

TRAINING GUIDE

MIDLANDSTECH.EDU

SEPT | OCT | NOV | DEC 2021

Go with the flow

Take the first step toward becoming a **Journeyman Plumber** with our new **Plumbing Program**.

PAGE 29

Rise Up

Paid **software engineer apprenticeships** are here.

PAGE 13

Take a deep breath

We have the expertise and **\$2M+** to build **apprenticeship programs**.

PAGE 42

Need flexibility?

Our campuses are open, but we still have lots of **online courses**.

PAGE 44-45



MIDLANDS
TECHNICAL COLLEGE

Where will you go?

Whether you are looking for a great career or to enhance your current skills to be competitive in our global society, I am certain that you will find enrolling at MTC to be one of your best decisions.

Here at MTC, your personal goals are the starting point as we assist you in planning a program of study that helps you design your future. We listen to your needs, and when we say “You can get anywhere from here,” it means that every option is available to you.

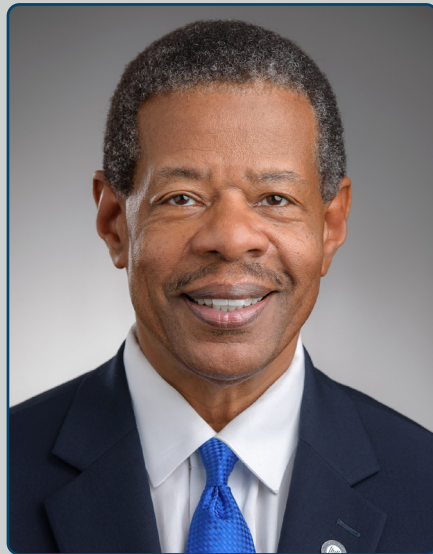
Please take some time to explore all of the services and programs MTC has to offer you.

I look forward to seeing you on campus!

Best wishes,



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



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 or advance in your current career.

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

Learn more and view a full program list at MIDLANDSTECH.EDU/schools
COURSE DESCRIPTIONS AND ADDITIONAL CLASS DATES @ MIDLANDSTECH.

We can help you get there.

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

1

REVIEW TRAINING PROGRAMS AND REGISTER AT MIDLANDSTECH.EDU/schools

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

2

PREPARE FOR YOUR CLASS

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

3

COMPLETE YOUR PROGRAM

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

4

LOOK AT NEXT STEPS

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

5

GET THE JOB OR ADVANCE IN YOUR CAREER

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

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

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

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Construction | HVAC | Forklift Operator | Landscaper and Horticulturist | Pool Operator | Manufacturing
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CORPORATE TRAINING






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UNDERSTANDING COURSE LISTINGS

NAME OF COURSE


Course description and cost listed below name of course.

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

 Articulation Courses  Online Courses  New Courses  Approved for VA Education Benefits  QuickJobs Programs

LOCATIONS

AIRPT
Airport Campus
BATES
Batesburg-Leesville Campus
BLTLN
Beltline Campus
CEOFS
Off-Campus Class
FF
Fairfield Campus
HARBN
Harbison Campus
HYBRID
Hybrid Class
LEMS
Lexington EMS
MAI
Midlands Audio Institute
NEAST
Northeast Campus
ONLINE
Online Class
RSDI
Richland School District One
VIRTUAL
Virtual Class

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

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

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

Beginning Computer Courses
Cloud Technology
Computer Support
Databases

Microsoft Office
Windows
Programming
Web Development and Print Media

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



Learn more at MIDLANDSTECH.EDU/schools

COMPUTER SUPPORT 🕒 🇺🇸

A+ IT TECHNICIAN ⚡

Learn to install, remove, upgrade, maintain, and troubleshoot computer hardware while building your 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. Online sections include two Pearson Vue test vouchers and a Raspberry Pi desktop computer. \$2999

Nov 8-Nov 19	MTWTh	9 am-4:30 pm	HARBN	CEDST 528 37
	F	9 am-1 pm		
Sep 13-Oct 7	MTWTh	6 pm-9:45 pm	HARBN	CEDST 528 74

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

Nov 29-Dec 10	MTWTh	9 am-4:30 pm	HARBN	CENET 747 25
	F	9 am-1 pm		
Sep 20-Oct 1	MTWTh	9 am-4:30 pm	NEAST	CENET 747 27
	F	9 am-1 pm		
Oct 11-Nov 4	MTWTh	6 pm-9:45 pm	HARBN	CENET 747 65

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

Nov 8-Nov 18	MTWTh	6 pm-9:45 pm	NEAST	CENET 753 03
Oct 4-Oct 8	MTWTh	9 am-4 pm	NEAST	CENET 753 05
	F	9 am-1:30 pm		

SECURITY+ ⚡

Theft and destruction of intellectual property takes place despite the presence of firewalls, encryption, and corporate edicts. Prepare to implement and monitor security on networks, applications, and operating systems, and respond to security breaches, as you also prepare for the Security+ exam. Prerequisites: Basic Windows user skills and a fundamental understanding of computer and networking concepts; CompTIA A+ and Network+ certifications (or equivalent knowledge); and six to nine months' experience in networking, including configuring security parameters, are strongly recommended. \$1999

Oct 25-Oct 29	MTWTh	9 am-4:30 pm	NEAST	CESEC 664 05
	F	9 am-1 pm		

LINUX+

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

Sep 20-Sep 24	MTWTh	9 am-4:30 pm	NEAST	CENET 746 19
	F	9 am-1 pm		
Nov 8-Nov 12	MTWTh	9 am-4:30 pm	NEAST	CENET 746 21
	F	9 am-1 pm		

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

COMPUTER SUPPORT ⓘ 🚩

CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)

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

Sep 27-Oct 8 MTWTh 9 am-4:30 pm NEAST CENET 751 02
F 9 am-1 pm

CYBERSECURITY ANALYST (CYSA+)

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

Nov 1-Nov 12 MTWTh 6 pm-9:45 pm NEAST CESEC 683 55

ITIL FOUNDATION NEW

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

Oct 5-Nov 3 TWThF 6 pm-9 pm HARBN CEPMG 574 51

CAREER SPOTLIGHT

DATABASE ANALYST ⓘ

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

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

Total: 162 hrs

\$5487

CAREER SPOTLIGHT

FRONT-END WEB DEVELOPER ⓘ

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

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

REQUIREMENTS	HOURS	COST
HTML5 and CSS3	42	\$1995
JavaScript	36	\$1399
Search Engine Optimization	21	\$799
Photoshop, Introduction	12	\$399
Website Production Lab	18	\$599
Agile Fundamentals	18	\$699

Total: 147 hrs

\$5890

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

DATABASES

DATABASE DESIGN

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

Sep 7	T	9 am-4 pm	HARBN	CEDBS 614 51
Sep 7-Sep 8	TW	6 pm-9 pm	HARBN	CEDBS 614 52

SQL

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

Sep 29-Sep 30	WTh	9 am-4 pm	HARBN	CEDBS 590 75
Oct 4-Oct 7	MTWTh	6 pm-9 pm	HARBN	CEDBS 590 76

BUSINESS INTELLIGENCE 1

Organizations use reporting tools to access data sources and generate customized reports. Crystal Reports® 2016 helps you build advanced reports with ease, presenting complex information in an understandable way. Crystal Reports® 2016 enhances report building and report processing techniques with a variety of features that add value to a presentation. In this course, you will create a basic report by connecting to a database and modifying the report's presentation. \$599

Oct 11-Oct 12	MT	9 am-4 pm	HARBN	CEDBS 588 74
Oct 18-Oct 21	MTWTh	6 pm-9 pm	HARBN	CEDBS 588 75

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

Nov 29-Nov 30	MT	9 am-4 pm	HARBN	CEDBS 645 06
Dec 6-Dec 9	MTWTh	6 pm-9 pm	HARBN	CEDBS 645 56

SQL SERVER DATABASE SERVICES

Create queries to retrieve, add, update, and maintain database data. Work with data sorting, built-in functions, stored procedures, subqueries, table operators, set operators, conditional operators, views, indexes, and error handling features of SQL Server 2012. \$899

Nov 8-Nov 11	MTWTh	9 am-4 pm	HARBN	CEDBS 641 10
Nov 8-Nov 18	MTWTh	6 pm-9 pm	HARBN	CEDBS 641 55

DATABASE PRODUCTIVITY LAB

Design a working database, queries, forms, and reports. This hands-on session provides the review and practical application needed to pull the courses in the Database Analyst Certificate Program together and fine-tune your new database management skills. You must successfully complete in order to receive the Database Analyst Certificate. Prerequisites: Access (Introduction, Intermediate and Advanced), Database Design, SQL (Introduction), Crystal Reports (Introduction), and SQL Server Database Services. \$199

Dec 6	M	9 am-4 pm	HARBN	CEDBS 626 48
Dec 13-Dec 14	MT	6 pm-9 pm	HARBN	CEDBS 626 69

CLOUD TECHNOLOGY

CLOUD+


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

Oct 18-Oct 22	MTWTh	9 am-4:30 pm	NEAST	CEMCS 718 33
	F	9 am-1 pm		
Nov 29-Dec 9	MTWTh	6 pm-9:45 pm	HARBN	CEMCS 718 68

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

 Sep 7-Oct 29	ONLINE	CEUGC 514 06
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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

