TRAINING GUIDE

MIDLANDSTECH.EDU

JAN | FEB | MAR | APR 2021

Choose your adventure

Capture the moment

New Photography and Videography

program available now

PAGE 38

Online, virtual, on-campus, and hybrid courses to meet your needs

BACK COVER

JUMP ON THIS

Take a 90-minute screening and you could earn a paid

Software Engineer Apprenticeship

PAGE 12



Begin your journey

Complete the **Certified Nursing**Assistant (CNA) program
in 1-2 months

PAGE 16

Where will you go?

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

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

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



Ron

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

MORE THAN 150 PROGRAMS IN 8 SCHOOLS

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

SCHOOLS OF STUDY

















School of ADVANCED MANUFACTURING AND SKILLED TRADES

School of BUSINESS

School of EDUCATION AND PUBLIC SERVICE

School of ENGLISH AND HUMANITIES

School of HEALTH CARE

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

School of SOCIAL AND BEHAVIORAL SCIENCES

School of INTERDISCIPLINARY STUDIES

WHAT'S INSIDE THIS TRAINING GUIDE?

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

On-Campus Classes

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

Online/Virtual Classes

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



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

Learn more and view a full program list at MIDLANDSTECH.EDU/schools

TABLE OF CONTENTS

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

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

School of HEALTH CARE

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

School of ADVANCED MANUFACTURING AND SKILLED TRADES

Construction | HVAC | Forklift Operator | Landscaper and Horticulturist | Pool Operator | Manufacturing Industrial Electrical | Industrial Mechanical Maintenance | Welding

28

School of BUSINESS

Business Analysis | Customer Service | Finance and Accounting | Event Planning | Personal Development Project Manager | Supervisory and Leadership | Financial Planning | Small Business and Entrepreneur Organizational Performance | Human Resources

School of ENGLISH AND HUMANITIES

Business Writing | Audio Engineer | Photographer and Videographer

School of EDUCATION AND PUBLIC SERVICE

Career Development Facilitator | Child Development

PERSONAL ENRICHMENT

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

43 VA Education Benefits 44 QuickJobs 46-47 How to Enroll

UNDERSTANDING COURSE LISTINGS

NAME OF COURSE

Course description and cost listed below name of course.

May 9

S Day of week

8 am-5 pm

Time

AIRPT **CEMED 522 14** Location

code

Course



Date

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

Fairfield Campus

HARBN

Harbison Campus **HYBRID**

Hybrid Class

LEMS

Lexington EMS

Midlands Audio Institute

NEAST

Northeast Campus

ONLINE Online Class

RSDI

Richland School District One

VIRTUAL Virtual Class **WPLAW** WP Law, Inc.

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

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

Beginning Computer Courses Cloud Technology Computer Support Databases

Microsoft Office Windows Programming Web Development and Print Media

Many courses are available online.

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



Learn more at MIDLANDSTECH.EDU/schools

A+ IT TECHNICIAN

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

Jan 11-Feb 4	MTWTh	6 pm-9:45 pm	HARBN	CEDST 528 97
Feb 1-Feb 28	Self-Pace	d	ONLINE	CEDST 528 98
Mar 1-Mar 12	MTWTh	9 am-4:30 pm	NEAST	CEDST 528 99
	F	9 am-1 pm		

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

Feb 15-Mar 11	MTWTh	6 pm-9:45 pm	HARBN	CENET 747 97
📮 Mar 1-Mar 31	Self-Paced		ONLINE	CENET 747 98
Mar 22-Apr 2	MTWTh	9 am-4:30 pm	NEAST	CENET 747 99
	F	9 am-1 pm		

WINDOWS SERVER 2016 INSTALL, STORE, AND COMPUTE

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

Mar 15-Mar 25 MTWTh 6 pm-9:45 pm NEAST CEMCS 722 99

CAREER SPOTLIGHT

DATABASE ANALYST ①

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

REQUIREMENTS	HOURS	COST
Database Design	6	\$199
Access, Introduction	12	\$299
Access, Intermediate	12	\$299
SQL	12	\$499
Access, Advanced	12	\$299
Business Intelligence 1	12	\$599
Business Intelligence 2	12	\$599
SQL Server Database Services	24	\$899
Database Productivity Lab	6	\$199
	Total: 108 hrs	\$3891

