# TRAINING GUIDE

MIDLANDSTECH.EDU

MAY | JUN | JUL | AUG 2025

# **STRIKE FAST**

**Computer Technicians** in the Midlands average \$25+ an hour with 3-4 months training.

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# JUST HANGING THIS SUMMER?

If you have a free day, learn to be a Forklift Operator.

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# NO SCALES NEEDED

Accounting and Payroll Specialists have computer

and accounting skills to balance the office.

PAGE 19



# STICK TO IT

Draw blood, prepare specimens, and earn national certification as a **Phlebotomist.** 

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RSDI Richland School District One VIRTUAL Virtual Class

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

Harbison Campus

HYBRID

Hybrid Class

QuickJobs

Programs

Approved for

VA Education

Benefits

Articulation

Courses

Online

Options

New

Courses

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



#### COMPUTER SUPPORT 🕗 🍽

#### TECH+

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

May 5-May 9	MTWTh	9 am-4:30 pm	NEAST	CEDST 574 09
	F	9 am-1 pm		
Jun 23-Jul 3	MTWTh	6 pm-9:45 pm	BLTLN	CEDST 574 62

#### A+ IT TECHNICIAN

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

May 12-May 23	MTWTh	9 am-4:30 pm	NEAST	CEDST 528 12
	F	9 am-1 pm		
Jul 7-Jul 31	MTWTh	6 pm-9:45 pm	NEAST	CEDST 528 84

#### 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 PCbased computer networks as you prepare for the Network+ certification exam. \$2495

Jun 2-Jun 13	MTWTh	9 am-4:30 pm	NEAST	CENET 747 43
	F	9 am-1 pm		
Jun 2-Jun 26	MTWTh	6 pm-9:45 pm	NLCLC	CENET 747 82
Aug 4-Aug 28	MTWTh	6 pm-9:45 pm	NEAST	CENET 747 83

#### SECURITY+

Theft and destruction of intellectual property takes place despite the presence of firewalls, encryption, and corporate mandates. Prepare to implement and monitor security on networks, applications and operating systems, and respond to security breaches as you also prepare for the Security+ exam. Prerequisites: Basic Windows user skills and a fundamental understanding of computer and networking concepts, CompTIA A+ and Network+ certifications (or equivalent knowledge), and six to nine months experience in networking, including configuring security parameters, are strongly recommended. \$2495

Jun 16-Jun 20	MTWTh	9 am-4:30 pm	NEAST	CESEC 664 11
	F	9 am-1 pm		
Jun 30-Jul 10	MTWTh	6 pm-9:45 pm	NLCLC	CESEC 664 90
Aug 25-Sep 11	MTWTh	6 pm-9:45 pm	BLTLN	CESEC 664 91

#### **INSTRUCTOR SPOTLIGHT**



#### ROB GASPARIK

**Computer Technology** 

With more than 25 years of IT and management experience, Rob Gasparik brings a real-world perspective to classroom instruction. He believes in

creating a positive and non-judgmental atmosphere and building on the insights that students bring to the classroom. He holds several technology certifications, including the CCIE, Cisco Certified Internetwork Expert. The CCIE certification is accepted worldwide as the most prestigious networking certification in the industry. Rob also holds numerous certifications from the industry recognized CompTIA organization: A+, Cloud Essentials+, Cloud+, CompTIA Advanced Security Practitioner, Cybersecurity Analyst+, Data+, DataSys+, IT Fundamentals+, Linux+, Network+, PenTest+, Project+, Security+, Server+, and Tech+.

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

#### COMPUTER SUPPORT 🕗 🍽



# Online and Virtual Training

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

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

View the complete list and enroll now.



MIDLANDSTECH.EDU/OnlineTraining



#### CAREER SPOTLIGHT

#### COMPUTER TECHNICIAN 🕑 🍽

Train for a career repairing and maintaining computers and network servers in almost any small or large business or government environment.

REQUIREMENTS	HOURS	COST
Tech+	30	\$1495
A+ IT Technician	60	\$3995
Network+	60	\$2495
Security+	30	\$2495
	Total: 180 hrs	\$10,480

### DESKTOP AND SERVER ADMINISTRATOR ①

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

REQUIREMENTS	HOURS	COST			
Complete all courses in the Computer Technician					
program above, plus:					
Server+	30	\$2495			
Cloud+	30	\$2495			
Cybersecurity Analyst	30	\$2995			
	Total: 270 hrs	\$18 465			

#### ADVANCED DESKTOP AND SERVER ADMINISTRATOR

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

 REQUIREMENTS
 HOURS
 COST

 Complete all courses from the Computer Technician and
 Desktop and Server Administrator programs above, plus:
 20

	Total: 390 hrs	\$26,950
PenTest+	30	\$2495
Cisco Certified Network Associa	te (CCNA) 60	\$3495
LINUX+	30	\$2495

#### 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

May 7-May 8	WTh	6 pm-9 pm	HARBN CEDBS 614 64
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#### SQL

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

Jun 2-Jun 5 MTWTh 6 pm-9 pm HARBN CEDBS 590 61

#### **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 Jun 9-Jun 12 MTWTh 6 pm-9 pm HARBN CEDBS 588 61

**BUSINESS INTELLIGENCE 2** 

The creation of data-backed visualizations is a key way a data scientist, or any professional, can explore, analyze, and report insights and trends from data. Tableau® software is designed for this purpose. Tableau® was built to connect to a wide range of data sources, and allows users to quickly create visualizations of connected data to gain insights, show trends, and create reports. In this course, you will visualize data with Tableau. \$599 Jun 16-Jun 19 MTWTh 6 pm-9 pm HARBN CEDBS 645 68

#### 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

Jun 23-Jul 3 MTWTh 6 pm-9 pm HARBN CEDBS 641 66

#### 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

Jul 7-Jul 8	MT	6 pm-9 pm	HARBN	CEDBS 626 80
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#### POWER BI

Power BI is a widely used business analytics service offered by Microsoft. In this program, you will learn how to harness Power BI as a complete data analysis and report creation tool and streamline and better understand your data. Create charts, maps and other visuals to see your data in real-time. \$495 Jun 2-Aug 29 ONLINE CEUGC 523

#### PROGRAMMING

#### PHP AND MYSQL

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

Aug 4-Sep 22

ONLINE CEWDV 568 26I

#### **CAREER SPOTLIGHT**

#### OFFICE ADMINISTRATIVE SPECIALIST (2)

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

REQUIREMENTS	HOURS	COST
Word (Intro. and Interm.)	12 x2	\$299 x2
Excel (Intro. and Interm.)	12 x2	\$299 x2
Organizing Computer Files	6	\$199
Outlook, Introduction	12	\$299
Becoming a Customer Service Star	6	\$259
Business Grammar	6	\$259
Business Letter Writing	6	\$259
Enhancing Your Professionalism	3	\$125
Office Productivity Lab	6	\$199
Total: 9	)3 hrs	\$2.795

#### **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

May 12-May 15 MTWTh 6 pm-9 pm HARBN CEDBS 620 61

#### 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

May 19-May 22 MTWTh 6 pm-9 pm HARBN CEDBS 623 61

#### 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

May 26-May 29 MTWTh 6 pm-9 pm HARBN CEDBS 624 61

#### OUTLOOK, INTRODUCTION

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

Jul 14-Jul 16	MW	9 am-4 pm	NEAST	CESCH 708 34
Jul 21-Aug 4			ONLINE	CESCH 708 85I
Aug 11-Aug 20	MW	6 pm-9 pm	HARBN	CESCH 708 84

#### **EXCEL, INTRODUCTION**

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

May 5-May 14	MW	6 pm-9 pm	NEAST	CESDS 602 88
May 19-May 21	MW	9 am-4 pm	HARBN	CESDS 602 09
May 19-Jun 2			ONLINE	CESDS 602 89I
Jun 16-Jun 25	MW	6 pm-9 pm	HARBN	CESDS 602 90

#### EXCEL, INTERMEDIATE

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

Jun 2-Jun 4	MW	9 am-4 pm	NLCLC	CESDS 610 16
Jun 2-Jun 11	MW	6 pm-9 pm	NEAST	CESDS 610 78
Jun 9-Jun 23			ONLINE	CESDS 610 79I
Jun 16-Jun 30			ONLINE	CESDS 602 91I
Jun 30-Jul 9	MW	6 pm-9 pm	NEAST	CESDS 610 80
Jul 7-Jul 21			ONLINE	CESDS 610 81I

#### EXCEL, ADVANCED

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

Jun 9-Jun 11	MW	9 am-4 pm	HARBN	CESDS 611 19
Jun 23-Jul 2	MW	6 pm-9 pm	NEAST	CESDS 611 78
Jun 30-Jul 14			ONLINE	CESDS 611 79I
Jul 14-Jul 23	MW	6 pm-9 pm	NEAST	CESDS 611 80
Jul 28-Aug 11			ONLINE	CESDS 611 81I

