

Sep 15 T 6 pm-8:30 pm NEAST CEBEG 589 51

COMPUTER BASICS - SENIORS

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

Nov 12 Th 9 am-4 pm NEAST CEBEG 525 14

COMPUTER TYPING FOR EVERYONE

If you use a computer, typing is an invaluable skill that can open doors and enhance your career opportunities. This class will help you get started. \$299

Sep 21-Sep 30 MW 6 pm-9 pm NEAST CEBEG 519 78

INTRODUCTION TO COMPUTERS

Ideal for beginners who want to become computer literate. Course topics include hardware, software, internet, and email. \$199

Sep 3	Th	9 am-4 pm	HARBH	CEBEG 582 47
Nov 4	W	9 am-4 pm	HARBH	CEBEG 582 48
Oct 27-Oct 29	TTh	6 pm-9 pm	NEAST	CEBEG 582 87
Nov 23-Nov 24	MT	6 pm-9 pm	HARBH	CEBEG 582 88

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

Nov 5	Th	9 am-4 pm	HARBH	CEBEG 534 26
Aug 31-Sep 1	MT	6 pm-9 pm	NEAST	CEBEG 534 76
Nov 2-Nov 4	MW	6 pm-9 pm	HARBH	CEBEG 534 77

SELF-PACED ONLINE LEARNING FROM MTC'S TRAINING PARTNERS



DID YOU KNOW? In addition to the courses found in this guide, MTC also offers a wide variety of self-paced, online classes from our training partner, **ed2go**. Learn more at ed2go.com/MTC.

ARTS AND DESIGN

How to Get Started in Game Development
Drawing for the Absolute Beginner
Illustrator CS6, Introduction
InDesign CS6, Introduction
Intermediate InDesign CC
Mastering Digital Photography:
Photographing People
Secrets of Better Photography

BUSINESS

Administrative Assistant Applications
Administrative Assistant Fundamentals
Computer Skills for the Workplace
Effective Business Writing
Get Assertive!
Interpersonal Communication
Keys to Effective Communication
Mastering Public Speaking
Personal Finance
Real Estate Investing I
Stocks, Bonds, and Investing
Professional Sales Skills
Small Business Marketing on
a Shoestring
Entrepreneurship: Start-Up and
Business Owner Management
Using Social Media in Business
A to Z Grantwriting
Creating a Successful Business Plan
Managing Customer Service
Mastery of Business Fundamentals
Purchasing and Supply Chain Management
Certified Green Supply Chain Professional
Understanding the Human
Resources Function
Project Management @ e-Speed
The Complete Project Manager with
CAPM® and PMP® Prep
Achieving Success with
Difficult People

Building Teams That Work
Fundamentals of Supervision &
Management I
Individual Excellence
Leadership
Resume Writing Workshop
Skills for Making Great Decisions
Senior Certified Sustainability Professional
Freight Broker/Agent Training
Certified Quality Engineer
Certified Quality Auditor

COMPUTER APPLICATIONS

AutoCAD
Autodesk
Introduction to Microsoft Word 2016
Intermediate Microsoft Word 2016
Introduction to Microsoft PowerPoint 2016
Keyboarding
Oracle, Introduction
PC Troubleshooting, Introduction
Windows 10

COMPUTER SCIENCE

Creating Mobile Apps with HTML5
Help Desk Analyst: Tier 1 Support
Specialist certificate
Java Programming
Python 3 Programming, Introduction
Visual Basic, Introduction
Web Pages, Advanced

MEDICAL

Handling Medical Emergencies
Introduction to Natural Health
and Healing
Become a Physical Therapy Aide

HOSPITALITY

Wow, What a Great Event!

INFORMATION TECHNOLOGY

Certification Prep
PC Security, Introduction

LANGUAGE

Spanish

LEGAL

Employment Law Fundamentals
Real Estate Law
Workers' Compensation

MATH AND SCIENCE

Everyday Math

TEACHER PROFESSIONAL DEVELOPMENT

Creating Classroom Centers
Creating the Inclusive Classroom:
Strategies for Success
The Creative Classroom
Solving Classroom
Discipline Problems
Survival Kit for New Teachers
Teaching Students With ADHD
Teaching Students With Autism
Understanding Adolescents
Working Successfully With Learning
Disabled Students
Using the Internet in the Classroom

TEST PREP

GRE Test Preparation
LSAT Test Preparation
SAT/ACT Preparation

TRADES

Biofuel Production Operations
Chemical Plant Operations
HVAC/R Certified Technician

WRITING

Fundamentals of Technical Writing
Grammar
Introduction to Journaling
Publish and Sell Your E-Books
Writing Essentials

Enroll in these courses at ED2GO.COM/MTC. To complete your registration, contact the
CCE REGISTRATION OFFICE at 803.732.0432 or CCE@MIDLANDSTECH.EDU

SCHOOL OF HEALTH CARE

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

Emergency Services
Health 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

ANIMAL CARE

VETERINARY ASSISTANT CERTIFICATE

Become a competent veterinary assistant learning receptionist duties, laboratory procedures, medical terminology, and customer skills. Successful completion of this certificate program will qualify you for an entry-level position as a veterinary assistant. All materials included. \$839

Sep 15-Oct 22 TTh 6 pm-9 pm HARBN CEANC 508 33

CLINICAL MASSAGE THERAPIST

CLINICAL MASSAGE THERAPY

Clinical Massage Therapy can take you into the world of health care and beyond. Sports medicine, chiropractic, neonatal, geriatrics and health spas have demand for these skills. Offered day and night, this 10-month classroom and clinical program prepares you to sit for the national certification exam and licensure in South Carolina. Major curriculum: anatomy and physiology; clinical massage theory and practice; allied modalities; statutes and history of massage; business practice,

ethics, pathology, and CPR. Admission requirements: a high school diploma/GED, or a college degree; complete student health form, and current SLED background check required. You must be able to perform physical tasks. Program qualifies for veteran benefits. Acceptance into this program is contingent on an interview with the Program Coordinator, JaMel Morant. Call 803.732.5218 to set up an appointment. \$7995

Sep 8-Jun 30 MTWTh 9 am-1 pm HARBN CECMT 501 15

EMERGENCY SERVICES

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. \$99

Sep 12	S	8 am-5 pm	AIRPT	CEMED 522 18
Oct 10	S	8 am-5 pm	AIRPT	CEMED 522 19
Nov 14	S	8 am-5 pm	AIRPT	CEMED 522 20
Dec 12	S	8 am-5 pm	AIRPT	CEMED 522 21

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. \$1499

Oct 6-Apr 13	TTh	6 pm-10 pm	FF	CEMED 635 74
Nov 2-May 12	MW	6 pm-10 pm	AIRPT	CEMED 635 76

EMT – HYBRID

This 200-hour DHEC-approved EMT course includes the same content as the traditional EMT course, however the didactic content is done through our online learning platform, and the skills portion is conducted in person on the below dates/times. Approximately 100 hours online, and 100 hours in person to complete this course and be eligible to take the national registry exam. \$1499

Sep 5-Nov 28	S	8 am-12 pm	AIRPT	CEMED 635 801
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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. \$79

Oct 16	F	6 pm-10 pm	AIRPT	CEMED 521 51
Dec 18	F	6 pm-10 pm	AIRPT	CEMED 521 52



CPR or first aid training in one day or less

Less than \$100 each

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

CPR | 8 hours | \$99

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 | \$79

In one Friday evening, learn general principles of first aid to help people in a variety of emergency medical situations.

See listings on previous page for course dates.

Take the call

Start a rewarding career as an
EMT (Emergency Medical Technician)
with just six months of training.

- > EMTs are in great demand
- > Entry-level salary | \$32,000-\$39,000 with advancement opportunities
- > On-campus and online-hybrid certificate programs available, both offered evenings and weekends
- > Programs prepare you to take the National Registry exam.

Courses listed on page 13.



SCHOOL OF HEALTH CARE

HEALTH CARE


BASIC IV THERAPY

This four-hour course teaches health care 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

Sep 25	F	12 pm-4 pm	AIRPT	CEMED 601 44
Nov 20	F	12 pm-4 pm	AIRPT	CEMED 601 45

CARDIAC CARE 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. White scrubs and white closed-toe shoes must be worn to all classes/clinicals. Clinical hours will vary. Prerequisite: Medical Terminology with a grade of "C" or better and AHA CPR Certified. \$695

	Sep 29-Dec 17	TTh	9 am-11 am	VIRTUAL	CEMED 500 63
	Sep 30-Dec 16	MW	6 pm-8 pm	NEAST	CEMED 500 64
	Sep 29-Dec 17	TTh	8 pm-10 pm	BLTN	CEMED 500 65

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. \$999

Sep 14-Oct 15	MTWThF	8 am-1 pm	AIRPT	CEMED 617 36
	Th	2 pm-4 pm		
Oct 5-Nov 5	MTWThF	8 am-1 pm	AIRPT	CEMED 617 37
	Th	2 pm-4 pm		
Oct 26-Nov 25	MTWThF	8 am-1 pm	AIRPT	CEMED 617 38
	W	2 pm-4 pm		
Nov 16-Dec 17	MTWThF	8 am-1 pm	AIRPT	CEMED 617 39
	Th	2 pm-4 pm		
Oct 5-Dec 7	MTTh	6 pm-10 pm	AIRPT	CEMED 617 41
	F	5 pm-10 pm		
Sep 14-Oct 15	MTWThF	8 am-1 pm	HARBN	CEMED 617 49
	Th	2 pm-4 pm		
Oct 5-Nov 5	MTWThF	8 am-1 pm	HARBN	CEMED 617 50
	Th	2 pm-4 pm		
Oct 26-Nov 25	MTWThF	8 am-1 pm	HARBN	CEMED 617 51
	W	2 pm-4 pm		
Nov 16-Dec 17	MTWThF	8 am-1 pm	HARBN	CEMED 617 52
	Th	2 pm-4 pm		
Sep 28-Oct 29	MTWThF	8 am-1 pm	RSDI	CEMED 617 62
	Th	2 pm-4 pm		
Nov 9-Dec 14	MTWThF	8 am-1 pm	RSDI	CEMED 617 63
	M	2 pm-4 pm		
Oct 12-Nov 16	MTWThF	8 am-1 pm	FF	CEMED 617 67
	M	2 pm-4 pm		
Oct 19-Dec 16	MTW	6 pm-10 pm	FF	CEMED 617 69
	F	5 pm-10 pm		

EKG SPECIALIST

Topics include anatomy and physiology of the heart, mechanics of the EKG machine, stress testing, and Holter monitoring. The course consists of 32 hours of classroom training and 24 hours of clinical training. Clinical hours will vary. Prerequisite: Medical Terminology and Cardiac Care with a grade of "C" or better. \$695

Sep 5-Oct 24	S	1:30 pm-5:30 pm	NEAST	CEMED 605 55
Oct 5-Nov 30	MW	6 pm-8 pm	HARBN	CEMED 605 56

PHLEBOTOMY

Students will learn to follow universal precautions, tie tourniquets, identify veins, and demonstrate knowledge and use of equipment necessary for drawing blood. Students will be able to identify appropriate tubes and labels for tests, prep the site, perform venipunctures and finger sticks, and administer bedside glucose. No clinicals included. \$699

Oct 3-Dec 12	S	9 am-2 pm	HARBN	CEMED 550 52
Oct 20-Dec 17	TTh	9 am-12 pm	AIRPT	CEMED 550 53
Oct 20-Dec 17	TTh	1 pm-4 pm	FF	CEMED 550 54
Oct 21-Dec 16	MW	6 pm-9 pm	HARBN	CEMED 550 55

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. \$699

Oct 26-Dec 16	MW	6 pm-9 pm	NEAST	CEMPR 524 57
Oct 22-Dec 17	TTh	6 pm-9 pm	AIRPT	CEMPR 524 58

MEDICAL TERMINOLOGY – ONLINE

Oct 23-Dec 18	F	6 pm-9 pm	VIRTUAL	CEMPR 524 61I
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SPANISH FOR MEDICAL PROFESSIONALS – ONLINE

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

Sep 8-Oct 30	ONLINE	CEUGC 518 02
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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.