CAREER SPOTLIGHT

FRONT-END WEB DEVELOPER ①

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

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

REQUIREMENTS		HOURS	COST
HTML5 and CSS3		42	\$1995
JavaScript		36	\$1399
Website Marketing		18	\$659
Photoshop, Introduction		12	\$399
Website Production Lab		18	\$599
	Total:	126 hrs	\$5051

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

Jan 11-Jan 12 MT 6 pm-9 pm NEAST CEDBS 614 98

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

Feb 1-Feb 4 MTWTh 6 pm-9 pm NEAST CEDBS 590 98

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

Feb 15-Feb 18 MTWTh 6 pm-9 pm NEAST CEDBS 588 98

BUSINESS INTELLIGENCE 2

The creation of data-backed visualizations is a key way 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

Feb 22-Feb 25 MTWTh 6 pm-9 pm NEAST CEDBS 645 97

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

Mar 1-Mar 11 MTWTh 6 pm-9 pm NEAST CEDBS 641 99

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

Mar 15-Mar 16 MT 6 pm-9 pm NEAST CEDBS 626 99

PROGRAMMING

PHP AND MYSQL

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

Apr 5-Apr 23 MTWThF 9 am-1 pm NEAST CEWDV 568 11

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

Jan 13-Jan 21 MTWTh 6 pm-9 pm NEAST CEDBS 620 98

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

Jan 25-Jan 28 MTWTh 6 pm-9 pm NEAST CEDBS 623 98

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

Feb 8-Feb 11 MTWTh 6 pm-9 pm NEAST CEDBS 624 98

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

Mar 15-Mar 24 MTW 6 pm-9 pm HARBN CESCH 708 99

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

Mar 29-Mar 31 MTW 6 pm-9 pm HARBN CESCH 717 99

CREATING A SIMPLE EXCEL SPREADSHEET

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

Jan 22 F 9 am-12 pm NEAST CESDS 628 99

EXCEL PIVOT TABLES

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

Feb 19 F 9 am-12 pm HARBN CESDS 631 99

EXCEL, INTRODUCTION

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

🖵 Jan 10-Jan 19	Self-Paced	d	ONLINE	CESDS 682 99I
Jan 11-Jan 20	MW	6 pm-9 pm	HARBN	CESDS 602 96
Jan 19-Jan 20	TW	9 am-4 pm	NEAST	CESDS 602 97

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

Ţ	Jan 24-Feb 2	Self-Paced	d	ONLINE	CESDS 683 99I
	Jan 25-Feb 3	MW	6 pm-9 pm	HARBN	CESDS 610 98
	Feb 8-Feb 9	MT	9 am-4 pm	HARBN	CESDS 610 99

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

Feb 22-Mar 3 MW 6 pm-9 pm HARBN CESDS 611 99

WORD, INTRODUCTION

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

Jan 19-Jan 28 TTh 6 pm-9 pm NEAST CEWDP 593 99

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

Feb 9-Feb 18 TTh 6 pm-9 pm NEAST CEWDP 594 99

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

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
Tota	al: 165	\$4186

CAREER SPOTLIGHT

OFFICE ADMINISTRATIVE SPECIALIST @

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

REQUIREMENTS	HOURS	COST
Word (Intro. and Interm.)	12 x2	\$299 x2
Excel (Intro. and Interm.)	12 x2	\$299 x2
Organizing Computer Files	6	\$199
Outlook, Introduction	12	\$299
Computer Typing for Everyone	12	\$299
Becoming a Customer Service Star	6	\$249
Business Grammar	6	\$249
Business Letter Writing	6	\$249
Enhancing Your Professionalism	3	\$125
Office Productivity Lab*	6	\$199
Total: 1	05 hrs	\$3064

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 work with typography, colors, backgrounds, positioning, and list styling. Explore how the major browsers affect CSS. \$1995



ONLINE CEWDV 574 53I

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

Feb 2-Feb 9 MTWTh 6 pm-10 pm HARBN CEWDV 572 56

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

ONLINE CEWDV 575 03I

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

Mar 16-Mar 18 TWTh NEAST CEGPH 601 57 6 pm-10 pm

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

Mar 24-Mar 31 MTWTh 6 pm-10 pm HARBN CEWDV 553 57

Unlimited Options in Cybersecurity

Cybersecurity jobs are in demand locally and nationally.