#### WORD, INTRODUCTION

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

May 6-May 15	TTh	6 pm-9 pm	NEAST	CEWDP 593 72
Jun 10-Jun 12	TTh	9 am-4 pm	HARBN	CEWDP 593 22

#### 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

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Jun 3-Jun 12	TTh	6 pm-9 pm	NEAST	CEWDP 594 60	
Jun 17-Jun 19	TTh	9 am-4 pm	HARBN	CEWDP 594 12	

#### OFFICE PRODUCTIVITY LAB

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

Aug 25	М	9 am-4 pm	HARBN	CEMSO 516 27
Aug 26-Aug 28	TTh	6 pm-9 pm	NEAST	CEMSO 516 68



CO

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

#### WEB DEVELOPMENT AND PRINT MEDIA ②

#### SOURCE CONTROL WITH GIT

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

May 5-May 16

ONLINE CEWDV 584 09I

#### FRONT END WEB DEVELOPER

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

May 19-May 28

ONLINE CEWDV 586 07I

#### **BEGINNING COMPUTER COURSES**

#### ARTIFICIAL INTELLIGENCE (AI) MADE EASY:

An introductory course designed to equip students with the knowledge and skills needed to effectively interact with and leverage the power of ChatGPT, a cutting-edge AI language model. Through a combination of theoretical foundations and practical hands-on exercises, this course guides students through the process of understanding, communicating with, and harnessing the capabilities of ChatGPT for various applications, while also exploring the ethical considerations and future implications of AI technology. \$395

Jun 2-Jun 20

ONLINE CEBEG 592 05I

#### **ORGANIZING COMPUTER FILES**

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

May 1	Th	9 am-4 pm	NEAST	CEBEG 534 41
May 19-May 21	MW	6 pm-9 pm	HARBN	CEBEG 534 64
Aug 4-Aug 6	MW	6 pm-9 pm	BLTLN	CEBEG 534 65

#### CAREER SPOTLIGHT

#### DATABASE ANALYST ④

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

REQUIREMENTS	HOURS	COST
Excel, Introduction	12	\$299
Excel, Intermediate	12	\$299
Excel, Advanced	12	\$299
Database Design	6	\$199
Access, Introduction	12	\$299
Access, Intermediate	12	\$299
SQL	12	\$499
Access, Advanced	12	\$299
Business Intelligence 1	12	\$599
Business Intelligence 2	12	\$599
SQL Server Database Services	24	\$899
Database Productivity Lab	6	\$199
Agile Fundamentals	18	\$699
	Total: 162 hrs	\$5,487



Building success for students, businesses, and industry

Since

# Jump into great jobs, quickly.

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

LOOK FOR THE QUICKJOBS SYMBOL TO IDENTIFY THESE PROGRAMS

#### **TUITION ASSISTANCE OPTIONS**

Tuition assistance may be available. Learn more at MIDLANDSTECH.EDU/QuickJobs.

If you are receiving unemployment benefits or eligible for WIOA, call your nearest SC Works Center and ask about tuition assistance for QuickJobs at MTC. Richland 803.978.0139 Lexington 803.359.6131 Fairfield 803.635.2812

#### SCHOOL OF HEALTH CARE

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

Animal Care Emergency Services Direct Patient Care Clinical Massage Therapy Medical Information Management Personal Trainer

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

#### Learn more at MIDLANDSTECH.EDU/schools

#### **EMERGENCY SERVICES**

#### ADVANCED EMT

This course teaches the concepts and foundation of advanced EMT care in an emergency setting, and prepares students to take the National Registry exam for Advanced EMT certification (NR-AEMT). Previous completion of an EMT course and certification as a national and SC State EMT is required. \$3995
Jul 15-Nov 20 AIRPT CEEMS 701 03I

#### EMT BASIC WITH EXAM REVIEW

Students who successfully complete this course will be eligible to take the National Registry exam sponsored by SC DHEC. Exam review is included. \$3495

Jul 12-Oct 18	S	8 am-5 pm	NLCLC	CEEMS 700 21I
Aug 4-Nov 17	MW	6 pm-10 pm	BLTLN	CEEMS 700 23I
Aug 5-Nov 15	TTh	6 pm-9 pm	CEOFS	CEEMS 700 25I
May 8-Aug 18	MW	6 pm-10 pm	Н	CEEMS 700 35I

#### PREHOSPITAL ANATOMY AND PHYSIOLOGY (PARAMEDIC)

This course is designed to meet and exceed the anatomy and physiology requirements for students entering the CCE paramedic program. This course will provide the student with: An overview of the anatomy of the body and the physiologic functions of body systems, as well as review of basic math principles and their application to drug calculations for the paramedic. \$455

Jun 1-Aug 31	ONLINE	CEEMS 550 10I
Aug 1-Oct 31	ONLINE	CEEMS 550 11I

#### **BLS FOR HEALTHCARE PROVIDER CPR**

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

May 10	S	8 am-5 pm	AIRPT	CEMED 522 85
Jun 7	S	8 am-5 pm	AIRPT	CEMED 522 86
Jun 28	S	8 am-5 pm	NLCLC	CEMED 522 87
Jul 26	S	8 am-5 pm	AIRPT	CEMED 522 88
Aug 9-Aug 29	S	8 am-5 pm	AIRPT	CEMED 522 89
Aug 23	S	8 am-5 pm	NLCLC	CEMED 522 90

#### FIRST AID

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

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Jun 13	F	1 pm-5 pm	AIRPT	CEMED 521 92	
Jul 18	F	6 pm-10 pm	AIRPT	CEMED 521 93	
Aug 22	F	1 pm-5 pm	AIRPT	CEMED 521 94	



# CPR or first aid training

#### Less than \$80 each

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

#### **CPR** | 8 hours | \$79

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

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

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

See listings on this page for course dates.

#### **HEALTH CARE**

#### BASIC CARDIAC LIFE SUPPORT FOR HEALTH CARE

Aspiring health workers should take a Basic Life Support (BLS) CPR course like this one. CPR is a fundamental skill that can equip you to save a life when medical help is not available right away. Current CPR certification is a prerequisite to enter certain health care programs at MTC, including our Medical Assisting and CNA programs. In many careers, it is also necessary to maintain a current CPR certification. \$79

May 5	М	5 pm-10 pm	AIRPT	CEMED 615 13
May 8	Th	8 am-1 pm	AIRPT	CEMED 615 14
May 19	М	5 pm-10 pm	AIRPT	CEMED 615 15
May 22	Th	8 am-1 pm	AIRPT	CEMED 615 16
Jun 2	М	5 pm-10 pm	AIRPT	CEMED 615 17
Jun 5	Th	8 am-1 pm	AIRPT	CEMED 615 18
Jun 16	М	5 pm-10 pm	AIRPT	CEMED 615 19
Jun 19	Th	8 am-1 pm	AIRPT	CEMED 615 20
Jun 30	Μ	5 pm-10 pm	AIRPT	CEMED 615 21
Jul 3	Th	8 am-1 pm	AIRPT	CEMED 615 22
Jul 14	Μ	5 pm-10 pm	AIRPT	CEMED 615 23
Jul 17	Th	8 am-1 pm	AIRPT	CEMED 615 24
Jul 28	Μ	5 pm-10 pm	AIRPT	CEMED 615 25
Jul 31	Th	8 am-1 pm	AIRPT	CEMED 615 26
Aug 11	Μ	5 pm-10 pm	AIRPT	CEMED 615 27
Aug 14	Th	8 am-1 pm	AIRPT	CEMED 615 28
Aug 25	М	5 pm-10 pm	AIRPT	CEMED 615 29
Aug 28	Th	8 am-1 pm	AIRPT	CEMED 615 30

#### **BASIC IV THERAPY**

This four-hour (0.4 CEU) course teaches health care professionals the knowledge and skills necessary to insert and maintain peripherally inserted catheters through hands-on experience. \$129

Jun 13	F	1:30 pm-5:30 pm	NLCLC	CEMED 601 87I
Jul 18	F	1:30 pm-5:30 pm	AIRPT	CEMED 601 88I
Aug 22	F	1:30 pm-5:30 pm	AIRPT	CEMED 601 89I

#### **CAREER SPOTLIGHT**

## PATIENT CARE TECHNICIAN ③

The Patient Care Technician program combines training in CNA, EKG, and Phlebotomy technician courses. Upon completion of this program, students will be eligible to take the Certified Patient Technician/Assistant exam offered through NHA and earn the designation of CPCT/A.