DAY CLASSES START SEPTEMBER 8, 2020.

See course info on page 13.



CAREER SPOTLIGHT



PATIENT CARE TECHNICIAN ⌚

Students who complete this course of study will be able to work in a variety of health care settings. The program includes successful completion of Certified Nurse Assistant (CNA), Phlebotomy, Cardiac Care Technician, and EKG classes. Medical Terminology is a prerequisite for Cardiac Care Technician. Cardiac Care Technician is a prerequisite for EKG.

REQUIREMENTS	HOURS	COST
Certified Nurse Assistant (CNA)	112	\$999
Medical Terminology	48	\$699
Phlebotomy	51	\$699
Cardiac Care Technician	46	\$695
EKG Specialist	56	\$695

Total: 313 hrs \$3787

All books included in cost.

PATIENT CARE TECHNICIAN CERTIFICATION

Midlands Technical College offers the certification exam through the National Healthcareer Association (NHA). The test will be given on the Harbison Campus and the cost is \$155.

For more information on how to schedule this exam, contact us at 803.732.5214.

SCHOOL OF HEALTH CARE

MEDICAL INFORMATION MANAGEMENT

ELECTRONIC HEALTH RECORDS

Learn the concepts of recording a patient's record in digital format that can be shared across different healthcare settings. The EHR is a complete record of a clinical patient encounter as well as supporting other care-related activities. \$545

Oct 21-Dec 16 W 6 pm-9 pm HARBN CEMIM 513 32

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, ICD-10 Coding, and CPT/HCPCS Coding with a grade of "C" or better. \$799

Oct 12-Dec 14 M 6 pm-9 pm HARBN CEMIM 510 32

MEDICAL BILLING – ONLINE

Oct 9-Dec 18 F 6 pm-9 pm VIRTUAL CEMIM 510 35I

PERSONAL TRAINER

PERSONAL TRAINER CERTIFICATION

This nationally accredited program covers both textbook knowledge and hands-on practical training, preparing you to work with clients one-on-one in fitness facilities. Students participate in lectures including biomechanics, exercise physiology, fitness testing, equipment usage, and nutrition. Reading and studying outside of class is imperative for successful class completion and passing the exam. Prior to obtaining the Personal Trainer Certification, students must pass the national exam given the last week of class. Students are also required to become Adult CPR/AED certified. The cost of this requirement is not included in course tuition. See the online materials list for important information. Textbook is required and is not included in course tuition. You may purchase book online or order through W.I.T.S. 888.330.9487 or <http://www.witseducation.com>. \$849

Sep 26-Nov 7 S 1 pm-4 pm NEAST CEPYT 600 25
S 9 am-12 pm

MEDICAL CODING (ICD-10 CM, CPT, HCPCS)

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. \$1299

Sep 29-Dec 15 T 6 pm-10 pm HARBN CEMIM 503 07

MEDICAL CODING (ICD-10 CM, CPT, HCPCS) – ONLINE

Sep 28-Dec 18 M 6 pm-9 pm VIRTUAL CEMIM 503 09I

Sep 28-Dec 18 F 6 pm-9 pm VIRTUAL CEMIM 503 10I

CAREER SPOTLIGHT

MEDICAL BILLING AND CODING SPECIALIST

The medical office billing and coding specialist has more responsibility than ever with the advent of electronic health records. This certificate prepares students to sit for the CPC exam administered by the AAPC.

PREREQUISITES	HOURS	COST
Medical Terminology	48	\$699
CORE CLASSES	HOURS	COST
Medical Coding (ICD-10CM, CPT, and HCPCS)	54	\$1299
Medical Billing (final class)	30	\$799
Total: 132 hrs		\$2797

All books included in cost.

ON-CAMPUS or ONLINE, we have options that work for you.

At MTC this fall, on-campus courses will resume, and many online/virtual courses will continue to be available. Our highest priority is the safety and wellness of the MTC community, and we are following recommendations from DHEC and the CDC.

Learn more at MIDLANDSTECH.EDU/WelcomeBack.

SCHOOL OF HEALTH CARE



GET CONNECTED to the best corporate training and consulting resources.

Whether you want to enhance the skills of one employee or revamp your entire workforce, **MTC'S BUSINESS SOLUTIONS TEAM** can help you identify and implement the right solutions.

Contact us today.

MIDLANDSTECH.EDU | 803.691.3907

corporatetraining@midlandstech.edu

CAREER SPOTLIGHT



VETERINARY ASSISTANT 🕒 🚩

In just six weeks, you can have all the necessary skills to become a professional veterinary assistant. Learn all the aspects of veterinary medicine necessary like laboratory procedures, medical terminology, receptionist duties, and customer service skills. Veterinary assistants start at about \$12 an hour working in veterinary practices, veterinarian hospitals, shelters, and rescue organizations.

REQUIRED COURSES

HOURS

COST

Veterinary Assistant Certificate

36

\$839

ATTENTION HEALTH CARE STUDENTS

You must bring the following items to the first class:

EKG, CARDIAC CARE TECHNICIAN, AND PHLEBOTOMY STUDENTS:

- > Completed immunization form:
MIDLANDSTECH.EDU/TrainingStudentResources

Immunization records must be attached to the training form. If vaccination records are not available, then titer levels demonstrating immunity may be used in lieu of having the immunizations re-administered.

All EKG students must have CPR for the Health Care Provider.

CERTIFIED NURSE ASSISTANT, EKG, CARDIAC CARE TECHNICIAN, AND PHLEBOTOMY STUDENTS:

- > Two-Step TB test results – must be taken within 30 days of start of class.
- > Background Check – Must be done within 30 days from the start of class. Local (SLED) background check, including Federal Criminal History and National Sex Offender Registry check. Must be clear for previous 10 years.
- > Clean drug screen (five-panel minimum) taken within 30 days of start of class.

UNIFORM POLICY:

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

SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

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

Construction
Forklift
HVAC
Industrial Electrical

Industrial Maintenance
Landscaper
Manufacturing
Pool Operator

Machinist/CNC Operator
Safety and Environmental
CDL
Welding

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



Learn more at MIDLANDSTECH.EDU/schools

CONSTRUCTION

Books can be purchased at the Airport Campus bookstore.

CAREER SPOTLIGHT

BUILDING CONSTRUCTION MANAGER ⓘ

REQUIREMENTS	HOURS	COST
Print Reading for Construction	30	\$399
Residential Building, Site Preparation, and Foundations	24	\$299
Residential Building, Framing, and Finishing	24	\$299
Residential Building Codes	24	\$299
Residential Contractor Business and Law	15	\$249
General Construction Safety	15	\$249

Total: 132 hrs \$1,794



If you have at least one year of experience in the construction industry, you can prepare to take the South Carolina Residential Contractor Exam by completing the Building Construction Manager Program. Passing the exam is required for the SC Residential Contractor License. Based on industry experience, earn \$20 - \$40 per hour as an inspector, Job Foreman or Construction Site Manager, or go into business for yourself as a Residential Contractor.

PRINT READING FOR CONSTRUCTION

Learn the basics of reading construction blueprints. Primary emphasis is on architectural and structural plans. Learn symbols, terminology, and abbreviations associated with reading construction plans. \$399

Nov 2-Dec 9 MW 6 pm-9 pm AIRPT CECLR 515 33

GENERAL CONSTRUCTION SAFETY

Learn safety and health principles to help you meet OSHA requirements. Upon completion of the General Construction Safety course you will be able to identify OSHA regulatory requirements for construction sites and work knowledgeably within OSHA's construction standards. Special emphasis is placed on areas in construction that most commonly result in worker injury or property damage. Students will receive a 10-hour OSHA Construction completion card. \$249

Nov 10-Dec 8 T 6 pm-9 pm AIRPT CESAF 695

RESIDENTIAL BUILDING FRAMING AND FINISHING

Learn to frame floors, walls, ceilings, and roofs; build stairs; and install roof coverings, siding, windows and doors, interior wall coverings, cabinets, and trim. Emphasis is placed on construction-industry approved building methods and estimating procedures. Training prepares students for the SC Home Builders Exam. \$299

Oct 1-Nov 19 Th 6 pm-9 pm AIRPT CECLR 532 21

RESIDENTIAL CONTRACTOR BUSINESS AND LAW

This course helps prepare you for the Business and Law portion of the SC Home Builders Exam. This class will also help individuals who plan to build their own home, as well as currently licensed contractors and home inspectors to understand legal and management issues involved in construction. \$249

Sep 29-Oct 27 T 6 pm-9 pm AIRPT CECLR 508 20

SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

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	\$285
Air Flow Design, Measurement and Diagnostics	30	\$899
HVAC Customer Service, Coscia Program	12	\$389

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

Oct 26-Nov 30 MW 6 pm-9 pm AIRPT CEHVA 533 09

EPA 608 CERTIFICATION

Attend review sessions on Tuesday and Wednesday before taking the Certification Exam on Thursday evening. \$285

Oct 20-Oct 22 TWTh 6 pm-9 pm AIRPT CEHVA 534 02

HVAC CUSTOMER SERVICE, COSCIA

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

Dec 7-Dec 10 MTWTh 6 pm-9 pm AIRPT CEHVA 535 02

HEAT PUMP OPERATIONS AND DIAGNOSTICS

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

Sep 16-Oct 19 MW 6 pm-9 pm AIRPT CEHVA 532 09

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. \$189

Sep 12	S	8 am-5 pm	AIRPT	CEHEQ 501 84
Sep 26	S	8 am-5 pm	AIRPT	CEHEQ 501 85
Oct 10	S	8 am-5 pm	AIRPT	CEHEQ 501 86
Oct 24	S	8 am-5 pm	AIRPT	CEHEQ 501 87
Nov 14	S	8 am-5 pm	AIRPT	CEHEQ 501 88
Dec 12	S	8 am-5 pm	AIRPT	CEHEQ 501 89

SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

LANDSCAPER AND HORTICULTURIST ☺

IRRIGATION

Examine the use of irrigation in the landscape industry with emphasis on design, equipment suitability, water application procedures, and construction. Design projects and job bidding are also included. Invest in your career and earn your landscape certificate. The class meets at W.P. Law, 303 Riverchase Way, Lexington, SC 29072. \$209

Sep 15-Nov 10 T 6 pm-9 pm WPLAW CEHOR 507 25

PLANT GROWTH AND DEVELOPMENT

Learn the morphology, anatomy, and physiology of higher plants. Emphasis is on plant structure, functions of plant parts, plant processes, plant growth and development, and plant inheritance. Invest in your career and earn your landscape certificate. \$199

Sep 8-Oct 27 T 6 pm-9 pm NEAST CEHOR 524 18

SMALL ENGINE MECHANIC

SMALL ENGINE MECHANIC

Gain a working knowledge of types and operation of small engines, engine service, repair of outdoor power equipment, engine tune-up procedures, and troubleshooting methods, engine failure analysis, engine performance measurement,

engine system, and engine rebuild procedures. See MIDLANDSTECH.EDU for required tools. Lots of hands-on learning. \$499