MTC has two certificates to prepare you for these careers.

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

ACADEMIC CERTIFICATE

CYBERSECURITY INFORMATION ASSURANCE (CIA)

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

REQUIREMENTS	CREDITS
IST-115 Humans Aspects in Cybersecurity	3 credits
IST-193 Linux Security Administration	3 credits
IST-291 Fundamentals of Network Security I	3 credits
CPT-180 Shell Scripting	3 credits
IST-263 Designing Windows Network Security	3 credits
IST-266 Internet and Firewall Security	3 credits
IST-292 Fundamentals of Network Security II	3 credits
IST-267 Network Vulnerability Assessment	3 credits
IST-285 Cybersecurity Capstone	3 credits
IST-293 IT and Data Assurance I	3 credits
Total: 30 credits (3 semesters)	Cost \$5,640*

TRAINING CERTIFICATE

CYBERSECURITY ANALYST |



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

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

REQUIREMENTS	HOURS
Security+	30 hours
PenTest+	30 hours
Cybersecurity Analyst (CySA+)	30 hours
Total: 90 course hours (10-12 weeks)	Cost \$5,997*

*Not including fees and equipment. Financial assistance may be available.

**These certificates are intended to provide skills for entry-level positions.

More advanced positions may require an associate or bachelor's degree.

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

\$50,000** \$70,000** \$88,000**

Entry Level Median Experienced

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 on various devices conducted and students will gain an understanding of the capabilities and limitations of the technologies discussed. Prerequisite: Basic understanding of computers and the internet. \$99

Jan 6 W 6 pm-8:30 pm HARBN CEBEG 589 99

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

Jan 19 T 9 am-4 pm HARBN CEBEG 525 99

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

 Jan 20-Jan 21
 WTh
 9 am-4 pm
 HARBN
 CEBEG 519 98

 Feb 15-Feb 24
 MW
 6 pm-9 pm
 NEAST
 CEBEG 519 99

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

Mar 2 T 9 am-4 pm NEAST CEBEG 534 97 Mar 16-Mar 18 TTh 6 pm-9 pm HARBN CEBEG 534 98



CERTIFICATE PROGRAMS

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

CLASSES

- > Cloud+
- > Excel Basic, Excel Introduction, Excel Advanced
- > Medical Terminology
- > 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

Check the website for additional distance-learning options.

SELF-PACED ONLINE LEARNING FROM MTC'S TRAINING PARTNERS



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

ARTS AND DESIGN

How to Get Started in Game Development Drawing for the Absolute Beginner

Illustrator CS6, Introduction

InDesign CS6, Introduction

Intermediate InDesign CC

Mastering Digital Photography: **Photographing People**

Secrets of Better Photography

BUSINESS

Administrative Assistant Applications

Administrative Assistant Fundamentals

Computer Skills for the Workplace

Effective Business Writing

Get Assertive!

Interpersonal Communication

Keys to Effective Communication

Mastering Public Speaking

Personal Finance

Real Estate Investing I

Stocks, Bonds, and Investing

Professional Sales Skills

Small Business Marketing on a Shoestring

Entrepreneurship: Start-Up and **Business Owner Management**

Using Social Media in Business

A to Z Grantwriting

Creating a Successful Business Plan

Managing Customer Service

Mastery of Business Fundamentals

Purchasing and Supply Chain Management

Certified Green Supply Chain Professional

Understanding the Human **Resources Function**

Project Management @ e-Speed

The Complete Project Manager with CAPM® and PMP® Prep

Achieving Success with Difficult People

Building Teams That Work

Fundamentals of Supervision & Management I

Individual Excellence

Leadership

Resume Writing Workshop

Skills for Making Great Decisions

Senior Certified Sustainability Professional

Freight Broker/Agent Training

Certified Quality Engineer

Certified Quality Auditor

COMPUTER APPLICATIONS

AutoCAD

Autodesk

Introduction to Microsoft Word 2016

Intermediate Microsoft Word 2016

Introduction to Microsoft PowerPoint 2016

Keyboarding

Oracle, Introduction

PC Troubleshooting, Introduction

Windows 10

COMPUTER SCIENCE

Creating Mobile Apps with HTML5

Help Desk Analyst: Tier 1 Support

Specialist certificate

Java Programming

Python 3 Programming, Introduction

Visual Basic, Introduction

Web Pages, Advanced

MEDICAL

Handling Medical Emergencies

Introduction to Natural Health and Healing

Become a Physical Therapy Aide

HOSPITALITY

Wow, What a Great Event!