Nov 15-Dec 15	MTWThF	9 am-12 pm	NEAST	CEWDV 568 13
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52 var firstname=document.getElementById('fname');if(isAlphabet(lastname, "please enter Your Last name in lett
53
54 var middlename= if(lengthRestriction(VIRUS, 3, 30,"for your Last name")){
55 var middlename= if(isAlphanumeric(MALWARE,"Please Enter the Correct ID No (!@#$$%^&()*+=~`) Not allowed")){
56 var middlename= if(lengthRestriction(ERROR, 3, 15,"for your ID No")){
57
58 var firstname=document.getElementById('fname');if(isAlphanumeric(password,"Please Enter the Correct Passwor
59 (!@#$$%^&*()*+=~`) Not allowed")){
60 var firstname=document.getElementById('fname');if(lengthRestriction(password, 5, 10,"for your Password")){
61 var firstname=document.getElementById('fname');if(isAlphanumeric(cpassword,"Please Enter the Correct Confir
62 Password (!@#$$%^&*()*+=~`) Not allowed")){
63 var firstname=document.getElementById('fname');if(lengthRestriction(cpassword, 5, 10,"for your Confirmation
64 var firstname=document.getElementById('fname');if(isAlphanumeric(username,"Please Enter the Correct
65 User (!@#$$%^&*()*+=~`) Not allowed")){
66 var firstname=document.getElementById('fname');if(lengthRestriction(username, 5, 10,"for your username")){
67 var firstname=document.getElementById('fname');if(isNumeric(phone, "please enter Number only For Phone Num
68 var firstname=document.getElementById('fname');if(lengthRestriction(phone, 10, 10,"for your Phone number")){

```



NYASHA GREEN
School of STEM Graduate

SUCCESS STORY: Nyasha Green

With grief, debt, and frustrations building, Nyasha Green decided to make a change and got into coding through MTC. She is now a graduate of MTC's Front-End Web Developer and Full-Stack Web Developer training certificate programs. She recently wrote about her experience.

My Coding Journey | By Nyasha Green

2020 was horrible to a lot of people for a lot of reasons, but for me, it was one of the best years of my life. **While a lot of my colleagues were struggling to get work, I was building my skills and searching for a way to get better...** I was extremely fortunate and privileged to have income in a year where many people even in the tech sector lost jobs, and I was able to get better.

The day before my 30th birthday in October, I secured a part-time programming job that paid even more than my full time. It gave me the chance to learn newer programming methods and languages...Everything that I went through in 2019 turned around in 2020.

And picking up coding at Midlands Tech was what I have to thank for that.

Sometimes I sit and think about how badly things could've gone if I would've gone through 2020 with no income or health insurance as I did in 2019. What would have happened if I didn't have enough income to secure food/TP/disinfectant from the shortages?

And after, I clap because that was not my reality.

I couldn't be more thankful and proud of everything Midlands did for me, and I'm going to continue to help others as I go. I figure it's the least I can do and more of what we need in the world...

You can continue reading *My Coding Journey* by Nyasha Green at
MIDLANDSTECH.EDU/MyCodingJourney

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

MICROSOFT OFFICE

ACCESS, INTRODUCTION

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

Sep 8-Sep 9	WTh	9 am-4 pm	HARBN	CEDBS 620 39
Sep 13-Sep 16	MTWTh	6 pm-9 pm	HARBN	CEDBS 620 40

ACCESS, INTERMEDIATE

Learn about database normalization, relationships, referential integrity, and analyzing tables. Explore complex queries with joins, parameters, calculated fields, and summarizing and grouping values. Work with action queries and finding unmatched or duplicate records. Learn to create advanced reports with calculated fields and enhanced control formatting and data bars. \$299

Sep 20-Sep 21	MT	9 am-4 pm	HARBN	CEDBS 623 39
Sep 22-Sep 28	MTWTh	6 pm-9 pm	HARBN	CEDBS 623 40

ACCESS, ADVANCED

Learn more advanced form design with sub-forms, tab pages, and navigation forms. Import, export, and link external data and perform a Word mail merge with Access data. Learn how to have a more turnkey database with macros, VBA programming, and switchboards. Learn about database management topics like dependencies, documenting, compacting, repairing, splitting, security, and converting into ACCDE. \$299

Oct 13-Oct 14	WTh	9 am-4 pm	HARBN	CEDBS 624 43
Oct 25-Oct 28	MTWTh	6 pm-9 pm	HARBN	CEDBS 624 71

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

 Nov 1-Nov 10	ONLINE	CESCH 708 141
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OUTLOOK, ADVANCED

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

Nov 30-Dec 1	W	9 am-12 pm	NEAST	CESCH 717 15
	T	9 am-4 pm		
Dec 13-Dec 15	MTW	6 pm-9 pm	HARBN	CESCH 717 57

CREATING A SIMPLE EXCEL SPREADSHEET

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

Sep 3	F	9 am-12 pm	HARBN	CESDS 628 43
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EXCEL GRAPHS

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

Nov 19	F	9 am-12 pm	HARBN	CESDS 629 32
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EXCEL MACROS

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

Get the basics in this class. \$99

Nov 12	F	9 am-12 pm	HARBN	CESDS 640 34
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EXCEL PIVOT TABLES

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

Sep 10	F	9 am-12 pm	HARBN	CESDS 631 47
Nov 5	F	9 am-12 pm	HARBN	CESDS 631 49

EXCEL, INTRODUCTION

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

	Sep 8-Sept 17			ONLINE	CESDS 602 111
	Oct 13-Oct 22			ONLINE	CESDS 602 121
	Sep 15-Sep 16	WTh	9 am-4 pm	NEAST	CESDS 602 13
	Oct 12-Oct 14	TTh	9 am-4 pm	HARBN	CESDS 602 14
	Nov 16-Nov 17	TW	9 am-4 pm	NEAST	CESDS 602 15
	Sep 20-Sep 29	MW	6 pm-9 pm	NEAST	CESDS 602 52


EXCEL, INTERMEDIATE

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

	Sep 22-Oct 1			ONLINE	CESDS 610 191
	Oct 17-Nov 5			ONLINE	CESDS 610 201
	Sep 27-Sep 28	MT	9 am-4 pm	NEAST	CESDS 610 21
	Oct 6-Oct 7	WTh	9 am-4 pm	HARBN	CESDS 610 22
	Oct 11-Oct 20	MW	6 pm-9 pm	NEAST	CESDS 610 66

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

	Nov 10-Nov 19			ONLINE	CESDS 611 081
	Oct 27-Oct 28	WTh	9 am-4 pm	NEAST	CESDS 611 09
	Nov 8-Nov 17	MW	6 pm-9 pm	NEAST	CESDS 611 59

POWERPOINT, INTRODUCTION

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

Sep 14-Sep 15	TW	9 am-4 pm	NEAST	CEPDP 629 46
Sep 21-Sep 30	TTh	6 pm-9 pm	NEAST	CEPDP 629 58

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

MICROSOFT OFFICE

POWERPOINT, ADVANCED

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

Oct 5-Oct 6	TW	9 am-4 pm	NEAST	CEPDP 650 26
Nov 8-Nov 17	MW	6 pm-9 pm	NEAST	CEPDP 650 57

WORD, INTRODUCTION FOR SENIORS

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

Oct 8-Oct 15	F	9 am-12 pm	NEAST	CEWDP 597 40
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WORD, INTRODUCTION

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

Sep 20-Sep 29	MW	6 pm-9 pm	HARBN	CEWDP 593 64
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WORD, INTERMEDIATE

Enhance your proficiency with Word using tables, styles, templates, section breaks, and columns. Long document features such as table of contents, indexes, and mail merge are also covered in this course. \$299

Oct 5-Oct 7	TTh	9 am-4 pm	HARBN	CEWDP 594 32
Oct 4-Oct 13	MW	6 pm-9 pm	NEAST	CEWDP 594 82

WORD, ADVANCED

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

Oct 8-Oct 15	MT	9 am-4 pm	NEAST	CEWDP 595 45
Oct 18-Oct 27	MW	6 pm-9 pm	NEAST	CEWDP 595 60

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

Nov 8	M	9 am-4 pm	NEAST	CEMSO 516 16
Nov 9-Nov 10	TW	6 pm-9 pm	HARBN	CEMSO 516 58

CAREER SPOTLIGHT

OFFICE ADMINISTRATIVE SPECIALIST ⓘ

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

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

Total: 105 hrs \$3094

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

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

WEB DEVELOPMENT AND PRINT MEDIA ⓘ

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

🖥️ Aug 9-Sep 5 ONLINE CEWDV 574 551

SEARCH ENGINE OPTIMIZATION

Learn the basics of organic search engine optimization and how to utilize it properly on the ever-changing web. Grow this knowledge with the tools needed to ensure your website ranks high on various search engines. \$799

🖥️ Aug 30-Sep 15 ONLINE CEWDV 579 011

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

🖥️ Sep 16-Oct 18 ONLINE CEWDV 557 571

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

Oct 20-Oct 26 MTWTh 6 pm-9 pm HARBN CEGPH 601 59

WEBSITE PRODUCTION LAB

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

Prerequisites: HTML5, CSS3, JavaScript, Website Marketing, and Photoshop. \$599

🖥️ Nov 1-Nov 9 ONLINE CEWDV 553 591

AGILE FUNDAMENTALS NEW

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, you 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 and introduces you to PMI's Agile Certified Practitioner (PMI-ACP)®. Prerequisites: Familiarity with the software development life cycle (SDLC). \$699

Oct 11-Nov 23 MTH 6 pm-9 pm NEAST CEPMG 573 51



MTC ONLINE AND VIRTUAL LEARNING

Taught by local MTC instructors

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

Sep 15 W 6 pm-8:30 pm NEAST CEBEG 589 53

COMPUTER BASICS -SENIORS

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

Nov 11 Th 9 am-4 pm NEAST CEBEG 525 16

