Any way you want it
that's the way you need it
Journey online, virtual, on-campus or hybrid

Transform your tomorrow
Full scholarships in manufacturing

“Exactly what I wanted”
MTC graduate steps up to the mic

Show off your sweet tooth
Learn to decorate beautiful cakes this May
Where will you go?

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

I am proud of how the college is implementing the recommendations from DHEC and the CDC in order to mitigate the spread of the coronavirus.

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

Dr. Ronald L. Rhames ’78
President | Midlands Technical College
MORE THAN 150 PROGRAMS IN 8 SCHOOLS

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

SCHOOLS OF STUDY

- School of ADVANCED MANUFACTURING AND SKILLED TRADES
- School of BUSINESS
- School of EDUCATION AND PUBLIC SERVICE
- School of ENGLISH AND HUMANITIES
- School of HEALTH CARE
- School of SCIENCE, INFORMATION TECHNOLOGY, ENGINEERING, AND MATH (STEM)
- School of SOCIAL AND BEHAVIORAL SCIENCES
- School of INTERDISCIPLINARY STUDIES

WHAT'S INSIDE THIS TRAINING GUIDE?

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

On-Campus Classes
On-campus courses have resumed at MTC. Our highest priority is the safety and wellness of the MTC community, and the college is following recommendations from DHEC and the CDC. Learn more at MIDLANDSTECH.EDU/WelcomeBack.

Online/Virtual Classes
This guide includes many online, virtual, and hybrid courses. Look for courses with the 📚 symbol.

WHAT'S THE DIFFERENCE? Training programs can be completed in a matter of weeks or months. These are not eligible for federal financial aid, but they may qualify for other scholarships and grant funding. Academic programs provide college credit, transfer to four-year colleges and universities, and are eligible for federal financial aid (FAFSA).

Learn more and view a full program list at MIDLANDSTECH.EDU/schools
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School of SCIENCE, INFORMATION TECHNOLOGY, ENGINEERING, AND MATH (STEM)
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Beginning Computer Courses

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Animal Care | Emergency Services | Health Care | Medical Information Management | Personal Trainer

19
School of ADVANCED MANUFACTURING AND SKILLED TRADES
Construction | HVAC | Forklift Operator | Landscaper and Horticulturist | Pool Operator | Manufacturing
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School of BUSINESS
Business Analysis | Customer Service | Finance and Accounting | Event Planning | Personal Development
Project Manager | Supervisory and Leadership | Financial Planning | Small Business and Entrepreneur
Organizational Performance | Human Resources

38
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Business Writing | Audio Engineer | Photographer and Videographer

39
School of EDUCATION AND PUBLIC SERVICE
Career Development Facilitator | Child Development

40
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Consumer Education | Cake Decorator | Defensive Driving | Floral Designer | Interior Decorator | Motorcycle
Sewing and Quilting

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UNDERSTANDING COURSE LISTINGS
NAME OF COURSE
Course description and cost listed below name of course.

May 9
Date
8 am-5 pm
Time
AIRPT
Location
CEMED 522 14
Course code

LOCATIONS
AIRPT
Airport Campus
BATES
Batesburg-Leesville Campus
BLTLN
Beltline Campus
CEOF
Off-Campus Class
FF
Fairfield Campus
HARB
Harbison Campus
HYBRID
Hybrid Class

LEMS
Lexington EMS
MAI
Midlands Audio Institute
NEAST
Northeast Campus
ONLINE
Online Class
RSDI
Richland School District One
VIRTUAL
Virtual Class
SCHOOL OF SCIENCE, INFORMATION TECHNOLOGY, ENGINEERING, AND MATH (STEM)

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

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

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

Learn more at MIDLANDSTECH.EDU/schools

COMPUTER SUPPORT

A+ IT TECHNICIAN
Learn to install, remove, upgrade, maintain, and troubleshoot computer hardware while building your computer to take home after class, from the provided kit. An essential course if you are, or want to be, an entry-level computer service technician. Prepare for the latest A+ certifications. Build kit not applicable for online sections. Sections include two Pearson Vue test vouchers and a Raspberry Pi desktop computer. $2499

<table>
<thead>
<tr>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Location</th>
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<tbody>
<tr>
<td>May 31-Jun 11</td>
<td>MTWTh</td>
<td>9 am-4:30 pm</td>
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NETWORK +
Acquire the fundamental skills and concepts used on the job in any type of networking career. Work with the major networking technologies and systems in use in modern PC-based computer networks as you prepare for the Network+ certification exam. $1999

<table>
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<tr>
<th>Dates</th>
<th>Days</th>
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</thead>
<tbody>
<tr>
<td>May 10-May 21</td>
<td>MTWTh</td>
<td>9 am-4:30 pm</td>
<td>HARBN CENET 747 24</td>
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<tr>
<td>Jun 14-Jun 25</td>
<td>MTWTh</td>
<td>9 am-4:30 pm</td>
<td>NEAST CENET 747 26</td>
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<tr>
<td>May 3-May 27</td>
<td>MTWTh</td>
<td>6 pm-9:45 pm</td>
<td>NEAST CENET 747 64</td>
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</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Dates</th>
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<th>Location</th>
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<tbody>
<tr>
<td>Jun 14-Jun 18</td>
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<td>HARBN CEMCS 722 17</td>
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<tr>
<td>Jul 26-Jul 30</td>
<td>MTWTh</td>
<td>9 am-4:30 pm</td>
<td>NEAST CEMCS 722 18</td>
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<td>9 am-1 pm</td>
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</tr>
<tr>
<td>Jul 19-Jul 29</td>
<td>MTWTh</td>
<td>6 pm-9:45 pm</td>
<td>NEAST CEMCS 722 59</td>
</tr>
</tbody>
</table>

WINDOWS SERVER 2016 IDENTITY
Through hands-on practice, you will learn how to install and configure Active Directory (AD) Domain Services (DS), manage and Maintain AD DS, create and manage group policy, implement AD certificate services, and implement identity federation and access solutions. $1999

<table>
<thead>
<tr>
<th>Dates</th>
<th>Days</th>
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<th>Location</th>
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</thead>
<tbody>
<tr>
<td>Aug 2-Aug 12</td>
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<td>6 pm-9:45 pm</td>
<td>NEAST CENET 752 01</td>
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<tr>
<td>Jun 21-Jun 25</td>
<td>MTWTh</td>
<td>9 am-4:30 pm</td>
<td>HARBN CENET 752 02</td>
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<td>9 am-1 pm</td>
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</tr>
<tr>
<td>Aug 16-Aug 26</td>
<td>MTWTh</td>
<td>6 pm-9:45 pm</td>
<td>HARBN CENET 752 03</td>
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</tbody>
</table>

SERVER+
Through hands-on practice, you will learn server architecture, administration, storage, security, networking, disaster recovery, and troubleshooting while preparing to sit for the CompTIA Server+ certification exam. $1999

<table>
<thead>
<tr>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Location</th>
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</thead>
<tbody>
<tr>
<td>May 31-Jun 10</td>
<td>MTWTh</td>
<td>6 pm-9:45 pm</td>
<td>NEAST CENET 753 01</td>
</tr>
<tr>
<td>May 24-May 28</td>
<td>MTWTh</td>
<td>9 am-4:30 pm</td>
<td>NEAST CENET 753 02</td>
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<tr>
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<td>9 am-1 pm</td>
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</tr>
<tr>
<td>Jun 28-Jul 2</td>
<td>MTWTh</td>
<td>9 am-4:30 pm</td>
<td>NEAST CENET 753 04</td>
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<tr>
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<td>F</td>
<td>9 am-1 pm</td>
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SECURITY+
Theft and destruction of intellectual property takes place despite the presence of firewalls, encryption, and corporate edicts. Prepare to implement and monitor security on networks, applications, and operating systems, and respond to security breaches, as you also prepare for the Security+ exam. Prerequisites: Basic Windows user skills and a fundamental understanding of computer and networking concepts, CompTIA A+ and Network+ certifications (or equivalent knowledge), and six to nine months' experience in networking, including configuring security parameters, are strongly recommended. $1999

<table>
<thead>
<tr>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun 7-Jun 11</td>
<td>MTWTh</td>
<td>9 am-4:30 pm</td>
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<td>9 am-1 pm</td>
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</tr>
<tr>
<td>Jul 19-Jul 23</td>
<td>MTWTh</td>
<td>9 am-4:30 pm</td>
<td>NEAST CESEC 664 03</td>
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<td>9 am-1 pm</td>
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</tr>
<tr>
<td>Aug 9-Aug 13</td>
<td>MTWTh</td>
<td>9 am-4:30 pm</td>
<td>NEAST CESEC 664 04</td>
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<td>9 am-1 pm</td>
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</tr>
<tr>
<td>Jun 28-Jul 15</td>
<td>MTWTh</td>
<td>6 pm-9:45 pm</td>
<td>NEAST CESEC 664 76</td>
</tr>
</tbody>
</table>
SCHOOL OF SCIENCE, INFORMATION TECHNOLOGY, ENGINEERING, AND MATH (STEM)

COMPUTER SUPPORT

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

- **Jun 28-Jul 2**  MTWTh 9 am-4:30 pm  HARBN  CENET 746 18
- **Aug 16-Aug 20**  MTWTh 9 am-4:30 pm  NEAST  CENET 746 20
- **Aug 16-Aug 26**  MTWTh 6 pm-9:45 pm  NEAST  CENET 746 59

**CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)**
Prepare to take the Cisco 200-301 (Implementing and Administering Cisco Solutions) exam for the CCNA certification. Learn the skills required to successfully install, operate, and troubleshoot a small- to medium-size enterprise network. Topics covered include LAN switching technologies, IP routing technologies, IP services, troubleshooting, WAN technologies, wireless, cloud services, and software define networking. $3495

- **May 31-Jun 24**  MTWTh 6 pm-9:45 pm  NEAST  CENET 751 51

**PENTEST+**
As organizations scramble to protect themselves and their customers against privacy or security breaches, the ability to conduct penetration testing is an emerging skill set that is becoming ever more valuable to the organizations seeking protection, and ever more lucrative for those who possess these skills. In this course, you will be introduced to general concepts and methodologies related to pen testing, and students will work their way through a simulated pen test for a fictitious company. This course will assist you in preparing for the CompTIA PenTest+ Certification. Prerequisites: Intermediate knowledge of information security concepts, including but not limited to identity and access management (IAM), cryptographic concepts and implementations, computer networking concepts and implementations, and common security technologies. Practical experience in securing various computing environments, including small to medium businesses as well as enterprise environments. $1999

- **Jul 12-Jul 16**  MTWTh 9 am-4:30 pm  HARBN  CESEC 683 04
- **Aug 23-Aug 27**  MTWTh 9 am-4:30 pm  NEAST  CESEC 685 05
- **Aug 30-Sep 16**  MTWTh 6 pm-9:45 pm  HARBN  CESEC 685 52

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

- **Jul 19-Jul 23**  MTWTh 9 am-4:30 pm  HARBN  CESEC 683 10

**CAREER SPOTLIGHT**

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

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>HOURS</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Database Design</td>
<td>6</td>
<td>$199</td>
</tr>
<tr>
<td>Access, Introduction</td>
<td>12</td>
<td>$299</td>
</tr>
<tr>
<td>Access, Intermediate</td>
<td>12</td>
<td>$299</td>
</tr>
<tr>
<td>SQL</td>
<td>12</td>
<td>$499</td>
</tr>
<tr>
<td>Access, Advanced</td>
<td>12</td>
<td>$299</td>
</tr>
<tr>
<td>Business Intelligence 1</td>
<td>12</td>
<td>$599</td>
</tr>
<tr>
<td>Business Intelligence 2</td>
<td>12</td>
<td>$599</td>
</tr>
<tr>
<td>SQL Server Database Services</td>
<td>24</td>
<td>$899</td>
</tr>
<tr>
<td>Database Productivity Lab</td>
<td>6</td>
<td>$199</td>
</tr>
</tbody>
</table>

Total: 108 hrs  $3891

**FRONT-END WEB DEVELOPER**
Learn to design websites using HTML5, CSS3, JavaScript, and Adobe Photoshop. Develop sites implementing basic search engine optimization strategies to increase visibility.