REQUIREMENTS	HOURS	COST
Pre Clinical Orientation	3	\$130
Basic Cardiac Life Support	5	\$79
for Health Care		
Medical Terminology	48	\$895
Certified Nursing Assistant	125	\$1495
Phlebotomy Technician	75	\$1495
Patient Care Practices & Technique	s 80	\$1595
	Total: 336 hrs	\$5,689

#### **CERTIFIED NURSE ASSISTANT CNA**

The DHHS-approved CNA course prepares students to sit for the Nurse Aide Competency Exam. Students receive training in basic nursing care through classroom lectures, simulated lab care, and hands-on clinical experience in a long-term care facility. A 3-day Nurse Aide review session is also included. As a nursing assistant, graduates can work in-home care, assisted living and long-term care facilities, rehab centers, and acute care hospitals. MTC offers this pathway to become a Certified Nursing Assistant. \$1495

Nulsing Assis	ιαπι. φ149	J		
May 26-Jul 2	MTWThF	8 am-1 pm	AIRPT	CEMED 618 19I
	S	5 pm-10 pm		
Jul 7-Aug 13	MTWThFS	8 am-1 pm	AIRPT	CEMED 618 20I
Jun 9-Jul 17	MTWThF	5 pm-10 pm	Н	CEMED 618 21I
May 26-Jul 2	MTWThFS	8 am-1 pm	HARBN	CEMED 618 22I
Jul 7-Aug 13	MTWThFS	8 am-1 pm	HARBN	CEMED 618 23I
Jun 9-Aug 4	MTThF	5 pm-10 pm	HARBN	CEMED 618 24I
May 10-Aug 23	S	8 am-1 pm	HARBN	CEMED 618 25I
May 26-Jul 2	MTWThFS	8 am-1 pm	NEAST	CEMED 618 26I
Jul 7-Aug 13	MTWThF	8 am-1 pm	NEAST	CEMED 618 27I
Jul 7-Aug 13	MTWThF	8 am-1 pm	FF	CEMED 618 28I
May 26-Jul 2	MTWThFS	8 am-1 pm	NLCLC	CEMED 618 29I
Jun 28-Oct 18	S	8 am-1 pm	NLCLC	CEMED 618 30I

#### MEDICATION ADMINISTRATION

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

Jun 13	F	1:30 pm-5:30 pm	AIRPT	CEMED 608 35I
Aug 15	F	1:30 pm-5:30 pm	AIRPT	CEMED 608 36I

#### PATIENT CARE PRACTICES AND TECHNIQUES

This course offers clinical experiences across health-related disciplines exposing students to a variety of patient care areas such as cardiac monitoring, EKG, patient transport, and medical and surgical asepsis. The course consists of 40 classroom hours and 40 lab hours. Clinical hours will vary. Prerequisite courses: CEMPR 524 or AHS 102 (Medical Terminology), CEMED 617 (CNA), and CEMED 560 (Phlebotomy Technician). \$1595

Jun 9-Aug 22	MW	6 pm-10 pm	Н	CEMED 564 02I
lul 7 Can 1	MTh	0		
Jul 7-Sep 1	MTh	8 am-1 pm	Н	CEMED 564 03I

#### PHLEBOTOMY TECHNICIAN

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

May 5-Jul 30 May 6-Jul 31 May 6-Jul 31 May 6-Jul 31 Jun 9-Sep 8 Jun 9-Sep 8 Jun 17-Sep 9 Jun 21-Sep 13	MW TTh TTh TTh MW MW TTh S	6 pm-9 pm 9 am-12 pm 6 pm-9 pm 1 pm-4 pm 9 am-12 pm 9 am-12 pm 9 am-12 pm 9 am-3 pm	NLCLC AIRPT NLCLC AIRPT NEAST AIRPT HARBN	CEMED 560 801 CEMED 560 811 CEMED 560 821 CEMED 560 831 CEMED 560 841 CEMED 560 851 CEMED 560 861 CEMED 560 871
Jun 21-Sep 13	S	9 am-3 pm	NEAST	CEMED 560 871 CEMED 560 881

#### **HEALTH CARE**

#### PRE CLINICAL ORIENTATION

This is a mandatory online course for CNA, EMT, Phlebotomy and Patient Care Technician with instructions on how to create a Viewpoint account, request a background check, request a drug screening, upload medical documents, obtain uniform and supplies and any other vital clinical information. \$130

May 10-May 30	S	9:30 am-11:30 am	AIRPT	CEMED 922 40I
May 19-Jun 7	М	9 am-11 am	AIRPT	CEMED 922 41I
Jun 14-Jul 4	S	9:30 am-11:30 am	AIRPT	CEMED 922 42I
Jun 30-Jul 19	Μ	9 am-11 am	AIRPT	CEMED 922 43I
Jul 12-Aug 1	S	9:30 am-11:30 am	AIRPT	CEMED 922 44I
Jul 22-Aug 3	Т	9:00 am-11:00 am	AIRPT	CEMED 922 44I
Aug 9-Aug 29	S	9:30 am-11:30 am	AIRPT	CEMED 922 46I
Aug 18-Sep 7	М	9 am-11 am	AIRPT	CEMED 922 47I

#### STERILE PROCESSING TECHNOLOGY

This course teaches students to prepare instruments/packages for processing, decontamination, ultrasonic cleaner disinfection, sterilization, and distribution. Anatomy and Physiology -- CEMPR-500, BIO-110, BIO-112 or BIO-210 along with BIO-211-- as well as Medical Terminology --CEMPR-524 or AHS-102-- must be taken with a passing grade of "C" or better before taking the Sterile Processing Technology course. \$995

Aug 18-Dec 10 MW 6 pm-7:30 pm AIRPT CEMED 700 101

#### ANATOMY AND PHYSIOLOGY

This 48-contact-hour, all-lecture course is a general introduction to the anatomy and physiology of the human body. This course is a prerequisite for other courses and certificate programs. PLEASE NOTE: If you are registered for the ONLINE version of this class, the first day of the ONLINE class will meet IN-PERSON. This meeting is mandatory, so that the student can be a part of the online course orientation and receive course materials. If you have any additional questions or if you are unable to attend the in person meeting, please contact us at 803-732-0432. \$895

May 15-Aug 15	Th	6 pm-9 pm	ONLINE	CEMPR 500 47I
Aug 22-Dec 5	F	6 pm-9 pm	ONLINE	CEMPR 500 48I

#### MEDICAL TERMINOLOGY

Students will learn medical terminology by analyzing the prefix, suffix, word roots, and combinations used in medical terms. This course is a prerequisite for other courses and medical certificate programs. This course may be used for exemption of AHS 102 PLEASE NOTE: If you are registered for the ONLINE version of this class, the first day of the ONLINE class will meet IN-PERSON. This meeting is mandatory, so that the student can be a part of the online course orientation and receive course materials. If you have any additional questions or if you are unable to attend the in-person meeting, please contact us at 803-732-0432. \$895

May 20-Jul 24	TTh	6 pm-7:30 pm	AIRPT	CEMPR 524 52I
May 30-Aug 8	F	6 pm-9 pm	ONLINE	CEMPR 524 53I
Jun 20-Sep 5	F	6 pm-9 pm	AIRPT	CEMPR 524 56I
Jul 11-Sep 19	F	6 pm-9 pm	ONLINE	CEMPR 524 57I
Aug 2-Oct 4	S	9 am-11:30 am	HARBN	CEMPR 524 58I
Aug 8-Oct 17	F	6 pm-9 pm	ONLINE	CEMPR 524 59I
Aug 18-Nov 13	MW	6 pm-8 pm	AIRPT	CEMPR 524 60I



#### SCHOOL OF HEALTH CARE

#### MEDICAL INFORMATION MANAGEMENT

#### MEDICAL BILLING

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

Jun 26-Aug 28 Th 6 pm-9 pm HARBN CEMIM 510 68I

#### MEDICAL CODING

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

Jun 10-Sep 30	Т	6 pm-9 pm	AIRPT	CEMIM 602 12I
Aug 12-Dec 9	Т	6 pm-9 pm	NLCLC	CEMIM 602 13I

#### MEDICAL OFFICE SYSTEM AND PROCEDURES

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

Jun 30-Sep 17 MW 6 pm-8 pm NLCLC CEMIM 520 091

#### SPANISH FOR MEDICAL PROFESSIONALS

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

Jun 2-Aug 1

ONLINE CEUGC 518

#### CLINICAL MASSAGE THERAPIST 🕑 🎮

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

#### DAY CLASSES START IN SEPTEMBER. EVENING CLASSES START IN JANUARY.

#### **CAREER SPOTLIGHT**

### MEDICAL ADMINISTRATIVE ASSISTANT O

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

REQUIREMENTS	HOURS	COST
Medical Terminology	48	\$699
Medical Office System		
and Procedures	48	\$895
Medical Billing	30	\$799
	Total: 126 hrs	\$2,393
	All books in	cluded in cost

All books included in cost.

### ATTENTION HEALTH CARE STUDENTS

#### CERTIFIED NURSING ASSISTANT, EMT, PHLEBOTOMY, AND PATIENT CARE TECHNICIAN STUDENTS:

Students must complete a criminal background check, drug screening, and provide immunization information\* through View Point Screening at a cost of \$122 to \$130. This must be completed before the first day of class. Students who have not completed all clinical requirements will be unable to attend clinicals and receive an F for the course.