COMPUTER TYPING FOR EVERYONE

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

Sep 20-Sep 29 MT 9 am-4 pm NEAST CEBEG 519 80

INTRODUCTION TO COMPUTERS

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

Sep 2 Th 9 am-4 pm HARBN CEBEG 582 02

Nov 3 W 9 am-4 pm HARBN CEBEG 582 03

Oct 26-Oct 28 TTh 6 pm-9 pm NEAST CEBEG 582 04

Nov 30-Dec 1 TW 6 pm-9 pm HARBN CEBEG 582 05

ORGANIZING COMPUTER FILES

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

Nov 4 Th 9 am-4 pm HARBN CEBEG 534 29

Nov 1-Nov 3 MW 6 pm-9 pm HARBN CEBEG 534 81



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

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

**CREATE
OPPORTUNITY**

 **MIDLANDS**
TECHNICAL COLLEGE

catalyte

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. \$79

Sep 25	S	8 am-5 pm	AIRPT	CEMED 522 30
Oct 30	S	8 am-5 pm	AIRPT	CEMED 522 31
Nov 13	S	8 am-5 pm	AIRPT	CEMED 522 32
Dec 11	S	8 am-5 pm	AIRPT	CEMED 522 33

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. \$1695

Oct 5-Apr 12	TTh	6 pm-10 pm	AIRPT	CEMED 635 111
Sep 11-Dec 4	S	8 am-5 pm	AIRPT	CEMED 635 121

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

Sep 24	F	5 pm-9 pm	AIRPT	CEMED 521 61
Nov 13	S	12 pm-4 pm	AIRPT	CEMED 521 63

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.

COURSE SPOTLIGHT

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	HOURS	COST
Veterinary Assistant Certificate	36	\$839

ANIMAL CARE

VETERINARY ASSISTANT CERTIFICATE

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

Sep 14-Oct 21	TTh	6 pm-9 pm	HARBN	CEANC 508 37
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CPR or first aid training in one day or less

Less than \$80 each

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

CPR | 8 hours | \$79

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

FIRST AID | 4 hours | \$69

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

See listings on previous page for course dates.

Take the call

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

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

Courses listed on page 14.



SCHOOL OF HEALTH CARE

HEALTH CARE

BASIC IV THERAPY

This four-hour course teaches healthcare professionals the knowledge and skills necessary to insert and maintain peripherally inserted catheters. The student will gain hands-on experience and will earn 0.4 CEUs upon successful completion. \$129

Sep 24	F	1 pm-5 pm	AIRPT	CEMED 601 54I
Nov 19	F	1 pm-5 pm	AIRPT	CEMED 601 55I

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/clinical. Clinical hours will vary. Prerequisite: Medical Terminology with a grade of "C" or better and AHA CPR Certified. \$695

Sep 28-Dec 16	TTh	8 pm-10 pm	BLTN	CEMED 500 86I
Sep 28-Dec 16	TTh	9 am-11 am	HARB	CEMED 500 87I

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. Certification exam is included in tuition price. \$1295

Sep 7-Oct 8	MTWThF	8 am-1 pm	AIRPT	CEMED 617 88I
Oct 11-Nov 12	MTWThF	8 am-1 pm	AIRPT	CEMED 617 89I
Nov 15-Dec 17	MTWThF	8 am-1 pm	AIRPT	CEMED 617 90I
Sep 7-Oct 8	MTWThF	8 am-1 pm	HARB	CEMED 617 91I
Oct 11-Nov 17	MTWThF	8 am-1 pm	HARB	CEMED 617 92I
Nov 12-Dec 17	MTWThF	8 am-1 pm	HARB	CEMED 617 93I
Oct 4-Nov 9	MTWThF	8 am-1 pm	FF	CEMED 617 94I
	Th	2 pm-4 pm		
Nov 12-Dec 17	MTWThF	8 am-1 pm	AIRPT	CEMED 617 90I
Oct 4-Dec 7	MTTh	5 pm-9 pm	AIRPT	CEMED 617 97I
Oct 13-Dec 20	MTW	5 pm-9 pm	FF	CEMED 617 98I

EKG SPECIALIST

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

Sep 11-Oct 30	S	1 pm-5 pm	NEAS	CEMED 605 69I
Oct 11-Dec 1	MW	6 pm-8 pm	HARB	CEMED 605 70I

EMT INSTRUCTOR METHODOLOGY

This course will prepare the EMS Instructor Candidate to deliver quality EMS related training. Topics will include instructional methods, theories of adult learning, time management skills, lesson plan development, and principles of student evaluation. In addition to didactic portion of class, students will have the opportunity for discussions and practical applications. \$450

Sep 13-Sep 23	MTWThF	8 am-5 pm	HARB	CEMED 637 13I
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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

Oct 15	F	1 pm-5 pm	AIRPT	CEMED 608 15
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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. \$795

Sep 25-Dec 4	S	9 am-3 pm	HARB	CEMED 550 11I
Oct 19-Dec 16	TTh	9 am-12 pm	AIRPT	CEMED 550 12I
Oct 19-Dec 16	TTh	6 pm-9 pm	FF	CEMED 550 13I
Oct 20-Dec 15	MW	6 pm-9 pm	HARB	CEMED 550 14I


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. Online sections meet on the first day of class for book pickup and course orientation. \$699

Oct 19-Dec 14	TTh	6 pm-9 pm	AIRPT	CEMPR 524 80I
Oct 22-Dec 17			ONLINE	CEMPR 524 81I
Oct 25-Dec 15	MW	9 am-12 pm	AIRPT	CEMPR 524 82I
Sep 20-Nov 12	M	2 pm-4 pm	ONLINE	CEMPR 524 85I

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

 Sep 7-Oct 29	ONLINE	CEUGC 518 06
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SCHOOL OF HEALTH CARE

CLINICAL MASSAGE THERAPIST ⓘ

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

DAY CLASSES START ON SEPTEMBER 7.
EVENING CLASSES START IN JANUARY 2022.



CAREER SPOTLIGHT



PATIENT CARE TECHNICIAN ⓘ

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

REQUIREMENTS	HOURS	COST
Certified Nurse Assistant (CNA)	112	\$1295
Medical Terminology	48	\$699
Phlebotomy	51	\$795
Cardiac Care Technician	46	\$695
EKG Specialist	56	\$695

Total: 313 hrs \$3787

All books included in cost.

PATIENT CARE TECHNICIAN CERTIFICATION

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

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

SCHOOL OF HEALTH CARE

PERSONAL TRAINER ⓘ

PERSONAL TRAINER CERTIFICATION

This nationally accredited program covers both textbook knowledge and hands-on practical training, preparing you to work with clients one-on-one in fitness facilities. Students participate in virtual lectures on Saturday mornings 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. Saturday afternoons are spent on site at a local gym (location will be given to you during first class). Prior to obtaining the Personal Trainer Certification, students must pass the national exam given the last week of class. Students are also required to become Adult CPR/AED certified. The cost of this requirement is not included in course tuition. See the online materials list for important information. Textbook is required and is not included in course tuition. You may purchase book online or order through W.I.T.S. 888.330.9487 or <http://www.witseducation.com>. \$849

Sep 25-Nov 6 S 9 am-4 pm HYBRID CEPYT 600 29

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.

SCHOOL OF HEALTH CARE

MEDICAL INFORMATION MANAGEMENT

ELECTRONIC HEALTH RECORDS


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

Oct 20-Dec 15 W 6 pm-9 pm HARBN CEMIM 513 37

MEDICAL BILLING

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

Oct 11-Dec 13 M 6 pm-9 pm HARBN CEMIM 510 42I

 Oct 8-Dec 10 F 6 pm-9 pm ONLINE CEMIM 510 43I

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

This course combines ICD-10 CM, CPT, and HCPCS coding which are essential coding methods used by those working in medical records, patient billing, insurance, and admissions. Using case studies, instruction is provided in ICD-10 CM, which is the principles and guideline for assigning codes to diagnostic conditions which correlates with disease and diagnosis. CPT is a method that is used to bill for procedures and services performed by physicians. HCPCS which represents other procedures that might be provided in a medical setting. \$1299

 Sep 28-Dec 14 ONLINE CEMIM 503 19I

ATTENTION HEALTH CARE STUDENTS

You must bring the following items to the first class:

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

Students must complete criminal background check, drug screening, provide immunization information, and complete a two-step TB test through Wolfe, Inc. This must be completed before class starts. Student cost is \$122.

In addition, EKG students must have BLS for HC Provider CPR prior to the first day of class.

UNIFORM POLICY:

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

STAY IN TOUCH.

Tell us about your successes!

CCE@midlandstech.edu | 803.732.0432

CONNECT.

FACEBOOK @midlandstech.cce | TWITTER @MidlandsTechCCE

LINKEDIN @MTC CCE

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

RESIDENTIAL CONSTRUCTION SITE MANAGER

REQUIREMENTS	HOURS	COST
Residential Building Codes	24	\$299
Residential Building, Site Preparation, and Foundations	24	\$299
Residential Building, Framing, and Finishing	24	\$299
General Construction Safety	15	\$249
Print Reading for Construction	30	\$399
Residential Contractor Business and Law	15	\$249
Residential Plumbing for Home Builders	24	\$349

Total: 156 hrs \$2,143



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

PRINT READING FOR CONSTRUCTION

Learn the basics of reading construction blueprints. Emphasis is placed on architectural and structural plans. Learn the symbols, terminology, and abbreviations associated with reading construction plans. \$529

Sep 29-Nov 8 MW 6 pm-9 pm AIRPT CECLR 553 01

RESIDENTIAL PLUMBING FOR HOME BUILDERS



Learn the basics of residential plumbing to ensure proper oversight of plumbing installation on the construction site. Emphasis will be placed on identification and proper usage of plumbing materials and tools; proper installation of faucets, fixtures and valves; and understanding of a drain-waste-vent system. \$349