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

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>HOURS</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTML5 and CSS3</td>
<td>42</td>
<td>$195</td>
</tr>
<tr>
<td>JavaScript</td>
<td>36</td>
<td>$1399</td>
</tr>
<tr>
<td>Website Marketing</td>
<td>18</td>
<td>$659</td>
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<tr>
<td>Photoshop, Introduction</td>
<td>12</td>
<td>$399</td>
</tr>
<tr>
<td>Website Production Lab</td>
<td>18</td>
<td>$599</td>
</tr>
</tbody>
</table>

Total: 126 hrs  $5051
SCHOOL OF SCIENCE, INFORMATION TECHNOLOGY, ENGINEERING, AND MATH (STEM)

DATABASES

DATABASE DESIGN
Is your database efficient and easy to work with? Learn the theory behind relational databases, entity relationship diagrams, and normalization of data and plan the design of a database. $199
May 11-May 12  TW  6 pm-9 pm  HARBN  CEDBS 614 50

SQL
This course prepares the novice database user to use generic SQL (Structured Query Language) to retrieve, store, and manipulate data from any relational database. The course will progress quickly through fundamental concepts and move into advanced SQL concepts such as nested queries, tables, and data manipulation as well as indexing. This course prepares the novice database user to use generic SQL (Structured Query Language) to retrieve, store, and manipulate data from any relational database. $499
May 10-May 11  MT  9 am-4 pm  HARBN  CEDBS 590 49
Jun 7-Jun 10  MTWTh  6 pm-9 pm  HARBN  CEDBS 590 74

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
May 17-May 18  MT  9 am-4 pm  HARBN  CEDBS 588 39
Jun 14-Jun 17  MTWTh  6 pm-9 pm  HARBN  CEDBS 588 73

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 7-Jun 8  MT  9 am-4 pm  HARBN  CEDBS 645 05
Jul 12-Jul 15  MTWTh  6 pm-9 pm  HARBN  CEDBS 645 55

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
May 31-Jun 3  MTWTh  9 am-4:30 pm  HARBN  CEDBS 641 09
Jun 21-Jul 1  MTWTh  6 pm-9 pm  HARBN  CEDBS 641 54

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
Jun 10  Th  9 am-4 pm  HARBN  CEDBS 626 47
Jul 19-Jul 20  MT  6 pm-9 pm  HARBN  CEDBS 626 68

CLOUD TECHNOLOGY

CLOUD+
Learn about cloud concepts and models, virtualization, infrastructure, resource management, security, and business continuity in the cloud. Acquire the knowledge and best practices required of IT practitioners working in cloud computing environments as you prepare for the Cloud+ CompTIA certification. $1999
May 31-Jun 4  MTWTh  9 am-4:30 pm  HARBN  CEMCS 718 31
F  9 am-1 pm
Jul 12-Jul 16  MTWTh  9 am-4:30 pm  NEAST  CEMCS 718 32
F  9 am-1 pm
Jun 14-Jun 24  MTWTh  6 pm-9:45 pm  NEAST  CEMCS 718 67

PROGRAMMING

CERTIFICATE IN BASIC GAME DESIGN
Games provide more than entertainment for organizations. This certificate provides you with an introduction to the design and development of both video and analog games, with a particular focus on the use of games outside of consumer entertainment. This is the first step to understanding game design and creating your own games. $395
Jun 7-Jul 30  ONLINE  CEUGC 514 05

PHP AND MYSQL
Learn the basics of PHP, including using variables, logical expressions, and functions, while designing your own MySQL database. Develop a complete dynamic web application with site navigation, form validation, and a password-protected admin area. Explore real world application and database development integrated with JQuery using PHP and MySQL. Prerequisites: HTML5, CSS3, and JavaScript. $2999
Aug 9-Aug 27  MTWThF  9 am-1 pm  NEAST  CEWDV 568 12
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 17-May 20 MTWTh 6 pm-9 pm HARBN CEDBS 620 50

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 24-May 27 MTWTh 6 pm-9 pm HARBN CEDBS 623 50

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 3-May 4 MT 9 am-4 pm HARBN CEDBS 624 42
May 31-Jun 3 MTWTh 6 pm-9 pm HARBN CEDBS 624 70

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
Jun 2-Jun 11 ONLINE CESCH 721 10I
Jun 31-Jun 1 MT 9 am-4 pm HARBN CESCH 708 12
Aug 23-Aug 24 MT 9 am-4 pm HARBN CESCH 708 13
Jun 29-Jul 7 TW 6 pm-9 pm NEAST CESCH 708 69
Aug 30-Sep 15 MW 6 pm-9 pm NEAST CESCH 708 70

OUTLOOK, ADVANCED
Take your Outlook skills to the next level. Learn how to customize Outlook, automate commonly used actions, work with folders, organize Outlook components, and use the Rules Wizard. $299
Jul 13-Jul 14 W 9 am-12 pm NEAST CESCH 717 17
Jul 19-Jul 21 MTW 6 pm-9 pm HARBN CESCH 717 56

CREATING A SIMPLE EXCEL SPREADSHEET
Learn to create a simple Excel spreadsheet complete with formats and easy formulas. $99
May 21 F 9 am-12 pm HARBN CESDS 628 42

EXCEL FORMULAS AND FUNCTIONS
Work with basic math formulas and progress to conditional, lookups, date and time, financial, statistical, and conversion examples. Protect and hide your formulas and create user-defined functions. $179
Aug 17 T 9 am-4 pm NEAST CESDS 630 42

EXCEL GRAPHS
Graphs are very powerful tools for visually representing your important numeric data. Learn how simple it is to create in Excel. $99
Jul 9 F 9 am-12 pm HARBN CESDS 629 31

EXCEL MACROS
Enjoy the efficiency of macros as you learn to record mouse clicks and keystrokes for playback later or to record a sequence of commands you use to perform repetitive tasks in Excel. Get the basics in this class. $99
Jun 11 F 9 am-12 pm HARBN CESDS 640 33

EXCEL PIVOT TABLES
Learn to use Pivot Tables to summarize large amounts of data and analyze it in a variety of ways. $99
May 7 F 9 am-1 pm HARBN CESDS 631 46
Aug 27 F 9 am-12 pm HARBN CESDS 631 48

EXCEL, INTRODUCTION
Learn how to create effective and efficient worksheets using formulas, common functions, formatting, and printing. $299
Jun 23-Jun 24 WTh 9 am-4 pm NEAST CESDS 602 08
May 25-May 27 TTh 9 am-4 pm HARBN CESDS 602 09
Jul 14-Jul 15 WTh 9 am-4 pm NEAST CESDS 602 10
May 5-May 14 ONLINE CESDS 682 22I
Jun 16-Jun 25 ONLINE CESDS 682 23I
May 3-May 12 MW 6 pm-9 pm NEAST CESDS 602 51

EXCEL, INTERMEDIATE
Learn specialized functions, like IF, COUNTIF, and DSUM and how to effectively analyze, sort, filter data, create outlines, subtotals, range names, and work with tables. Display data more visually in charts, Pivot tables and charts, and work with slicers and templates. $299
May 17-May 18 MT 9 am-4 pm NEAST CESDS 610 17
Jun 29-Jun 30 TW 9 am-4 pm HARBN CESDS 610 18
May 19-May 28 ONLINE CESDS 683 24I
Jul 7-Jul 16 ONLINE CESDS 683 25I
May 30-Jun 9 MW 6 pm-9 pm NEAST CESDS 610 65

EXCEL, ADVANCED
In this course, you will work with multiple worksheets, use LOOKUP functions and formula auditing, share and protect workbooks, automate workbook functionality with data validation and macros, create spark lines, and map data, and work with data tables, scenarios, goal seek, and forecasting data trends. $299
Jun 16-Jun 17 WTh 9 am-4 pm NEAST CESDS 611 07
Jul 21-Jul 30 ONLINE CESDS 685 10I
Jul 12-Jul 21 MW 6 pm-9 pm NEAST CESDS 611 58
SCHOOL OF SCIENCE, INFORMATION TECHNOLOGY, ENGINEERING, AND MATH (STEM)

MICROSOFT OFFICE

POWERPOINT, INTRODUCTION
Your presentations can be showstopping. Create slide shows using PowerPoint's most commonly used features. $299
Jul 12-Jul 13 MT 9 am-4 pm NEAST CEPDP 629 45
Jul 19-Jul 28 MW 6 pm-9 pm NEAST CEPDP 629 57

POWERPOINT, ADVANCED
Import from other applications, create photo albums, share presentations, and create templates. Use multimedia effects including sound and video to produce professional, effective presentations. $299
Jul 27-Jul 28 TW 9 am-4 pm NEAST CEPDP 650 25
Aug 2-Aug 11 MW 6 pm-9 pm NEAST CEPDP 650 56

WORD, INTRODUCTION FOR SENIORS
A class especially for those age 60 and older who want to learn the basics of Microsoft Word, including creating and editing documents, formatting, printing, and more. $109
Jun 18-Jun 25 F 9 am-12 pm NEAST CEWDP 597 39

WORD, INTRODUCTION
Learn everything you need to get started creating and editing documents, formatting, proofing, controlling page setup, and more. $299
May 10-May 11 MT 9 am-4 pm NEAST CEWDP 593 10
May 30-Aug 31 MW 9 am-4 pm NEAST CEWDP 593 11
May 17-May 26 MW 6 pm-9 pm HARBN CEWDP 593 63

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
Jun 21-Jun 22 MT 9 am-4 pm HARBN CEWDP 594 31
Jun 7-Jun 16 MW 6 pm-9 pm NEAST CEWDP 594 81

WORD, ADVANCED
Create top-notch documents using forms, sharing documents, and document revisions. Work with custom graphic elements, bookmarks, footnotes, and macros. $299
Jun 28-Jun 29 MT 9 am-4 pm NEAST CEWDP 595 44
Jun 28-Jul 14 MW 6 pm-9 pm NEAST CEWDP 595 59

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
Jul 26 M 9 am-4 pm NEAST CEMSO 516 15
Jul 27-Jul 28 TW 6 pm-9 pm HARBN CEMSO 516 57

WINDOWS

WINDOWS 10, INTRODUCTION
Learn the essential features of the Windows 10 operating system and how to customize your desktop, manage files and folders, and navigate the web with the Microsoft Edge browser. $299
Aug 18-Aug 19 WTh 9 am-4 pm NEAST CEWIN 584 16

CAREER SPOTLIGHT

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

REQUIREMENTS HOURS COST
Word (Intro. and Internm.) 12 x2 $299 x2
Excel (Intro. and Internm.) 12 x2 $299 x2
Organizing Computer Files 6 $199
Outlook, Introduction 12 $299
Computer Typing for Everyone 12 $299
Becoming a Customer Service Star 6 $249
Business Grammar 6 $249
Business Letter Writing 6 $249
Enhancing Your Professionalism 3 $125
Office Productivity Lab 6 $199

Total: 105 hrs $3064

CAREER SPOTLIGHT

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

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

Total: 165 $4186
HTML5 AND CSS3
Learn to use HTML5 to structure web content and create semantically meaningful page structures. Work with lists and tables, links, and images. Learn to apply local styles, style sheets, and create classes to control the appearance of your websites by separating visual presentation from content. Also learn CSS basics to build effective navigation and page layouts, work with typography, colors, backgrounds, positioning, and list styling. Explore how the major browsers affect CSS. $1995
May 3-Jun 30 ONLINE CEWDV 574 54I

WEBSITE MARKETING
Learn about ethical organic search engine optimization and how it can increase your website visibility to search engines in order to attract the right kind of traffic. Learn how to implement basic optimization strategies, like conducting keyword research, implementing website coding changes, and the importance of other utilities, such as social media, testimonials, and blogging sites. Learn the fundamentals and history of the main social networking platforms, and how and why each is used. Learn how to incorporate different types of social media outlets into your professional career search or business marketing plan. Navigate through many online research blogs about the importance of social media, trends, and additional software to help maintain social media accounts. This class does not cover creating individual social media accounts. $659
Jun 1-Jun 8 MTWTh 6 pm-10 pm HARBN CEWDV 572 57

JAVASCRIPT
Learn the fundamental concepts of the JavaScript language and how to use it to communicate with users, modify the Document Object Model (DOM), control program flow, and validate forms. Make functions using loops and IF statements and learn the fundamentals of JSON. Knowledge of HTML required. $1399
Jun 10-Jul 22 ONLINE CEWDV 575 04I

PHOTOSHOP, INTRODUCTION
Make your graphics shine and ready for the web. Incorporate color techniques and filters. Understand and work with selection techniques, resizing and cropping images, and work with layers; including painting layers, adjusting layers, and other tools. Make basic adjustments to images and learn how to repair and retouch image defects. If you are a Mac user, call 803.732.0432 to reserve an iMac for use in class. $399
Jul 19-Jul 21 MTW 6 pm-10 pm HARBN CEGPH 601 58

WEBSITE PRODUCTION LAB
Complete a Photoshop lab and create a simple website using HTML5, CSS3, JavaScript, HTML forms, and SEO. This hands-on session will showcase and demonstrate the web development skills acquired in the Front-End Web Developer Certificate program. You must successfully complete this course in order to receive the Front-End Web Developer Certificate. Prerequisites: HTML5, CSS3, JavaScript, Website Marketing, and Photoshop. $599
Jul 26-Aug 2 MTWTh 6 pm-10 pm NEAST CEWDV 553 58

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

CLASSES
> Excel Introduction, Excel Intermediate, Excel Advanced
> Medical Terminology
> Project Management Principles and Practices
> SHRM Certification Review

Enroll at MIDLANDSTECH.EDU/schools
Go to the Course Search box, and search by keyword after clicking on the training button. You can also enroll by calling 803.732.0432.