INFORMATION TECHNOLOGY

Certification Prep

PC Security, Introduction

LANGUAGE

Spanish

LEGAL

Employment Law Fundamentals

Real Estate Law

Workers' Compensation

MATH AND SCIENCE

Everyday Math

TEACHER PROFESSIONAL DEVELOPMENT

Creating Classroom Centers

Creating the Inclusive Classroom:

Strategies for Success

The Creative Classroom

Solving Classroom

Discipline Problems

Survival Kit for New Teachers Teaching Students With ADHD

Teaching Students With Autism

Understanding Adolescents

Working Successfully With Learning

Disabled Students

Using the Internet in the Classroom

TEST PREP

GRE Test Preparation

LSAT Test Preparation

SAT/ACT Preparation

TRADES

Biofuel Production Operations

Chemical Plant Operations

HVAC/R Certified Technician

WRITING

Fundamentals of Technical Writing

Grammar

Introduction to Journaling

Publish and Sell Your E-Books

Writing Essentials

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





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

INSTRUCTOR SPOTLIGHT



CHARLENE L. CORNWELL | Project Management and Business Analysis

Charlene L. Cornwell has a master's degree in computer technology and information systems, a bachelor's degree in business education, and is currently pursuing a doctorate degree in information systems at Nova Southeastern University. Charlene is a faculty member and teaches information technology certification courses for the Corporate and Continuing Education Division of MTC.

Charlene brings 23 years of information technology experience leading industries in implementing information systems, business process reengineering, and change management using project management and business analysis best practices.

Her passion for using information technology to be more effective and efficient leads her in helping organizations accomplish strategic enterprise projects successfully. This same passion enables her to successfully train and teach prospective students and businesses to accomplish business objectives, define business needs, and recommend valuable solutions to enable change in organizations and advance in information technology.

See Charlene's Business Analysis courses on pg. 28 and her Project Management courses on pg. 31.

INSTRUCTOR SPOTLIGHT



ROB GASPARIK | Computers and Information Technology

With more than 25 years of IT and IT leadership experience, Rob Gasparik brings a valuable perspective to classroom instruction. He holds several certifications, including the CCIE, Cisco Certified Internetwork Expert. The CCIE certification is accepted worldwide as the most prestigious networking certification in the industry.

INSTRUCTOR SPOTLIGHT



DAVID PFAEHLER | Computers and Information Technology

David Pfaehler, faculty member, teaches Information Technology classes for the Corporate and Continuing Education division of MTC. Having 28 years of IT leadership experience in various industries allows David to bring a valuable perspective to classroom instruction. David's understanding of IT's role in business allows him to focus the teaching of subjects not only from an academic viewpoint but with an appreciation for how a business will benefit from its use. David has been teaching and inspiring students since 2010.

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

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

Jan 26-Mar 4 TTh 6 pm-9 pm HARBN CEANC 508 35



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

EMERGENCY SERVICES

BLS FOR HEALTHCARE PROVIDER CPR

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

Jan 23	S	8 am-5 pm	AIRPT	CEMED 522 22
Feb 27	S	8 am-5 pm	AIRPT	CEMED 522 23
Mar 13	S	8 am-5 pm	AIRPT	CEMED 522 24
Apr 17	S	8 am-5 pm	AIRPT	CEMED 522 25

EMT BASIC

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

🖵 Jan 9-Mar 3	S	8 am-5 pm	HYBRID	CEMED 635 93I
Apr 6-Sep 23	TTh	10 am-2 pm	AIRPT	CEMED 635 94

FIRST AID

General principles of first aid covering medical emergencies, injury emergencies, and environmental emergencies according to American Heart Association and National Safety Council quidelines. \$79

Jan 15	F	6 pm-10 pm	AIRPT	CEMED 521 53
Feb 19	F	6 pm-10 pm	AIRPT	CEMED 521 54
Mar 26	F	6 pm-10 pm	AIRPT	CEMED 521 55
Apr 30	F	6 pm-10 pm	AIRPT	CEMED 521 56

PARAMEDICS

COURSE SPOTLIGHT

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 meets Jan. 11 - Dec. 6, 2021. \$6499.