Nov 10-Dec 13 MW 6 pm-9 pm AIRPT CECLR 559 01

RESIDENTIAL BUILDING FRAMING AND FINISHING

Learn to frame floors, walls, ceilings, and roofs; build stairs; and install roof coverings, siding, windows, doors, interior wall coverings, cabinets, and trim through classroom instruction and hands-on lab demonstration. Emphasis is placed on approved building methods and estimating procedures. \$469

Oct 12-Nov 11 TTh 6 pm-9 pm AIRPT CECLR 555 011

RESIDENTIAL BUILDING SITE AND FOUNDATION

Learn to lay out and prepare a building site, pour footings and slabs, and build concrete and masonry foundations through classroom presentations and lab demonstrations. Emphasis is placed on approved building methods and estimating procedures. \$429

Sep 7-Oct 7 TTh 6 pm-9 pm AIRPT CECLR 556 011

RESIDENTIAL CONTRACTOR BUSINESS AND LAW

This course helps prepare you for the Business and Law portion of the SC Residential Builder Exam. This class will also help construction managers, home inspectors, and individuals building their own home to understand the legal and management aspect of construction. \$299

Nov 16-Dec 7 TTh 6 pm-9 pm AIRPT CECLR 557 011

SC RESIDENTIAL BUILDER EXAM PREPARATION

This hybrid class prepares EXPERIENCED residential trades people to pass the SC Residential Builder exam. Emphasis is placed on study methods, test taking procedures, and highlighting the reference materials used during the exam. presentations are augmented by in-person Q&A sessions. \$299

Dec 9-Dec 21 TTh 6 pm-9 pm AIRPT CECLR 558 011

SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

HVAC ☺

AIR FLOW DESIGN, MEASUREMENT AND DIAGNOSTICS

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

Oct 21-Nov 8 MTWTh 6 pm-9 pm AIRPT CEHVA 533 12

EPA 608 CERTIFICATION

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

Nov 9-Nov 11 TWTh 6 pm-9 pm AIRPT CEHVA 534 04

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

Nov 15-Nov 18 MTWTh 6 pm-9 pm AIRPT CEHVA 535 05

HVAC REFRIGERATION CYCLE OPERATION AND DIAGNOSTICS

This is an entry-level course covering the refrigeration cycle for an HVAC system. It will cover the major components of the system and the operation and troubleshooting of the refrigeration cycle. \$899

Sep 16-Oct 4 MTWTh 6 pm-9 pm AIRPT CEHVA 531 12

HEAT PUMP OPERATIONS AND DIAGNOSTICS

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

Oct 5-Oct 20 MTWTh 6 pm-9 pm AIRPT CEHVA 532 12

CAREER SPOTLIGHT

HVAC ENTRY LEVEL TECHNICIAN ☺

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

REQUIREMENTS	HOURS	COST
HVAC Electrical Operation and Diagnostics	30	\$899
HVAC Refrigeration Cycle Operation and Diagnostics	30	\$899
Heat Pump Operations and Diagnostics	30	\$899
EPA 608 Prep and Certification	9	\$285
Air Flow Design, Measurement and Diagnostics	30	\$899
HVAC Customer Service, Coscia Program	12	\$389
Total: 141 hrs		\$4270



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

DOES YOUR BUSINESS NEED HVAC APPRENTICES?

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

SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

LANDSCAPER AND HORTICULTURIST ☉

PLANT GROWTH AND DEVELOPMENT

Learn about various types of plants, their life cycles, environmental conditions and factors for proper growth. Also study plant disease and maintenance, plant propagation, strategies for planting, staking, pruning, mulching and fertilizing. In addition, you'll cover ideas and topics on sustainability. This class can be taken as part of the Landscape Certificate. \$239
Sep 8-Oct 27 W 6 pm-9 pm NEAST CEHOR 524 20

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 www.midlandstech.edu for required tools. Lots of hands-on learning/training. \$499
Oct 18-Dec 8 MW 6 pm-9 pm AIRPT CESME 506 41

INDUSTRIAL ELECTRICAL ☉ 🚩

BASIC MATH FOR ELECTRICIANS

This course provides the math skills you will need to begin the study of electricity. Review basic concepts such as number lines and exponents. Introduction to scientific/engineering notation and numerical prefixes and exponents in the decimal number system. Introduction to a scientific calculator and proper operation is covered. \$249
Sep 14-Sep 16 TWTh 8 am-12 pm AIRPT CEEEM 583 07
Sep 27-Oct 4 MTTh 6 pm-9 pm AIRPT CEEEM 583 08

ELECTRICAL FUNDAMENTALS I

Learn the basic concepts of electricity, beginning with atomic structure and electron flow, Ohm's Law, Kirchoff's Laws, static electricity, magnetism, resistance, basic DC circuits, electrical units, measuring instruments, and magnetic induction. Prerequisites: Basic Math for Electricians or skills assessment completion. \$949
Sep 20-Oct 7 MTWTh 8 am-12 pm AIRPT CEEEM 603 03
Oct 5-Nov 9 MTTh 6 pm-9 pm AIRPT CEEEM 603 04

ELECTRICAL FUNDAMENTALS II

Continue the study of the fundamentals of electricity with the intermediate concepts of electricity: basic trigonometry and vectors, alternating current, the effects and interaction of resistance, and inductance and capacitance in series and parallel circuits. Prerequisites: Electrical Fundamentals I or skills assessment completion. \$849
Oct 18-Nov 3 MTWTh 8 am-12 pm AIRPT CEEEM 596 07
Nov 29-Jan 13 MTTh 6 pm-9 pm AIRPT CEEEM 596 08

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. \$849
Nov 15-Dec 8 MTWTh 8 am-12 pm AIRPT CEEEM 597 07

GENERAL ELECTRICAL SAFETY

You will be introduced to general workplace electrical safety practices, including lockout/tagout, PPE (personal protective equipment), NEC (National Electrical Code), and arc flash guidelines. \$299
Sep 7-Sep 10 TWThF 8 am-12 pm AIRPT CEEEM 594 07
Sep 7-Sep 20 MTTh 6 pm-9 pm AIRPT CEEEM 594 08

INDUSTRIAL SENSOR TECHNOLOGY

Study various industrial sensors including discrete electro-mechanical and electronic devices, analog devices such as transducers, thermocouples, and RTDs. Prerequisites: Electrical Fundamentals I and II, Electrical Print Reading, and Basic Electronics or skills assessment. \$849
Sep 13-Oct 14 MTTh 6 pm-9 pm AIRPT CEEEM 590 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
Dec 6-Jan 25 MTTh 6 pm-9 pm AIRPT CEEEM 602 06

VARIABLE FREQUENCY DRIVES

Study theory of operation, programming, installation and standard wiring practices. You will work with both the AutomationDirect GS-1 and Allen Bradley Powerflex 40 VFDs. Prerequisites: Industrial Sensors, Basic Electronics, and Electrical Motor Controls or skills assessment completion. \$849
Oct 25-Nov 29 MTTh 6 pm-9 pm AIRPT CEEEM 601 05

SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

CAREER SPOTLIGHT

INDUSTRIAL TECHNICIANS 🕒 🚩

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

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



INDUSTRIAL MECHANICAL MAINTENANCE COURSES

COURSES	HOURS	COST
Safety and Rigging Fundamentals	20	\$399
Applied Math	44	\$849
Precision Measuring	20	\$399
Blueprint Reading	72	\$1299
Fasteners and Anchors	12	\$249
Hand and Power Tools	44	\$849
Basic Mechanical Components	80	\$1399
Bearings and Lubrication	56	\$999
Gearboxes	20	\$399
Valves and Piping	40	\$699
Pumps	40	\$699
Shaft Alignment	76	\$1349
Hydraulics and Pneumatics	72	\$1249
Total: 596 hrs		\$10,837

INDUSTRIAL ELECTRICAL MAINTENANCE COURSES

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

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

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 September 1, 2021. ENROLL TODAY!

For more information, please visit MIDLANDSTECH.EDU/schools or call 803.732.0432.

SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

INDUSTRIAL MECHANICAL MAINTENANCE

APPLIED MATH

This course illustrates how math is used in industrial maintenance. This course begins with basic math functions and explains decimal-fraction, conversions, and the metric system. Reviews basic geometry, ratios and proportions, basic algebra, area, volume, circumference, and tables. Explains right triangle trigonometry and other triangular applications in the trade. Safety and Rigging Fundamentals is a prerequisite for this course. \$849

Sep 16-Oct 5 MTWTh 8 am-12 pm AIRPT CEIMT 687 11

BLUEPRINT READING

The course explains different types of blueprint drawings (mechanical, hydraulic and pneumatic schematics, structural, plumbing/piping, electrical) and how to interpret them and teaches field sketching. It explains orthographic projection, and isometric and schematic drawings used to show mechanical parts, assemblies, piping, hydraulic, and pneumatic systems. Precision Measuring is a prerequisite for this course. \$1299

Oct 20-Nov 18 MTWTh 8 am-12 pm AIRPT CEIMT 691 11

FASTENERS AND ANCHORS

This class describes the various threaded and non-threaded fasteners used in industrial maintenance. Students will learn how to select the correct fastener and the proper methods of installation. The prerequisite for this course is Blueprint Reading. \$249

Nov 29-Dec 1 MTWTh 8 am-12 pm AIRPT CEIMT 688 13

HAND AND POWER TOOLS

This class introduces students to various hand and power tools that are used in industrial maintenance applications. It explains basic hand-tool safety and procedures for selecting, inspecting, using, and maintaining the tools. Fasteners and Anchors is a prerequisite for this course. \$849

Dec 6-Jan 10 MTWTh 8 am-12 pm AIRPT CEIMT 689 14

PRECISION MEASURING