Sep 14-Nov 2 MW 6 pm-9 pm AIRPT CESME 506 36

SAFETY AND ENVIRONMENTAL

ASBESTOS INSPECTOR

Federal and state regulations require specific training for personnel involved in asbestos management. This inspector course is designed for individuals who inspect for the presence of asbestos. SC-DHEC and NC-DHHS approved. Requires pre-notification to regulatory authorities and may be used for NC and SC licensing. \$529

Oct 5-Oct 7 MTW 8:30 am-5:30 pm NEAST CEASB 508 20

ASBESTOS INSPECTOR REFRESHER

Upon successful completion of the course, students will receive certificates of re-accreditation that may be used for licensing purposes. \$159

Oct 5 M 8:30 am-12:30 pm NEAST CEASB 501 48

ASBESTOS OPERATIONS AND MAINTENANCE

Reviews the initial Asbestos Operations and Maintenance Worker course. Students will receive certificates of re-accreditation used for licensing. SC-DHEC, NC-DHHS, and OSHA approved asbestos abatement training. Requires pre-notification to authorities and may be used for NC and SC licensing as an asbestos abatement professional. \$199

Sep 29 T 8:30 am-5 pm NEAST CEASB 509 33

ASBESTOS SUPERVISOR

The course meets SC-DHEC and EPA AHERA/ASHARA requirements for supervisors of asbestos projects and the NIOSH 582 course. Also for SC-DHEC licensing for persons performing air monitoring on asbestos projects and for the OSHA Competent Person training for all asbestos work in accordance with 1926.1101. Annual refresher required. \$779

Sep 14-Sep 18 MTWThF 8:30 am-4:30 pm NEAST CEASB 505 31

ASBESTOS SUPERVISOR REFRESHER

Reviews the initial AHERA Asbestos Supervisor course required for asbestos abatement supervisors in schools, and public and commercial buildings, and meets the annual refresher training requirements for OSHA Class I and II Competent person and SC-DHEC Asbestos Supervisor licensees. Students will receive certificates used for licensing. \$199

Sep 21 M 8:30 am-4:30 pm NEAST CEASB 506 30

ASBESTOS WORKER REFRESHER

This course reviews the initial AHERA Asbestos Worker course required for asbestos abatement workers in schools and public and commercial buildings. The course meets the annual refresher training requirements for OSHA Class I asbestos workers and SC-DHEC Asbestos Worker licensees. Students receive certificates for licensing purposes. \$199

Sep 29 T 8:30 am-4:30 pm NEAST CEASB 504 26

LEAD RENOVATION, REPAIR, AND PAINTING

EPA rules apply to contractors who renovate or repair housing, child-care facilities, or schools built before 1978. Trained contractors and workers must follow lead-safe work practice standards to reduce potential exposure to dangerous levels of lead during renovation and repair work. These standards are taught in this course. \$239


Oct 13 T 8:30 am-5:30 pm NEAST CELED 500 59

SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

INDUSTRIAL ELECTRICAL

BASIC MATH FOR ELECTRICIANS

This course provides the math skills you will need to begin the study of electricity. Review basic concepts such as number lines and exponents. Introduction to scientific/engineering notation and numerical prefixes and exponents in the decimal number system. Introduction to a scientific calculator and proper operation is covered. \$199

Sep 15-Sep 17	TWTh	8 am-12 pm	AIRPT	CEEEM 583 03
 Sep 24-Oct 1	MTTh	6 pm-9 pm	VIRTUAL	CEEEM 583 05

ELECTRICAL FUNDAMENTALS I

Learn the basic concepts of electricity, beginning with atomic structure and electron flow, Ohm's Law, Kirchoff's Laws, static electricity, magnetism, resistance, basic DC circuits, electrical units, measuring instruments, and magnetic induction. Prerequisites: Basic Math for Electricians or skills assessment completion. \$899

Sep 21-Oct 12	MTWTh	8 am-12 pm	AIRPT	CEEEM 595 03
Oct 5-Nov 10	MTTh	6 pm-9 pm	AIRPT	CEEEM 595 04

ELECTRICAL FUNDAMENTALS II

Continue the study of the fundamentals of electricity with the intermediate concepts of electricity: basic trigonometry and vectors, alternating current, the effects and interaction of resistance, and inductance and capacitance in series and parallel circuits. Prerequisites: Electrical Fundamentals I or skills assessment completion. \$799

Oct 19-Nov 4	MTWTh	8 am-12 pm	AIRPT	CEEEM 596 03
Nov 16-Jan 12	MTTh	6 pm-9 pm	AIRPT	CEEEM 596 04

ELECTRICAL FUNDAMENTALS III

Complete the study of electrical fundamentals by learning the properties and applications of single-phase transformers, three-phase wye and delta transformer connections, DC generators, DC motors, three-phase alternators, and single- and three-phase AC motors. \$799

Nov 16-Dec 9	MTWTh	8 am-12 pm	AIRPT	CEEEM 597 03
Oct 12-Nov 10	MTTh	6 pm-9 pm	AIRPT	CEEEM 597 04

ELECTRICAL PRINT READING

Learn to read and interpret electrical blueprints and schematics used in residential, commercial, and industrial settings. Emphasis will be on the applications of the print reading and circuit and electrical symbols knowledge.

Prerequisites: Electrical Fundamentals I, II or skills assessment completion. \$319

Nov 30-Dec 10	MTTh	6 pm-9 pm	AIRPT	CEEEM 598 04
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GENERAL ELECTRICAL SAFETY-DAY

You will be introduced to general workplace electrical safety practices, including lockout/tagout, PPE (personal protective equipment), NEC (National Electrical Code), and arc flash guidelines. \$279

Sep 8-Sep 11	TWThF	8 am-12 pm	AIRPT	CEEEM 594 03
Sep 8-Sep 21	MTTh	6 pm-9 pm	AIRPT	CEEEM 594 04

PROGRAMMABLE LOGIC CONTROLLERS

Learn to use the hardware and software associated with the Programmable Logic Controller (PLC), using Allen Bradley PLC trainers, and MicroLogix software. Learn the basics of programming, including basic Boolean algebra. Prerequisite: Variable Frequency Drives. \$529

Nov 3-Dec 10	TTh	6 pm-9 pm	AIRPT	CEEEM 507 41
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VARIABLE FREQUENCY DRIVES

The introduction of Variable Frequency Drives in the workplace has become the path forward for new installations and upgrades in the industry. Understand the basics of PWM (Pulse Width Modulated) drives, Sensorless Vector Control, IGBT Power Outputs, using the industry standard, Allen-Bradley drives, the AB 1336 Plus, and Power Flex. Prerequisite: Electrical Motor Controls. \$529

Sep 22-Oct 22	TTh	6 pm-9 pm	AIRPT	CEEEM 552 41
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INDUSTRIAL MECHANICAL MAINTENANCE

APPLIED MATH

This course illustrates how math is used in industrial maintenance. Begins with basic math functions, explains decimal-fraction, conversions, and the metric system. Review basic geometry, ratios and proportions, basic algebra, area, volume, circumference, and tables. Explains right triangle trigonometry and other triangular applications in the trade. \$769

Sep 21-Oct 7	MTWTh	8 am-12 pm	AIRPT	CEIMT 687 10
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BLUEPRINT READING

The course explains different types of blueprint drawings (mechanical, hydraulic and pneumatic schematics, structural, plumbing/piping, electrical) and how to interpret them, and

teaches field sketching. It explains orthographic projection, isometric and schematic drawings used to show mechanical parts, assemblies, piping, hydraulic, and pneumatic systems. Precision Measuring is a prerequisite for this course. \$1239

Oct 19-Nov 18	MTWTh	8 am-12 pm	AIRPT	CEIMT 691 10
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FASTENERS AND ANCHORS

This class describes the various threaded and non-threaded fasteners used in industrial maintenance. Students will learn how to select the correct fastener and the proper methods of installation. Prerequisite: Applied Math. \$209

Dec 1-Dec 3	TWTh	8 am-12 pm	AIRPT	CEIMT 688 12
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SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

CAREER SPOTLIGHT

INDUSTRIAL TECHNICIANS 🕒 🚩

When a billion-dollar operation suddenly goes down... the advanced technical skills of a few team members are the only thing that can bring the whole automated process back to life.

Industrial employers are finding that the supply of experienced industrial maintenance technicians is shrinking. This is an ideal time for successful students in this program to find high-paying jobs.



INDUSTRIAL MECHANICAL MAINTENANCE

COURSES	HOURS	COST
Safety and Rigging Fundamentals	20	\$349
Applied Math	44	\$769
Precision Measuring	20	\$349
Blueprint Reading	72	\$1239
Fasteners and Anchors	12	\$209
Hand and Power Tools	44	\$769
Basic Mechanical Components	80	\$1389
Bearings and Lubrication	56	\$969
Gearboxes	20	\$349
Valves and Piping	40	\$699
Pumps	40	\$699
Shaft Alignment	76	\$1309
Hydraulics and Pneumatics	72	\$1239
Total: 596 hrs		\$10,337

MAINTENANCE ELECTRICAL TECHNICIAN

COURSES	HOURS	COST
General Electrical Safety	16	\$279
Basic Math for Electricians	12	\$199
Electrical Fundamentals I	51	\$899
Electrical Fundamentals II	42	\$799
Electrical Fundamentals III	42	\$799
Electrical Print Reading	18	\$319
Electrical Motor Controls	48	\$849
Basic Electronics	42	\$799
Industrial Sensor Technology	44	\$849
Variable Frequency Drives	48	\$849
Programmable Logic Controllers	51	\$899
Troubleshooting	48	\$849
Total: 462 hrs		\$8,388

Classes should be taken in the order they are listed.
*Books included in all course costs.

INDUSTRIAL MECHANICAL MAINTENANCE

HAND AND POWER TOOLS

This class introduces students to various hand and power tools that are used in industrial maintenance applications. It explains basic hand-tool safety and procedures for selecting, inspecting, using, and maintaining the tools. Fasteners and Anchors is a prerequisite for this course. \$769

Dec 7-Jan 18 MTWTh 8 am-12 pm AIRPT CEIMT 689 13

PRECISION MEASURING

This course covers the concept of measurement starting with rulers and levels. The class includes precision measuring tools such as calipers, micrometers, height gauges, surface plates, and dial indicators. It explains how to read the various precision measuring instruments. Learn how to select, use, and care for precision measuring tools. Hand and Power Tools is a prerequisite for this course. \$349

Oct 12-Oct 16 MTWThF 8 am-12 pm AIRPT CEIMT 690 12

SAFETY AND RIGGING FUNDAMENTALS

Learn how to work and rig loads safely. This course includes personal protective equipment, how to perform basic maintenance tasks safely, and what to do if an accident occurs. It covers the slings, hardware, hoists, and hitches used in rigging operations. Highlights critical safety issues and accepted rigging techniques and practices. Blueprint Reading is a prerequisite for this course. \$349

Sep 8-Sep 15 MTWTh 8 am-12 pm AIRPT CEIMT 692 13

SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

MANUFACTURING 🕒 🚩

BLUEPRINT READING AND BASIC MEASURING TOOLS

An introductory course in blueprint reading and precision measuring tools. This course will take you through the alphabet of lines, views, and general rules for reading engineering blueprints. This course will also provide hands-on training in the use of micrometers, calipers, height gages, indicators, and various transfer gages. \$549

Nov 30-Dec 10	TWTh	8 am-11 am	NEAST	CEMFG 588 82
	M	9 am-12 pm		

INTRODUCTION TO LATHES

Learn the set-up and basic working knowledge of machining lathes. Learn proper safety, care, set-up, and operation of manual turning lathe. An excellent course for students with little machining background or students taking the CNC Operator/Programmer Certificate program. Prerequisite: Blueprint Reading and Basic Measuring Tools course. \$549

Oct 7-Oct 28	TWTh	9 am-12 pm	NEAST	CEMFG 626 84
Oct 7-Oct 28	TWTh	1 pm-4 pm	NEAST	CEMFG 626 85
Oct 7-Oct 28	TWTh	5 pm-8 pm	NEAST	CEMFG 626 86
Dec 14-Dec 17	MTWTh	8 am-4:30 pm	NEAST	CEMFG 626 87

INTRODUCTION TO MILLS

Learn the set-up and basic working knowledge of vertical mills. Learn proper safety, care, set-up, and operation of manual machine shop mills. An excellent course for students with little machining background or students taking the CNC Operator/Programmer Certificate program. Prerequisite: Blueprint Reading and Measuring Tools course \$549

Sep 2-Sep 23	TWTh	9 am-12 pm	NEAST	CEMFG 627 84
Sep 2-Sep 23	TWTh	1 pm-4 pm	NEAST	CEMFG 627 85
Sep 2-Sep 23	TWTh	5 pm-8 pm	NEAST	CEMFG 627 86
Nov 30-Dec 10	M	1 pm-4 pm	NEAST	CEMFG 627 87
	TWTh	12 pm-4 pm		

CAREER SPOTLIGHT

MACHINIST/COMPUTER NUMERICAL CONTROL (CNC) OPERATOR 🕒 🚩

Do you have what it takes?