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

#### UNIFORM POLICY:

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

#### SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

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

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

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

#### Learn more at MIDLANDSTECH.EDU/schools

#### HEAVY EQUIPMENT OPERATOR

#### LEVEL 1 BACKHOE LOADER

Using a state-of-the-art Caterpillar simulator, the student will initially learn to perform a safety walkaround of a backhoe. Students will then learn the fundamentals of operation, including maneuvering, driving, braking, backfilling, trenching, and lifting materials with a backhoe loader. \$999

Jun 11-Jul 22 M	/TWTh 6	pm-9 pm	NLCLC	CEHEO 500 09
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#### LEVEL 1 BULLDOZER

Using a state-of-the-art Caterpillar simulator, the student will initially learn to perform a safety walkaround of a bulldozer. Students will then learn the fundamentals of operation, including narrow and wide steering, level and straight dozing, slot dozing, blade steering, backfilling, ripping, dozing over a highwall and more. \$999

Aug 27-Oct 1MTWTh1 pm-4 pmNLCLCCEHEO 502 10

#### LEVEL 1 EXCAVATOR

Using a state-of-the-art Caterpillar simulator, the student will focus on the safe and effective operation of medium-sized tracked Hydraulic Excavators and learn to perform a safety walkaround of an excavator. Students will then learn travel control, truck loading, and loading the machine on a low-boy trailer. Students will then learn excavator operations such as bucket placement, raking the green, over the moon, trenching, and backfilling. Additionally, students will learn how to truck and bench load, exchange equipment with a quick coupler, and install a trench box and pipe. \$999

Jun 11-Jul 22	MTWTh	1 pm-4 pm	NLCLC	CEHEO 503 10
Aug 27-Oct 1	MTWTh	6 pm-9 pm	NLCLC	CEHEO 503 11

#### LEVEL 1 FRONT END LOADER

Using a state-of-the-art Caterpillar simulator, the student will initially learn to perform a safety walkaround of a front end loader. Students will then learn the fundamentals of operation, including driving, loading, carrying and stockpiling material, truck loading, and utilizing the quick coupler and accessories, \$999

May 6-Jun 10	MTWTh	6 pm-9 pm	NLCLC	CEHEO 504 05
Jul 23-Aug 26	MTWTh	1 pm-4 pm	NLCLC	CEHEO 504 06

#### LEVEL 1 MOTOR GRADER

Using a state-of-the-art Caterpillar simulator, the student will initially learn to perform a safety walkaround of a motor grader. Students will then learn the fundamentals of driving, including straight frame operation, articulated turning, and crab steering. Students will also learn rough and finish grading, v-ditching, ripping, scarifying, and other activities that require control over the placement of terrain. \$999

May 6-Jun 10	MTWTh	1 pm-4 pm	NLCLC	CEHEO 501 08
Jul 23-Aug 26	MTWTh	6 pm-9 pm	NLCLC	CEHEO 501 11

#### CAREER SPOTLIGHT

### HEAVY EQUIPMENT OPERATOR COMPREHENSIVE

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

REQUIREMENTS	HOURS	COST
Level 1 Bulldozer	60	\$999
Level 1 Excavator	60	\$999
Level 1 Motor Grader	60	\$999
Level 1 Backhoe Loader	60	\$999
Level 1 Front End Loader	60	\$999
	Total: <b>300 hrs</b>	\$4,995

# TRUIST HH

HH Truist Foundation

#### SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

#### CAREER SPOTLIGHT

### HVAC ENTRY LEVEL TECHNICIAN ②

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

REQUIREMENTS	HOURS	COST
HVAC Electrical Operation and Diagnostics	30	\$899
HVAC Refrigeration Cycle Operation and Diagnostics	30	\$899
Heat Pump Operations and Diagnostics	30	\$899
EPA 608 Prep and Certification	9	\$349
Air Flow Design, Measurement and Diagnostics	30	\$899
HVAC Customer Service, Coscia Program	12	\$389
Brazing for HVAC	12	\$399
Total:	153 hrs	\$4,733

#### FORKLIFT OPERATOR ③

#### FORKLIFT TRAINING

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

May 3	S	8 am-5 pm	AIRPT	CEHEQ 501 11
Jun 7	S	8 am-5 pm	AIRPT	CEHEQ 501 14
Jun 21	S	8 am-5 pm	AIRPT	CEHEQ 501 15
Jul 12	S	8 am-5 pm	AIRPT	CEHEQ 501 16
Jul 26	S	8 am-5 pm	AIRPT	CEHEQ 501 17
Aug 9	S	8 am-5 pm	AIRPT	CEHEQ 501 18
Aug 23	S	8 am-5 pm	AIRPT	CEHEQ 501 19



#### HVAC 🕗

#### BRAZING FOR HVAC

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

May 14-May 21 TWTh 6 pm-9 pm AIRPT CEHVA 537 16

#### CUSTOMER SERVICE FOR HVAC TECHNICIANS

Create customers for life by building memorable relationships based on mutual trust and enhanced rapport. Designed especially for the HVAC service professional. \$389 May 22-May 29 TWTh 6 pm-9 pm AIRPT CEHVA 535 22

#### **EPA 608 CERTIFICATION PREP**

Attend test prep and review sessions before taking theCertification Exam on the final day of the course.May 7-May 13TWTh6 pm-9 pmAIRPTCEHVA 534 20

# HVAC TECHNICIANS ARE IN-DEMAND

 Prepare for entry-level jobs with residential HVAC contractors

> Take classes 2 - 3 nights a week from 6 - 9 p.m.

> Finish in as few as 5 - 6 months

See program details on page 19.

#### DOES YOUR BUSINESS NEED HVAC APPRENTICES?

Grant funding is available to help with your training costs.

Contact MTC Business Solutions at 803.691.3907 to learn more.

#### SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

#### CAREER SPOTLIGHT

#### Do you have what it takes?

#### MACHINIST/COMPUTER NUMERICAL CONTROL (CNC) OPERATOR ② ■

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. Highvolume manufacturers typically run their machining centers 24/7. Salaries range from \$15-\$22 per hour with proficient CNC programmers making from \$50,000-\$60,000 based on expertise. If you are good with your hands and technically inclined, this could be a career path for you.

COURSE	COST
Blueprint Reading and Basic Measuring Tool	\$599
Introduction to Mills	\$599
Introduction to Lathes	\$599
Fundamentals of CNC Operator/Programmer Training	\$899
Principles of CNC Programming	\$999
Mastering CNC Programming	\$849
Tota	l: <b>\$4,544</b>

#### 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.

#### MANUFACTURING 🕗 🎮

#### MASTERING CNC PROGRAMMING

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

May 14-Jun 25	TWTh	1 pm-4 pm	NEAST	CEMFG 580 84
May 14-Jun 25	TWTh	5 pm-8 pm	NEAST	CEMFG 580 85
Aug 12-Sep 24	TWTh	5 pm-8 pm	NEAST	CEMFG 580 87

#### PRINCIPLES OF CNC PROGRAMMING

Transform blueprints into CNC machine programs by designing your own generated CNC programs on computer-based simulators in the classroom. Topics covered include: machine language (G & M codes), work coordinates, various types of offsets, cutter compensation, canned cycles, etc. Prerequisite: Fundamentals of CNC Operator/Programmer. \$999 Jun 10-Jul 30 TWTh 5 pm-8 pm NEAST CEMFG 571 82



# **TUITION ASSISTANCE**

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

## **OPTIONS INCLUDE:**

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

Learn more at MIDLANDSTECH.EDU/TrainingStudentResources

#### TRUCK DRIVER/CDL

#### TRUCK DRIVER TRAINING CDL CLASS A

This 160-hour training program has been inspected, approved and licensed by the SC Department of Motor Vehicles (DMV). You must be 18 years or older and possess an SC driver's license and have at least the past one consecutive year of driving experience. The first week will primarily be classroom instruction on content important to know as a truck driver. The remaining weeks will be mostly out in the truck learning specific skills and gaining driving experience to prepare you to take the CDL test at the local DMV. Prerequisites: You must have a beginner's CDL permit before the first day of class, plus a pre-screening process that includes a 10-year driving record, a SLED background check, and a DOT Drug Screen and DOT physical. These items will be submitted ahead of time to gain approval to enroll in the class. Please contact the Registration Office to enroll in this class at 803.732.0432. \$4850