For more information, please contact Program Director Benji McCollum at mccollumb@midlandstech.edu.



CPR or first aid training in one day or less

Less than \$100 each

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

CPR | 8 hours | \$99

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

FIRST AID | 4 hours | \$79

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

See listings on previous page for course dates.



DIRECT PATIENT CARE

BASIC IV THERAPY

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

Jan 22	F	12 pm-4 pm	AIRPT	CEMED 601 46
Feb 26	F	12 pm-4 pm	AIRPT	CEMED 601 47
Mar 26	F	12 pm-4 pm	AIRPT	CEMED 601 48
Apr 23	F	12 pm-4 pm	AIRPT	CEMED 601 49

CERTIFIED NURSE ASSISTANT (CNA)

This DHHS approved course prepares students to sit for the Nurse Aide Competency Exam. Students receive training in basic nursing care through classroom lecture, simulated lab care, and hands-on clinical experience in a long-term care facility. \$999

racility. \$333				
Jan 2-Mar 31	MTWThFS Th	8 am-1 pm 2 pm-4 pm	RSDI	CEMED 617 05
Jan 4-Feb 4		8 am-1 pm 2 pm-4 pm	HARBN	CEMED 617 09
Jan 4-Feb 4		8 am-1 pm 2 pm-4 pm	AIRPT	CEMED 617 13
Jan 4-Mar 9	MTTh	6 pm-10 pm	AIRPT	CEMED 617 17
Jan 4-Mar 9	MTW	6 pm-10 pm	FF	CEMED 617 17
Jan 9-Apr 10	S	8 am-5 pm	HARBN	CEMED 617 26
Jan 11-Feb 12	MTWThS	8 am-1 pm	FF	CEMED 617 20
Jan H-Leb 12	Th	2 pm-4 pm	11	CLIVILD 017 01
Feb 8-Mar 11		8 am-1 pm	HARBN	CEMED 617 10
	Th	2 pm-4 pm		
Feb 8-Mar 11	MTWThFS Th	8 am-1 pm 2 pm-4 pm	AIRPT	CEMED 617 14
Feb 16-Mar 18		8 am-1 pm	FF	CEMED 617 02
ren io-ividi io	Th	2 pm-4 pm	ГГ	CEMIED 617 02
Feb 16-Mar 18		8 am-1 pm	RSDI	CEMED 617 06
	Th	2 pm-4 pm		
Mar 15-Apr 15	MTWThFS	8 am-1 pm	HARBN	CEMED 617 11
	Th	2 pm-4 pm		
Mar 15-Apr 15	MTWThFS	8 am-1 pm	AIRPT	CEMED 617 15
	Th	2 pm-4 pm		
Mar 15-May 13	MTTh	6 pm-10 pm	AIRPT	CEMED 617 18
	F	5 pm-10 pm		
Mar 22-Apr 22		8 am-1 pm	FF	CEMED 617 03
	Th	2 pm-4 pm		
Mar 22-Apr 22		8 am-1 pm	RSDI	CEMED 617 07
	Th	2 pm-4 pm		
Apr 19-May 20	MIWINES Th	8 am-1 pm	HARBN	CEMED 617 12
Apr 10 May 20		2 pm-4 pm 8 am-1 pm	AIRPT	CEMED 617 16
Apr 19-May 20	Th	2 pm-4 pm	AIRFI	CEMED 617 16
Apr 26-May 27		8 am-1 pm	FF	CEMED 617 04
, , , , ,	Th	2 pm-4 pm		
Apr 26-May 27		8 am-1 pm	RSDI	CEMED 617 08
. ,	Th	2 pm-4 pm		
		•		

CARDIAC CARE TECHNICIAN

Students will receive comprehensive training to become a Cardiac Care Technician in a hospital or clinic. 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. Prerequisite: Medical Terminology with minimum grade of 'C'. White scrubs must be worn to all classes and clinical. \$695

Jan 9-Apr 3	S	10 am-2 pm	NEAST	CEMED 500 75
Jan 7-Mar 25	TTh	8 pm-10 pm	BLTLN	CEMED 500 76
Jan 27-Apr 19	MW	9 am-11 am	HARBN	CEMED 500 77