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	\$549
Introduction to Mills	\$549
Introduction to Lathes	\$549
Fundamentals of CNC Operator/Programmer Training	\$849
Principles of CNC Programming	\$949
Mastering CNC Programming	\$795
Total: \$4240	

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

ENVIRONMENTAL, HEALTH, AND SAFETY TRAINING

Midlands Technical College provides customized environmental, health, and safety training at our college locations or your place of business.

Contact us at 803.691.3907 or
corporatetraining@midlandstech.edu

**DOT AWARENESS LEVEL TRAINING 49
CFR 172.700 | HAZMAT/HAZWOPER**

**NFPA 70E-ARC FLASH PROTECTION
OSHA | WASTEWATER/WATER**

Courses are in accordance with: OSHA, EPA, DOT,
and NFPA Regulations

MSSC - CERTIFIED PRODUCTION TECHNICIAN PROGRAM

MAKE A NAME FOR YOURSELF IN
MANUFACTURING WITH THE
**MSSC - CERTIFIED PRODUCTION
TECHNICIAN PROGRAM** ⌚ 🚩

A combination of raw talent and technical training is what it takes to make a name for yourself in the modern world of manufacturing. The MSSC - Certified Production Technician program lets employers know your skills are the ones they need. As part of this program, you can also earn an industry-recognized national certification.

Many manufacturers are hiring now!

Next program starts September 28. ENROLL TODAY!

For more information, please visit

MIDLANDSTECH.EDU/training or call 803.732.0432.



THE HEAT IS ON

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

Learn more at MIDLANDSTECH.EDU/schools or
see page 20.

DOES YOUR BUSINESS NEED HVAC APPRENTICES?

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

SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

WELDING ☺

WELDER DAY PROGRAM ☺ 🚩

ADVANCED WELDING QUICKJOBS DAY PROGRAM

This course is offered to students who completed the Basic and Intermediate Welding courses and is open to persons demonstrating advanced welding skills to the instructor. The student must show competency in Shielded Metal Arc Welding, Gas Tungsten Arc Welding, and Gas Metal Arc Welding, or have completed the Entry and Intermediate Welding courses. The student will be introduced to high-pressure pipe welding. During the course, the student will be required to weld root passes, hot passes, and fill and cover passes to code requirements on various diameter pipe. This class is intense and prepares the student for testing to corporate standards such as the American Welding Society (AWS) and American Society of Mechanical Engineers (ASME) section IX. Students completing this course will possess skills required in the pipe welding and fabrication industry. \$3295

Oct 19-Dec 16	MTWTh	7 am-5:30 pm	AIRPT	CEWLD 619 62
Oct 19-Dec 16	MTWTh	7 am-5:30 pm	FF	CEWLD 619 64

BASIC WELDING QUICKJOBS DAY PROGRAM

The QuickJobs Basic Welding course offers the student introductory training needed to enter the welding profession. Upon completion of the course, the student will have competent training in safety, basic metallurgy, and industrial tool operation. Entry-level welding skills will include fillet and groove welding in basic positions using the (SMAW) process. The student will be required to perform welding to industrial standards such as the American Welding Society

Oct 12-Dec 16	MTWTh	7 am-5:30 pm	AIRPT	CEWLD 601 91
Oct 12-Dec 16	MTWTh	7 am-5:30 pm		CEWLD 601 96

BASIC WELDING FOR HOME PROJECTS

Learn the basics of stick welding, oxy-fuel cutting torches, and review MIG welding skills. With instructor approval and your own materials, our experienced instructors will guide you through the steps to begin your fabrication project. Previous projects have included artwork, oyster tables, carts, trailer repairs, and furniture. It is recommended to have completed the MIG or TIG welding course first, but it is not a requirement. \$399

Sep 19-Oct 24	S	8 am-1 pm	AIRPT	CEWLD 511 51
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INTERMEDIATE WELDING QUICKJOBS DAY PROGRAM

This course is offered to students who completed the Basic Welding QuickJobs Day course and is open to persons demonstrating necessary welding skills to the instructor. Students are trained in the following: personal safety (continuation); SMAW welding in non-standard positions - 2 weeks; Gas Metal Arc Welding (GMAW) to include solid wire and dual shield flux cored wire in fillet and groove welding - 2 weeks; Gas Tungsten Arc Welding (GTAW) in multiple positions and metals to include steel, aluminum and stainless steel - 4 weeks. The student will be required to perform welding to industrial standards such as the American Welding Society (AWS). \$3295

Oct 19-Dec 16	MTWTh	7 am-5:30 pm	AIRPT	CEWLD 602 95
Oct 19-Dec 16	MTWTh	7 am-5:30 pm	FF	CEWLD 602 97

MIG WELDING BASICS

From thin gauge sheet metal to 1/2" thick steel, MIG welding (aka wire feed or GMAW) is versatile and easy to learn. From automotive restoration and boat trailers to lawn mower decks and works of art, this process covers all the bases. Our knowledgeable instructors will teach you about welding machine set-up, safety, and MIG welding basics even if you have no previous welding experience. Required equipment for class: welding helmet, welding cap, MIG gloves, safety glasses, welding jacket, MIG welding pliers, locking pliers, tape measure, work boots, and flame-retardant clothing. \$399

Sep 19-Oct 24	S	8 am-1 pm	AIRPT	CEWLD 870 10
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TIG WELDING BASICS

When precision and control are important, TIG welding (GTAW) is the gold standard. GTAW requires exceptional hand-eye coordination and concentration. Learn TIG welding basics on carbon steel, stainless steel, and aluminum. You can use this process to build racecar chassis and roll cages or repair pontoons and John boats. It is recommended to have completed the MIG welding course first, but it is not a requirement. \$399

Sep 19-Oct 24	S	8 am-1 pm	AIRPT	CEWLD 880 11
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CONNECT WITH US.

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SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

WELDING ☎

WELDER EVENING PROGRAM ☎

SMAW (SHIELDED METAL ARC WELDING)

BASIC SHIELDED METAL ARC WELDING AND OXY-FUEL CUTTING

Learn basic Shielded Metal Arc Welding (SMAW) using various electrodes and joint configurations in accordance with AWS and ASME codes and standards. Includes T-joints, grooves with backing, basic blueprint reading, weld symbols, safety, and an introduction to the oxy-fuel cutting processes. \$1399

Oct 12-Dec 16 MTWTh 6 pm-9 pm AIRPT CEWLD 800 25

ADVANCED SHIELDED METAL ARC WELDING

Continue learning Shielded Metal Arc Welding (SMAW) using advanced welding techniques and joint configurations in accordance with AWS and ASME codes and standards. Includes a continuation of groove welds with backing and open root V-grooves in multiple positions. Prerequisite: CEWLD 800 Basis Shielded Metal Arc Welding. \$1399

Oct 12-Dec 16 MTWTh 6 pm-9 pm AIRPT CEWLD 801 26

MIG (GAS METAL ARC WELDING)

GAS METAL AND FLUX CORE ARC WELDING

Learn basic Gas Metal Arc Welding (GMAW) and Flux Core Arc Welding (FCAW) processes using various technique and joint configurations in accordance with AWS and ASME codes and standards. Includes 1/8" to 3/8" thick material for GMAW

welding and 3/8" to 1" for FCAW welding in various positions. Prerequisite: CEWLD 801 Advanced Shielded Metal Arc Welding. \$1249

Oct 19-Dec 16 MTWTh 6 pm-9 pm AIRPT CEWLD 810 25

TIG (GAS TUNGSTEN ARC WELDING)

GAS TUNGSTEN ARC WELDING

Learn Gas Tungsten Arc Welding (GTAW) using basic and advanced welding techniques and various joint configurations in accordance with AWS and ASME codes and standards.

Includes welding T-joints and open root V-grooves in multiple positions. Prerequisite: CEWLD 810 Gas Metal and Flux Core Arc Welding. \$1299

Oct 14-Dec 16 MTWTh 6 pm-9 pm AIRPT CEWLD 820 25

PIPE WELDING

BASIC PIPE WELDING

Learn basic methods and techniques for welding 6" pipe using the SMAW process in multiple positions in accordance with AWS and ASME codes and standards. Includes welding open root joints using E6010 electrodes with E7018 intermediate passes and final cap. Prerequisite: CEWLD 820 Gas Tungsten Arc Welding. \$1249

Oct 19-Dec 16 MTWTh 6 pm-9 pm AIRPT CEWLD 830 27

ADVANCED PIPE WELDING

Learn advanced methods and techniques for welding 6" pipe using the SMAW and GTAW processes in multiple positions in accordance with AWS and ASME codes and standards. Includes welding open root joints using GTAW with intermediate passes and final cap using GTAW and SMAW. Prerequisite: CEWLD 830 Basic Pipe Welding. \$1299

Oct 14-Dec 16 MTWTh 6 pm-9 pm AIRPT CEWLD 831 26

PHONES WORK, TOO.
803.732.0432



SPARK

YOUR WELDING CAREER AT MTC

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

\$30,000

ENTRY LEVEL WELDER
ANNUAL SALARY IN COLUMBIA

\$60,000

CERTIFIED | COMBINATION WELDER
ANNUAL SALARY IN COLUMBIA

\$85,000

WELDING SUPERVISOR | FOREMAN
ANNUAL SALARY IN COLUMBIA

SCHOOL OF BUSINESS

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

Business Analysis
Finance and Accounting
Customer Service
Project Management

Organizational Performance
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

BUSINESS ANALYSIS 🕒 🚩

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

An in-depth look into business analysis, the role of business analysts, and their relationships with all of the major stakeholders in the Software Development Life Cycle (SDLC). Learn the important aspects of being a successful analyst including effective listening, logical and critical thinking, and problem-solving. Course objectives aligned with the IIBA objectives. \$1959

Aug 31-Sep 17 MTWTh 5:30 pm-9:15 pm CEBA 500 64

BUSINESS ANALYSIS: USE CASES TO FUNCTIONAL REQUIREMENTS

Learn how to take client project overviews and outlines to create effective use cases. Develop use cases into detailed business requirements, both functional and non-functional. Learn Software Development Life Cycle (SDLC) scope and how to maintain scope throughout the project. Produce effective documentation and communication lines for all stakeholders. Prerequisites: Business Analysis: The Analysts Role during the Software Development Life Cycle (SDLC). Course objectives aligned with the IIBA objectives. \$1959