See a full list of online and virtual courses on pages 44-45.
SCHOOL OF SCIENCE, INFORMATION TECHNOLOGY, ENGINEERING, AND MATH (STEM)

BEGINNING COMPUTER COURSES

CUT THE CORD – BE FREE OF CABLE TV!
Everyday streaming media companies like Amazon, Netflix, YouTube, and Hulu are creating new entertainment content. Learn about these services and associated streaming hardware such as Roku, Chromecast, Fire TV Sticks, and Fire TV Cube. Gain an introduction to the Internet of Things (IoT). Demonstrations will be conducted on various devices, and students will gain an understanding of the capabilities and limitations of the technologies discussed. Prerequisite: Basic understanding of computers and the internet. $99
May 13 Th 6 pm-8:30 pm NEAST CEBEG 589 52

COMPUTER BASICS -SENIORS
Perfect for beginners who want to become computer literate! Learn about hardware and software, Windows, and the internet. Open to seniors only, ages 60 and above. $99
May 20 Th 9 am-4 pm NEAST CEBEG 525 15

COMPUTER TYPING FOR EVERYONE
If you use a computer, typing is an invaluable skill that can open doors and enhance your career opportunities. This class will help you get started. $299
Jul 7-Jul 8 WTh 9 am-4 pm NEAST CEBEG 519 25
Aug 25-Aug 26 WTh 9 am-4 pm NEAST CEBEG 519 26
Jun 21-Jun 30 MW 6 pm-9 pm HARBN CEBEG 519 79

INTRODUCTION TO COMPUTERS
Ideal for beginners who want to become computer literate. Course topics include hardware, software, internet, and email. $199
Jun 15 T 9 am-4 pm HARBN CEBEG 582 01
May 4-May 6 TTh 6 pm-9 pm NEAST CEBEG 582 89
Jul 20-Jul 22 TTh 6 pm-9 pm HARBN CEBEG 582 90

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
Jun 29 T 9 am-4 pm HARBN CEBEG 534 28
May 3-May 5 MW 6 pm-9 pm NEAST CEBEG 534 78
Jun 21-Jun 23 MW 6 pm-9 pm HARBN CEBEG 534 79
Aug 30-Aug 31 MT 6 pm-9 pm NEAST CEBEG 534 80

INSTRUCTOR SPOTLIGHT

CHRIS STANLEY | Computers and Information Technology
Chris Stanley has been working with network technologies for 22 years, in both an outside consultant and on-site staff capacity. He has over 20 IT-related certifications and a degree in mathematics. He has been teaching at MTC for 15 years and is passionate about the success of his students, both in the classroom and on the job.
He leverages his experience and expertise to help students prepare for certification and apply their knowledge into marketable skill sets for the work place.

HELP YOUR HELPDESK WITH
ITIL (INFORMATION TECHNOLOGY INFRASTRUCTURE LIBRARY)
ITIL is a structured framework or methodology that provides best practices for managing IT services. In many organizations, IT departments provide services both internally and externally. ITIL provides techniques for managing the IT service helpdesk to ensure value to customers. Learn more about MTC’s course, ITIL Foundation, on page 32.
Jun 21-Jun 30 MTW 6 pm-9 pm NEAST CEPMG 574 01
Software engineer apprenticeships are here.

TAKE A FREE 90-MINUTE SCREENING. You don’t need any experience or a college degree to be considered for this high-demand career.

**STEP 1 | Take a free online screening.**
This 90-minute screening is a proven way to find hidden talent that predicts success as a software engineer.

**STEP 2 | Enroll in classes at no cost to you.**
If you are selected, you will be enrolled in a 6-month training program at MTC at no cost to you. The training will provide a broad foundation for a career in software engineering.

**STEP 3 | Earn a full-time, paid apprenticeship.**
If you successfully complete the training, you will be paired with an employer for a full-time, paid apprenticeship with benefits. Throughout your two-year apprenticeship, you’ll benefit from precision coaching to hone skills that position you for career growth.

Take the free 90-minute screening today.
www.createopp.com/Columbia

About Create Opportunity: Columbia
Create Opportunity Columbia is an initiative that increases the supply of high-demand software engineers through an assessment, training and apprenticeship model designed for individuals from diverse, non-technical backgrounds.

Create Opportunity Columbia is offered in partnership with Midlands Technical College (training partner), Catalyte (talent development platform partner), and Create Opportunity (managing partner).
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

BLS FOR HEALTHCARE PROVIDER CPR
BLS Healthcare Provider CPR/AED for adult, child, and infant is taught using the most current guidelines for healthcare providers and emergency response personnel. Qualification is good for two years. $99

- May 15 S 8 am-5 pm AIRPT CEMED 522 26
- Jun 19 S 8 am-5 pm AIRPT CEMED 522 27

EMT BASIC
Students who successfully complete this course will be eligible to take the National Registry exam sponsored by SC DHEC. Prerequisite: high school diploma or GED, and WIN assessment tests (Applied Mathematics, Reading for Information, and Locating Information) all with a minimum score of 3 or above. Test Scores must be submitted prior to registration (CCE Registration, Continuing Education, PO Box 2408, Columbia, SC 29202). Mandatory uniform policy: black khaki pants, black polo shirt, black shoes, and black belt. $1499

- May 15-Aug 14 S 8 am-5 pm HYBRID CEMED 635 95
- May 8-Oct 30 S 8 am-5 pm LEMS CEMED 635 96
- May 10-Nov 3 MW 6 pm-10 pm LEMS CEMED 635 97

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

- May 28 F 6 pm-10 pm AIRPT CEMED 521 57
- Jun 18 F 6 pm-10 pm AIRPT CEMED 521 58

CAREER SPOTLIGHT

VETERINARY ASSISTANT 🐾
In just six weeks, you can have all the necessary skills to become a professional veterinary assistant. Learn all the aspects of veterinary medicine necessary like laboratory procedures, medical terminology, receptionist duties, and customer service skills. Veterinary assistants start at about $15 an hour working in veterinary practices, veterinarian hospitals, shelters, and rescue organizations.

REQUIRED COURSES

<table>
<thead>
<tr>
<th>COURSE</th>
<th>HOURS</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Veterinary Assistant Certificate</td>
<td>36</td>
<td>$839</td>
</tr>
</tbody>
</table>

PARAMEDICS

Paramedics are pre-hospital health care providers that care for the sick and injured in a variety of emergency settings. This course is designed to meet the NREMT and SC (DHEC) requirements for initial paramedic training, and covers the training necessary to sit for the national registry examination. Course begins Spring 2022.

For more information, please contact Program Director Benji McCollum at mccollumb@midlandstech.edu.
CPR or first aid training in one day or less

SCHOOL OF HEALTH CARE

Less than $100 each
Perfect for health care providers, emergency response personnel, and anyone who wants thorough personal training.

**CPR** | 8 hours | $99
---
In one Saturday, gain skills in Basic Life Support (BLS) in CPR/AED to assist adults, children, and infants in respiratory or cardiac distress. After successful course completion, gain certification that is good for two years.

**FIRST AID** | 4 hours | $69
---
In one Friday evening, learn general principles of first aid to help people in a variety of emergency medical situations.

See listings on previous page for course dates.

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Take the call

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

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

Courses listed on page 13.
SCHOOL OF HEALTH CARE

DIRECT PATIENT CARE

BASIC IV THERAPY
This four-hour course teaches healthcare professionals the knowledge and skills necessary to insert and maintain peripherally inserted catheters. The student will gain hands-on experience and will earn 0.4 CEUs upon successful completion. $129
May 21 F 12 pm-4 pm AIRPT CEMED 601 50
Jun 25 F 12 pm-4 pm AIRPT CEMED 601 51

CARDIAC CARE TECHNICIAN
The ability to read and recognize heart rhythms is the main function of the cardiac care technician. Students will receive hands-on experience in interpreting heart rhythms and arrhythmias. White scrubs and white closed-toe shoes must be worn to all classes/clinicals. Clinical hours will vary. Prerequisite: Medical Terminology with a grade of “C” or better and AHA CPR Certified. $695
May 10-Aug 2 MW 6 pm-8 pm NEAST CEMED 500 78
May 11-Jul 27 TTh 8 pm-10 pm BLTLN CEMED 500 79
May 11-Jul 27 TTh 9 am-11 am HARBN CEMED 500 80

CERTIFIED NURSE ASSISTANT (CNA)
This DHHS-approved course prepares students to sit for the Nurse Aide Competency Exam. Students receive training in basic nursing care through classroom lecture, simulated lab care, and hands-on clinical experience in a long-term care facility. $999
May 17-Jul 19 MTTh 6 pm-10 pm AIRPT CEMED 617 19
F 5 pm-10 pm
May 24-Jun 24 MTWThF 8 am-1 pm HARBN CEMED 617 79I
Th 2 pm-4 pm
May 24-Jun 25 MTWThF 8 am-1 pm AIRPT CEMED 617 82I
F 2 pm-4 pm

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 18 F 1 pm-5 pm AIRPT CEMED 608 13I

PHLEBOTOMY
Students will learn to follow universal precautions, tie tourniquets, identify veins, and demonstrate knowledge and use of equipment necessary for drawing blood. Students will be able to identify appropriate tubes and labels for tests, prep the site, perform venipunctures and finger sticks, and administer bedside glucose. No clinicals included. $699
May 10-Jul 7 MW 6 pm-9 pm AIRPT CEMED 550 80

MEDICAL TERMINOLOGY
Students will learn medical terminology by analyzing the prefix, suffix, word roots, and combinations used in medical terms. This course is a prerequisite for other courses and medical certificate programs. This course may be used for exemption of AHS 102. $699
May 17-Jul 14 MW 9 am-12 pm NEAST CEMPR 524 72
May 18-Jul 8 TTh 6 pm-9 pm HARBN CEMPR 524 73

SPANISH FOR MEDICAL PROFESSIONALS
Bridge the communication gap between you and your Spanish-speaking patients and their families. You will learn and practice the basics of the language, gain an understanding of the culture, and know how to ask the questions crucial to quality healthcare. For all levels. Students will need to order an eBook for under $15. $290
Jun 7-Jul 30 ONLINE CEUGC 518 05

Transform Your Tomorrow.

ENROLL @ MIDLANDSTECH.EDU/schools | 803.732.0432 | see pages 46-47
CLINICAL MASSAGE THERAPIST

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

DAY CLASSES START IN SEPTEMBER 2021.
Seats fill fast – request your interview today.

CAREER SPOTLIGHT

PATIENT CARE TECHNICIAN

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

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>HOURS</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Nurse Assistant (CNA)</td>
<td>112</td>
<td>$999</td>
</tr>
<tr>
<td>Medical Terminology</td>
<td>48</td>
<td>$699</td>
</tr>
<tr>
<td>Phlebotomy</td>
<td>51</td>
<td>$699</td>
</tr>
<tr>
<td>Cardiac Care Technician</td>
<td>46</td>
<td>$695</td>
</tr>
<tr>
<td>EKG Specialist</td>
<td>56</td>
<td>$695</td>
</tr>
</tbody>
</table>

Total: 313 hrs    $3787

All books included in cost.

PATIENT CARE TECHNICIAN CERTIFICATION

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

For more information on how to schedule this exam, contact us at 803.732.5214.
SCHOOL OF HEALTH CARE

PERSONAL TRAINER CERTIFICATION
This nationally accredited program covers both textbook knowledge and hands-on practical training, preparing you to work with clients one-on-one in fitness facilities. Students participate in lectures including biomechanics, exercise physiology, fitness testing, equipment usage, and nutrition. Reading and studying outside of class is imperative for successful class completion and passing the exam. Prior to obtaining the Personal Trainer Certification students must pass the national exam given the last week of class. Students are also required to become Adult CPR/AED certified. The cost of this requirement is not included in course tuition. See the online materials list for important information. Textbook is required and is not included in course tuition. You may purchase book online or order through W.I.T.S. 888.330.9487 or http://www.witseducation.com $849
May 8-Jun 19 S 9 am-12 pm NEAST CEPYT 600 28 S 1 pm-4 pm CEOFS

CAREER SPOTLIGHT

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

PREREQUISITES | HOURS | COST
--- | --- | ---
Medical Terminology | 48 | $699

CORE CLASSES | HOURS | COST
--- | --- | ---
Medical Coding (ICD-10CM, CPT, and HCPCS) | 54 | $1299
Medical Billing (final class) | 30 | $799
Total: 132 hrs | $2797
All books included in cost.

ADJUNCT INSTRUCTORS WANTED

HEALTH CARE PROGRAMS

MTC is seeking subject-matter experts to serve as adjunct instructors in the following areas:

- EKG Specialist
- Cardiac Care Technician
- Certified Nursing Assistant

If you have practical expertise and a desire to teach, please send an email with your qualifications to cce@midlandstech.edu.

Midlands Technical College is dedicated to providing excellent service to its students, employees, and the community. In doing so, all MTC employees will take two Service Excellence courses; Service Excellence is a college-wide program to enhance our collective efforts of ensuring MTC is a first-choice college.

Midlands Technical College is committed to equal opportunity employment. The College strongly believes that corresponding differences within the faculty and staff, whether based on ethnicity, race, gender, religion, age, or other experiences, are tremendous assets to the role of Midlands Technical College as an educational institution and within the community, region, and state. Moreover, the College is an Affirmative Action/Equal Opportunity Employer. As a result, it is the policy and commitment of the College that it will not discriminate based on race, color, religion, sex, national origin, age, disability, pregnancy, childbirth, or related medical conditions, including but not limited to lactation.
ATTENTION HEALTH CARE STUDENTS
You must bring the following items to the first class:

EKG, CARDIAC CARE TECHNICIAN, AND PHLEBOTOMY STUDENTS:
> Completed immunization form:
   MIDLANDSTECH.EDU/TrainingStudentResources

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

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

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

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

GET CONNECTED
to the best corporate training and consulting resources.