EKG SPECIALIST

The course consists of 32 hours of classroom training and 24 hours of clinical training. Prerequisite: Medical Terminology, Cardiac Care Tech both with min grade of C. Due 1st day of class - complete immunization/titer record, 2-step TB test (done within 6 months prior to start date of class), and background check (within 30 days of start date of class - no drug charges within 5 years and no violence charges within 10 years). White scrubs must be worn during clinical/classes. Clinical hours vary, \$695

Jan 22-Mar 12	F	9 am-1 pm	NEAST	CEMED 605 61
Mar 9-Apr 29	TTh	6 pm-8 pm	HARBN	CEMED 605 62
Apr 3-May 22	S	1:30 pm-5:30 pm	NEAST	CEMED 605 63

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

Feb 19	F	1 pm-5 pm	AIRPT	CEMED 608 10
Apr 16	F	1 pm-5 pm	AIRPT	CEMED 608 11

PHLEBOTOMY

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

Jan 19-Mar 16	TTh	9 am-12 pm	AIRPT	CEMED 550 71
Jan 19-Mar 16	TTh	1 pm-4 pm	FF	CEMED 550 72
Jan 25-Mar 24	MW	6 pm-9 pm	AIRPT	CEMED 550 73
Feb 6-Apr 10	S	9 am-3 pm	HARBN	CEMED 550 74
Mar 16-May 11	TTh	6 pm-9 pm	AIRPT	CEMED 550 75
Apr 5-Jun 2	MW	9 am-12 pm	AIRPT	CEMED 550 76
Apr 5-Jun 2	MW	1 pm-4 pm	FF	CEMED 550 77
Apr 5-Jun 2	TTh	6 pm-9 pm	HARBN	CEMED 550 78

MEDICAL TERMINOLOGY

Students will learn medical terminology by analyzing the prefix, suffix, word roots, and combinations used in medical terms. This course is a prerequisite for other courses and medical certificate programs. This course may be used for exemption of AHS 102. \$699

Jan 15-Mar 5 Mar 26-May 14				CEMPR 524 66I CEMPR 524 67I
Jan 4-Mar 8	MW	9 am-12 pm	HARBN	CEMPR 524 68
Jan 5-Feb 25	Th	6 pm-9 pm	AIRPT	CEMPR 524 69
Mar 15-May 5	MW	6 pm-9 pm	NEAST	CEMPR 524 70
Mar 16-May 6	TTh	9 am-12 pm	AIRPT	CEMPR 524 71



CAREER SPOTLIGHT



PATIENT CARE TECHNICIAN (9)

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

REQUIREMENTS	HOURS	COST
Certified Nurse Assistant (CNA)	112	\$999
Medical Terminology	48	\$699
Phlebotomy	51	\$699
Cardiac Care Technician	46	\$695
EKG Specialist	56	\$695
	Total: 313 hrs	\$3787

All books included in cost.

PATIENT CARE TECHNICIAN CERTIFICATION



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

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

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

 Jan 13-Mar 4
 W
 6 pm-9 pm
 HARBN
 CEMIM 513 33

 Mar 24-May 13
 W
 6 pm-9 pm
 HARBN
 CEMIM 513 34

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

Feb 5-Apr 9	Self-F	Paced	ONLINE	CEMIM 510 36I
Jan 25-Apr 5	М	6 pm-9 pm	HARBN	CEMIM 510 37
Apr 19-Jun 28	M	6 pm-9 pm	HARBN	CEMIM 510 38

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

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

Ţ	Jan 15-Apr 2	Self-Paced		ONLINE	CEMIM 503 14I
Ç	Jan 12-Mar 30	T	6 pm-10 pm	HYBRID	CEMIM 503 15I
	Apr 6-Jun 22	T	6 pm-10 pm	HYBRID	CEMIM 503 16I

MEDICAL SCRIBE SPECIALIST

This accelerated Medical Scribe Specialists program will address training competencies required for the ACMSS certification. Through lecture, review, training, and practice of electronic health record input and documentation management, students will prepare to assist health care providers in a clinical setting with activities of patient medical record documentation. \$1395

Jan 25-Mar 19 Self-Paced ONLINE CEMIM 518 021

PERSONAL TRAINER ②

PERSONAL TRAINER CERTIFICATION

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

Jan 23-Mar 6	S	9 am-12 pm	NEAST CEPYT 600 27
	S	1 nm-4 nm	CEOES

CAREER SPOTLIGHT

All books included in cost.