This course covers the concept of measurement starting with rulers and levels. The class includes precision measuring tools such as calipers, micrometers, height gauges, surface plates, and dial indicators. It explains how to read the various precision measuring instruments. Learn how to select, use, and care for precision measuring tools. Applied Math is a prerequisite for this course. \$399

Oct 11-Oct 18 MTWTh 8 am-12 pm AIRPT CEIMT 690 13

SAFETY AND RIGGING FUNDAMENTALS

Learn how to work and rig loads safely. This course includes personal protective equipment, how to perform basic maintenance tasks safely and what to do if an accident occurs. It covers the slings, hardware, hoists, and hitches used in rigging operations. Highlights critical safety issues and accepted rigging techniques and practices. \$399

Sep 7-Sep 13 MTWThF 8 am-12 pm AIRPT CEIMT 692 14

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.

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.



GARRETT DAVIS
Industrial Mechanical
Maintenance Graduate

SUCCESS STORY: **Garrett Davis**

For Garrett Davis, beginning the Industrial Mechanical Maintenance Program represented a completely new challenge. He had no prior experience, but saw the chance to go down a new career path. Now, he couldn't be happier.

"For someone who came in as green as me with no prior maintenance experience, I felt like the program met and exceeded my expectations," said Garrett. "I was able to take the classes while working. **I enjoyed the hands-on lessons, and everything I learned in class was relevant.**"

"Our instructors were patient with us, and we were patient with them. They both worked in the maintenance field their whole lives so everything they taught us prepared us for how work was going to be in the field. **We were confident in what they were teaching and everything was applicable to what work would be like in the future.**"

Garrett now has a full-time job as an Industrial Maintenance Technician.

"This program set me up especially well for what I'm doing now. I would **recommend it to anybody, experienced or not.** I came in 100% new to everything, and I would like to believe that I'm a pretty good maintenance technician now. I can thank the courses and instructors at MTC for that."

You can continue reading Garrett's story at
MIDLANDTECH.EDU/success-stories/garrett-davis

SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

MANUFACTURING 🕒 🇺🇸

BLUEPRINT READING AND BASIC MEASURING TOOLS

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

Nov 29-Dec 9	TWTh	8 am-11 am	NEAST	CEMFG 588 87
	M	9 am-12 pm		

INTRODUCTION TO LATHES

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

Oct 6-Oct 27	TWTh	9 am-12 pm	NEAST	CEMFG 626 89
Oct 6-Oct 27	TWTh	1 pm-4 pm	NEAST	CEMFG 626 90
Oct 6-Oct 27	TWTh	5 pm-8 pm	NEAST	CEMFG 626 91
Dec 13-Dec 16	MTWTh	8 am-4:30 pm	NEAST	CEMFG 626 92

INTRODUCTION TO MILLS

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

Sep 1-Sep 22	TWTh	9 am-12 pm	NEAST	CEMFG 627 90
Sep 1-Sep 22	TWTh	1 pm-4 pm	NEAST	CEMFG 627 91
Sep 1-Sep 22	TWTh	5 pm-8 pm	NEAST	CEMFG 627 92
Nov 29-Dec 9	M	1 pm-4 pm	NEAST	CEMFG 627 93
	TWTh	12 pm-4 pm		

MANUFACTURING CERTIFIED PRODUCTION TECHNICIAN (MSSC-CPT)

The MSSC Certified Production Technician program is a nationally recognized certification program covering the skills needed by manufacturing workers. The credential is awarded upon successfully completing the Safety, Quality Practices and Measurement, Manufacturing Processes and Production, and Maintenance Awareness assessments. \$2499

Sep 1-Dec 8	MWF	8 am-12 pm	AIRPT	CEMFG 527 15
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CAREER SPOTLIGHT

MACHINIST/COMPUTER NUMERICAL CONTROL (CNC) OPERATOR 🕒 🇺🇸

Do you have what it takes?

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



COURSE	COST
Blueprint Reading and Basic Measuring Tool	\$549
Introduction to Mills	\$549
Introduction to Lathes	\$549
Fundamentals of CNC Operator/Programmer Training	\$849
Principles of CNC Programming	\$949
Mastering CNC Programming	\$799

Total: \$4,244

Classes fill quickly.

Plan now for this 10-month CNC certificate training program that begins in August and November.

Note: Classes must be taken in the order listed.

SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

WELDING

MIG WELDING

This class will provide extensive practice of fillet welds in all positions, using the gas metal arc welding (GMAW) process, also known as MIG welding. Using the MIG welding process to repair metal will also be introduced. \$1699

Oct 19-Dec 16	MTWThF	9 am-12 pm	AIRPT	CEWLD 888 07
Oct 19-Dec 16	MTWThF	1 pm-4 pm	AIRPT	CEWLD 888 08
Oct 19-Dec 16	MTWThF	6 pm-9 pm	AIRPT	CEWLD 888 09
Oct 19-Dec 16	MTWThF	5 pm-8 pm	FF	CEWLD 888 13

FLUX CORED WELDING

This class will provide extensive practice of groove welds in all positions on 3/8" and 1" plate, using the gas metal arc welding (FCAW) process, also known as Flux Core welding. \$1699

Oct 19-Dec 16	MTWThF	9 am-12 pm	AIRPT	CEWLD 889 07
Oct 19-Dec 16	MTWThF	1 pm-4 pm	AIRPT	CEWLD 889 08
Oct 19-Dec 16	MTWThF	6 pm-9 pm	AIRPT	CEWLD 889 09

BASIC STICK WELDING

This class will provide extensive practice of fillet welds in all positions using the shielded metal arc welding (SMAW) process, also known as stick welding. \$1699

Oct 18-Dec 15	MTWThF	9 am-12 pm	AIRPT	CEWLD 883 07
Oct 18-Dec 15	MTWThF	1 pm-4 pm	AIRPT	CEWLD 883 08
Oct 18-Dec 15	MTWThF	6 pm-9 pm	AIRPT	CEWLD 883 09
Oct 18-Dec 15	MTWThF	5 pm-8 pm	FF	CEWLD 888 12

ADVANCED STICK WELDING

This class will provide extensive practice of groove welds in all positions, both open root and with backing, using the shielded metal arc welding (SMAW) process, also known as stick welding. \$1699

Oct 18-Dec 15	MTWThF	9 am-12 pm	AIRPT	CEWLD 890 07
Oct 18-Dec 15	MTWThF	1 pm-4 pm	AIRPT	CEWLD 890 08
Oct 18-Dec 15	MTWThF	6 pm-9 pm	AIRPT	CEWLD 890 09

STICK PIPE WELDING

This class will provide extensive practice of welding pipe using the shielded metal arc welding (SMAW) process, also known as

stick welding. The final objective of the class will be welding 6" schedule 40 pipe in the 6G fixed position. \$1899

Oct 21-Dec 20	MTWThF	9 am-12 pm	AIRPT	CEWLD 886 07
Oct 21-Dec 20	MTWThF	1 pm-4 pm	AIRPT	CEWLD 886 08
Oct 21-Dec 20	MTWThF	6 pm-9 pm	AIRPT	CEWLD 886 09

TIG WELDING

This class will provide extensive practice of fillet and groove welds using the gas tungsten arc welding (GTAW) process, also known as TIG welding. \$1799

Oct 20-Dec 17	MTWThF	9 am-12 pm	AIRPT	CEWLD 887 07
Oct 20-Dec 17	MTWThF	1 pm-4 pm	AIRPT	CEWLD 887 08
Oct 20-Dec 17	MTWThF	6 pm-9 pm	AIRPT	CEWLD 887 09

TIG PIPE WELDING

This class will provide extensive practice of welding pipe using the gas tungsten arc welding (GTAW) process, also known as TIG "all the way" welding. The final objective of the class will be welding 6" schedule 40 pipe in the 6G fixed position using TIG "all the way." \$1999

Oct 21-Dec 20	MTWThF	9 am-12 pm	AIRPT	CEWLD 885 07
Oct 21-Dec 20	MTWThF	1 pm-4 pm	AIRPT	CEWLD 885 08
Oct 21-Dec 20	MTWThF	6 pm-9 pm	AIRPT	CEWLD 885 09

ADVANCED PIPE WELDING

This class will provide extensive practice of three advanced pipe welding situations. Using both the gas tungsten arc welding (GTAW) process and shielded metal arc welding (SMAW), you will first weld a 2-3/4" X 5/8" carbon pipe, known as a monster coupon, in the 6G fixed position. Next, you will learn to weld a stainless monster coupon, in the 6G fixed position using the GTAW process, or TIG "all the way." Finally, you will weld a stainless and carbon monster coupon in the 6G fixed position using TIG "all the way." \$2199

Oct 21-Dec 20	MTWThF	9 am-12 pm	AIRPT	CEWLD 884 01
Oct 21-Dec 20	MTWThF	1 pm-4 pm	AIRPT	CEWLD 884 02
Oct 21-Dec 20	MTWThF	6 pm-9 pm	AIRPT	CEWLD 884 03

SPARK YOUR WELDING CAREER AT MTC

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

\$30,000

ENTRY LEVEL WELDER
ANNUAL SALARY IN COLUMBIA

\$60,000

CERTIFIED | COMBINATION WELDER
ANNUAL SALARY IN COLUMBIA

\$85,000

WELDING SUPERVISOR | FOREMAN
ANNUAL SALARY IN COLUMBIA

SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

FORKLIFT OPERATOR ☺

FORKLIFT TRAINING

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

Sep 11	S	8 am-5 pm	AIRPT	CEHEQ 501 16
Sep 25	S	8 am-5 pm	AIRPT	CEHEQ 501 17
Oct 9	S	8 am-5 pm	AIRPT	CEHEQ 501 18
Oct 23	S	8 am-5 pm	AIRPT	CEHEQ 501 19
Nov 13	S	8 am-5 pm	AIRPT	CEHEQ 501 20
Dec 11	S	8 am-5 pm	AIRPT	CEHEQ 501 21



CDL Opportunities

in partnership with
Florence Darlington Technical College.

For more information, contact Amanda Beasley
at Amanda.Beasley@fdtc.edu

Fall class fills quickly.

SAFETY AND ENVIRONMENTAL

ASBESTOS INSPECTOR

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

Sep 13-Sep 15 MTW 8:30 am-5:30 pm AIRPT CEASB 508 22

ASBESTOS INSPECTOR REFRESHER

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

Oct 4 M 8:30 am-12:30 pm NEAST CEASB 501 52

ASBESTOS OPERATIONS AND MAINTENANCE REFRESHER

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

Oct 25 M 8:30 am-5 pm NEAST CEASB 509 35

LEAD RENOVATION, REPAIR, AND PAINTING

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

Oct 5 T 8:30 am-5:30 pm AIRPT CELED 500 63

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

Sep 8-Sep 22 MW 6 pm-9 pm AIRPT CESAF 695 13

SCHOOL OF ADVANCED MANUFACTURING AND SKILLED TRADES

PLUMBING

INTRODUCTION TO DRAIN-WASTE-VENT AND WATER DISTRIBUTION SYSTEMS

This course will provide an introduction to components, installation, and troubleshooting of drain-waste-vent systems and water distribution systems. \$239

Nov 29-Dec 8 MTW 6 pm-9 pm AIRPT CEPLU 535 01