Nov 9-Nov 19 MTWTh 5:30 pm-9:15 pm NEAST CEBA 501 64

BUSINESS ANALYSIS: IN-DEPTH SOFTWARE TESTING

Learn the different testing techniques that accompany the Software Development Life Cycle (SDLC) to verify a successful client project installation. Create effective documentation for test plans, cases, and matrices from software business requirements. Test different versions of a client website and document each phase using class templates. Prerequisites: Business Analysis: The Analyst's Role during the Software Development Life Cycle (SDLC) and Business Analysis: Use Cases to Functional Requirements. Course objectives aligned with the IIBA objectives. \$1959

Dec 7-Dec 17 MTWTh 5:30 pm-9:15 pm NEAST CEBA 502 64

BUSINESS ANALYSIS BOOT CAMP

A high-level overview of business analysis, the role and traits of business analysts, and their relationships to all of the major stakeholders in the Software Development Life Cycle (SDLC). Learn to develop effective use cases into detailed business requirements and other forms of documentation for all stakeholders. From those requirements, learn how to create effective documentation for test plans, cases, and matrices. Course objectives are aligned with the IIBA objectives. \$1959

Oct 7-Nov 4 W 9 am-4 pm NEAST CEBA 503 16

CAREER SPOTLIGHT

BUSINESS ANALYST 🕒 🚩

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

REQUIREMENTS	HOURS	COST
Business Analysis: The Analyst's Role During the Software Development Life Cycle (SDLC)	30	\$1959
Business Analysis: Use Cases to Functional Requirements	30	\$1959
Business Analysis: In-Depth Software Testing	30	\$1959
Total: 90 hrs		\$5877

SCHOOL OF BUSINESS

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
 Sep 1-Sep 3 TTh 6 pm-10 pm NEAST CEFIN 512 77

BUSINESS MATH – ONLINE 📄

Prerequisites: Basic computer skills and the ability to navigate the Internet, websites, and email. \$199
 Aug 24-Sep 3 ONLINE CEFIN 512 781

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
 Sep 8-Nov 19 TTh 6 pm-9 pm NEAST CEOFF 623 91

ACCOUNTING ESSENTIALS – ONLINE 📄

Prerequisites: Basic computer skills and the ability to navigate the Internet, websites, and email. \$699
 Sep 4-Nov 15 ONLINE CEOFF 623 91

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
 Dec 1-Dec 3 TTh 6 pm-9 pm NEAST CEOFF 624 91

PAYROLL PREPARATION ESSENTIALS – ONLINE 📄

Prerequisites: Accounting Essentials or equivalent knowledge of basic accounting principles. Basic computer skills and the ability to navigate the internet, websites, and email. \$199
 Nov 16-Dec 2 ONLINE CEOFF 624 081

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
 Dec 8-Dec 17 TWTh 6 pm-9 pm NEAST CEOFF 638 56

QUICKBOOKS – ONLINE 📄

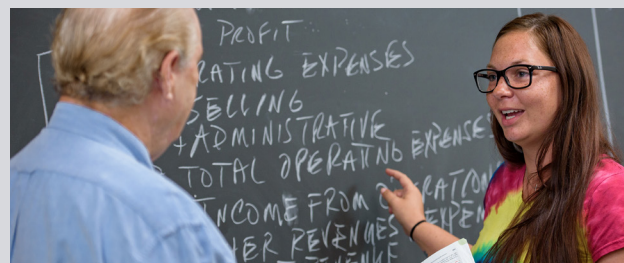
Prerequisites: Accounting Essentials and Payroll Preparation Essentials or equivalent knowledge of basic accounting principles. Basic computer skills and the ability to navigate the internet, websites, and email. \$499
 Dec 3-Dec 17 ONLINE CEOFF 638 021

CAREER SPOTLIGHT

Available online

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 Bookkeeper Association's Bookkeeper 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		\$2991

SCHOOL OF BUSINESS

DIGITAL MARKETING

DIGITAL MARKETING CERTIFICATE – ONLINE

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

Sep 8-Nov 27

ONLINE CEUGC 516 02

MASTERING VIDEO MARKETING CERTIFICATE – ONLINE

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 toward the top of Google searches. A strong video tells a story and connects people, and leads to an emotional reaction that plain text cannot do. \$395

Sep 8-Oct 30

ONLINE CEUGC 520 02

GOOGLE ANALYTICS – ONLINE

Review your website statistics for opportunities to profit from your traffic. Aimed at non-technical users, learn techniques using the world-standard Google Analytics, a free online tool. Understand your visitor traffic better, calculate ROI for online advertising, get more conversions and sales from your website visitors. \$195

Sep 8-Oct 2

ONLINE CEUGC 525 02

SOCIAL MEDIA FOR BUSINESS CERTIFICATE – ONLINE

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

Sep 8-Nov 27

ONLINE CEUGC 515 02

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. \$249

Oct 15	Th	9 am-4 pm	NEAST	CECUS 523 36
Sep 17	Th	9 am-4 pm	NEAST	CECUS 523 40

CERTIFICATE IN CUSTOMER SERVICE – ONLINE

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

Oct 5-Nov 27

ONLINE CEUGC 503 02

PROJECT MANAGER

PROJECT MANAGEMENT PRINCIPLES AND PRACTICES

This course teaches the most important principles and practices related to project management through a combination of classroom lectures, group discussion, and hands-on exercises. The course content is consistent with A Guide to the Project Management Body of Knowledge (PMBOK® Guide) - 6th Edition and other standards and guides from the Project Management Institute (PMI). \$3495

Sep 8-Oct 29 TWTh 6 pm-9 pm HARBN CEPMG 569 60

PMP/CAPM 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. \$1999

Sep 21-Oct 19 M 9 am-5 pm NEAST CEPMG 506 27

PERSONAL DEVELOPMENT

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 also be taken as a standalone class. \$125

	Oct 5	M	6 pm-9 pm	VIRTUAL	CECDS 722 26
	Nov 7	S	1 pm-4 pm	NEAST	CECDS 722 27

SCHOOL OF BUSINESS

PERSONAL DEVELOPMENT



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 a part of the Essential Skills Certificate. Can also be taken as a standalone class. \$125

	Oct 19	M	6 pm-9 pm	VIRTUAL	CECDS 724 26
	Nov 14	S	1 pm-4 pm	NEAST	CECDS 724 27

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

Sep 24	Th	9 am-12 pm	NEAST	CECDS 564 03
Oct 13	T	9 am-12 pm	NEAST	CECDS 564 99
Dec 1	T	9 am-12 pm	NEAST	CECDS 564 98

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. \$765

	Sep 14-Oct 19	M	6 pm-9 pm	VIRTUAL	CECDS 763 26
		S	9 am-4 pm		
	Oct 24-Nov 14	S	9 am-4 pm	NEAST	CECDS 763 27

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 also be taken as a standalone class. \$125

	Sep 21	M	6 pm-9 pm	VIRTUAL	CECDS 720 26
	Oct 24	S	1 pm-4 pm	NEAST	CECDS 720 27

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 also be taken as a standalone class. \$125

	Sep 28	M	6 pm-9 pm	VIRTUAL	CECDS 721 26
	Nov 7	S	9 am-12 pm	NEAST	CECDS 721 27

PROFESSIONAL PRESENTATION SKILLS

Learn to speak confidently to groups. Whether speaking to groups, making presentations to management, or working with customers, you have a short period of time to get your message across. Learn how to make a positive impression and deliver your message with power and professionalism. \$249

Oct 14	W	9 am-4 pm	NEAST	CECDS 572 53
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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 also be taken as a standalone class. \$125

	Oct 12	M	6 pm-9 pm	VIRTUAL	CECDS 723 26
	Nov 14	S	9 am-12 pm	NEAST	CECDS 723 27

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 also be taken as a standalone class. \$125

	Sep 14	M	6 pm-9 pm	VIRTUAL	CECDS 719 26
	Oct 24	S	9 am-12 pm	NEAST	CECDS 719 27

CERTIFICATE IN WORKPLACE



COMMUNICATION – ONLINE

A comprehensive preparation with techniques you can put to use on Monday morning. Take back a workable conflict management model, along with practical strategies. Work with a pro to improve your negotiation skills so others and you end up with what you want. Use personality profiles for better work performance. \$595

Sep 8-Nov 27	ONLINE	CEUGC 504 02
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PRODUCTIVITY AND TIME MANAGEMENT – ONLINE



Maximizing productivity is the best way to increase profitability. Businesses/organizations are moving from counting hours to results. Learn the top ten most effective time-management techniques; take home techniques and strategies; learn about Productivity eTools and technology; and document your and others' productivity. \$595

Oct 5-Nov 27	ONLINE	CEUGC 501 02
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WORKPLACE CONFLICT SOLUTIONS



CERTIFICATE – ONLINE

Learn to solve problems quickly, deal with difficult personalities, broach challenging subjects, take control of the conversation, manage your reactions, and navigate problematic interactions with ease. Discover a workable conflict-management model and discuss case studies. Recognize how stress affects you. \$495

Sep 8-Nov 27	ONLINE	CEUGC 509 02
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SCHOOL OF BUSINESS

SUPERVISORY AND LEADERSHIP

CORE LEADERSHIP SKILLS

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

Sep 8 T 1:30 pm-4:30 pm NEAST CELSD 540 65

VALUING DIVERSITY

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

Sep 1 T 1:30 pm-4:30 pm NEAST CELSD 699 55

BUSINESS COACHING CERTIFICATE – ONLINE

Mentoring and coaching benefits employer and employee. Learn the factors in employee support; change the way you see yourself in the workplace; navigate with new strategies through work and life; and develop and strengthen workplace programs leading to a working environment that your employees will find truly rewarding. \$395

Sep 8-Oct 30 ONLINE CEUGC 505 02

CERTIFICATE IN LEADERSHIP DEVELOPMENT – ONLINE

For future leaders in the Gen Y generation. Discover your leadership style, build relationships with subordinates, become perceptive to changes, utilize your emotions in a positive way, address challenging tasks and goals, and make a difference in society. Learn the unspoken strategies to influence others. \$395

Sep 8-Nov 27 ONLINE CEUGC 506 02

MANAGEMENT CERTIFICATE – ONLINE

For supervisors, managers, and emerging leaders. Create clear expectations, engage and motivate employees, and increase your effectiveness. Explore collaborative management; and manage the motivation and incentives of different generations in the workplace. \$595

Sep 8-Nov 27 ONLINE CEUGC 507 02

EVENT PLANNING

MEETING AND EVENT PLANNING CERTIFICATE

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

Sep 1-Nov 17 T 6 pm-9 pm NEAST CEEVT 527 03

SUPERVISORY PROGRAM

NAVIGATE CHALLENGES WITH EASE.

Today's workplace presents all new challenges to supervisors. 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 – ONLINE

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

Sep 22-Oct 20 T 1:30 pm-4:30 pm VIRTUAL CELSD 511 67

SUPERVISORY UNIT 2: COMMUNICATING FOR IMPACT – ONLINE

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

Oct 27-Dec 1 T 1:30 pm-4:30 pm VIRTUAL CELSD 512 64

SUPERVISORY UNIT 3: DEVELOPING AND RETAINING TALENT – ONLINE

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

Dec 8-Jan 19 T 1:30 pm-4:30 pm VIRTUAL CELSD 513 60

SUPERVISORY UNIT 4: MANAGING THE PROCESS – ONLINE

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.

Virtual Course Coming Feb/Mar 2021

SUPERVISORY UNIT 5: LEADING FOR DESIRED RESULTS – ONLINE

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.