May 17-Jul 6	SSu	7 am-5:30 pm	BLTLN	CECDL 515 06
Jul 12-Aug 31	SSu	7 am-5:30 pm	BLTLN	CECDL 515 07
Aug 23-Oct 12	SSu	7 am-5:30 pm	BLTLN	CECDL 515 08
May 5-May 30	MTWTh	7 am-5:30 pm	AIRPT	CECDL 515 90
May 17-Jul 6	SSu	7 am-5:30 pm	AIRPT	CECDL 515 91
Jun 2-Jun 26	MTWTh	7 am-5:30 pm	AIRPT	CECDL 515 92
Jun 30-Jul 24	MTWTh	7 am-5:30 pm	AIRPT	CECDL 515 93
Jul 12-Aug 31	SSu	7 am-5:30 pm	AIRPT	CECDL 515 94
Jul 28-Aug 21	MTWTh	7 am-5:30 pm	AIRPT	CECDL 515 95
Aug 25-Sep 18	MTWThF	, 7 am-5:30 pm	AIRPT	CECDL 515 97
Aug 23-Oct 12	SSu	7 am-5:30 pm	AIRPT	CECDL 515 98
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#### PLUMBING

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

Introduction to Drain-Waste-Vent and Water Distribution Systems This course will provide an introduction to components, installation, and troubleshooting of drain-waste-vent systems and water distribution systems. \$499

May 1-May 20 TTh 6 pm-10:30 pm AIRPT CEPLU 543 10

#### **CAREER SPOTLIGHT**

#### PLUMBING PROGRAM

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

REQUIREMENTS	HOURS	COST
Introduction to Plumbing	33	\$899
Plumbing Math and Print Reading	45	\$939
Pipes and Fittings	48	\$1099
Valves, Fixtures, and Hot Water Tanks	45	\$1099
Introduction to Drain-Waste-Vent and		
Water Distribution Systems	18	\$239
Total: 1	89 hrs	\$4,275

#### TRANSPORTATION AND LOGISTICS

#### FREIGHT BROKER AGENT TRAINING

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

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М	lay 1-Nov 1			ONLINE CEGAT-688	
Jı	une 1-Dec 1			ONLINE CEGAT-688	
Jı	uly 1-Jan 1			ONLINE CEGAT-688	
A	ug 1-Feb 1			ONLINE CEGAT-688	

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

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

May 1-Aug 1	ONLINE CEGAT-713
Jun 1-Sep 1	ONLINE CEGAT-713
Jul 1-Oct 1	ONLINE CEGAT-713
Aug 1-Nov 1	ONLINE CEGAT-713



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#### WELDING 🕗

#### ADVANCED STICK WELDING

This class will provide extensive practice of groove welds in all positions, both open root and with backing, using the shielded metal arc welding (SMAW) process, also known as stick welding. \$1729

May 27-Aug 4	MTWTh	8 am-11:20 am	AIRPT	CEWLD 890 07I
May 27-Aug 4	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 890 08I
May 27-Aug 4	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 890 09I
Aug 7-Oct 9	MTWTh	8 am-11:20 am	AIRPT	CEWLD 890 10I
Aug 7-Oct 9	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 890 11I
Aug 7-Oct 9	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 890 12I

#### **BASIC STICK WELDING**

This class will provide extensive practice of fillet welds in all positions using the shielded metal arc welding (SMAW) process, also known as stick welding. \$1729

May 27-Aug 4	MTWTh	8 am-11:20 am	AIRPT	CEWLD 883 07I	
May 27-Aug 4	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 883 08I	
May 27-Aug 4	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 883 09I	
Aug 7-Oct 9	MTWTh	8 am-11:20 am	AIRPT	CEWLD 883 10I	
Aug 7-Oct 9	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 883 11I	
Aug 7-Oct 9	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 883 121	

#### FLUX CORED WELDING

This class will provide extensive practice of groove welds in all positions on 3/8" and 1" plate, using the gas metal arc welding (FCAW) process, also known as Flux Core welding. \$1729

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May 27-Aug 4	MTWTh	8 am-11:20 am	AIRPT	CEWLD 889 07I	
May 27-Aug 4	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 889 08I	
May 27-Aug 4	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 889 09I	
Aug 7-Oct 9	MTWTh	8 am-11:20 am	AIRPT	CEWLD 889 101	
Aug 7-Oct 9	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 889 11I	
Aug 7-Oct 9	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 889 121	

#### **MIG WELDING**

This class will provide extensive practice of fillet welds in all positions, using the gas metal arc welding (GMAW) process, also known as MIG welding. Using the MIG welding process to repair metal will also be introduced. \$1729

May 27-Aug 4	MTWTh	8 am-11:20 am	AIRPT	CEWLD 888 07I
May 27-Aug 4	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 888 08I
May 27-Aug 4	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 888 09I
Aug 7-Oct 9	MTWTh	8 am-11:20 am	AIRPT	CEWLD 888 10I
Aug 7-Oct 9	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 888 11I
Aug 7-Oct 9	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 888 12I

#### STICK PIPE WELDING

This class will provide extensive practice of welding pipe using the shielded metal arc welding (SMAW) process, also known as stick welding. The final objective of the class will be welding 6" schedule 40 pipe in the 6G fixed position. \$1999

May 27-Aug 4	MTWTh	8 am-11:20 am	AIRPT	CEWLD 886 07I
May 27-Aug 4	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 886 08I
May 27-Aug 4	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 886 09I
Aug 7-Oct 9	MTWTh	8 am-11:20 am	AIRPT	CEWLD 886 101
Aug 7-Oct 9	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 886 111
Aug 7-Oct 9	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 886 121

#### TIG PIPE WELDING

This class will provide extensive practice of welding pipe using the gas tungsten arc welding (GTAW) process, also known as TIG "all the way" welding. The final objective of the class will be welding 6" schedule 40 pipe in the 6G fixed position using TIG "all the way". \$2229

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May 27-Aug 4	MTWTh	8 am-11:20 am	AIRPT	CEWLD 885 07I
May 27-Aug 4	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 885 08I
May 27-Aug 4	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 885 09I
Aug 7-Oct 9	MTWTh	8 am-11:20 am	AIRPT	CEWLD 885 10I
Aug 7-Oct 9	MTWTh	1 pm-4:20 pm	AIRPT	CEWLD 885 11I
Aug 7-Oct 9	MTWTh	6 pm-9:20 pm	AIRPT	CEWLD 885 12I

#### TIG WELDING

This class will provide extensive practice of fillet and groove welds using the gas tungsten arc welding (GTAW) process, also known as TIG welding. \$1829

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

#### INDUSTRIAL TECHNICIANS 🕑 🍽

# PREPARE FOR HIGH-DEMAND CAREERS IN MODERN INDUSTRIAL SETTINGS.

MTC's **Industrial Mechanical Maintenance** and **Industrial Electrical Maintenance** programs combine classroom instruction with hands-on training in a lab environment, allowing you to apply theoretical concepts to real-world scenarios.

#### INDUSTRIAL MECHANICAL MAINTENANCE

In this program, you'll learn to troubleshoot, repair, and maintain mechanical equipment commonly found in industrial environments, such as pumps, conveyors, and manufacturing machinery. You'll develop skills in equipment installation, preventive maintenance, and safety protocols.

COURSES	HOURS	COST
Safety and Rigging Fundamentals	20	\$399
Applied Math	44	\$849
Precision Measuring	20	\$399
Blueprint Reading	72	\$1299
Fasteners and Anchors	12	\$249
Hand and Power Tools	44	\$849
Basic Introduction to Torch Cutting	g 20	\$349
Basic Mechanical Components	80	\$1399
Bearings and Lubrication	56	\$999
Gearboxes	20	\$399
Valves and Piping	40	\$699
Pumps	40	\$699
Shaft Alignment	76	\$1349
Hydraulics and Pneumatics	72	\$1249
	Total: 616 hrs	\$11,186

#### INDUSTRIAL ELECTRICAL MAINTENANCE

In this program, you'll develop competency in wiring, electrical testing, and equipment repair needed in today's high-tech industrial settings.