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

Contact us today.
MIDLANDSTECH.EDU | 803.691.3907
corporatetraining@midlandstech.edu

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

On-campus courses have resumed at MTC, and many online/virtual courses continue to be available. Our highest priority is the safety and wellness of the MTC community, and we are following recommendations from DHEC and the CDC.

Learn more at MIDLANDSTECH.EDU/WelcomeBack.
SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

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

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

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

Learn more at MIDLANDSTECH.EDU/schools

CONSTRUCTION

Books can be purchased at the Airport Campus bookstore.

CAREER SPOTLIGHT

BUILDING CONSTRUCTION MANAGER

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>HOURS</th>
<th>COST</th>
</tr>
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<tbody>
<tr>
<td>Print Reading for Construction</td>
<td>30</td>
<td>$399</td>
</tr>
<tr>
<td>Residential Building, Site Preparation, and Foundations</td>
<td>24</td>
<td>$299</td>
</tr>
<tr>
<td>Residential Building, Framing, and Finishing</td>
<td>24</td>
<td>$299</td>
</tr>
<tr>
<td>Residential Building Codes</td>
<td>24</td>
<td>$299</td>
</tr>
<tr>
<td>Residential Contractor Business and Law</td>
<td>15</td>
<td>$249</td>
</tr>
<tr>
<td>General Construction Safety</td>
<td>15</td>
<td>$249</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>132 hrs</strong></td>
<td><strong>$1,794</strong></td>
</tr>
</tbody>
</table>

RESIDENTIAL BUILDER EXAM PREP

Prepares experienced residential trades people to pass the SC Home Builders exam. Emphasis is on study methods, test taking procedures, and highlighting the reference materials recommended by the examiners. State exam references are surveyed and recommendations made concerning study, tabbing, and highlighting key information. $249

May 4-Jun 1 T 6 pm-9 pm AIRPT CECLR 523 18

FORKLIFT OPERATOR

FORKLIFT TRAINING

Learn the correct care and use of forklift equipment. Topics include information covered in OSHA's Powered Industrial Truck Standard (OSHA Standard 1910.178). Successful students receive a three-year forklift certificate. Safety requirements prohibit open, cloth, or high-heeled shoes. Students must be 18 years of age. Valid Driver's License required. $189

May 8 S 8 am-5 pm AIRPT CEHEO 501 09
Jun 12 S 8 am-6 pm AIRPT CEHEO 501 10
Jun 26 S 8 am-5 pm AIRPT CEHEO 501 11
Jul 10 S 8 am-5 pm AIRPT CEHEO 501 12
Jul 24 S 8 am-5 pm AIRPT CEHEO 501 13
Aug 14 S 8 am-5 pm AIRPT CEHEO 501 14
Aug 28 S 8 am-5 pm AIRPT CEHEO 501 15

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

AIR FLOW DESIGN, MEASUREMENT AND DIAGNOSTICS
This is an entry-level course covering the air flow, duct design, and diagnostics of an air conditioning system. After completion of this course, a student should have a basic understanding of how to measure air flow, design duct work, and diagnose common air flow problems with air conditioning. $899

May 5-Jun 9    MW    6 pm-9 pm    AIRPT    CEHVA 533 11

EPA 608 CERTIFICATION
Attend review sessions on Tuesday and Wednesday before taking the Certification Exam on Thursday evening. $285

Jun 14-Jun 21    MW    6 pm-9 pm    AIRPT    CEHVA 534 03

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

Jun 23-Jun 30    MTW    6 pm-9 pm    AIRPT    CEHVA 535 03

CAREER SPOTLIGHT

HVAC ENTRY LEVEL TECHNICIAN

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

REQUIREMENTS

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>HOURS</th>
<th>COST</th>
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</thead>
<tbody>
<tr>
<td>HVAC Electrical Operation and Diagnostics</td>
<td>30</td>
<td>$899</td>
</tr>
<tr>
<td>HVAC Refrigeration Cycle Operation and Diagnostics</td>
<td>30</td>
<td>$899</td>
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<tr>
<td>Heat Pump Operations and Diagnostics</td>
<td>30</td>
<td>$899</td>
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<td>EPA 608 Prep and Certification</td>
<td>9</td>
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<tr>
<td>Air Flow Design, Measurement and Diagnostics</td>
<td>30</td>
<td>$899</td>
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<tr>
<td>HVAC Customer Service, Coscia Program</td>
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<tr>
<td><strong>COST:</strong></td>
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<td>$4270</td>
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</table>

LANDSCAPER AND HORTICULTURIST

LANDSCAPE MANAGEMENT
Gain hands-on experience in grounds maintenance. Emphasis is on shrub and tree maintenance, pest control, pruning, fertilization, mulching, mowing, and the use of bedding plants for seasonal color, landscape maintenance equipment, records, maintenance schedules, and bid procedures. The first session meets on campus and the remaining sessions meet off campus. $199

Aug 4-Sep 22    W    6 pm-9 pm    NEAST    CEHOR 522 27

WOODY PLANTS AND SHRUBS
A study of woody plant materials, shrubs, and trees that are used in the Southeastern landscaping and nursery trade. Identification of plants by common and scientific nomenclature, characteristics, culture, and use are included. The first session meets on campus and the remaining sessions meet off campus. $199

May 27-Jul 15    Th    6 pm-9 pm    NEAST    CEHOR 529 22

SAFETY AND ENVIRONMENTAL

GENERAL CONSTRUCTION SAFETY
Learn safety and health principles to help you meet OSHA requirements. Upon completion of the General Construction Safety course, you will be able to identify OSHA regulatory requirements for construction sites and work knowledgeably within OSHA’s construction standards. Special emphasis is placed on areas in construction that most commonly result in worker injury or property damage. Students will receive a 10-hour OSHA Construction completion card. $299

May 6-Jun 3    Th    6 pm-9 pm    AIRPT    CESAF 695 11

SMALL ENGINE MECHANIC

SMALL ENGINE MECHANIC
Gain a working knowledge of types and operation of small engines, engine service, repair of outdoor power equipment, engine tune-up procedures, and troubleshooting methods, engine failure analysis, engine performance measurement, engine system and engine rebuild procedures. See MIDLANDSTECH.EDU for required tools. Lots of hands-on learning/training. $499

Jun 7-Jul 28    MW    6 pm-9 pm    AIRPT    CESME 506 39
**SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES**

**INDUSTRIAL ELECTRICAL**

**BASIC ELECTRONICS**
Learn basic electronics principles, components, and functions including atomic structure of conductors, insulators, and semi-insulators, solid-state device construction, diode rectifier circuits, transistor theory of operation, and switch and amplifier applications. $799
Aug 2-Sep 2 MTTh 6 pm-9 pm         AIRPT CEEEM 600 06

**ELECTRICAL FUNDAMENTALS III**
Complete the study of electrical fundamentals by learning the properties and applications of single-phase transformers, three-phase wye and delta transformer connections, DC generators, DC motors, three-phase alternators, and single and three-phase AC motors. $799
May 3-Jun 1 MTTh 6 pm-9 pm         AIRPT CEEEM 597 06

**ELECTRICAL MOTOR CONTROLS**
Learn to work with relays, timers, push buttons, magnetic starters, fuses overloads, wiring practices, and motor circuit protection principles, all of which are related to industry and motor control. You will physically connect three-phase motors and control circuits as part of this course. $849
Jun 21-Jul 26 MTTh 6 pm-9 pm       AIRPT CEEEM 599 06

**ELECTRICAL PRINT READING**
Learn to read and interpret electrical blueprints and schematics used in residential, commercial, and industrial settings. Emphasis will be on the applications of the print reading and circuit and electrical symbols knowledge. Prerequisites: Electrical Fundamentals I, II or skills assessment completion. $319
Jun 7-Jun 17 MTTh 6 pm-9 pm         AIRPT CEEEM 598 06

**PROGRAMMABLE LOGIC CONTROLLERS**
Study theory of operation, programming, installation, and standard wiring practices using Allen-Bradley MicroLogix processors and Logix 500 software. You will learn basic ladder programming principles using bit, timer, and counter instructions. Prerequisites: Industrial Sensors and Basic Electronics or skills assessment completion. $899
May 5-May 26 MTWTh 8 am-12 pm      AIRPT CEEEM 602 03

**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. $849
Jun 1-Jun 21 MTWTh 8 am-12 pm      AIRPT CEEEM 593 03

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**ADJUNCT INSTRUCTORS WANTED**

**ADVANCED MANUFACTURING AND SKILLED TRADES**

MTC is seeking subject-matter experts to serve as adjunct instructors in the following areas:

HVAC | Small Engine Repair | Landscaping | Manufacturing | Residential Construction
Residential Plumbing | Heavy Equipment Operation | Industrial Electrical Maintenance | Welding

If you have practical expertise and a desire to teach, please send an email with your qualifications to cce@midlandstech.edu.

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Midlands Technical College is dedicated to providing excellent service to its students, employees, and the community. In doing so, all MTC employees will take two Service Excellence courses; Service Excellence is a college-wide program to enhance our collective efforts of ensuring MTC is a first-choice college.

Midlands Technical College is committed to equal opportunity employment. The College strongly believes that corresponding differences within the faculty and staff, whether based on ethnicity, race, gender, religion, age, or other experiences, are tremendous assets to the role of Midlands Technical College as an educational institution and within the community, region, and state. Moreover, the College is an Affirmative Action/Equal Opportunity Employer. As a result, it is the policy and commitment of the College that it will not discriminate based on race, color, religion, sex, national origin, age, disability, pregnancy, childbirth, or related medical conditions, including but not limited to lactation.
CAREER SPOTLIGHT

INDUSTRIAL TECHNICIANS 😁

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

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

INDUSTRIAL MECHANICAL MAINTENANCE COURSES

<table>
<thead>
<tr>
<th>COURSES</th>
<th>HOURS</th>
<th>COST</th>
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<tr>
<td>Safety and Rigging Fundamentals</td>
<td>20</td>
<td>$349</td>
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<tr>
<td>Applied Math</td>
<td>44</td>
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<tr>
<td>Precision Measuring</td>
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<td>Blueprint Reading</td>
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<tr>
<td>Fasteners and Anchors</td>
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<td>Bearings and Lubrication</td>
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<td>Gearboxes</td>
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<tr>
<td>Valves and Piping</td>
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<tr>
<td>Pumps</td>
<td>40</td>
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<tr>
<td>Shaft Alignment</td>
<td>76</td>
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<tr>
<td>Hydraulics and Pneumatics</td>
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**Total: 596 hrs $10,387**

INDUSTRIAL ELECTRICAL MAINTENANCE COURSES

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<tr>
<th>COURSES</th>
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<td>General Electrical Safety</td>
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<tr>
<td>Basic Math for Electricians</td>
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<tr>
<td>Electrical Fundamentals I</td>
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<td>Electrical Motor Controls</td>
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<tr>
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<tr>
<td>Industrial Sensor Technology</td>
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<tr>
<td>Variable Frequency Drives</td>
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<tr>
<td>Programmable Logic Controllers</td>
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<tr>
<td>Troubleshooting</td>
<td>48</td>
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**Total: 459 hrs $8,388**

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

INDUSTRIAL MECHANICAL MAINTENANCE

HYDRAULICS AND PNEUMATICS

Describes pumps and valves used in hydraulic and pneumatic systems and their functions. Explains hydraulic/pneumatic system safety and basic principles of hydraulics, including Pascal's law and Bernoulli's principle. Covers how to inspect, troubleshoot, and repair fluid power systems. Hands-on training is included. Prerequisite: Valves and Piping. $1249

Jul 12-Aug 10 MTWTh 8 am-12 pm AIRPT CEIMT 699 17

PUMPS

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

May 3-May 18 MTWTh 8 am-12 pm AIRPT CEIMT 696 17

SHAFT ALIGNMENT

This course covers types of misalignment and aligning couplings using conventional and laser alignment techniques. How to measure shaft sag, perform vertical alignment, and align machinery trains is discussed. Causes of vibration, vibration monitoring, vibration test equipment, and how to field balance machines are included. Prerequisite: Pumps. $1299

Jun 1-Jul 1 MTWTh 8 am-12 pm AIRPT CEIMT 697 13
Full Scholarships for ManuFirstSC Certification
70 Hours including OSHA 10

Full scholarships are available for the ManuFirstSC certification program during spring and summer 2021.

ManuFirstSC is a South Carolina initiative that provides a starting point for you to learn the entry level skills you need to get a job in the manufacturing industry.

Take your first step toward a career in manufacturing with ManuFirstSC, and learn the skills that may lead to immediate employment. All course materials including online OSHA 10 training, labs and testing vouchers are included in this no cost opportunity.

Successful students will receive 3 certifications:
> ManuFirstSC
> OSHA10
> MSSC: Safety

and earn an opportunity to interview with companies in the Midlands including Constantia Flexibles and Hansen Technologies.

Most sessions meet Monday – Friday, 8 a.m. – 4 p.m. at the MTC Airport Campus.

This is a 70-contact-hour program.

To qualify:
> You must be 18 years of age or older
> You must be a resident of South Carolina
> You must be eligible to work in the United States
> You must have earned your high school diploma or equivalency.
> You must show proof of a Silver WIN/WorkKeys score or ASVAB (for veterans). If needed, please contact the MTC testing center at 803.732.5337 to schedule your exam free of charge.