Virtual Course Coming Mar/Apr 2021

ORGANIZATIONAL PERFORMANCE ⓘ

FUNDAMENTALS OF LEAN – ONLINE ⓘ

Organizations are often asked to shorten lead times, reduce costs, improve quality, and/or create flexible processes. Lean is a management philosophy designed to help companies simplify business processes by eliminating waste and improving flow. Learn some of the most basic lean tools and techniques, gain a strong knowledge of how to map processes and identify and eliminate waste, and receive an introduction to many other lean tools and techniques including 5S, Kanban, and Kaizen.

Sep 1-Sep 2 TW 8 am-12 pm ONLINE CEQAL 711 02

LEAN SIX SIGMA YELLOW BELT – ONLINE ⓘ **NEW**

Most organizations need to drive improvements in productivity, quality, and customer satisfaction to remain competitive. Increasingly, these organizations are choosing Lean Six Sigma as the way to achieve such goals. 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.

Sep 15-Oct 9 T 8 am-12 pm ONLINE CEQAL 706 02
WThF 8 am-10 am

LEAN SIX SIGMA GREEN BELT

Gain the knowledge to lead Lean Six Sigma teams through this intensive 10-day course. Gain a comprehensive understanding of how to use the Lean Six Sigma DMAIC project methodology to eliminate waste and implement data-driven process improvements. 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 can take on a Six Sigma Project as part of their course work. Excel and Minitab are used for statistical analyses. \$3995

Oct 19-Nov 20 MTWThF 8 am-5 pm NEAST CEQAL 642 26

LEAN SIX SIGMA BLACK BELT

Learn the additional tools and methods used by Six Sigma Black Belts to successfully tackle large, complex projects. The course material is designed specifically to build upon the MTC Six Sigma Green Belt Fast Track materials to ensure a highly effective learning process. The key focus is on providing certified Green Belts with more advanced tools to be used as part of the Six Sigma DMAIC process. Participants are required to select and complete a project to receive Black Belt certification. This course is applicable to both manufacturing and service organizations. Excel and Minitab are used for statistical analysis.

Nov 2-Dec 4 MTWThF 8 am-5 pm NEAST CEQAL 646 13

APPLYING LEAN SIX SIGMA PRACTICES TO HR **NEW**

FUNCTIONS – ONLINE ⓘ

Lean Operational Excellence is an advanced problem-solving approach facilitating continuous improvement within an organization by identifying and eliminating waste, and streamlining human resource processes. Gain skills to facilitate small teams and create change. \$245

Oct 5-Oct 30 ONLINE CEUGC 517 02

WHAT'S YOUR PROCESS

to improve your process?

MTC's Organizational Performance training and consulting (formerly the Center for Quality) can help your business reach new levels – improving productivity, increasing profits, and improving customer satisfaction. Companies and organizations of all sizes, in all industries, can benefit.

Our custom consulting and implementation services are tailored to your specific needs.

Plus, some of our most popular training programs include:

- > Lean Six Sigma (Yellow Belt, Green Belt, Black Belt)
- > Design for Six Sigma
- > Statistical Tools
- > Team Problem Solving
- > Quality Systems

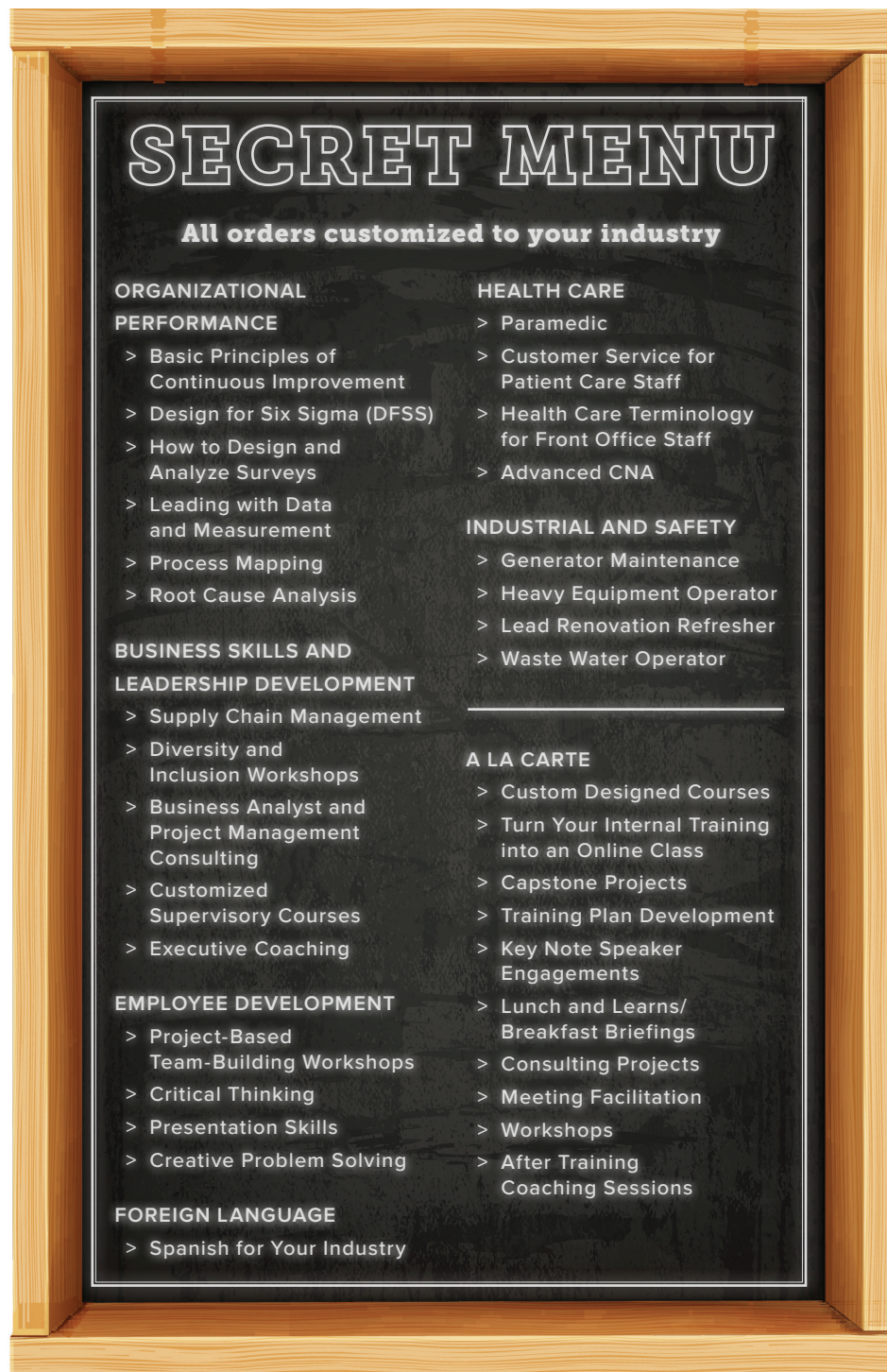
Learn more

MIDLANDSTECH.EDU/OrganizationalPerformance

PSST...we have a secret.

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In addition to the courses found in this guide and on our website, we also offer hundreds of courses that aren't on the "standard menu." These "secret menu" courses provide proven, effective training for your employees that can be customized to your specific needs.



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SCHOOL OF BUSINESS

FINANCIAL PLANNING

MAXIMIZE SOCIAL SECURITY: WHAT BOOMERS NEED TO KNOW

Don't miss this valuable workshop designed especially for baby boomers with a focus on timing Social Security withdrawals to allow maximum retirement income. The decisions made today can have a tremendous bearing on the total benefits received over a lifetime. Find out how coronavirus could affect your Social Security. Couples may attend together for a single fee. \$49

Dec 3 Th 6 pm-8 pm HARBN CEPFP 700 09

PROTECTING YOUR HARD-EARNED ASSETS IN VOLATILE TIMES

Develop a master plan for a worry-free retirement. Will my nest egg survive this volatile market and the coming storms (increased taxes, inflation, market volatility, health care costs, and the debt crisis here and in Europe)? How long will my money last? Learn helpful strategies for a confident financial future in a COVID-19 world. Couples may attend together for the single fee. \$59

Nov 12-Nov 19 Th 6 pm-8 pm NEAST CEPFP 698 24

HUMAN RESOURCES

INCLUSIVE LEADERSHIP

Learn how to identify and mitigate bias, address microaggressions, and create a personal strategy to role model as a manager. Topics include the basics of diversity and inclusion, how managers own this work, unconscious bias, inclusive leadership, and tools to lead inclusively. \$199

Sep 22 T 9 am-12 pm NEAST CEHRS 551 01

Nov 17 T 9 am-12 pm NEAST CEHRS 551 02

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

Sep 21-Sep 22 MT 8:30 am-5 pm NEAST CEHRS 500 46

SHRM CERTIFICATION REVIEW – ONLINE

The SHRM Learning System® for SHRM-CP and SHRM-SCP Certification Preparation course is designed primarily for individuals seeking credentials that focus on identifying and testing the knowledge and practical real-life experiences HR professionals need to excel in their careers. Earning this credential establishes you as a recognized expert in the HR field. These certifications recognize that HR professionals are at the core of leading organizational success. *Built on one singular Body of Competency and Knowledge (SHRM BoCK) the certification is designed to elevate the HR profession around the world. *The Exam: tests the HR professional's competency - the ability to put that knowledge to work through critical thinking and application; *demonstrates that the HR professional is a technical expert and has mastered the application of HR technical and behavioral competencies, through practice and experience, to drive business results. Taught by a local, experienced HR professional via Zoom. \$1295

Sep 23-Dec 9 W 6 pm-9 pm VIRTUAL CEHRS 534 11

SMALL BUSINESS AND ENTREPRENEUR

LAUNCH YOUR OWN BUSINESS PART 1

So you want to start your own business? Gain insight from the college's Director for Entrepreneurship. Learn entrepreneurial design and up-to-date knowledge and tips needed to launch a business. May be taken independently of Part 2. \$39

Sep 15 T 6 pm-9 pm NEAST CESMB 592 05

Nov 10 T 6 pm-9 pm NEAST CESMB 592 06

CERTIFICATE IN SALES – ONLINE

Leverage social media and digital technologies to find new clients. Whether a beginner or seasoned professional who loves sales, understand the basic sales steps and free your mind of negativity. Understand the importance of the sales function and improve the skills in relationship management, prospecting, and delivering a compelling presentation. \$495

Sep 8-Nov 27 ONLINE CEUGC 519 02

THE BUSINESS PLAN – ONLINE

To start or grow a business, you need a road map to secure funding. Evaluate hurdles and build the plan a step at a time with a practical, hands-on approach. Immerse yourself in the vision and planning aspect, focus on critical components, uncover risks, and assess from a marketing management and financial vantage point. \$195

Oct 5-Oct 30 ONLINE CEUGC 521 02

SCHOOL OF ENGLISH AND HUMANITIES

The School of English and Humanities training programs and courses available this summer are listed below. More courses are continually added on the college's website.

The majority of the programs in this school are academic degrees, diplomas, and certificates.