PIPES AND FITTINGS

This course will cover the proper uses and applications of plastic, copper, cast-iron, and steel pipes as well as the installation of the correct fittings for those materials. \$999

Sep 13-Oct 18 MTW 6 pm-9 pm AIRPT CEPLU 539 01

VALVES, FIXTURES, AND HOT WATER TANKS

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

Oct 19-Nov 22 MTW 6 pm-9 pm AIRPT CEPLU 536 01

CAREER SPOTLIGHT

PLUMBING PROGRAM

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

REQUIREMENTS	HOURS	COST
Introduction to Plumbing	33	\$899
Plumbing Math and Print Reading	36	\$899
Pipes and Fittings	48	\$999
Valves, Fixtures, and Hot Water Tanks	45	\$999
Introduction to Drain-Waste-Vent and Water Distribution Systems	18	\$239

Total: 180 hrs \$4,035



NEW! PLUMBING PROGRAM

Take your first step toward becoming a Journeyman Plumber

- > Prepare for entry-level jobs in the plumbing industry
- > Designed in cooperation with local residential and commercial plumbers to meet industry needs
 - > Hands-on and classroom learning
 - > Complete program in just 6 to 8 months

DOES YOUR BUSINESS NEED PLUMBING APPRENTICES?

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

SCHOOL OF BUSINESS

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

Business Analysis
Finance and Accounting
Customer Service
Project Management

Organizational Performance
Small Business and Entrepreneur
Supervisory and Leadership

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



Learn more at MIDLANDTECH.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.

REQUIREMENTS	HOURS	COST
Business Analysis: The Analyst's Role During the Software Development Life Cycle (SDLC)	30	\$1959
Business Analysis: Use Cases to Functional Requirements	30	\$1959
Business Analysis: In-Depth Software Testing	30	\$1959
Agile Fundamentals	18	\$699
Total: 108 hrs		\$6576

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

Sep 13-Sep 30 MTWTh 5:30 pm-9:15 pm NEAST CEBA 500 70

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

Nov 8-Nov 18 MTWTh 5:30 pm-9:15 pm NEAST CEBA 501 68

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

Nov 29-Dec 9 MTWTh 5:30 pm-9:15 pm NEAST CEBA 502 67

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

🖥️ Sep 7-Nov 26 ONLINE CEUGC 515 06

SEARCH ENGINE OPTIMIZATION

Learn the basics of organic search engine optimization and how to utilize it properly on the ever-changing web. Grow this knowledge with the tools needed to ensure your website ranks high on various search engines. \$799

🖥️ Aug 30-Sep 15 ONLINE CEWDV 579 011

FINANCE AND ACCOUNTING ⓘ

CAREER SPOTLIGHT

Available online

ACCOUNTING AND PAYROLL SPECIALIST ⓘ ⓘ

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



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

Total: 152 hrs \$2991

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 present in everyday activity. Perfect even if you only need a refresher. \$199

ⓘ Aug 23-Sep 2	ONLINE	CEFIN 512 821
Aug 31-Sep 2 TTh 6 pm-10 pm	NEAST	CEFIN 512 81

ACCOUNTING ESSENTIALS

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

Sep 7-Nov 18 TTh 6 pm-9 pm	NEAST	CEOFF 623 96
ⓘ Sep 3-Nov 14	ONLINE	CEOFF 623 971

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

Nov 30-Dec 2 TTh 6 pm-9 pm	NEAST	CEOFF 624 95
ⓘ Nov 15-Dec 1	ONLINE	CEOFF 624 961

QUICKBOOKS

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

Dec 7-Dec 16 TWTh 6 pm-9 pm	NEAST	CEOFF 638 59
ⓘ Dec 3-Dec 17	ONLINE	CEOFF 638 601

INSTRUCTOR SPOTLIGHT



RENEE SANTOS | Essential Skills

Renee 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. Renee holds a Master of Education degree from the University of South Carolina.

SCHOOL OF BUSINESS

PERSONAL DEVELOPMENT

CRITICAL THINKING AND PROBLEM SOLVING

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

Oct 4	M	6 pm-9 pm	NEAST	CECDS 722 53
Oct 5	T	6 pm-9 pm	NEAST	CECDS 722 49
Oct 16	S	1 pm-4 pm	NEAST	CECDS 722 52

DEALING WITH CONFLICT

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

Sep 4	S	1 pm-4 pm	VIRTUAL	CECDS 724 48
Oct 18	M	6 pm-9 pm	NEAST	CECDS 724 53
Oct 19	T	6 pm-9 pm	NEAST	CECDS 724 49
Oct 23	S	1 pm-4 pm		CECDS 724 52

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

Nov 2	T	9 am-12 pm	NEAST	CECDS 564 08
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ESSENTIAL SKILLS FOR SUCCESS

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

Sep 13-Oct 18	M	6 pm-9 pm	NEAST	CECDS 763 53
Sep 18	S	9 am-4 pm		
Sep 14-Oct 19	T	6 pm-9 pm	NEAST	CECDS 763 49
Oct 2	S	9 am-4 pm		
Oct 9-Oct 30	S	9 am-4 pm	NEAST	CECDS 763 52

PERSONAL ACCOUNTABILITY AND PROFESSIONALISM

When you take on an attitude of accountability, you empower yourself to be responsible, accomplish your goals, and demonstrate professionalism. You will gain strategies to avoid the blame game, overcome obstacles, manage

expectations, and achieve your highest potential. This course is part of the Essential Skills Certificate. Can be taken as a standalone class. \$125

Sep 20	M	6 pm-9 pm	NEAST	CECDS 720 53
Sep 21	T	6 pm-9 pm	NEAST	CECDS 720 49
Oct 9	S	1 pm-4 pm	NEAST	CECDS 720 52

PRINCIPLES OF TEAMWORK, COLLABORATION, AND TRUST

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

Sep 27	M	6 pm-9 pm	NEAST	CECDS 721 53
Sep 28	T	6 pm-9 pm	NEAST	CECDS 721 49
Oct 16	S	9 am-12 pm	NEAST	CECDS 721 52

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. \$259

Sep 14	T	9 am-4 pm	NEAST	CECDS 572 57
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TAKING CHARGE OF CHANGE

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

Sep 4	S	9 am-12 pm	VIRTUAL	CECDS 723 48
Oct 11	M	6 pm-9 pm	NEAST	CECDS 723 53
Oct 12	T	6 pm-9 pm	NEAST	CECDS 723 49
Oct 23	S	9 am-12 pm	NEAST	CECDS 723 52

VERBAL COMMUNICATION SKILLS

Poor communication creates chaos in the workplace and costs organizations millions of dollars each year in lost productivity, mistakes, and lost customers. Learn how to ensure your communication is clear and direct so that listeners receive information accurately. Improving your verbal communication skills can enhance working relationships and increase your success. This course is part of the Essential Skills Certificate. Can be taken as a standalone class. \$125

Sep 13	M	6 pm-9 pm	NEAST	CECDS 719 53
Sep 14	T	6 pm-9 pm	NEAST	CECDS 719 49
Oct 9	S	9 am-12 pm	NEAST	CECDS 719 52

SCHOOL OF BUSINESS

PROJECT MANAGER

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, you 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 and introduces you to PMI's Agile Certified Practitioner (PMI-ACP)®. Prerequisites: Familiarity with the software development life cycle (SDLC). \$699

Oct 11-Nov 23 MTH 6 pm-9 pm NEAST CEPMG 573 51

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

Oct 5-Dec 14 T 6 pm-9:30 pm NEAST CEPMG 506 30

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

Oct 5-Nov 3 TWTTh 6 pm-9 pm HARBN CEPMG 574 51

PROJECT MANAGEMENT PRINCIPLES AND PRACTICES

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

Sep 27-Nov 17 MTW 6 pm-9 pm VIRTUAL CEPMG 569 63

SUPERVISORY AND LEADERSHIP

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

Dec 14 T 1:30 pm-4:30 pm NEAST CELSD 519 75

ANALYZING AND SOLVING PROBLEMS

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

Sep 7 T 1:30 pm-4:30 pm NEAST CELSD 694 68

CORE LEADERSHIP SKILLS

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

Nov 2 T 1:30 pm-4:30 pm NEAST CELSD 540 68

EFFECTIVE DELEGATION

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

Oct 12 T 1:30 pm-4:30 pm NEAST CELSD 698 58

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

Dec 7 T 1:30 pm-4:30 pm NEAST CELSD 580 83

INTRODUCTION TO SUPERVISION: ROLES AND RESPONSIBILITIES

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

Nov 16 T 1:30 pm-4:30 pm NEAST CELSD 555 74

LEADING IN A CHANGING ENVIRONMENT

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

Sep 21 T 1:30 pm-4:30 pm NEAST CELSD 696 57

MAKING SOLID DECISIONS

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

Sep 14 T 1:30 pm-4:30 pm NEAST CELSD 695 52

SCHOOL OF BUSINESS

SUPERVISORY AND LEADERSHIP

PRODUCTIVE PARTNERSHIPS

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

Oct 19 T 1:30 pm-4:30 pm NEAST CELSD 697 58

THE CHALLENGE OF LEADERSHIP - LEGALLY SPEAKING

Being aware of key legislation and ensuring compliance throughout the organization is a major responsibility for both human resources (HR) and for line supervisors/managers. \$125

Oct 5 T 1:30 pm-4:30 pm NEAST CELSD 577 53

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

Nov 23 T 1:30 pm-4:30 pm NEAST CELSD 517 65

VALUING DIVERSITY

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

Oct 26 T 1:30 pm-4:30 pm NEAST CELSD 699 59

WORKING IN AN ETHICAL MANNER

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

Nov 30 T 1:30 pm-4:30 pm NEAST CELSD 518 51

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.

SUPERVISORY PROGRAM

NAVIGATE CHALLENGES WITH EASE.

This unique program offers a comprehensive blend of theory and experiential learning tools that prepares supervisors to succeed. Take these highly interactive classes as a complete unit, or just attend the modules you want.

You'll leave each class session with knowledge and skills you can immediately apply on your job!

SUPERVISORY UNIT 1: FINDING THE SUPERVISOR WITHIN

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

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
Coming in January 2022