Learn more about the program at MIDLANDSTECH.EDU/ManuFirstSC or email CCE@MIDLANDSTECH.EDU

APPLY AT MIDLANDSTECH.FORMSTACK.COM/FORMS/MANUFIRSTSC

MSSC - CERTIFIED PRODUCTION TECHNICIAN PROGRAM

GUARANTEED INTERVIEWS FOR SUCCESSFUL GRADUATES

MSSC - CERTIFIED PRODUCTION TECHNICIAN PROGRAM

The MSSC - Certified Production Technician program will give you the core technical competencies of entry-level production workers in all sectors of manufacturing. As part of this program, you can also earn an industry-recognized national certification.

The following companies are offering GUARANTEED interviews to successful MSSC program graduates:
ARYZTA North America | Constantia Flexibles | Koyo Bearings North America | Walter P. Rawls & Sons | Hansen Technologies | Nephron Pharmaceuticals Corporation

Next program starts July 7, 2021. ENROLL TODAY!
For more information, please visit MIDLANDSTECH.EDU/schools or call 803.732.0432.
BLUEPRINT READING AND BASIC MEASURING TOOLS
An introductory course in blueprint reading and precision measuring tools. This course will take you through the alphabet of lines, views, and general rules for reading engineering blueprints. This course will also provide hands-on training in the use of micrometers, calipers, height gages, indicators, and various transfer gages. $549
Aug 4-Aug 19  TThW  9 am-12 pm   NEAST  CEMFG 588 83
Aug 4-Aug 19  TThW  1 pm-4 pm   NEAST  CEMFG 588 84
Aug 4-Aug 19  TThW  5 pm-8 pm   NEAST  CEMFG 588 85

MANUFACTURING CERTIFIED PRODUCTION TECHNICIAN (MSSC-CPT)
The Manufacturing Skill Standards Council (MSSC) Certified Production Technician program is a 160-hour nationally recognized certification program that teaches you the skills needed by manufacturing workers. The credential is awarded upon successfully completing these four (4) national exams; MSSC Safety, Quality Practices and Measurement, Manufacturing Processes and Production, and Maintenance Awareness. $2499
May 17-May 28  MTWThF  9 am-4 pm   AIRPT  CEMFG 653 07
Jun 7-Jun 18  MTWThF  9 am-4 pm   AIRPT  CEMFG 653 08
Jun 28-Jul 9  MTWThF  9 am-5 pm   AIRPT  CEMFG 653 09
Jul 19-Jul 30  MTWThF  9 am-4 pm   AIRPT  CEMFG 653 10
Aug 9-Aug 20  MTWThF  9 am-4 pm   AIRPT  CEMFG 653 11

COURSE COST

<table>
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<tr>
<th>COURSE</th>
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<tr>
<td>Blueprint Reading and Basic Measuring Tool</td>
<td>$549</td>
</tr>
<tr>
<td>Introduction to Mills</td>
<td>$549</td>
</tr>
<tr>
<td>Introduction to Lathes</td>
<td>$549</td>
</tr>
<tr>
<td>Fundamentals of CNC Operator/Programmer Training</td>
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<tr>
<td>Principles of CNC Programming</td>
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<td>Mastering CNC Programming</td>
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<td><strong>Total:</strong></td>
<td><strong>$4,244</strong></td>
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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.

MACHINIST/COMPUTER NUMERICAL CONTROL (CNC) OPERATOR
Do you have what it takes?
Machinists and Computer Numerical Control (CNC) Operators work in small, medium, and large facilities manufacturing parts for almost everything you see in your daily life. Anything from a part for a kitchen appliance to a machined part for your car was created by a machinist or a CNC operator. Machinists and CNC operators are enjoying a strong job market with full-time and part-time employment opportunities and varied working hours available. High-volume manufacturers typically run their machining centers 24/7. Salaries range from $15-$22 per hour with proficient CNC programmers making from $50,000-$60,000 based on expertise. If you are good with your hands and technically inclined, this could be a career path for you.

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 $799
May 12-Jun 23  TThW  1 pm-4 pm   NEAST  CEMFG 580 72
TThW  5 pm-8 pm

MANUFIRSTSC
ManuFirstSC is a 70-hour state-recognized manufacturing certification designed to provide a foundation for South Carolinians needing entry-level skills for manufacturing employment. $850
May 17-May 28  MTWThF  9 am-4 pm   AIRPT  CEMFG 653 07
Jun 7-Jun 18  MTWThF  9 am-4 pm   AIRPT  CEMFG 653 08
Jun 28-Jul 9  MTWThF  9 am-5 pm   AIRPT  CEMFG 653 09
Jul 19-Jul 30  MTWThF  9 am-4 pm   AIRPT  CEMFG 653 10
Aug 9-Aug 20  MTWThF  9 am-4 pm   AIRPT  CEMFG 653 11
“I’ve been telling people you’ve got to go this route. Go to MTC,” he said. “Go there in the winter, go there in the fall. Go there in the spring, whenever you have the time. It’s exactly what I wanted.”

DOUG BURCH | CNC STUDENT

With unforeseen circumstances amid a pandemic, Doug Burch could have given up on his goals. Instead, he persevered and graduated with his Computer Numerical Control (CNC) certificate.

Burch was able to leave his job in the restaurant industry and accept a new position providing CNC work for Palmetto State Armory.

When Doug began his training at MTC, he came into class with the idea that he wouldn’t have much competition. That thought quickly changed when he realized how different each student’s background was, and the motivations that drove them.

Along with his new-found friendly competition, Doug found that the instructors at MTC would far surpass his expectations both inside and outside the classroom.

“I couldn’t have asked for a better instructor (Jeff Sigley), truly. As soon as I got into my new job, I started making suggestions, and they were like ‘hold on, we’ve never heard anybody say these types of things before,’” Doug said. “He went above and beyond. He instructed us in a way that was very caring.”

Read Doug’s full story at MIDLANDSTECH.EDU/success-stories/doug-burch
WELDER DAY PROGRAM

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

Jul 17-Aug 21 S 8 am-1 pm AIRPT CEWLD 511 53

BASIC WELDING
Gain the introductory training needed to enter the welding profession. Upon completion of the course, you will have competent training in safety, basic metallurgy, and industrial tool operation. Entry-level welding skills will include fillet and groove welding in basic positions using the (SMAW) process. You will be required to perform welding to industrial standards such as the American Welding Society (AWS). $3595

May 17-Jul 19 MTWTh 7 am-5:30 pm AIRPT CEWLD 601 01
Jul 26-Sep 16 MTWTh 7 am-5:30 pm AIRPT CEWLD 601 04
Jun 28-Sep 16 MTWTh 8 am-3:30 pm FF CEWLD 601 05

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

May 24-Jul 19 MTWTh 7 am-5:30 pm AIRPT CEWLD 602 01
Aug 2-Sep 1 MTWTh 7 am-5:30 pm AIRPT CEWLD 602 04
Jul 12-Sep 16 MTWTh 8 am-3:30 pm FF CEWLD 602 05

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

Aug 2-Sep 23 MTWTh 7 am-5:30 pm AIRPT CEWLD 619 04
Jul 12-Sep 16 MTWTh 8 am-4:30 pm AIRPT CEWLD 619 05
May 24-Jul 19 MTWTh 7 am-5:30 pm AIRPT CEWLD 619 68

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

Jul 17-Aug 21 S 8 am-1 pm AIRPT CEWLD 870 12

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

Jul 17-Aug 21 S 8 am-1 pm AIRPT CEWLD 880 13
# WELDER EVENING PROGRAM

## BASIC SHIELDED METAL ARC WELDING AND OXY-FUEL CUTTING
This course will instruct and assess you in basic American Welding Society (AWS) standards of Shielded Metal Arc Welding (SMAW or stick) and oxy-fuel torch operation. You will learn how to safely operate an oxy-fuel torch to cut various types of metal. Then, you will start learning 50/50 build-up welding techniques in the flat, horizontal, vertical, and overhead positions to build muscle memory and gain understanding of welding machine settings and various electrode characteristics. Finally, you will move on to welding multi-pass fillet t-joints in the horizontal, vertical, and overhead positions. $1399

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
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<td>MTWTh</td>
<td>6 pm-9 pm</td>
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<td>Sep 7</td>
<td>MTWTh</td>
<td>6 pm-9 pm</td>
<td>AIRPT</td>
<td>CEWLD 800 29</td>
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## ADVANCED SHIELDED METAL ARC WELDING
This course will instruct and assess you in advanced American Welding Society (AWS) standards of Shielded Metal Arc Welding (SMAW or stick). You will start with horizontal, vertical, and overhead v-groove welding techniques with backing before moving on to flat, horizontal, vertical, and overhead v-groove open root welding techniques. Prerequisite course: CEWLD-800. $1399

<table>
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<tr>
<th>Course Code</th>
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<th>Days</th>
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<tr>
<td>CEWLD 801 29</td>
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<td>MTWTh</td>
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## GAS METAL AND FLUX CORE ARC WELDING
This course will instruct and assess you in basic American Welding Society (AWS) standards of Gas Metal Arc Welding (GMAW or MIG) and Flux Core Arc Welding (FCAW or Dual Shield) processes. You will learn GMAW horizontal and vertical t-joint and lap joint fillet welding techniques as well as groove welding techniques in the flat and vertical position. Then, you will move on to FCAW flat plate, horizontal, vertical, and overhead multi-pass t-joint welding techniques. This course will finish with FCAW flat, horizontal, vertical, and overhead groove welds with backing on 3/8 plate. Prerequisite: CEWLD-801. $1249

<table>
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<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
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<tr>
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<td>MTWTh</td>
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<td>MTWTh</td>
<td>6 pm-9 pm</td>
<td>AIRPT</td>
<td>CEWLD 810 29</td>
</tr>
</tbody>
</table>

## GAS TUNGSTEN ARC WELDING
This course will instruct and assess you in basic American Welding Society (AWS) standards of Gas Tungsten Arc Welding (GTAW or TIG) processes. You will learn how to "walk the cup" on a flat 50/50 build up before progressing to horizontal, vertical, and overhead t-joint multi-pass fillet techniques. You will finish your GTAW training with flat, horizontal, vertical, and overhead open root processes including a root pass, hot pass, fill, and cap on 3/8" v-grooves. Prerequisite: CEWLD-810. $1299

<table>
<thead>
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<tbody>
<tr>
<td>CEWLD 820 28</td>
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## BASIC PIPE WELDING
This course will instruct and assess you in basic American Welding Society (AWS) standards of Shielded Metal Arc Welding (SMAW or stick) 6" Schedule 80 pipe. You will learn how to weld SMAW horizontal, vertical, and 45-degree open root joints using E6010 electrodes and fill and cap techniques with E7018 electrodes. Prerequisite: CEWLD-820. $1249

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<tr>
<th>Course Code</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
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<td>CEWLD 830 30</td>
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## ADVANCED PIPE WELDING
This course will instruct and assess you in the American Welding Society (AWS) standards of Gas Tungsten Arc Welding (GTAW or TIG) methods and techniques for welding 6" Schedule 80 pipe. You will learn how to "walk the cup" on rotated pipe sleeves before progressing on to horizontal, vertical, and 45-degree open root processes including a hot pass, fill, and cap in v-grooves. Prerequisite: CEWLD-830. $1299

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<th>Course Code</th>
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THE HEAT IS ON
HVAC TECHNICIANS ARE IN-DEMAND

- Prepare for entry-level jobs with residential HVAC contractors
- Take classes 2 - 3 nights a week from 6 - 9 p.m.
- Finish in as few as 5 - 6 months

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

DOES YOUR BUSINESS NEED HVAC APPRENTICES?
Grant funding is available to help with your training costs.
Contact MTC Business Solutions at 803.691.3907 to learn more.