COURSES	HOURS	COST
Basic Math for Electricians	12	\$249
Electrical Fundamentals I	48	\$949
Electrical Fundamentals II	42	\$849
Electrical Fundamentals III	42	\$849
General Electrical Safety	16	\$299
Electrical Print Reading	18	\$349
Electrical Motor Controls	48	\$899
Basic Electronics	42	\$849
Industrial Sensor Technology	44	\$849
Variable Frequency Drives	48	\$949
Programmable Logic Controllers	51	\$949
Troubleshooting	48	\$949
	Total: 459 hrs	\$8,988

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



#### LEARN MORE

Industrial Mechanical Maintenance



Industrial Electrical Maintenance



#### INDUSTRIAL MAINTENANCE

#### BASIC INTRODUCTION TO TORCH CUTTING

In this 20-hour course, students will be introduced to the proper start-up and shutdown procedures for an oxygen and acetylene torch cutting rig, learn safety practices, layout and proper cutting techniques. \$499

May 27-Jun 17 MTWTh 8 am-11 am AIRPT CEIMT 804 21

#### **BASIC MECHANICAL COMPONENTS**

This course identifies couplings, chain drives, bearings, mechanical and other seals, gaskets and O-rings. It covers the function and advantages of each and teaches how to select and install or remove the proper component. Fan and blower types and operation are also discussed. Hand and Power Tools is a prerequisite for this course. \$1499

Jun 18-Aug 6 MTWTh 8 am-11 am

AIRPT CEIMT 693 21

#### ELECTRICAL

#### TROUBLESHOOTING

You will develop methodology, identify, and locate electrical problems using diagrams and basic electrical measuring tools. Prerequisites: Industrial Sensors, Electrical Motor Controls, Print Reading, Variable Frequency Drives, and Programmable Logic Controllers or skills assessment completion. \$999

May 19-Jun 12 MTWTh 8 am-12 pm AIRPT CEEEM 593 15

### SCHOOL OF BUSINESS

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

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

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

#### Learn more at MIDLANDSTECH.EDU/schools

#### FINANCE AND ACCOUNTING ②

#### **BUSINESS MATH**

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

May 1-May 13			ONLINE	CEFIN 512 511
May 6-May 8	TTh	6 pm-10 pm	NEAST	CEFIN 512 52

#### ACCOUNTING ESSENTIALS

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

May 13-Jul 28			ONLINE	CEOFF 623 70I
May 13-Jul 24	TTh	6 pm-9 pm	NEAST	CEOFF 623 71

#### 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

Jul 29-Jul 31	TTh	6 pm-9 pm	NEAST	CEOFF 624 69
Jul 31-Aug 8			ONLINE	CEOFF 624 68I

#### QUICKBOOKS

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

Aug 5-Aug 14	TWTh	6 pm-9 pm	NEAST	CEOFF 638 79
Aug 11-Aug 29			ONLINE	CEOFF 638 78I

#### CAREER SPOTLIGHT

## ACCOUNTING AND PAYROLL SPECIALIST ()

This program is designed to provide training for an entry-level accounting and/or payroll specialist position and will prepare you for the National Association of Certified Public Bookkeeper's Certification. To earn the Accounting and Payroll Specialist certificate, you must successfully complete the below courses within a twoyear period. Prerequisite: Basic computer skills and the ability to navigate the Internet, websites, and email.

REQUIREMENTS	HOURS	COST
Business Math	8	\$199
Accounting Essentials	66	\$699
Payroll Preparation Essentials	6	\$199
QuickBooks	18	\$499
Excel, Introduction	12	\$299
Excel, Intermediate	12	\$299
Excel, Advanced	12	\$299
Organizing Computer Files	6	\$199
Outlook, Introduction	12	\$299
Total:	152 hrs	\$2,991

#### **PROJECT MANAGER** ①

#### AGILE FUNDAMENTALS

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

May 6-May 22	TTh	6 pm-9 pm	VIRTUAL CEPMG 573 89
Jun 2-Jun 10	MTWTh	6 pm-9 pm	VIRTUAL CEPMG 573 81
Jul 15-Jul 31	TTh	6 pm-9 pm	VIRTUAL CEPMG 573 88

#### CAPM EXAM PREP BOOT CAMP

This course teaches the most important principles and practices related to project management through a combination of classroom lectures, group discussions, and hands-on exercises. Students will be taught how to develop project management artifacts using the various project management knowledge area processes. The course content is consistent with the latest edition of A Guide to the Project Management Body of Knowledge(PMBOK® Guide) and other standards and guides from the Project Management Institute (PMI). The course will prepare you for the Certified Associate in Project Management certification (CAPM) using the CAPM Exam Prep Study Guide by RMC Publications. Included with the course is a one-year subscription to RMC Exam Simulation of over 1500 exam questions to prepare to take the CAPM exam. The course is taught using PMI CAPM Exam Content Outline to ensure students understand PMI exam knowledge objectives for passing the CAPM exam. \$2995 VIRTUAL CEPMG 578 52

Jul 14-Jul 29 MTWTh 6 pm-9 pm

#### PMP EXAM PREP BOOT CAMP

Certification by the Project Management Institute (PMI) as a Project Management Professional (PMP) shows the world that you have mastered essential project management skills and knowledge. Improve your chances of passing the PMP certification exam on the first try with this well-proven and successful course. The course content is consistent with the latest edition of A Guide to the Project Management Body of Knowledge(PMBOK<sup>®</sup> Guide) and other standards and guides from the Project Management Institute (PMI). The course will prepare students for the Project Management Professional (PMP) exam using the PMP Exam Prep Study Guide by RMC Publications. Included with the course is a one-year subscription to RMC Exam Simulation of over 1500 exam questions to prepare to take the PMP exam. The course is taught using PMI PMP Exam Content Outline to ensure students understand PMI exam knowledge objectives for passing the PMP exam. \$3495 Jun 16-Jul 3 MTWTh 6 pm-9 pm VIRTUAL CEPMG 506 55

#### CAREER SPOTLIGHT

## PROJECT MANAGER 1 🕗

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

REQUIREMENTS	HOURS	COST
Agile Fundamentals	18	\$699
CAPM Exam Prep Boot Camp	30	\$2995
Total:	48 hrs	\$3,694

## PROJECT MANAGER 2 🕗

Our program operates with a foundational commitment to ensuring that our graduates are exceptionally well-prepared to lead projects, regardless of the methodologies employed by organizations. This program will prepare you for the Project Management Institute's Project Management Professional (PMP) examination.

REQUIREMENTS	HOURS	COST
Agile Fundamentals	18	\$699
PMP Exam Prep Boot Camp	35	\$2995
Tota	l: 53 hrs	\$3,694

#### **INSTRUCTOR SPOTLIGHT**



#### **MICHAEL JERROD MYERS Project Management Program Management**

Michael is a certified Project Manager (PMP) with 10+ years of experience in various industries. Michael holds a bachelor's degree in Electrical Engineering and a Master of Science in Engineering Management, both from the University of South Carolina.

Michael achieved his PMP certification in October 2019. Michael's experience spans across multiple industries, including the Department of Defense, electrical utilities, higher education, state government, the Department of Energy (Nuclear), manufacturing, and currently construction. Michael is the Program Manager for Enterprise Strategy and Continuous Improvement at AMAROK. In joining MTC as an adjunct instructor, Michael teaches the Project Management Professional (PMP) Exam Prep Boot Camp, Certified Associate in Project Management (CAPM) Exam Prep Boot Camp, and Agile Fundamentals.

#### SUPERVISORY AND LEADERSHIP

#### ANALYZING AND SOLVING PROBLEMS

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

Jun 3 T 1:30 pm-4:30 pm NEAST CELSD 694 83

#### 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

Jul 29 T 1:30 pm-4:30 pm NEAST CELSD 540 98

#### **EFFECTIVE DELEGATION**

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

Jul 8 T 1:30 pm-4:30 pm NEAST CELSD 698 86

#### INTRODUCTION TO SUPERVISION: ROLES AND RESPONSIBILITIES

Participants will have the opportunity to learn about the responsibilities of the supervisor's position and the skills required to be successful in that role. \$125

Aug 12 T 1:30 pm-4:30 pm NEAST CELSD 555 03

#### LEADING WORK TEAMS

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

May 6 T 1:30 pm-4:30 pm NEAST CELSD 578 73

#### LEADING IN A CHANGING ENVIRONMENT

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

Jun 17 T 1:30 pm-4:30 pm NEAST CELSD 696 73

#### MAKING SOLID DECISIONS

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

Jun 10 T 1:30 pm-4:30 pm NEAST CELSD 695 78

#### PLANNING FOR RESULTS

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

May 27 T 1:30 pm-4:30 pm NEAST CELSD 583 71

#### SUPERVISORY PROGRAM

#### NAVIGATE CHALLENGES WITH EASE.

This unique program offers a comprehensive blend of theory and experiential learning tools that prepares supervisors to succeed. Take these highly interactive classes as a complete unit, or just attend the modules you want. You'll leave each class session with knowledge and skills you can immediately apply on your job!