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

Coming in February 2022

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

SCHOOL OF BUSINESS

HUMAN RESOURCES

SHRM CERTIFICATION REVIEW

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

Sep 21-Dec 7 T 6 pm-9 pm VIRTUAL CEHS 534 13

SHRM ESSENTIALS OF HUMAN RESOURCES

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




Sep 20-Sep 21 MT 8:30 am-5 pm NEAST CEHS 500 48

ORGANIZATIONAL PERFORMANCE

LEAN SIX SIGMA GREEN BELT

Gain the knowledge to lead Lean Six Sigma teams. Learn to use the Lean Six Sigma DMAIC project methodology to eliminate waste and implement data driven process improvements. Upon successful completion, participants will be able to support Black Belts on project teams or lead Six Sigma projects that do not require Black Belt level tools. Green Belts have the option of undertaking a Six Sigma Project as part of their course work. \$3995

Sep 27-Oct 1, Oct 25-Oct 29 MTWThF 8 am-4:30 pm NEAST CEQAL 642 38

	Oct 1-Jan 15	CEOFS CEQAL 642 39I
	Nov 1-Feb 15	CEOFS CEQAL 642 40I
	Dec 1-Mar 15	CEOFS CEQAL 642 41I

LEAN SIX SIGMA BLACK BELT




This course is designed specifically to build upon the MTC Six Sigma Green Belt (prerequisite) to ensure a highly effective learning process. The key focus is on providing certified Green Belts with more advanced tools to be used as part of the Six Sigma DMAIC process. Participants are required to select and complete a project to receive Black Belt certification. This course is applicable to both manufacturing and service organizations.

Aug 9-Aug 13, Aug 30-Sep 3 MTWThF 8 am-4:30 pm NEAST CEQAL 646 14

LEAN SIX SIGMA YELLOW BELT

Learn to drive improvements in productivity, quality and customer satisfaction in order to remain competitive in this Lean Six Sigma Yellow Belt program. Discover how to apply DMAIC methods with a primary focus on process mapping and lean tools.

Sep 27-Oct 1 8 am-4:30 pm NEAST CEQAL 706 10

	Oct 1-Jan 15	ONLINE CEQAL 706 01I
	Nov 1-Feb 15	ONLINE CEQAL 706 02I
	Dec 1-Mar 15	ONLINE CEQAL-706-13I

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

Dec 2 Th 9 am-4 pm NEAST CECUS 523 44

EVENT PLANNING

MEETING AND EVENT PLANNING CERTIFICATE

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

Sep 7-Nov 23 T 6 pm-9 pm NEAST CEEVT 527 05

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

SCHOOL OF BUSINESS

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.



LOOK
FOR THE
QUICKJOBS
SYMBOL TO
IDENTIFY THESE
PROGRAMS

TUITION ASSISTANCE OPTIONS

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

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

Richland | 803.978.0139 Lexington | 803.359.6131 Fairfield | 803.635.2812

More info @ MIDLANDSTECH.EDU/QuickJobs | 803.732.0432

SCHOOL OF ENGLISH AND HUMANITIES

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

AUDIO ENGINEER 🕒

The following Audio Engineering classes meet at Midlands Audio Institute, 207 S. Prospect St., Columbia, SC 29205. 803.782.6910. **Free information session on the audio engineering program August 24 7 p.m. on the MTC Northeast Campus. Call 803.732.0432 to register.**

AUDIO ENGINEERING, INTRODUCTION

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

Sep 13-Oct 25	M	7 pm-9:20 pm	MAI	CEMUS 507 19
Oct 2-Oct 3	SSu	10 am-6 pm	MAI	CEMUS 507 20

COMMERCIAL MUSIC THEORY

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

Oct 28-Dec 16	Th	7 pm-9 pm	MAI	CEMUS 511 18
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LIVE SOUND PRODUCTION

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

Nov 1-Dec 13	M	7 pm-9:57 pm	MAI	CEMUS 521 17
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STUDIO RECORDING I

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

Sep 7-Oct 26	T	7 am-9:20 pm	MAI	CEMUS 522 19
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STUDIO RECORDING II

Supplement to Studio Recording I. Required for certificate program. One-on-one time featuring eight hours of hands-on use of a Pro Tools system. Student must pass final exam and present a recording demo project for critique to pass the course. Must be completed within two years of beginning the certificate program. \$449

Nov 2-Dec 14	T	7 pm-9:35 pm	MAI	CEMUS 523 16
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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

Nov 9	T	9 am-4 pm	NEAST	CEWCS 500 61
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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

Oct 14	Th	9 am-4 pm	NEAST	CEWCS 501 07
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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

Sep 11	S	9 am-4 pm	VIRTUAL	CEWCS 541 48
Oct 2	S	9 am-4 pm	NEAST	CEWCS 541 49
Oct 30	S	9 am-4 pm	NEAST	CEWCS 542 52

PHOTOGRAPHER AND VIDEOGRAPHER

PHOTOGRAPHY AND VIDEOGRAPHY

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

Sep 8-Nov 10	MW	6 pm-9 pm	HYBRID	CEPIC 559 03
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VIDEO EDITING CERTIFICATE

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

Sep 1-Oct 27	MW	6 pm-9 pm	BLTLN	CEPIC 555 07
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PROGRAM 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. View full program details at MIDLANDSTECH.EDU/schools.

SCHOOL OF EDUCATION AND PUBLIC SERVICE

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

CAREER DEVELOPMENT FACILITATOR

FACILITATING CAREER DEVELOPMENT

Gain relevant skills and knowledge to assist others in planning careers and obtaining meaningful work. This 120-hour course developed by the National Career Development Association is a hybrid, primarily consisting of self-paced online coursework, use of the course textbook (included in fee), and independent study. The course also includes one in-person meeting and a few virtual meetings. Completion of this course supports application

for the GCDF and CCSP credentials. Schedule details: Day 1 is the first and only onsite session from 10 am-1 pm at the Northeast Campus; Day 2 is a virtual meeting via Zoom from 9 am-3 pm; subsequent days include periodic Zoom check-ins and self-paced learning. The full class schedule will be sent to you after you register. \$1099

Sep 10-Jan 14
Dec 10-Apr 8

HYBRID CECDF 600 28
HYBRID CECDF 600 29

LEGAL

SC STATE CONSTABLE TRAINING PROGRAM: BASIC COURSE

State constables are commissioned by SLED and support SC law enforcement. Prior to registering for this class, candidates must submit an application for Constable to SLED and receive approval to take the training. Student must pass a comprehensive test and qualify with firearms. Early in-service training updates are required. Curriculum includes: firearms, laws of arrest, searches and seizures, evidence,


crisis intervention, human/community relations, SLED policies and procedures affecting constables. The Criminal Justice Academy does not control any part of the constable program or tuition, but only provides the training manuals. Offsite weekend sessions will be scheduled for firearms training. Instructor will provide details first day of class. \$799

Oct 18-Dec 15 MW 6 pm-10 pm AIRPT CECDF 504
Weekend dates for firearms training will be discussed in class.

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

 Sep 7-Nov 26

ONLINE CEUGC 512 07

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

 Sep 7-Nov 26

ONLINE CEUGC 510 07

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

INSTRUCTOR SPOTLIGHT



DR. SHARON GIVENS | Career Development | Essential Skills

Dr. Sharon Givens is a researcher, licensed psychotherapist, supervisor, career counselor, professional trainer, and academician. Sharon is a National Board Certified Counselor, a Board Certified Tele Mental Health Provider, Certified Career Counselor, Board Certified Life and Career Coach, Human Services Board Certified Practitioner, Approved Clinical Supervisor, a Global Career Development Facilitator, a Career Development Facilitator Instructor, a Certified

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

PERSONAL ENRICHMENT

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

FLORAL DESIGNER

FLORAL DESIGN

The fundamentals of floral arranging will give students enough basic skills to seek entry-level positions in the floral business. Introduction to materials and equipment, principles of good design, color, and specialized designs are covered. \$399

Sep 13-Oct 26	M	6 pm-9 pm	HARBN	CEFLC 501 28
	T	6 pm-9 pm		

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

Sep 15	W	6 pm-8:30 pm	NEAST	CEBEG 589 53
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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. \$239

Sep 14-Oct 19	T	6 pm-9 pm	HARBN	CEKIT 522 56
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INTERIOR DECORATOR

INTERIOR DECORATING

Students will learn concepts about color and pattern relationships, floor-planning skills, window treatments, furniture selection, cost estimations, accessories, and other topics. Students will complete projects to help them learn the concepts and apply real-world examples. \$539

Sep 8-Dec 1	W	6 pm-9 pm	NEAST	CEDCP 546 04
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DEFENSIVE DRIVING

DEFENSIVE DRIVING

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

Sep 4	S	8 am-5 pm	NEAST	CEDDC 500 76
Oct 2	S	8 am-5 pm	NEAST	CEDDC 500 77
Nov 6	S	8 am-5 pm	NEAST	CEDDC 500 78
Dec 4	S	8 am-5 pm	NEAST	CEDDC 500 79