SPARK YOUR WELDING CAREER AT MTC

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

$30,000
ENTRY LEVEL WELDER
ANNUAL SALARY IN COLUMBIA

$60,000
CERTIFIED | COMBINATION WELDER
ANNUAL SALARY IN COLUMBIA

$85,000
WELDING SUPERVISOR | FOREMAN
ANNUAL SALARY IN COLUMBIA
Within this school, you'll find training programs and courses in areas such as:

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

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

Learn more at MIDLANDSTECH.EDU/schools

BUSINESS ANALYST

CAREER SPOTLIGHT

BUSINESS ANALYST

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

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

BUSINESS ANALYSIS: USE CASES TO FUNCTIONAL REQUIREMENTS

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

Jul 12-Jul 22 MTWTh 5:30 pm-9:15 pm NEAST CEBAA 501 67

BUSINESS ANALYSIS: IN-DEPTH SOFTWARE TESTING

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

Jul 26-Aug 5 MTWTh 5:30 pm-9:15 pm NEAST CEBAA 502 66

DIGITAL MARKETING

SOCIAL MEDIA FOR BUSINESS CERTIFICATE

For businesses, non-profit, government, and other organizations: Learn how Facebook, Twitter, blogging, YouTube, LinkedIn and more can be used to develop a two-way communication and marketing strategy for your organization. Make a plan to integrate social networks in your workplace with the help of outstanding practitioners. $495

Jun 7-Aug 27 ONLINE CEUGC 515 05

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

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

May 17-May 27 MTWTh 5:30 pm-9:15 pm NEAST CEBAA 500 67
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 3-May 13 ONLINE CEFIN 512 31I
May 5-May 6 WTh 6 pm-10 pm NEAST CEFIN 512 80

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 14-Jul 30 ONLINE CEOFF 623 09I
May 11-Jul 22 TTh 6 pm-9 pm NEAST CEOFF 623 95

PAYROLL PREPARATION ESSENTIALS
This hands-on course will lead you through the complete payroll process cycle. You will calculate earnings and deductions, analyze payroll transactions, record accurate journal entries, and complete necessary forms. This course is also for the existing payroll professional as a way to refresh your knowledge and bring you up to date. Prerequisite: Accounting Essentials or equivalent knowledge of basic accounting principles. $199

Aug 2-Aug 16 ONLINE CEOFF 624 09I
Jul 27-Jul 29 TTh 6 pm-9 pm NEAST CEOFF 624 94

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 18-Sep 1 ONLINE CEOFF 638 04I
Aug 3-Aug 12 TWTh 6 pm-9 pm NEAST CEOFF 638 58

ACCOUNTING AND PAYROLL SPECIALIST
This program is designed to provide training for an entry-level accounting and/or payroll specialist position and will prepare you for the Intuit QuickBooks certification as well as the National Bookkeeper Association’s Bookkeeper Certification. The successful completion of this program will indicate to an existing or prospective employer that you have both the manual and computerized exposure to basic accounting principles, together with other essential knowledge and skills. To earn the Accounting and Payroll Specialist certificate, you must successfully complete the below courses within a two-year period. Prerequisite: Basic computer skills and the ability to navigate the Internet, websites, and email.

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

Total: 152 hrs $2991

RENEÉ SANTOS | Essential Skills
Reneé Santos brings enthusiasm and real world experience to the classroom. Her areas of expertise include customer service, communication techniques, problem solving and decision making, and successful goal setting.

She is a former corporate trainer who has developed and implemented curriculum materials with Fortune 500 companies. Reneé is a graduate of the University of South Carolina with a Master’s in Education.
PERSONAL DEVELOPMENT

CRITICAL THINKING AND PROBLEM SOLVING
Employers rank critical thinking as the most important skill for employees in the next five years. Critical thinking helps you step back, examine your thoughts, test assumptions, and process information more effectively. This course helps you identify your thinking style and follow a process to think critically, solve problems and make informed decisions. $125

May 15 S 1 pm-4 pm VIRTUAL CECDS 722 33
Jun 8 T 6 pm-9 pm NEAST CECDS 722 34
Aug 2 M 6 pm-9 pm NEAST CECDS 722
Aug 28 S 1 pm-4 pm NEAST CECDS 722

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. $125

May 10 M 6 pm-9 pm NEAST CECDS 724 32
May 22 S 1 pm-4 pm VIRTUAL CECDS 724 33
Jun 22 T 6 pm-9 pm NEAST CECDS 724 34
Aug 16 M 6 pm-9 pm NEAST CECDS 724

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

Aug 10 T 9 am-12 pm NEAST CECDS 564 07

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. $125

May 1 S 1 pm-4 pm VIRTUAL CECDS 720 33
May 25 T 6 pm-9 pm NEAST CECDS 720 34
Jul 19 M 6 pm-9 pm NEAST CECDS 720
Aug 21 S 1 pm-4 pm NEAST CECDS 720

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. $125

May 15 S 9 am-12 pm VIRTUAL CECDS 721 33
Jun 1 T 6 pm-9 pm NEAST CECDS 721 34
Jul 26 M 6 pm-9 pm NEAST CECDS 721
Aug 28 S 9 am-12 pm NEAST CECDS 721

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

May 18 T 9 am-4 pm NEAST CECDS 572 55

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. $125

May 3 M 6 pm-9 pm NEAST CECDS 723 32
May 22 S 9 am-12 pm VIRTUAL CECDS 723 33
Jun 15 T 6 pm-9 pm NEAST CECDS 723 34
Aug 9 M 6 pm-9 pm NEAST CECDS 723

VERBAL COMMUNICATION SKILLS
Poor communication creates chaos in the workplace and costs organizations millions of dollars each year in lost productivity, mistakes, and lost customers. Learn how to ensure your communication is clear and direct so that listeners receive information accurately. Improving your verbal communication skills can enhance working relationships and increase your success. $125

May 1 S 9 am-12 pm VIRTUAL CECDS 719 33
May 18 T 6 pm-9 pm NEAST CECDS 719 34
Jul 12 M 6 pm-9 pm NEAST CECDS 719
Aug 21 S 9 am-12 pm NEAST CECDS 719

ESSENTIAL SKILLS FOR SUCCESS (Full Program)
Save $234 when you combine all seven modules above in one convenient course.

Do you have the right skills employers are looking for? Technical skills alone are not enough to meet employers’ expectations for productivity and performance. In a recent survey, employers ranked professionalism, teamwork, critical thinking, and verbal communication as the most important skills in the workplace. This certificate will prepare you to be successful at work by building the core set of skills employers value most. By learning to communicate effectively, think critically, collaborate well with others, and demonstrate personal accountability, you will have the skills to succeed. $765

Apr 5-May 10 M 6 pm-9 pm NEAST CECDS 763 32
Apr 24 S 6 pm-9 pm NEAST CECDS 763 34
May 1-May 22 S 9 am-4 pm VIRTUAL CECDS 763 33
May 18-Jun 19 T 6 pm-9 pm NEAST CECDS 763 34
Jun 19 S 9 am-4 pm

ENROLL @ MIDLANDSTECH.EDU/schools | 803.732.0432 | see pages 46-47
AGILE FUNDAMENTALS
The Agile fundamentals course will provide you with the Agile values and principles to incorporate Agile methodologies into your organization. To be successful delivering software using Agile methods, one must have a strong and stable Agile mindset. The Agile fundamentals course will focus on “being” Agile before “doing” Agile. The course will provide a common foundation for making decisions about the best way to develop software using agile values and principles. Prerequisites: Familiarity with the software development life cycle (SDLC). $1999
May 31-Jun 9 MTW 6 pm-9 pm NEAST CEPMG 573 01

ITIL FOUNDATION
ITIL® provides a systematic approach for IT service management using ITIL’s best practices and components for delivering IT services to customers. This course is outlined to teach ITIL’s Foundational principles and dimensions for managing the many services various IT organizations deliver. ITIL Foundation is a global standard for IT service management. It provides IT leaders, practitioners, and support staff with a practical understanding of the key concepts of ITIL. This course prepares the student to take the ITIL 4 Foundation certification exam. Familiarity with information technology terminology and/or IT related work experience is recommended. $1999
Jun 21-Jun 30 MTW 6 pm-9 pm NEAST CEPMG 574 01

PMP/CAPM EXAM PREP BOOT CAMP
Certification by the Project Management Institute (PMI) as a Project Management Professional (PMP) shows the world that you have mastered essential project management skills and knowledge. Improve your chances of passing the PMP certification exam on the first try with this well-proven and successful course. $1999
Aug 3-Aug 31 MTW 9 am-5 pm NEAST CEPMG 506 31

PROJECT MANAGEMENT PRINCIPLES AND PRACTICES
This course teaches the most important principles and practices related to project management through a combination of classroom lectures, group discussion, and hands-on exercises. The course content is consistent with A Guide to the Project Management Body of Knowledge (PMBOK® Guide) – 6th Edition and other standards and guides from the Project Management Institute (PMI). $3495
Jun 21-Aug 11 MTW 6 pm-9 pm VIRTUAL CEPMG 569 62

ACCEPTING PERSONAL ACCOUNTABILITY
What would your organization be like if no one ever asked, "Whose fault is it?" What if we could let go of the “blame game” and view accountability as a method for achieving increased personal and team effectiveness? Accountability is much more than a paper trail. It is an ongoing chance to gain focus, accomplish more, streamline work processes, and create greater team effectiveness. $125
May 25 T 1:30 pm-4:30 pm NEAST CELSD 519 73

COACHING: ENHANCING PERFORMANCE
Learn methods of distinguishing coaching from counseling and how to provide positive feedback for improvement. $125
Jun 29 T 1:30 pm-4:30 pm NEAST CELSD 660 55

CONFLICT RESOLUTION
Conflict is not intrinsically destructive, but it can become so if left to escalate. Leaders must use conflict to their advantage while keeping it from being destructive. Learn about resolution styles and conflict resolution tactics. $125
Jun 22 T 1:30 pm-3:30 pm NEAST CELSD 613 66

COUNSELING: RECOVERING PERFORMANCE
A continuation of the Part 1 course in which you learn to recognize, overcome concerns, and practice counseling skills. $125
Jul 6 T 1:30 pm-4:30 pm NEAST CELSD 690 48

DEFINING PERFORMANCE EXPECTATIONS
Participants will have the opportunity to analyze the expectations they have of their employees and the effect on performance and practice setting specific, realistic, and measurable performance standards. $125
Jul 27 T 1:30 pm-4:30 pm NEAST CELSD 566 60

ESSENTIAL COMMUNICATION SKILLS
You will examine, understand, and practice a variety of different listening styles, and also practice active listening and how to give and receive feedback effectively. $125
Jun 15 T 1:30 pm-4:30 pm NEAST CELSD 571 61

EVALUATING PERFORMANCE
The participant will have the opportunity to become comfortable with a process for evaluation that will contribute to positive relationships and performance outcomes. $125
Aug 3 T 1:30 pm-4:30 pm NEAST CELSD 567 61

GETTING THINGS DONE UNDER PRESSURE
Have you ever felt overwhelmed by your to-do list? Interruptions keeping you from getting things done? In this course, participants will gain knowledge in how to separate the urgent from not urgent and the important from not important, while establishing good organizational skills. $125
May 18 T 1:30 pm-4:30 pm NEAST CELSD 580 81
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
Aug 17 T 1:30 pm-4:30 pm NEAST CELSD 578 56

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
Aug 31 T 1:30 pm-4:30 pm NEAST CELSD 583 59

SETTING GOALS AND OBJECTIVES
Learn how to be successful at goal setting through action plans and methods of measuring progress for continuous improvement. $125
Aug 24 T 1:30 pm-4:30 pm NEAST CELSD 693 47

STARTING RIGHT: SELECTING THE BEST PERSON FOR THE JOB
Participants learn how to conduct a behavioral interview, determine the best orientation structure, and learn a process for on-the-job training of a new employee. $125
Jul 20 T 1:30 pm-4:30 pm NEAST CELSD 691 63

THE ENGAGED WORKFORCE
Participants learn how basic motivation theory relates to workplace behavior, what competencies supervisors need to provide a motivating environment, and how to develop a tool kit for employee reward and recognition. $125
Aug 10 T 1:30 pm-4:30 pm NEAST CELSD 692 51

UNDERSTANDING PERSONALITY TYPES
Every workplace includes people with very different backgrounds, personalities, perspectives, skills, and styles of interacting. The workforce of the future will be even more diverse. 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
May 4 T 1:30 pm-4:30 pm NEAST CELSD 517 64

UNDERSTANDING YOUR COMMUNICATION STYLE
Participants learn the communication process, how to identify barriers to communication, and practice developing messages for professional and personal use. $125
Jun 8 T 1:30 pm-4:30 pm NEAST CELSD 535 59

WORKING IN AN ETHICAL MANNER
Discuss, identify, analyze, and apply methods to ensure respect of ethics, values, and behaviors. $125
May 11 T 1:30 pm-4:30 pm NEAST CELSD 518 50

SUPervisory PROGRAM

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

SUPervisory UNIT 1: FINDING THE SUPERVISOR WITHIN
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
Nov 16-Dec. 14 T 1:30 pm-4:30 pm NEAST CELSD 511 71

SUPervisory UNIT 2: COMMUNICATING FOR IMPACT
Communication is a necessity for successful supervision. This unit is designed to equip leaders with the skills they need to communicate clearly, listen carefully, give and receive feedback, and coach and counsel effectively. $399
Jun 8-Jul 6 T 1:30 pm-4:30 pm NEAST CELSD 512 65

SUPervisory UNIT 3: DEVELOPING AND RETAINING TALENT
Creating and maintaining a quality work team is a business imperative. Learn how proper interviewing and selection techniques, coupled with effective employee orientation and training, evaluation and recognition methods, enable supervisors to develop and retain a productive workforce. $399
Jul 20-Aug 17 T 1:30 pm-4:30 pm NEAST CELSD 513 61

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
Aug 24-Sep 21 T 1:30 pm-4:30 pm NEAST CELSD 514 59

SUPervisory UNIT 5: LEADING FOR DESIRED RESULTS
Now, more than ever, leadership skills are critical. Situations require adaptive leadership skills in a diverse work environment. Learn to be a leader who drives major strategic initiatives and positions your organization to win. $399
Oct 5-Nov. 2 T 1:30 pm-4:30 pm NEAST CELSD 515 61
INSTRUCTOR SPOTLIGHT

BETH RUFFIN  |  Diversity and Inclusion
Beth Ruffin, owner of the Everyday Inclusionist consulting firm is committed to making our world more inclusive through consulting, coaching, and speaking. Beth has spent 20 years in corporate America with experience in financial services, health care, and technology. She is a published author and her weekly podcast, At the Table with Beth Ruffin, elevates the voices of the marginalized in our country.