#### SUPERVISORY UNIT 4: MANAGING THE PROCESS

Helping employees manage work processes involves setting goals, solving problems, making decisions, creating a plan, and managing the changes that are inevitable in any process. This unit takes a how-to, hands-on approach to managing each of these functions. \$399 May 20-Jun 17 T 1:30 pm-4:30 pm NEAST CELSD 514 65

Nay 20-Jun 17 I 1:30 pm-4:30 pm NEAST CELSD 514 6

# SUPERVISORY UNIT 1: FINDING THE SUPERVISOR WITHIN

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

Aug 12-Sep 9 T 1:30 pm-4:30 pm NEAST CELSD 511 77

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

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

Jul 1-Jul 29 T 1:30 pm-4:30 pm NEAST CELSD 515 79



#### SCHOOL OF BUSINESS

#### SUPERVISORY AND LEADERSHIP

#### **PRODUCTIVE PARTNERSHIPS**

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

Jul 15 T 1:30 pm-4:30 pm NEAST CELSD 697 83

#### SETTING GOALS AND OBJECTIVES

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

May 20 T 1:30 pm-4:30 pm NEAST CELSD 693 69

#### THE CHALLENGE OF LEADERSHIP - LEGALLY SPEAKING

Being aware of key legislation and ensuring compliance throughout the organization is a major responsibility for both human resources (HR) and for line supervisors/managers. \$125 Jul 1 T 1:30 pm-4:30 pm NEAST CELSD 577 80

#### UNDERSTANDING PERSONALITY TYPES

Every workplace includes people with very different backgrounds, personalities, perspectives, skills, and styles of interacting. Finding ways to make these differences work, rather than letting them get in the way, is essential to success for any organization and the people in it. \$125

Aug 19 T 1:30 pm-4:30 pm NEAST CELSD 517 03

#### VALUING DIFFERENCES: FINDING COMMON GROUND IN UNIQUENESS

People are different. As leaders, it is important to recognize and capitalize on those differences. This can have a positive impact on the bottom line by increasing productivity and profitability. In today's workplace, it is more important than ever to understand individual differences, to examine our own thoughts and prejudices, to understand that certain behaviors may constitute harassment and/or discrimination and know how to prevent harassing or discriminating behaviors. Increasing our understanding and awareness of workplace conduct can help eliminate harassing and discriminating workplace behaviors and actions and create a positive work environment for ALL. \$125 Jul 22 T 1:30 pm-4:30 pm NEAST CELSD 699 90

#### WORKING IN AN ETHICAL MANNER

Discuss, identify, analyze, and apply methods to ensure respect of ethics, values and behaviors. \$125

Aug 26	Т	1:30 pm-4:30 pm	NEAST	CELSD 518 62
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#### HUMAN RESOURCES

#### SHRM ESSENTIALS OF HUMAN RESOURCES

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

Jun 9-Jun 10	MT	8:30 am-5:30 pm	NEAST	CEHRS 500 56
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#### SALES

#### PROFESSIONAL SALES SKILLS

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

May 14-Jul 4	ONLINE CEETG 581
Jun 11-Aug 1	ONLINE CEETG 581
Jul 16-Sep 5	ONLINE CEETG 581

#### **ALUMNI SPOTLIGHT**



#### SHAKERA SMITH, MBA, PMP

"Midlands Technical College was my launchpad to success, catapulting me into the dynamic world of Project Management. From the moment I entered the QuickJobs program, I knew I was on the right path. Thanks to MTC, I didn't just find my niche; I mastered it. Today, as a Marketing Project Manager in Higher Education, I owe my success to the invaluable insights

and skills I gained at MTC. They equipped me not only to thrive but to lead, transforming challenges into opportunities every step of the way. Having Professor Cornwell as my Project Management and Agile instructor was truly igniting. Her classes at MTC were amazing!"



#### PERSONAL DEVELOPMENT

#### ESSENTIAL SKILLS FOR SUCCESS $\square$

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

#### ESSENTIAL SKILLS FOR SUCCESS - FULL PROGRAM

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

View Course Sections:



#### **ESSENTIAL SKILLS (Modules)**

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

#### CRITICAL THINKING AND PROBLEM SOLVING

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

#### **DEALING WITH CONFLICT**

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



#### PERSONAL ACCOUNTABILITY AND PROFESSIONALISM

When you take on an attitude of accountability, you empower yourself to be responsible, accomplish your goals, and demonstrate professionalism. You will gain strategies to avoid the blame game, overcome obstacles, manage expectations, and achieve your highest potential. This course is part of the Essential Skills Certificate. Can be taken as a standalone class. \$125

#### PRINCIPLES OF TEAMWORK, COLLABORATION, AND TRUST

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

#### TAKING CHARGE OF CHANGE

When you can recognize your internal reactions to change, you can better manage your responses. This course will help you learn strategies to accept change, reduce stress, and remain productive during the change process. This course is part of the Essential Skills Certificate. Can be taken as a standalone class. \$125



#### 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.



#### ENHANCING YOUR PROFESSIONALISM

Т

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

May 6

9 am-12 pm NEAST CECDS 564 21



#### DIGITAL MARKETING

#### PODCASTING

This step-by-step class will take you from start to finish and cover the required elements needed to get your show online. \$245 Jun 2-27 ONLINE CEUGC 527

#### DIGITAL MARKETING CERTIFICATE

Improve email promotions, analyze website traffic, do search engine optimization, and online advertising. \$495 Jun 2-Aug 29 ONLINE CEUGC 516

#### MASTERING VIDEO MARKETING CERTIFICATE

A strong video tells a story and connects people, and leads to an emotion"trigger" that plain text cannot do. \$395 Jun 2-Aug 1 NLINE CEUGC 520

#### SOCIAL MEDIA FOR BUSINESS CERTIFICATE

Learn how Facebook, Twitter, blogging, YouTube, LinkedIn, and more can be used to develop a two-way communication and marketing strategy for your organization. \$495

Jun 2-Aug 29

ONLINE CEUGC 515

#### **GRANT WRITING**

#### A TO Z GRANT WRITING

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

May 14-Jul 4	ONLINE CEETG 555
Jun 11-Aug 1	ONLINE CEETG 555
Jul 16-Sep 5	ONLINE CEETG 555

#### **INSTRUCTOR SPOTLIGHT**



#### SYLVIA AULL-HOLCOMBE

#### Leadership Skills

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

and facilitated programs to assess and improve individual and team performance.

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

#### ORGANIZATIONAL PERFORMANCE @

#### LEAN SIX SIGMA YELLOW BELT

The majority of organizations in this country are faced with the need to drive improvements in productivity, quality and customer satisfaction in order to remain competitive. Increasingly, these organizations are choosing Lean Six Sigma as the way to achieve such goals. In this intensive 5-day course, learn how to contribute to and lead Lean Six Sigma improvement teams. Gain a strong knowledge of how to apply the Lean Six Sigma DMAIC methodology with a primary focus on process mapping, lean tools and methods as well as graphical analysis tools. Those achieving Yellow Belt status often later progress to Green Belt status by taking a Lean Six Sigma Yellow Belt to Green Belt transition course. \$1995

May 1-Aug 1	ONLINE CEQAL 706 34I
June 1- Sep 1	ONLINE CEQAL 706 41
July 1- Oct 1	ONLINE CEQAL 706 401
Aug 1- Nov 1	ONLINE CEQAL 706 33I

#### LEAN SIX SIGMA GREEN BELT

Gain the knowledge to lead Lean Six Sigma teams. Focus is on providing a comprehensive understanding of how to use the Lean Six Sigma DMAIC project methodology to eliminate waste and implement data driven process improvements. Concepts are emphasized by the extensive use of workshops and exercises. Upon successful completion participants will be able to support Black Belts on project teams or lead Six Sigma projects that do not require Black Belt level tools. Green Belts have the option of undertaking a Six Sigma Project as part of their course work. \$3995

May 1-Aug 1	CEONL	CEQAL 642 77I
Jun 1-Sep 1	CEONL	CEQAL 642 78I
Jul 1-Oct 1	CEONL	CEQAL 642 79I

#### **CUSTOMER SERVICE**

#### **BECOMING A CUSTOMER SERVICE STAR**

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

Jul 16 W 9 am-4 pm NEAST CECUS 523 62

#### CERTIFICATE IN CUSTOMER SERVICE

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

Jun 2-Aug 1

**ONLINE CEUGC 503** 

#### SCHOOL OF EDUCATION AND PUBLIC SERVICE

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

#### CAREER DEVELOPMENT FACILITATOR

#### FACILITATING CAREER DEVELOPMENT - FAST TRACK

This training provides individuals with relevant skills and knowledge to assist others in planning careers and obtaining meaningful work. This 120 hour online course developed by the National Career Development Association is a hybrid, combining Face2face sessions both in-person and online and coursework using web-based instruction, use of the course textbook (included in fee), and an independent study presentation. The first onsite session is held at the Northeast Campus for Orientation and picking up the course textbook from 9:00 - 4:00 pm. The course is paced to complete in 8 weeks (Fast-track) instead of the normal 4 month pace. Completion of this course supports application for the GCDF and CCSP credentials. \$1099 Jun 13-Aug 8 F 9 am-4 pm NEAST CECDF 601 18

#### **INSTRUCTOR SPOTLIGHT**



#### DR. SHARON GIVENS

Career Development | Essential Skills Dr. Sharon Givens is a researcher, licensed psychotherapist, supervisor, career counselor, professional trainer, and academician. Sharon is a National Board Certified Counselor, a Board Certified Tele Mental Health Provider, Certified Career

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

#### LEGAL

#### DIGITAL COURT REPORTING WITH LEGAL TRANSCRIPTION

Court reporting is one of the fastest-growing career areas in the legal system. This 100% online course will prepare you to enter the court reporting field as a digital court reporter and a legal transcriber. You will be fully prepared to pass the Certified Electronic Reporter (CER) and Certified Electronic Transcriber (CET) exams offered by the American Association of Electronic Reporters and Transcribers (AAERT). The AAERT's nationally recognized certifications are leading credentials required by various court systems and agencies. \$1595

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May 1-Nov 1			ONLINE CEGAT-TBD
Jun 1-Dec 1			ONLINE CEGAT-TBD
Jul 1-Jan 1			ONLINE CEGAT-TBD
Aug 1-Feb 1			ONLINE CEGAT-TBD



# **Veterans Education Benefits**

All MTC academic programs and some training programs are eligible for veterans education benefits. For more information, visit MIDLANDSTECH.EDU/financial-aid-and-tuition/veterans-educational-benefits



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

#### AUDIO ENGINEER 🕗

#### PROGRAM SPOTLIGHT

#### AUDIO ENGINEER 🕗

Are you interested in becoming a music producer or audio engineer? This program will prepare you for a career in the live sound, studio recording and music production business. Classes can be taken in any order except Studio 1, 2 and 3. A compressed version of the program is offered each spring with weekend options. Weekday classes are offered each fall.