Learn more at MIDLANDSTECH.EDU/schools


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. \$249

Sep 15 T 9 am-4 pm NEAST CEWCS 500 57


quality of your writing impacts how people view you and your organization. This course provides a grammar refresher and review of basic writing concepts such as structuring documents and proofreading. \$249

 Sep 26 S 9 am-4 pm VIRTUAL CEWCS 541 26
 Oct 31 S 9 am-4 pm NEAST CEWCS 541 27

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. \$249

Sep 17 Th 9 am-4 pm NEAST CEWCS 501 05

CERTIFICATE IN BUSINESS WRITING – ONLINE 
 Whether you are writing a report, memo, letter, or publicity notice, business writing has defined characteristics for success. Enhance your career by improving this critical communication skill. Understand the format, construction, and techniques of writing business reports and proposals; improving your editing and proofreading. \$595

Sep 8-Nov 27 ONLINE CEUGC 502 02

BUSINESS WRITING ESSENTIALS

Writing is an essential way of communicating with others. The

AUDIO ENGINEER

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

AUDIO ENGINEERING INFORMATION SESSION

Free

Aug 25 T 7 pm-8 pm NEAST CEMUS 547 09

AUDIO ENGINEERING, INTRODUCTION

Learn how to use standard types of audio equipment - microphones, mixing consoles, compressors, EQ's reverbs, and power amps will be covered with live demonstration during classes. Classes will also cover maintenance and troubleshooting. \$449

Sep 14-Oct 26 M 7 pm-9:20 pm MAI CEMUS 507 16
 Sep 26-Sep 27 SSu 10 am-6 pm MAI CEMUS 507 17

COMMERCIAL MUSIC THEORY

If you are going to be working in the music business, you need to know the difference between "off key" and "on." This course covers the music theory, ear training, and harmony related to commercial/contemporary music, from rock-n-roll to classical music. \$449

Oct 29-Dec 17 Th 7 pm-9:20 pm MAI CEMUS 511 15

LIVE SOUND PRODUCTION

Learn the in's and out's of running live sound for production companies, theatres, artists, churches, and more. This class includes a two-hour lab. Textbook included. \$449

Nov 2-Dec 14 M 7 pm-9:35 pm MAI CEMUS 521 15

MUSIC BUSINESS

Whether you want to be the manager of a band, make extra income as a booking agent, or do both for yourself as an artist, this course will give you the skills to navigate through the world of the music business. Textbook included. \$449

Sep 10-Oct 22 Th 7 pm-9:20 pm MAI CEMUS 510 19

STUDIO RECORDING I

Learn the latest techniques in audio recording. From analog to digital, this course will improve your abilities to record music at home or in a studio. Covers Pro Tools and analog outboard equipment. This class includes a two-hour lab. \$449

Sep 8-Oct 20 T 7 pm-9:35 pm MAI CEMUS 522 17

SCHOOL OF ENGLISH AND HUMANITIES

AUDIO ENGINEER 🎧

STUDIO RECORDING II

Supplement to Studio Recording I. Required for certificate program. One-on-one time featuring eight hours of hands-on use of a Pro Tools system. Student must pass final exam and

present a recording demo project for critique to pass the course. Must be completed within two years of beginning the certificate program. \$449

Oct 27-Dec 15 T 7 pm-9:35 pm MAI CEMUS 523 13

MUSIC

THE JOY OF MUSIC

Would you like to explore the beauty of music? Join this musical journey from the Middle Ages to the 21st Century. This music appreciation course will help you better understand music in

relation to culture and history. Lectures, group interaction, and the opportunity to play musical instruments in a small ensemble are included. \$99

Oct 19-Nov 9 M 6 pm-7:30 pm HARBN CEMUS 549 04

PHOTOGRAPHER AND VIDEOGRAPHER

PHOTOGRAPHY AND VIDEOGRAPHY CERTIFICATE 📷 NEW

Learn basic camera functions, exposure, and depth of field. In addition, receive further instruction in composition, how light affects images, filters and flash, wedding, portrait lighting, marketing, and portfolio session. 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. A DSLR camera is required. Students entering the certificate class will be responsible for having access to a laptop capable of accessing and running Adobe Lightroom Classic CC for the two weeks of class or the final four sessions. A subscription to Lightroom is also required. Do not subscribe until you meet with instructor. Exact dates for face-to-face classes will be discussed in class and held at instructor's studio near Dutch Square Mall. \$799

Sep 14-Nov 16 MW 6 pm-9 pm Hybrid CEPIC 559 01

PHOTOGRAPHY: BASIC

First class of the Photography Certificate program. Can take as a stand-alone class or go on for the certificate. Study camera techniques that go beyond the auto setting. Learn basic camera parts and how they affect the look of the final image. Study exposure, depth of field, perspective, composition, and the basics of digital photography to produce beautiful photos. A DSLR camera is required. \$199

Sep 14-Oct 5 MW 6 pm-9 pm HARBN CEPIC 538 22

VIDEO EDITING BASIC

This course is the basic portion of the Video Editing Certificate Program. You can take as a stand-alone class or go on for the certificate program. Study basic editing techniques using Adobe Premiere. Learn basic timeline editing, how to add transitions, and how to format video for export. Includes standard definition and high-definition editing. A DSLR camera that captures video, a video camera, or a Smartphone that captures video is also required. A 500 GB Mac and PC compatible external hard drive is required. \$249

Sep 2-Sep 30 MW 6 pm-9 pm BLTLN CEPIC 549 07

VIDEO EDITING CERTIFICATE

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

Sep 2-Oct 28 MW 6 pm-9 pm BLTLN CEPIC 555 04

CAREER SPOTLIGHT

AUDIO ENGINEER 🎧

Over nine months, you will learn from experienced instructors and work with state-of-the-art equipment in a real studio to get a comprehensive perspective of audio engineering. Audio engineers earn about \$19 an hour. Additional classes start in September.

REQUIRED COURSES	COSTS
Audio Engineering, Introduction	\$449
Commercial Music Theory	\$449
Digital Music Production	\$449
Studio Recording I	\$449
Studio Recording II	\$449
Live Sound Production	\$449
Music Business	\$449
Studio Recording III	\$449

Total: \$3592

SCHOOL OF EDUCATION AND PUBLIC SERVICE

The School of Education and Public Service training programs and courses available this summer are listed below. More courses are continually added on the college's website.

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 – ONLINE

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 three required onsite sessions with the remainder of the coursework done through web-based instruction, use of the

course textbook (included in fee), and independent study. The first two onsite sessions, held at the Northeast Campus, will be on the first Friday and Saturday from 9 am-4 pm. The 3rd onsite session (graduation) is TBD. Completion of this course supports application for the GCDF and CCSP credentials. \$1099

Sep 11-Dec 11	FS	9 am-4 pm	HYBRID	CECDF 600 23
Dec 11-Mar 26	FS	9 am-4 pm	HYBRID	CECDF 600 24

LEGAL

SC STATE CONSTABLE TRAINING PROGRAM: BASIC COURSE

State constables are commissioned by SLED and support SC law enforcement in times of emergency and/or crisis. Prior to registering, candidates must take their application to SLED and receive approval to take the training. Must pass a comprehensive test and qualify with firearms. Yearly in-service training updates are required. Curriculum: firearms, laws of

arrest, searches and seizures, evidence, crisis intervention, human/community relations, SLED policies and procedures affecting constables. Academy does not control any part of the constable program or tuition, only provides the training manuals. Offsite weekend sessions meet at the A. Lewis McCarty Firearms Training Center, 357 Landfill Lane, Lexington, SC 29073. See the materials list for required equipment. \$649

Oct 26-Dec 9	MW	6 pm-10 pm	HARBN	CECON 503 13
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CHILD DEVELOPMENT

BLOOD BORNE PATHOGENS/HEALTH, SAFETY AND NUTRITION

Receive blood borne pathogens and health and safety or nutrition training. Study health and safety or nutrition issues by creating a safe and healthy environment for children. Learn the proper procedures to prevent illness and accidents or provide healthy nutrition in the classroom. See the Materials List on the website for topic and course number. \$25

Nov 14	S	8 am-1:30 pm	HARBN	CEABC 519 15
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CURRICULUM

Take this opportunity to gather creative ideas to strengthen the curriculum at your center. See the materials list on the website for topic and course number. \$25

Oct 24	S	8 am-1:30 pm	HARBN	CEABC 501 30
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GROWTH AND DEVELOPMENT

This program focuses on physical, emotional, social, cognitive, and language development. See the materials list on the website for topic and course number. \$25

Sep 26	S	8 am-1:30 pm	HARBN	CEABC 503 27
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Training to meet SC DSS Child Care Requirements

The specific topic and course number are listed in the materials list for each class.

SCHOOL OF EDUCATION AND PUBLIC SERVICE

TRAINING

CERTIFICATE IN ONLINE TEACHING – ONLINE

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. \$795

Sep 8-Dec 31

ONLINE CEUGC 512 02

CERTIFICATE IN TEACHING ADULTS – ONLINE

A key function in life is passing knowledge and skills to others. If you are starting out or already teaching, formally or informally, this course will fit. Learn fundamental and advanced strategies to improve teaching. The lead instructor wrote How to Teach Adults, the best-selling book on the subject, and the e-book is included. \$295

Sep 8-Oct 31

ONLINE CEUGC 511 01

CERTIFIED ONLINE INSTRUCTOR – ONLINE

A timely program for those new to or already teaching online. Get the best instruction from the foremost authorities in online learning. Topics include building and improving an online course, fostering online discussion, encouraging student interaction, and tackling assessments. Learn the advanced tips and techniques. \$495

Sep 8-Nov 27

ONLINE CEUGC 510 02



MTC ONLINE AND VIRTUAL LEARNING

Taught by local MTC instructors, these are self-paced or virtual certificate programs and individual classes.

CERTIFICATE PROGRAMS

- > Medical Billing and Coding
- > EMT Basic
- > Accounting and Payroll Specialist
- > Business Analyst
- > Computer Technician
- > Front End Web Developer
- > Lean Six Sigma Green Belt
- > Lean Six Sigma Yellow Belt
- > Facilitating Career Development
- > Videography and Photography
- > Essential Skills for Success
- > Supervisory

CLASSES

- > Cloud+
- > Fundamentals of Lean Six Sigma
- > Excel Basic, Excel Introduction, Excel Advanced
- > Medical Scribe
- > Medical Terminology
- > SHRM Certification Review

Enroll at [MIDLANDSTECH.EDU/schools](https://midlandstech.edu/schools)

Go to the Course Search box, and search by keyword after clicking on the training button. You can also enroll by calling 803.732.0432.

Check the website for additional distance-learning options.

ON-CAMPUS or ONLINE?

What's the best fit for you?

Contact us at CCE@midlandstech.edu or 803.732.0432 to discuss the options.

PERSONAL ENRICHMENT

Within the Personal Enrichment area, you'll find training programs and courses in areas such as:

Consumer Education
Defensive Driving
Cake Decorator
Food and Cooking

Motorcycle
Creative Art
Writing

On the college website, Personal Enrichment courses are listed separately from MTC's eight schools of study.