Beth has spoken at Walt Disney World, Culture Con, the National League of Cities, Columbia College, the University of South Carolina, and at the Diversity Best Practices Conference. She holds a B.A. in English Writing, an MBA, and a Diversity and Inclusion Leadership certificate from Harvard’s Kennedy School of Executive Education.

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.

Sylvia has a Master of Business Administration with a concentration in Human Resources from James Madison University and a Bachelor of Science in Administrative Management from Clemson University. She is a certified Senior Professional in Human Resources (SPHR) through the National Society for Human Resources Management. She is also MTC’s 2020 Employee and Leadership Adjunct Instructor of the Year.

ORGANIZATIONAL PERFORMANCE

TEAM PROBLEM SOLVING
Gain the knowledge and skills to implement high-impact, efficient team problem solving. Learn each step of the problem solving process, from defining the problem thorough verification of solution effectiveness. You will be assembled into teams and sequentially work through a case study requiring the use of the TPS framework and multiple team problem solving skills. $695
Aug 26-27 ThF 8 am-4:30 pm NEAST CEQAL 517

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. $3995
Aug 1-Nov 1 ONLINE CEQAL 642 34I
Jun 1-Sep 1 ONLINE CEQAL 642 36I
Jul 1-Oct 1 ONLINE CEQAL 642 37I

CUSTOMER SERVICE

BECOMING A CUSTOMER SERVICE STAR
Don't just talk about providing exceptional customer service – make it happen. Becoming a Customer Service Star will help you develop a service mindset and gain skills to boost your service performance. Examine your own customer service attitudes and relationships, both internally and externally, and explore opportunities for improvement. $249
Aug 31 T 9 am-4 pm NEAST CECUS 523 43


SCHOOL OF BUSINESS

INSTRUCTOR SPOTLIGHT

KRISTIN LYNCH
Organizational Performance

Kristin Lynch serves as the lead trainer and consultant for Organizational Performance and has been training and consulting in the areas of quality and productivity improvement for more than 15 years. She has worked with companies ranging from the Fortune 500 to small private firms of fewer than 10 employees. Her expertise spans various business sectors including services, manufacturing, and governmental organizations.

Kristin’s primary focus is teaching organizations the concepts necessary to drive improvements in quality, productivity, and customer satisfaction. She has dealt extensively with cross-functional employee teams in the areas of problem solving and Lean for service and manufacturing. Additionally, Kristin consults and trains in the specific areas of Lean Six Sigma, project management, statistical process control, measurement systems assessment, problem solving, and ISO compliance.

Kristin holds a B.S. in manufacturing systems engineering from Kettering University and an MBA from the Moore School of Business at the University of South Carolina.

WHAT’S YOUR PROCESS
to improve your process?

MTC’s ORGANIZATIONAL PERFORMANCE training and consulting can help your business reach new levels – improving productivity, increasing profits, and improving customer satisfaction. Companies and organizations of all sizes, in all industries, can benefit.

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

Plus, some of our most popular training programs include:

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

“MTC’s trainers and consultants have been an outstanding partner for our organization for many years. They have provided consulting and education on Lean Six Sigma, continuous improvement, and problem-solving for a wide range of audiences and have helped employees at all levels of our organization better understand these tools and methods.”

– Health Care Industry Client

On-campus and online options available. Learn more at MIDLANDSTECH.EDU/OrganizationalPerformance
Start a new career or move up to a better one

QUICKJOBS AT MTC

QUICKJOBS ARE CAREER TRAINING PROGRAMS developed for jobs where workers will be in high demand over the next decade. QuickJobs are designed to provide intensive and complete job training; prior experience in a field is not required.

Most programs only take a few months to complete, and some can be finished in a matter of weeks.

TUITION ASSISTANCE OPTIONS

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

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

Richland | 803.978.0139  Lexington | 803.359.6131  Fairfield | 803.635.2812

More info @ MIDLANDSTECH.EDU/QuickJobs | 803.732.0432
PSST...we have a secret.

Training, customized for your needs.

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

SECRET MENU

All orders customized to your industry

ORGANIZATIONAL PERFORMANCE
> Basic Principles of Continuous Improvement
> Design for Six Sigma (DFSS)
> How to Design and Analyze Surveys
> Leading with Data and Measurement
> Process Mapping
> Root Cause Analysis

BUSINESS SKILLS AND LEADERSHIP DEVELOPMENT
> Supply Chain Management
> Diversity and Inclusion Workshops
> Business Analyst and Project Management Consulting
> Customized Supervisory Courses
> Executive Coaching

EMPLOYEE DEVELOPMENT
> Project-Based Team-Building Workshops
> Critical Thinking
> Presentation Skills
> Creative Problem Solving

FOREIGN LANGUAGE
> Spanish for Your Industry

HEALTH CARE
> Paramedic
> Customer Service for Patient Care Staff
> Health Care Terminology for Front Office Staff
> Advanced CNA

INDUSTRIAL AND SAFETY
> Generator Maintenance
> Heavy Equipment Operator
> Lead Renovation Refresher
> Waste Water Operator

A LA CARTE
> Custom Designed Courses
> Turn Your Internal Training into an Online Class
> Capstone Projects
> Training Plan Development
> Key Note Speaker Engagements
> Lunch and Learns/Breakfast Briefings
> Consulting Projects
> Meeting Facilitation
> Workshops
> After Training Coaching Sessions

ASK US ABOUT OUR "SECRET MENU." WE’RE READY TO DELIVER.

Contact our Business Solutions team today.

MIDLANDSTECH.EDU/corporate | corporatetraining@midlandstech.edu | 803.691.3907
The School of English and Humanities training programs and courses available this summer are listed below. More courses are continually added on the college’s website.

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

Learn more at MIDLANDSTECH.EDU/schools

### AUDIO ENGINEER

#### 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 24 T 7 pm-8 pm NEAST CEMUS 547 10

#### STUDIO RECORDING III
Importing, exporting, file management, advanced mixing, editing, monitoring, and mastering using the Pro Tools platform will be focus of the class. Students will be required to complete recording projects for a final grade. This course includes a two-hour lab. Textbook included. Classes meet at Midlands Audio Institute, 207 S. Prospect St., Columbia, SC 29205. 803.782.6910 $449
May 8-May 15 S 9 am-6 pm MAI CEMUS 524 17

### CAREER SPOTLIGHT

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

<table>
<thead>
<tr>
<th>REQUIRED COURSES</th>
<th>COSTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audio Engineering, Introduction</td>
<td>$449</td>
</tr>
<tr>
<td>Commercial Music Theory</td>
<td>$449</td>
</tr>
<tr>
<td>Digital Music Production</td>
<td>$449</td>
</tr>
<tr>
<td>Studio Recording I</td>
<td>$449</td>
</tr>
<tr>
<td>Studio Recording II</td>
<td>$449</td>
</tr>
<tr>
<td>Live Sound Production</td>
<td>$449</td>
</tr>
<tr>
<td>Music Business</td>
<td>$449</td>
</tr>
<tr>
<td>Studio Recording III</td>
<td>$449</td>
</tr>
<tr>
<td></td>
<td>Total: $3592</td>
</tr>
</tbody>
</table>

### BUSINESS WRITING

#### BUSINESS GRAMMAR
Prevent embarrassing errors and increase your writing success with this intensive one-day program. Gain important tips on correct use of the English language and grammar rules. $259
Aug 12 Th 9 am-4 pm NEAST CEWCS 500 60

#### 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
Jul 15 Th 9 am-4 pm NEAST CEWCS 501 06

#### BUSINESS WRITING ESSENTIALS
Writing is an essential way of communicating with others. The quality of your writing impacts how people view you and your organization. This course provides a grammar refresher and review of basic writing concepts such as structuring documents and proofreading. $249

May 8 S 9 am-4 pm VIRTUAL CEWCS 541 45
Jun 19 S 9 am-4 pm NEAST CEWCS 541 46
Jul 31 S 9 am-4 pm NEAST CEWCS 541

### MUSIC BUSINESS

#### MUSIC BUSINESS: PROTECTING INTELLECTUAL PROPERTY RIGHTS (COPYRIGHT)
Everyday musicians have had their music stolen or used without being properly acknowledged nor compensated. This course will cover the basics of music copyright law and how to register a copyright for your music step-by-step on the official site for the US Copyright Office. $199
Jun 12 S 10 am-6 pm MAI CEMUS 557 01
The School of Education and Public Service training programs and courses available this summer are listed below. More courses are continually added on the college's website.

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

Learn more at MIDLANDSTECH.EDU/schools

### CAREER DEVELOPMENT FACILITATOR

**FACILITATING CAREER DEVELOPMENT**
This training provides individuals with relevant skills and knowledge to assist others in planning careers and obtaining meaningful work. This 120-hour online course developed by the National Career Development Association is a hybrid, requiring one in-person meeting on first day of class, virtual meetings via a platform such as Zoom, web-based instruction on your own, use of the course textbook (included in fee), and independent study. The first and only onsite session is on day one from 10 a.m. to 1 p.m. for orientation and textbook pick up at the Northeast Campus. Completion of this course supports application for the GCDF and CCSP credentials. $1099

**Jun 23-Aug 5  W  10 am-1 pm  HYBRID  CECDF 600 27**

### TRAINING

**CERTIFICATE IN TEACHING**
For those new to teaching online, or those already teaching online. Certified Instructor (COI) requires the registrant to take a 50-question exam. The registrant will have their students evaluate an online course, and the Chair of the LERN Faculty Advisory Board will critique one of the registrant's online courses. $495

**Jun 7-Aug 27  ONLINE  CEUGC 512 06**

**CERTIFIED INSTRUCTOR**
A timely program for those new to or already teaching online. Get the best instruction from the foremost authorities in online learning. Topics include building and improving an online course, fostering online discussion, encouraging student interaction, and tackling assessments. Learn the advanced tips and techniques. $795

**Jun 7-Aug 27  ONLINE  CEUGC 510 06**

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Training to meet SC DSS Child Care Requirements | The specific topic and course number are listed in the materials list for each class.

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ON-CAMPUS or ONLINE?
What's the best fit for you?

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

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

Consumer Education
Defensive Driving

Cake Decorator
Motorcycle

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

View offerings and enroll at MIDLANDSTECH.EDU/PersonalEnrichment

CONSUMER EDUCATION

GUIDELINES TO PUTTING YOUR AFFAIRS IN ORDER
Organizing your life and putting it down on paper, whether young or retired, gives your heirs and loved ones a game plan for making difficult decisions. A benefit for you is relief and satisfaction of having your affairs in order. This two-part course will give you the knowledge of how to begin and the steps necessary to put your plan and wishes in place. NOTE: Always consult an attorney about writing legal documents. $99
May 24-Jun 7 M 6 pm-8:30 pm HARBN CECED 598 01
May 29-Jun 12 S 10 am-12:30 pm HARBN CECED 598 02

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. You will be introduced to fondant bows. On the first night of class, bring Wilton practice board, piping tips (purchase only the tips listed on the online materials list); disposable piping bags; small pair of scissors; half sheet coated cake board; cake spatula; and a small container of prepared Wilton Decorator's Buttercream. Piping techniques will be covered on the first night of class. View the full list of supply requirements on the online materials list, but wait to purchase all supplies until after the first class. $195
May 4-Jun 8 T 6 pm-9 pm HARBN CEKIT 522 55

DEVELOPMENT 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
May 1 S 8 am-5 pm NEAST CEDDC 500 72
Jun 5 S 8 am-5 pm NEAST CEDDC 500 73
Jul 10 S 8 am-5 pm NEAST CEDDC 500 74
Aug 7 S 8 am-5 pm NEAST CEDDC 500 75

MOTORCYCLE

BASIC MOTORCYCLE
Learn basic motorcycle riding techniques in this beginner-level course. The motorcycle range activity includes riding on small (100-350 cc) training motorcycles. NOTES: 1) For license waiver option, present motorcycle permit at first class and pass all assessments. 2) A three-hour online e-course is required before the first class. You will be emailed a code to access this e-course. You must present certificate of e-course completion to instructor at first class. 3) You will need to pass both a written and riding assessment to receive a completion certificate. $299
May 14-May 16 F 6 pm-8 pm BLTLN CEMOT 501 48
May 14-May 16 SSu 6 pm-8 pm BLTLN CEMOT 501 49
Jun 11-Jun 13 F 6 pm-8 pm BLTLN CEMOT 501 50
Jun 11-Jun 13 SSu 6 pm-8 pm BLTLN CEMOT 501 51
Jul 9-Jul 11 F 6 pm-8 pm BLTLN CEMOT 501 52
Jul 9-Jul 11 SSu 6 pm-8 pm BLTLN CEMOT 501 53
Aug 20-Aug 22 F 6 pm-8 pm BLTLN CEMOT 501 54
Aug 20-Aug 22 SSu 6 pm-8 pm BLTLN CEMOT 501 55
Transfer Your Military Expertise into a New Civilian Career

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

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

VA VOCATIONAL REHABILITATION
All courses, certifications, and QuickJobs programs must be pre-approved by a VA Vocational Rehabilitation and Employment Counselor. To find out more about this process, please contact your current VA Vocational Rehabilitation Counselor or contact the local VA Regional Office at 803.647.2444 or visit benefits.va.gov/vocrehab/index.asp.
MISSION | Midlands Technical College is a comprehensive, multi-campus, two-year public college serving the primary region of Richland, Lexington and Fairfield counties of South Carolina. College programs and services provide accessible, affordable, quality education that prepares a diverse student population to succeed in the job market, to transfer to four-year colleges and universities, and to achieve their professional and personal goals. The college equitably provides higher education opportunities that stimulate the local economy by generating a world-class workforce and enhancing the social vitality of the community.