MEDICAL BILLING AND CODING SPECIALIST ① 🖵

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

ATTENTION HEALTH CARE STUDENTS

You must bring the following items to the first class:

EKG, CARDIAC CARE TECHNICIAN, AND PHLEBOTOMY STUDENTS:

> Completed immunization form: MIDLANDSTECH.EDU/TrainingStudentResources

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

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

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

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

UNIFORM POLICY:

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



GET CONNECTED

to the best corporate training and consulting resources.

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

Contact us today.

MIDLANDSTECH.EDU | 803.691.3907

corporatetraining@midlandstech.edu

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

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

Learn more at MIDLANDSTECH.EDU/WelcomeBack.

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

Construction
Forklift
HVAC
Industrial Electrical

Industrial Maintenance
Landscaper
Manufacturing
Pool Operator

Machinist/CNC Operator
Safety and Environmental
CDL
Welding

Many courses are available online.

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



Learn more at MIDLANDSTECH.EDU/schools

CONSTRUCTION

Books can be purchased at the Airport Campus bookstore.

CAREER SPOTLIGHT

BUILDING CONSTRUCTION MANAGER ①

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

Total: **132 hrs \$1,794**



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

PRINT READING FOR CONSTRUCTION

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

Apr 28-Jun 2 MW 6 pm-9 pm AIRPT CECLR 515 34

RESIDENTIAL BUILDING CODES

This class explains the SC Residential Codes Manual focusing on areas that building contractors need to know to pass the State exam. The course will explain relevant portions of the code that residential contractors, home inspectors, or homeowners need to understand to be sure work is performed according to code. \$299

Jan 12-Mar 2 T 6 pm-9 pm AIRPT CECLR 506 21

RESIDENTIAL BUILDING FRAMING AND FINISHING

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

Mar 11-Apr 29 Th 6 pm-9 pm AIRPT CECLR 532 22

RESIDENTIAL BUILDING, SITE PREPARATION, AND FOUNDATIONS

Learn to lay out and prepare a building site, pour footings and slabs, and build concrete and masonry foundations using multimedia classroom presentations and field demonstrations. Emphasis is on construction industry approved building methods and estimating procedures. Helps prepare students for the SC Home Builders exam. \$299

Jan 14-Mar 4 Th 6 pm-9 pm AIRPT CECLR 531 21

RESIDENTIAL CONTRACTOR BUSINESS AND LAW

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

Mar 9-Apr 6 T 6 pm-9 pm AIRPT CECLR 508 21

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

Jan 4-Jan 20 MTWTh 6 pm-9 pm AIRPT CEHVA 533 09

HVAC ELECTRICAL OPERATION AND DIAGNOSTICS

This is an entry level course covering the electrical circuits for an HVAC system. It will cover the operation of the unit as well as troubleshooting as they relate to the electrical components of the system. \$899

Jan 25-Feb 24 MW 6 pm-9 pm AIRPT CEHVA 530 09

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, the operation and troubleshooting of the refrigeration cycle. \$899

Mar 1-Mar 31 MW 6 pm-9 pm AIRPT CEHVA 531 10

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

Mar 31-May 3 MW 6 pm-9 pm AIRPT CEHVA 532 11

CAREER SPOTLIGHT

HVAC ENTRY LEVEL TECHNICIAN ①

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 Diagno	stics 30	\$899
HVAC Refrigeration Cycle Operation and Diagnostics	30	\$899
Heat Pump Operations and Diagnostic	s 30	\$899
EPA 608 Prep and Certification	9	\$285
Air Flow Design, Measurement and Diagnostics	30	\$899
HVAC Customer Service, Coscia Progra	am 12	\$389
	Total: 141 hrs	\$4270