View offerings and enroll at MIDLANDSTECH.EDU/PersonalEnrichment

CONSUMER EDUCATION

DISCOUNT AND COUPONING STRATEGIES

Finding values with discounts and coupons is easier than you think. Make the most of your financial resources without wasting money. Coupons and discounting are a great start to living a frugal life. We will discuss many ways and tips to save money, stretch the dollars, and reduce your spending painlessly. \$35

Dec 5	S	10 am-12:30 pm	HARBN	CECED 566 28
Sep 21	M	6 pm-8:30 pm	HARBN	CECED 566 29

KNEES, FEET, AND GAIT WORKSHOP

Learn how healthy knees and feet can improve your gait, balance and movement patterns. In this class, we will assess your knees, feet, and alignment. \$29

Nov 21	S	10 am-11:30 am	HARBN	CECED 807 02
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CAKE DECORATOR

CAKE DECORATOR PROFESSIONAL CERTIFICATE

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. You will be introduced to fondant bows. On the first night of class; bring Wilton practice board,

pipng tips (purchase only the tips listed on the online materials list); disposable piping bags; small pair of scissors; half sheet coated cake board; cake spatula; and a small container of prepared Wilton Decorator's Buttercream. Piping techniques will be covered on the first night of class. View the full list of supply requirements on the online materials list, but wait to purchase all supplies until after the first class. \$195

Sep 15-Oct 20	T	6 pm-9 pm	HARBN	CEKIT 522 53
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CREATIVE ART

CALLIGRAPHY SCRIPT

Enjoy learning to write in traditional italic script with a calligraphy fountain pen. In the class, you'll form the alphabet, address a formal envelope, make a thank you card, make a place card, and

write a short quote. See the online materials list for supplies. See the online materials list for supplies. \$39

Sep 17	Th	6 pm-9 pm	HARBN	CEART 570 08
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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

Sep 19	S	8 am-5 pm	NEAST	CEDDC 500 55
Sep 29-Sep 30	TW	6 pm-10 pm	HARBN	CEDDC 500 56
Oct 3	S	8 am-5 pm	HARBN	CEDDC 500 57
Oct 13-Oct 14	TW	6 pm-10 pm	NEAST	CEDDC 500 58
Oct 31	S	8 am-5 pm	NEAST	CEDDC 500 59
Nov 14	S	8 am-5 pm	NEAST	CEDDC 500 60
Nov 24-Nov 25	TW	6 pm-10 pm	NEAST	CEDDC 500 61
Dec 5	S	8 am-5 pm	HARBN	CEDDC 500 62
Dec 15-Dec 16	TW	6 pm-10 pm	NEAST	CEDDC 500 63

PERSONAL ENRICHMENT

FLORAL DESIGNER

FLORAL DESIGN CERTIFICATE

The fundamentals of floral arranging will give students enough basic skills to seek entry-level positions in the floral business.

Introduction to materials and equipment, principles of good design, color, and specialized designs are covered. \$399

Sep 14-Oct 6 MT 6 pm-9 pm HARBN CEFLC 501 26

INTERIOR DECORATOR

INTERIOR DECORATING CERTIFICATE

Students will learn concepts about color and pattern relationships, floor-planning skills, window treatments, furniture selection, cost estimations, accessories, and other topics.

Students will complete projects to help them learn the concepts and apply real-world examples. \$539

Sep 2-Nov 18 W 6 pm-9 pm NEAST CEDCP 546 01

MOTORCYCLE

BASIC MOTORCYCLE

This course is for individuals who want to learn basic techniques. A valid driver's license is required at the first class meeting. Please note that a three-hour online e-course is required before the first class. A code will be emailed to you for access to this e-course. Certificate of e-course completion must be presented to instructor at first class. The motorcycle range activity includes riding on small (100-350 cc) training motorcycles. Must pass both a written and riding assessment to receive a completion certificate. For license waiver option, present valid driver's license at first class and pass all assessments. \$279

Sep 11-Sep 13	F	6 pm-8 pm	BLTLN	CEMOT 501 27
	SSu	8 am-5 pm		
Sep 25-Sep 27	F	6 pm-8 pm	BLTLN	CEMOT 501 28
	SSu	8 am-5 pm		
Oct 9-Oct 11	F	6 pm-8 pm	BLTLN	CEMOT 501 29
	SSu	8 am-5 pm		
Nov 6-Nov 8	F	6 pm-8 pm	BLTLN	CEMOT 501 31
	SSu	8 am-5 pm		
Nov 27-Nov 29	F	6 pm-8 pm	BLTLN	CEMOT 501 32
	SSu	8 am-5 pm		
Dec 11-Dec 13	F	6 pm-8 pm	BLTLN	CEMOT 501 33
	SSu	8 am-5 pm		

SEWING AND QUILTING

SEWING I

Beginners and those with minimal experience will learn the practical basics and creative potential sewing offers. Learn straight and zigzag stitches, straight seams, curved seams, fabrics, and patterns. Students will complete a decorative pillow and a project with a pattern. Class will choose the final project. Sewing machine required. See the online materials list for important details and list of supplies. \$179

Sep 8-Oct 13 T 6 pm-9 pm HARBN CESEW 533 20

SEWING II

Perfect your sewing skills in this follow-up to Sewing I. Students must be able to sew, operate and bring their own sewing machines to class. Students will work on projects of their choice to enhance their skills and learn advanced techniques.

See the online materials list for important details and list of supplies. \$159

Oct 19-Nov 24 T 6 pm-9 pm HARBN CESEW 550 17

WRITING

CREATIVE WRITING WORKSHOP

New and emerging writers will explore the various techniques and process of crafting short stories, novels, memoirs, and creative nonfiction. \$119

Sep 9-Oct 14 W 6:30 pm-8:30 pm NEAST CEWRT 552 09

DIY PUBLISHING WORKSHOP

In this course, aspiring writers will learn to turn their work into published print and eBook editions that may be distributed on a variety of platforms. \$79

Oct 28-Nov 18 W 6:30 pm-8:30 pm NEAST CEWRT 555 02



Transfer Your Military Expertise into a New Civilian Career

MTC offers nationally recognized certifications and training programs that provide greater employment opportunities for veterans.

TUITION ASSISTANCE

Military tuition assistance is dependent primarily upon your command. All of our programs that are approved for veterans education benefits lead to MTC certificates and/or industry certifications. All participants are awarded CEUs and clock hours. Many commands will approve tuition assistance for promotion points, career advancement, and morale purposes. Check with your Education Service Officer (ESO) to find out more.

VA VOCATIONAL REHABILITATION

All courses, certifications, and QuickJobs programs must be pre-approved by a VA Vocational Rehabilitation and Employment Counselor. To find out more about this process, please contact your current VA Vocational Rehabilitation Counselor or contact the local VA Regional Office at **803.647.2444** or visit **benefits.va.gov/vocrehab/index.asp**.



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

Start a new career or move up to a better one

QUICKJOBS AT MTC



- > Between now and 2022, 82%* of all job openings in S.C. are expected to require a two-year education or a specialized certificate or training.
- > QuickJobs programs are developed for fields with expected local job growth.
- > Many can be completed in less than three months.

*Source: SCDEW, South Carolina 2015 Job Skills Gap Update



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

More info @ MIDLANDSTECH.EDU/QuickJobs | 803.732.0432

NEW ONLINE TRAINING CERTIFICATES AND COURSES



MTC is excited to offer more than 20 NEW certificate programs and courses in a 100% self-paced online format. The courses are offered from MTC's training partner, UGotClass.

View course information at yougotclass.org/index.cfm/Midlands or look for classes with the code "CEUGC" inside this training guide.

Online Certificate Programs from UGotClass

Data Analysis Certificate

48 contact hours | \$495

Certificate in Sales

48 contact hours | \$495

Productivity and Time Management Certificate

48 contact hours | \$595

Certificate in Basic Game Design

32 contact hours | \$395

Certificate in Business Writing

48 contact hours | \$495

Certificate in Customer Service

32 contact hours | \$245

Certificate in Workplace Communication

56 contact hours | \$595

Business Coaching Certificate

32 contact hours | \$395

Certificate in Leadership Development

48 contact hours | \$395

Management Certificate

48 contact hours | \$595

Managing Social Change Certificate

48 contact hours | \$495

Workplace Conflict Solutions Certificate

48 contact hours | \$495

Social Media for Business Certificate

48 contact hours | \$495

Digital Marketing Certificate

48 contact hours | \$495

Mastering Video Marketing Certificate

32 contact hours | \$395

Certificate in Online Teaching

48 contact hours | \$495

Certificate in Teaching Adults

32 contact hours | \$295

Certified Online Instructor (COI)

48 contact hours | \$795

Individual Courses from UGotClass

The Business Plan

16 contact hours | \$195

Entrepreneurial Marketing

16 contact hours | \$195

Applying Lean Sigma Practices to HR Functions

16 contact hours | \$245

Spanish for Medical Professionals

32 contact hours | \$290

Google Analytics

16 contact hours | \$195

QUICK, EASY, AFFORDABLE PAYMENT OPTIONS

Learn more about our loans and veterans programs by visiting MIDLANDSTECH.EDU/cce/finaid.htm or call 803.732.0432.

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



CONTINUING EDUCATION UNITS (CEUS)

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

CHANGE NOTIFICATION

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

REFUNDS

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

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

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

SPECIAL ACCOMMODATIONS

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

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

Midlands Technical College does not discriminate in admissions, educational programs or employment on the basis of race, sex, sexual orientation, national origin or ethnic group, color, age, religion, disability, genetic information, gender, military service, pregnancy or other category protected by applicable law. In compliance with all federal and state laws, including the Age Discrimination Act of 1967, Title VI and Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1992 as well as the ADA Amendments of 2008 (ADAA), and the Genetic Information Nondiscrimination Act of 2008 (GINA), Midlands Technical College offers access and equal opportunity in its admissions policies, academic programs and services, and employment of disabled individuals in that no otherwise qualified person will be denied these provisions on the basis of a disability. Midlands Technical College also prohibits retaliation against any person for bringing a complaint of discrimination or for participating in an investigation of a complaint of discrimination. Mr. Ian A. MacLean has been designated to coordinate compliance with the nondiscrimination requirements contained in Section 35.107 of the Department of Justice regulations, Sections 503 and 504 of the Rehabilitation Act of 1973, Title VI and Title VII and Title IX regulations. Information concerning the provisions of the Americans with Disabilities Act and the rights and privileges thereunder are available from Mr. Ian A. MacLean in his position as Director of Internal Audit and Risk Management and the Chief Compliance Officer for Affirmative Action, Equal Opportunity, Sexual Harassment, Disability Action and the Title IX Coordinator. He can be reached at macleani@midlandstech.edu.

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 five convenient registration offices.

- 3 CALL US**
803.732.0432
M-Th, 8 am - 4:30 pm | F, 8 am - 1:30 pm

REGISTRATION OFFICES

AIRPORT CAMPUS

Academic Center, Room 110

M-W, 8 am – 5 pm

Th, 8 am – 5:30 pm

F, 8 am – 1:30 pm

BATESBURG-LEESVILLE CAMPUS

T and Th, 8 am – 4:30 pm

BELTLINE CAMPUS

Student Center, 2nd Floor

M-W, 8 am – 5 pm

Th, 8 am – 5:30 pm

F, 8 am – 1:30 pm

HARBISON CAMPUS

Harbison Hall, Room 101

M-Th, 8 am – 4:30 pm

F, 8 am – 1:30 pm

NORTHEAST CAMPUS

Student Information, Room 160

M-Th, 8 am – 4:30 pm

F, 8 am – 1:30 pm

TRAINING PROGRAMS REGISTRATION FORM



INDIVIDUAL REGISTRATION/PAYMENT

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

Course: _____ Title: _____ Date: _____ Location: _____ Price: _____

Course: _____ Title: _____ Date: _____ Location: _____ Price: _____

Course: _____ Title: _____ Date: _____ Location: _____ Price: _____

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: ☐  ☐  ☐  ☐  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: _____

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.

For information or to register by phone, please call our registration office at 803.732.0432,
or you can register online with a credit card at MIDLANDSTECH.EDU/training.

RETURN COMPLETED FORM

Email: CCE@midlandstech.edu | Call: 803.732.0432 | Fax: 803.732.5255

Stop by one of our registration locations listed on page 46 or mail to

Midlands Technical College, Corporate and Continuing Education, PO Box 2408, Columbia, SC 29202

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



Post Office Box 2408
Columbia, SC 29202

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Permit No. 970

LEARNING, YOUR WAY

MTC has more course delivery options than ever before. As part of the response to COVID-19, courses this fall 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.

This guide includes many online, virtual, and hybrid courses.
Look for courses with the  symbol and visit the website for details.
If you have questions about how your class will meet, call 803.732.0432.

See additional online options on pages 12, 40, and 45.