$1 BILLION
ANNUAL ECONOMIC IMPACT IN THE CENTRAL MIDLANDS

MTC serves the largest population of Veteran Educational Benefit recipients out of all the technical colleges in South Carolina. MTC also is the only VetSuccess on Campus site in S.C.

Students in the School of Health Care achieved a 100% Licensure Achievement pass rate in 11 program areas.

MTC is one of:
> the largest providers of higher education in South Carolina.
> the largest providers of transfer students to four-year colleges and universities in South Carolina.
> the largest and most comprehensive Corporate and Continuing Education divisions in the Palmetto State.

Diverse: Issues in Higher Education ranked MTC as one of the top colleges in the nation for African-American students earning associate degrees.

76% of students receive financial aid and scholarships.

95% of MTC graduates are employed or continuing their education within six months of graduation.

83% of MTC students call Richland, Lexington, and Fairfield counties home, and the vast majority of graduates remain in the Midlands to live, work, and contribute to the economy.

More than 1,400 students received $6 million+ in LIFE scholarships in the 2019-2020 academic year. On average, an eligible full-time MTC student receives $5,000 in LIFE Scholarship money per year.

#1 MTC serves the largest population of Veteran Educational Benefit recipients out of all the technical colleges in South Carolina. MTC also is the only VetSuccess on Campus site in S.C.

80,000+ MTC ALUMNI

95% of MTC graduates are employed or continuing their education within six months of graduation.

Students in the School of Health Care achieved a 100% Licensure Achievement pass rate in 11 program areas.

$200,000+ awarded in Foundation scholarships to MTC students annually

1,200+ dedicated high school students enrolled in MTC’s Spring and Fall semester Dual Enrollment programs to get a jump start on their college education.

SIX CAMPUSES IN THE MIDLANDS

1. Airport Campus
   West Columbia

2. Beltline Campus
   Columbia

3. Harbison Campus
   Irmo

4. Northeast Campus
   Northeast Columbia

5. Batesburg-Leesville Campus
   Batesburg-Leesville

6. Fairfield Campus
   Winnsboro
DEMOGRAPHICS

| 46% White Non-Hispanic | 35% Black Non-Hispanic | 12% Other | 7% Hispanic |

MALE 38%  FEMALE 62%  AVERAGE AGE = 25

25,000+ students served annually

13,000+ Academic and Dual Enrollment students
12,000+ Corporate and Continuing Education students

594
credentialled and experienced full-time and adjunct faculty. MTC students have more personalized contact with faculty members compared to national peer colleges.

$1.725M in sales
by companies operating inside the MTC Business Accelerator that represent the commercial, forensics, pharmaceutical, and retail industries.

5,500+ individuals
were sponsored by over 100 businesses in the Midlands to receive customized training in Corporate and Continuing Education.

180+ adult and youth apprentices
at 20+ companies in a variety of different industries including health care, manufacturing, and information technology to help employers with a talent pipeline.

ACCREDITATION | Midlands Technical College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award associate degrees, diplomas and certificates. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404.679.4500 for questions about the accreditation of Midlands Technical College. All MTC programs seeking national accreditation through their professional agencies are accredited.
THE FOLLOWING IS A LIST OF ONLINE AND VIRTUAL TRAINING COURSES OFFERED BY MTC.

MTC offers online classes taught by local instructors in virtual and online formats. MTC also provides online options through a network of qualified, national instructors. View details and register at MIDLANDSTECH.EDU/programs-and-courses/online-learning.

**School of ADVANCED MANUFACTURING AND SKILLED TRADES**

**Construction and Trades**
- Biofuel Production Operations
- Chemical Plant Operations
- HVAC/R Certified Technician
- Manufacturing Applications
- Manufacturing Fundamentals

**School of BUSINESS**

**Customer Service**
- Certificate in Customer Service
- Managing Customer Service

**Digital Marketing**
- Digital Marketing Certificate
- Mastering Video Marketing Certificate
- Social Media for Business Certificate
- Using Social Media in Business

**Finance and Accounting**
- Accounting and Payroll Specialist
- Personal Finance

**Hospitality**
- Wow, What a Great Event!

**Human Resources and Legal**
- Employment Law Fundamentals
- Real Estate Law
- SHRM Certification Review
- Understanding the Human Resources Function
- Workers’ Compensation

**Management**
- Certificate in Leadership Development
- Certificate in Workplace Communication
- Fundamentals of Supervision & Management I
- Leadership
- Management Certificate
- Supervisory Certificate

**Organizational Performance**
- Certified Quality Auditor
- Certified Quality Engineer
- Lean Six Sigma Green Belt
- Lean Six Sigma Yellow Belt

**Personal Development**
- A to Z Grantwriting
- Achieving Success with Difficult People
- Administrative Assistant Applications
- Administrative Assistant Fundamentals
- Building Teams That Work
- Certificate in Business Writing
- Computer Skills for the Workplace
- Effective Business Writing
- Effective Selling
- Essential Skills for Success
- Get Assertive!
- Individual Excellence
- Interpersonal Communication
- Keys to Effective Communication
- Mastering Public Speaking
- Mastery of Business Fundamentals
- Professional Sales Skills
- Real Estate Investing I
- Resume Writing Workshop
- Skills for Making Great Decisions
- Stocks, Bonds, and Investing: Oh, My!

**Project Management**
- Project Management @ e-Speed
- Project Management Principles and Practices
- The Complete Project Manager with CAPM® and PMP® Prep

**Purchasing**
- Certified Green Supply Chain Professional
- Purchasing Fundamentals
- Purchasing and Supply Chain Management
- Supply Chain Management Fundamentals

**Small Business and Entrepreneur**
- Creating a Successful Business Plan
- Entrepreneurial Marketing
- Entrepreneurship Certificate
- Freight Broker/Agent Training
- Senior Certified Sustainability Professional
- Small Business Marketing on a Shoestring
- The Business Plan

**School of EDUCATION AND PUBLIC SERVICE**

**Career Development**
- Certificate in Online Teaching
- Certificate in Teaching Adults
- Certified Online Instructor (COI)
- Creating Classroom Centers
- Creating the Inclusive Classroom: Strategies for Success
- Facilitating Career Development
- Solving Classroom Discipline Problems

View all MTC online and virtual courses at MIDLANDSTECH.EDU/programs-and-courses/online-learning.
Solving Classroom Discipline Problems II
Survival Kit for New Teachers
Teaching Students With ADHD
Teaching Students With Autism: Strategies for Success
The Creative Classroom
Understanding Adolescents
Using the Internet in the Classroom
Working Successfully With Learning Disabled Students

School of ENGLISH AND HUMANITIES

Art and Design
Drawing for the Absolute Beginner
Mastering Digital Photography: Photographing People
Photography and Videography
Secrets of Better Photography

Languages
Beginning Conversational French
Speed Spanish I
Speed Spanish II

Writing
Effective Business Writing
Fundamentals of Technical Writing
Grammar Refresher
Grammar Refresher II
Introduction to Journaling
Publish and Sell Your E-Books

School of HEALTH CARE

Emergency Medicine
Emergency Medical Technician

Health and Fitness
Become a Physical Therapy Aide
Handling Medical Emergencies

Medical Office
Medical Billing and Coding
Medical Scribe
Medical Terminology

Spanish for Medical Professionals

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

Computer Applications
Crystal Reports, Introduction
Keyboarding
Microsoft Access 2016, Introduction
Microsoft Access 2016, Intermediate
Microsoft Excel (Latest Version), Introduction
Microsoft Excel (Latest Version), Intermediate
Microsoft Excel (Latest Version), Advanced
Microsoft Excel 2013, Introduction
Microsoft Excel 2013, Intermediate
Microsoft Excel 2013, Advanced
Microsoft Outlook (Latest Version), Introduction
Microsoft PowerPoint 2016, Introduction
Microsoft Word 2016, Introduction
Microsoft Word 2016, Intermediate
Oracle, Introduction
Publisher 2013, Introduction
QuickBooks

Data Analysis
Data Analysis Certificate
Google Analytics

Databases
Database Development, Introduction
SQL, Introduction

Gaming
Certificate in Basic Game Design
How to Get Started in Game Development

Information Technology
A+ IT Technician
CompTIA Security+ Certification Prep
Help Desk Analyst: Tier 1 Support Specialist

Networking+
Networking, Introduction
Networking, Intermediate
PC Security, Introduction
PC Troubleshooting, Introduction
Security+

Math
Everyday Math

Programming
C# Programming for the Absolute Beginner
C# Programming, Intermediate
C++ for the Absolute Beginner
Creating Mobile Apps with HTML5
Java for the Absolute Beginner
Java Programming, Intermediate
Python 3 Programming, Introduction

Test Preparation
GRE Test Preparation - Course 1
GRE Test Preparation - Course 2
LSAT Test Preparation - Course 1
LSAT Test Preparation - Course 2
SAT/ACT Preparation - Part 1
SAT/ACT Preparation - Part 2

Web Development and Print Media
Designing Effective Websites
Front End Web Developer
Full Stack Web Developer
HTML5 and CSS3
Illustrator CS6, Introduction
InDesign CS6, Introduction
Intermediate InDesign Creative Cloud
Photoshop CS6, Introduction
Photoshop CS6, Intermediate
PHP and MySQL
Visual Basic, Introduction
Web Pages, Advanced

To register, contact the CCE REGISTRATION OFFICE at 803.732.0432 or 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.

REFUNDS

<table>
<thead>
<tr>
<th>DAYS BEFORE START OF CLASS</th>
<th>% OF REFUND</th>
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</thead>
<tbody>
<tr>
<td>5 OR MORE</td>
<td>100%</td>
</tr>
<tr>
<td>1 TO 4</td>
<td>50%</td>
</tr>
<tr>
<td>0</td>
<td>0%</td>
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</tbody>
</table>

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

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

Midlands Technical College does not discriminate in admissions, educational programs or employment on the basis of race, sex, sexual orientation, national origin, 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 (ADAAA), 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 Mr. Ian A. MacLean in his position as Chief Compliance Officer/Title IX Coordinator. He can be reached at Midlands Technical College, P.O. Box 2408, Columbia, SC 29202, by telephone at 803.822.3204, or email at macleani@midlandstech.edu. Faculty and staff inquiries or complaints should be directed to Nicole B. Edwards, Assistant Director of Human Resource Management/Equal Employment Opportunity (EEO) Officer, at 803.822.3050 or edwardsn@midlandstech.edu.
TRAINING PROGRAMS
REGISTRATION FORM

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

Course: __________ Title: __________ Date: __________ Location: __________ Price: __________
Course: __________ Title: __________ Date: __________ Location: __________ Price: __________
Course: __________ Title: __________ Date: __________ Location: __________ Price: __________

Name: __________________________ SSN: __________ DOB: __________
First   MI   Last

Email address for notifications: __________________________ Drivers License #: __________ State: __________
Driver's license # and state required to verify lawful presence

Home Address: __________________________________________
Street      City   State  Zip Code

Phone # for notifications: __________________________
Day                                Night                Cell

Gender*: □ Male □ Female

Race*: □ Asian □ Black/African American □ White

Ethnicity*: □ Hispanic/Latino □ Non-Hispanic/Non-Latino
□ American Indian/Alaskan Native □ Hawaiian/Pacific Islander

*Voluntary information used for institutional effectiveness reporting.

Check Enclosed for: $ __________ Check #: __________

Card type: □ MasterCard □ VISA □ Discover □ □ Card Number: __________ Expiration: __________

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

Card Identification Number (3 digits on back of card): __________

Name as listed on credit card: __________________________ Signature: __________________________

INDIVIDUAL REGISTRATION/BILLING
REGISTER ONLINE | Register with a credit card at MIDLANDSTECH.EDU/schools
REGISTER BY PHONE | Call our registration office at 803.732.0432
REGISTER WITH THIS FORM | Return completed form via one of the methods below:
> Email: CCE@midlandstech.edu | Fax: 803.732.5255
> Stop by one of our registration locations listed on prior page
> Mail to Midlands Technical College, Corporate and Continuing Education, PO Box 2408, Columbia, SC 29202

COMPANY REGISTRATION/BILLING
Company Registration/Billing may be handled three ways:
1. By letter of authorization on company letterhead with the company’s address, phone number, and point of contact information along with the statement of authorization to bill
2. By purchase order
3. By company check or company credit card

Each request to register and bill must include the personal information listed above along with either a letter of authorization, purchase order, check, or credit card information.

Refunds may be granted with advanced notification. See details on prior page or call 803.732.0432 with questions.
MTC has more course delivery options than ever before. Courses are offered four different ways so you can create a schedule that fits your needs and comfort level.

ON-CAMPUS
Traditional. Classes meet on campus.

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

HYBRID
Some classes on campus. Some classes virtual.

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

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

See a full list of online and virtual options on pages 44-45.