REQUIREMENTS	HOURS	COST
Audio Engineering, Introduction	16	\$449
Music Business	16	\$449
Studio Recording I	18	\$449
Live Sound Production	18	\$449
Studio Recording II	18	\$449
Commercial Music	16	\$449
Studio Recording III	18	\$449
Digital Music Production	18	\$449
Total:	138 hrs	\$3,592

#### AUDIO ENGINEERING CERTIFICATE INFORMATION SESSION

Looking for a career as an Audio Engineer or Producer? Attend this free session and receive information about the Audio Engineering Certificate program, meet instructors and possibly win a door prize. Topics include: 5 Essential Tips to Becoming Employed in the Music Business, Earning Money with Your Music and Finding a Career in the Music and Audio Business. \$0 Aug 19 T 7 pm-8 pm NEAST CEMUS 547 14

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

#### STUDIO RECORDING III

Create and mix audio and sound FX for video and film. Learn advanced song editing and arranging skills to make altering song structures easy and quick! Mastering masterclass! We will take a deep dive into mastering and explain the process. This course includes a two-hour lab. Textbook included. \$449 May 3-May 4 SSu 9 am-6 pm MAI CEMUS 524 24

DIGITAL MUSIC PRODUCTION

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

May 10-May 17	S	9 am-6 pm	MAI	CEMUS 525 21
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#### **BUSINESS WRITING**

#### **BUSINESS GRAMMAR**

	Aug 6	W	9 am-4 pm	NEAST	CEWCS 500 78
	correct use	of the	English language and	gramm	ar rules. \$259
with this intensive one-day program. Gain important tips on					
	Prevent embarrassing errors and increase your writing success				

#### **BUSINESS LETTER WRITING**

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

Jun 4 W 9 am-4 pm NEAST CEWCS 501 17

#### **BUSINESS WRITING ESSENTIALS**

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

May 17 Jun 5	S Th	9 am-12 pm 6 pm-9 pm	VIRTUAL CEWCS 551 01 VIRTUAL CEWCS 551 14
May 16	F	9 am-12 pm	NEAST CEWCS 551 19
Jun 24	Т	6 pm-9 pm	VIRTUAL CEWCS 551 22
Aug 12	Т	6 pm-9 pm	VIRTUAL CEWCS 551 23
Jun 28	S	9 am-12 pm	VIRTUAL CEWCS 551 25
Aug 21	Th	6 pm-9 pm	VIRTUAL CEWCS 551 27
Jun 26	Th	9 am-12 pm	NEAST CEWCS 551 29
Aug 25	М	6 pm-9 pm	VIRTUAL CEWCS 551 30

#### PHOTOGRAPHER AND VIDEOGRAPHER

#### PHOTOGRAPHY AND VIDEOGRAPHY

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

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

#### CAKE DECORATOR

#### CAKE DECORATOR PROFESSIONAL

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

May 13-Jun 17 T 6 pm-9 pm HARBN CEKIT 522 71

#### **INTERIOR DECORATOR**

#### DESIGN SPARK UNLEASH YOUR INNER DECORATOR

Unleash your creativity with our intro to interior decorating in just three hours! Join our high-energy interior decorating class and discover the essentials of design magic. In this course, you'll take a peek at what you'll learn in our full 12class program. With everything from color palettes to furniture arrangement, embark on a whirlwind journey to transform your space or others into a masterpiece with confidence. Ignite your passion for interior decor in this introduction session. \$65

May 17	S	9 am-12 pm	NEAST	CEDCP 548 03
Jun 14	S	9 am-12 pm	NEAST	CEDCP 548 04

#### INTERIOR DECORATING

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

Jul 16-Aug 25 MW 6 pm-9 pm NEAST CEDCP 546 14

#### PERSONAL FINANCE

#### PERSONAL FINANCE

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

May 14 - Jul 4	ONLINE CEETG 545
Jun 11 - Aug 1	ONLINE CEETG 545
Jul 16 - Sep 5	ONLINE CEETG 545

#### **DEFENSIVE DRIVING**

#### **DEFENSIVE DRIVING**

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

Scan code to view course sections:



#### MOTORCYCLE

#### BASIC MOTORCYCLE

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

Scan code to view course sections:





# If you need corporate training, **WEARENOUS** SOLUTION

**MTC Business Solutions** can help you develop a highly-skilled workforce. Our dedicated Business Solutions team will help pinpoint your company's specific training needs, identify programs and courses that will work for you, and guide you through the training process from start to finish.

- > Business consulting
- > Facilitating services
- > Corporate training

- > Custom-built training programs
- > Individual or group classes
- > Classes held on our campus, on your site, or online

**#1** provider of corporate training in SC

**115** employers served **\$1M+** grant dollars secured to offset employer costs

**11,178** local workforce employees trained

**559** # of registered apprentices

FY 2023-2024

# Top **12** most popular corporate

- 1. Supervisory/Leadership
- 2. Employee Development and Essential Skills
- 3. EMT and Paramedic
- 4. Occupational and Industrial Safety
- 5. Certified Nurse Assistant (CNA)
- 6. Professional Communication and Business Writing/Grammar

- 7. Organizational Performance: Continuous Improvement/Lean Six Sigma
- 8. Truck Driver CDL Class A
- 9. Forklift/Aerial Lift
- **10. Industrial Maintenance**
- 11. Project Management
- 12. Software Engineer/Developer

#### Did you know?

For new apprentices, MTC trained 3% of all registered apprentices in the United States.

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

#### CORPORATE CUSTOMER EXPERIENCE



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

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

#### **IDENTIFY THE NEED**

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

#### FIND THE SOLUTIONS

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

#### **IMPLEMENTATION AND FUTURE SUCCESS**

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

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

STUDENT SUCCESS PATHWAY

# We can help you get there.

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

#### REVIEW TRAINING PROGRAMS AND REGISTER AT MIDLANDSTECH.EDU/schools

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

#### PREPARE FOR YOUR CLASS

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

#### **COMPLETE YOUR PROGRAM**

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

#### LOOK AT NEXT STEPS

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

#### GET THE JOB OR ADVANCE IN YOUR CAREER

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

VITC Corporate and Continuing Education MIDLANDSTECH.EDU/TrainingStudentResources 803.732.0432 CCE@midlandstech.edu

#### QUICK, EASY, AFFORDABLE PAYMENT OPTIONS

Learn about financial assistance options at MIDLANDSTECH.EDU/ TrainingStudentResources or call 803.732.0432.

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



#### CONTINUING EDUCATION UNITS (CEUS)

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

#### **CHANGE NOTIFICATION**

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

#### REFUNDS

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

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

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

#### SPECIAL ACCOMMODATIONS

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

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

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



## REGISTER ONLINE

Quickly and easily at MIDLANDSTECH.EDU



# 7 FILL OUT A FORM

See next page or download one at MIDLANDSTECH.EDU/TrainingStudentResources

Email it to cce@midlandstech.edu, fax it to 803.732.5255, or take it to one of our convenient registration offices.

# CALL US

803.732.0432

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

#### **REGISTRATION OFFICES**

#### AIRPORT CAMPUS

Academic Center, Room 110 M–W, 8 am – 5 pm Th, 8 am – 5:30 pm F, 8 am – 1:30 pm

#### BELTLINE CAMPUS

**Student Center, 2nd Floor** M–W, 8 am – 5 pm Th, 8 am – 5:30 pm F, 8 am – 1:30 pm

#### HARBISON CAMPUS

#### Harbison Hall, Room 101

M-Th, 8 am - 4:30 pm F, 8 am - 1:30 pm





Post Office Box 2408 Columbia, SC 29202



# 150+ programs in 8 Schools of Study FOLLOW YOUR INNER MANY ENGLISHED TO A School of Study