MOTORCYCLE

BASIC MOTORCYCLE

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

Sep 10-Sep 12	F	6 pm-8 pm	BLTLN	CEMOT 501 56
	SSu	8 am-5 pm		
Oct 8-Oct 10	F	6 pm-8 pm	BLTLN	CEMOT 501 57
	SSu	8 am-5 pm		
Oct 29-Oct 31	F	6 pm-8 pm	BLTLN	CEMOT 501 58
	SSu	8 am-5 pm		
Nov 5-Nov 7	F	6 pm-8 pm	BLTLN	CEMOT 501 59
	SSu	8 am-5 pm		
Nov 19-Nov 21	F	6 pm-8 pm	BLTLN	CEMOT 501 60
	SSu	8 am-5 pm		
Dec 3-Dec 5	F	6 pm-8 pm	BLTLN	CEMOT 501 61
	SSu	8 am-5 pm		
Dec 17-Dec 19	F	6 pm-8 pm	BLTLN	CEMOT 501 62
	SSu	8 am-5 pm		



Transfer Your Military Expertise into a New Civilian Career

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

TUITION ASSISTANCE

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

VA VOCATIONAL REHABILITATION

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



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



CORPORATE TRAINING

MTC's Business Solutions team works to connect business customers to the best corporate training and consulting resources available. Whether you are looking to enhance the skills of one employee or revamp your entire workforce, we can help you identify and implement the right solution to help you meet your organizational goals.

IN THE NEWS

\$2M+ available to businesses for Workforce Development

MTC helps local businesses cut through red-tape for tax-saving apprenticeship programs.

Midlands Technical College has been awarded more than \$2.17 million in grants and funding to help drive South Carolina's economy through workforce development. The money will assist Midlands businesses in creating and sustaining apprenticeship programs.

Few employers realize that they can receive up to **\$3,000 per apprentice**, or up to **\$750 per pre-apprentice**, to offset workforce development costs. Additionally, companies who have registered apprenticeship programs can qualify for a state tax credit of up to **\$4,000 per apprentice**. Apprenticeship programs help employers recruit, build, and retain a highly skilled workforce. Youth and adult apprenticeship programs combine paid on-the-job training with classroom instruction to prepare employees for highly-skilled careers that provide family-sustaining income.

"MTC and Apprenticeship Carolina make it easy for employers to develop their workforce through tailored apprenticeships," said Rebecca Taylor, MTC Business Solutions Executive Director. "We help them with the grant application, training plans, and even reporting processes. And at the end of the day, employers are able to build their workforce with a great deal of intention."

The majority of MTC's funding (\$2,081,255) came from four U.S. Department of Labor grants, three of which were awarded to Apprenticeship Carolina for competitive distribution. The remaining funds come from state and private sources. The goal is to fund 935 apprentices and 251 pre-apprentices.

Interested in your own apprenticeship program?

Explore the options at MIDLANDSTECH.EDU/apprenticeships

We know how it works.

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

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

1

IDENTIFY THE NEED

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

2

FIND THE SOLUTIONS

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

3

IMPLEMENTATION AND FUTURE SUCCESS

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

2021-2022

ONLINE AND VIRTUAL TRAINING COURSES

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

Business Analyst

Customer Service

Certificate in Customer Service
Managing Customer Service

Digital Marketing

Digital Marketing Certificate
Mastering Video Marketing Certificate
Search Engine Optimization
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

Agile Fundamentals
ITIL Foundation
PMP/CAPM Exam Prep Boot Camp
Project Management @ e-Speed
Project Management Principles
and Practices

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
Creating Classroom Centers
Creating the Inclusive Classroom:
Strategies for Success
Facilitating Career Development
Solving Classroom
Discipline Problems

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

AutoCAD 2021 Certified User
AutoCAD 2021 Certified User with
AutoCAD 3D 2021
AutoCAD 3D 2021
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
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
Network+
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
JavaScript
Photoshop CS6, Introduction
Photoshop CS6, Intermediate
PHP and MySQL
Visual Basic, Introduction
Web Pages, Advanced

QUICK, EASY, AFFORDABLE PAYMENT OPTIONS

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

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



CONTINUING EDUCATION UNITS (CEUS)

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

CHANGE NOTIFICATION

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

REFUNDS

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

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

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

SPECIAL ACCOMMODATIONS

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

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

Midlands Technical College does not discriminate in admissions, educational programs or employment on the basis of race, sex, sexual orientation, national origin, ethnic group, color, age, religion, disability, genetic information, gender, gender identity, military service, pregnancy, childbirth, or related medical conditions including but not limited to lactation, or any other category protected by applicable law. In compliance with all federal and state laws, including Section 35.107 of the Department of Justice regulations, the Age Discrimination Act of 1967, Title VI and Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1992 as well as the ADA Amendments of 2008 (ADAA), the South Carolina Pregnancy Accommodations Act of 2018 and the Genetic Information Nondiscrimination Act of 2008 (GINA), Midlands Technical College offers access and equal opportunity in its admissions policies, academic programs and services, and employment of disabled individuals in that no otherwise qualified person will be denied these provisions on the basis of a disability. Midlands Technical College also prohibits retaliation against any person for bringing a complaint of discrimination or for participating in an investigation of a complaint of discrimination. Student inquiries or complaints should be directed to Ms. Debbie M. Walker in her position as Chief Compliance Officer/Title IX Coordinator. She can be reached at Midlands Technical College, P.O. Box 2408, Columbia SC 29202, by telephone at 803.822.3261, or email at walkerdm@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.

IT'S EASY TO REGISTER

- 1 REGISTER ONLINE**
Quickly and easily at MIDLANDSTECH.EDU
- 2 FILL OUT A FORM**
See next page or download one at MIDLANDSTECH.EDU/TrainingStudentResources

Email it to cce@midlandstech.edu, fax it to **803.732.5255**, or take it to one of our five convenient registration offices.
- 3 CALL US**
803.732.0432
M-Th, 8 am - 4:30 pm | F, 8 am - 1:30 pm

REGISTRATION OFFICES

AIRPORT CAMPUS

Academic Center, Room 110

M-W, 8 am – 5 pm

Th, 8 am – 5:30 pm

F, 8 am – 1:30 pm

BATESBURG-LEESVILLE CAMPUS

T and Th, 8 am – 4:30 pm

BELTLINE CAMPUS

Student Center, 2nd Floor

M-W, 8 am – 5 pm

Th, 8 am – 5:30 pm

F, 8 am – 1:30 pm

HARBISON CAMPUS

Harbison Hall, Room 101

M-Th, 8 am – 4:30 pm

F, 8 am – 1:30 pm

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: ☐ ☐ ☐ ☐ Card Number: _____ Expiration: _____

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

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

Name as listed on credit card: _____ Signature: _____

INDIVIDUAL REGISTRATION/BILLING

REGISTER ONLINE | Register with a credit card at
MIDLANDSTECH.EDU/schools

REGISTER BY PHONE | Call our registration office
at 803.732.0432

REGISTER WITH THIS FORM | Return completed form via
one of the methods below:

- > Securely upload file: <https://sharefile.midlandstech.edu/cce>
- > Email: CCE@midlandstech.edu
- > Stop by one of our registration locations listed at
MIDLANDSTECH.EDU/TrainingStudentResources
- > Mail to Midlands Technical College, Corporate and
Continuing Education, PO Box 2408, Columbia, SC 29202

COMPANY REGISTRATION/BILLING

Company Registration/Billing may be handled
three ways:

1. By letter of authorization on company
letterhead with the company's address,
phone number, and point of contact
information along with the statement of
authorization to bill
2. By purchase order
3. By company check or company credit card

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

Refunds may be granted with advanced notification. See details on prior page or call 803.732.0432 with questions.

Find us where you are.

We have six campuses and offer online courses to fit your schedule.

- 1 **Airport Campus**
West Columbia
- 2 **Beltline Campus**
Columbia
- 3 **Harbison Campus**
Irmo
- 4 **Northeast Campus**
Northeast Columbia
- 5 **Batesburg-Leesville Campus**
Batesburg-Leesville
- 6 **Fairfield Campus**
Winnsboro



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TRANSFORM YOUR TOMORROW.

MTC offers 150+ programs in 8 Schools of Study. Our courses are taught in-person, virtual, online, and in hybrid formats. It's learning flexibility to fit your needs and goals.



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**