FORKLIFT OPERATOR ①

FORKLIFT TRAINING

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

Jan 9	S	8 am-5 pm	AIRPT	CEHEQ 501 01
Jan 23	S	8 am-5 pm	AIRPT	CEHEQ 501 02
Feb 13	S	8 am-5 pm	AIRPT	CEHEQ 501 03
Feb 27	S	8 am-5 pm	AIRPT	CEHEQ 501 04
Mar 13	S	8 am-5 pm	AIRPT	CEHEQ 501 05
Mar 27	S	8 am-5 pm	AIRPT	CEHEQ 501 06
Apr 10	S	8 am-5 pm	AIRPT	CEHEQ 501 07
Apr 24	S	8 am-5 pm	AIRPT	CEHEQ 501 08

LANDSCAPER AND HORTICULTURIST @

PLANT GROWTH AND DEVELOPMENT

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

Feb 3-Mar 24 W 6 pm-9 pm NEAST CEHOR 524 19

LANDSCAPE DESIGN

Learn the principles of landscape design including form, function, symmetry vs. asymmetry, balance, texture, light and shadow, composition, and development of your own style. Study hardscapes, lighting plans, designing commercial properties, color theory, spatial arrangements, and water features. Invest in your career and earn your landscape certificate. Classes can also be taken individually. \$199

Jan 14-Mar 4 Th 6 pm-9 pm NEAST CEHOR 540 06

POOL OPERATOR

SC CERTIFIED POOL OPERATOR

Prepares individuals responsible for operating and/or managing swimming pools or spas in SC to sit for the CPO Exam and covers pertinent topics. A calculator is needed. Topics include SC rules and regulations, legal requirements, water chemistry, filtration and circulation disinfection techniques, water testing, troubleshooting, problem prevention, and safety. The SC CPO exam is administered through Applied Measurement Professionals (AMP) and details are discussed in class. 1.800.345.6559 or www.goamp.com. The exam will not be taken in class. \$129

Mar 10	W	9 am-4 pm	HARBN	CECPO 500 60
Apr 14	W	9 am-4 pm	HARBN	CECPO 500 61

INDUSTRIAL ELECTRICAL ②

BASIC ELECTRONICS

Learn basic electronics principles, components, and functions including atomic structure of conductors, insulators, and semi-insulators, solid-state device construction, diode rectifier circuits, transistor theory of operation, and switch and amplifier applications. \$799

Feb 15-Mar 3 MTWTh 8 am-12 pm AIRPT CEEEM 600 03

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 roper operation is covered. \$199

VIRTUAL CEEEM 583 06

6 pm-9 pm

ELECTRICAL FUNDAMENTALS I

Feb 1-Feb 8 MTTh

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

Feb 11-Mar 18 MTTh 6 pm-9 pm AIRPT CEEEM 603 01

ELECTRICAL FUNDAMENTALS II

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

Mar 23-Apr 22 MTTh 6 pm-9 pm AIRPT CEEEM 596 06

ELECTRICAL MOTOR CONTROLS

Learn to work with relays, timers, push buttons, magnetic starters, fuses overloads, wiring practices, and motor circuit protection principles, all of which are related to industry and motor control. You will physically connect three-phase motors and control circuits as part of this course. \$849

Jan 19-Feb 8 MTWTh 8 am-12 pm AIRPT CEEEM 599 03

ELECTRICAL PRINT READING

Learn to read and interpret electrical blueprints and schematics used in residential, commercial, and industrial settings. Emphasis will be on the applications of the print reading and circuit and electrical symbols knowledge. Prerequisites: Electrical Fundamentals I, II or skills assessment completion. \$319

Jan 4-Jan 11 MTWTh 8 am-12 pm AIRPT CEEEM 598 03

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 quidelines. \$279

Jan 11-Jan 26 MTTh 6 pm-9 pm AIRPT CEEEM 594 06

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

Mar 10-Mar 29 MTWTh 8 am-12 pm AIRPT CEEEM 590 03

TROUBLESHOOTING

Learn to safely and efficiently troubleshoot and locate electrical problems using schematic prints along with electrical measuring tools such as multimeters, clamp-on meters, ammeters, megohmmeters, proximity voltage meters, handheld oscilloscopes, and other measuring devices. Prerequisite: Programmable Logic Controller. \$529

Jan 5-Feb 4 TTh 6 pm-9 pm AIRPT CEEEM 580 36

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 Apr 7-Apr 27 MTWTh 8 am-12 pm AIRPT CEEEM 601 03

ELECTRICAL CODE JOURNEYMAN

Prepare to take the licensing exam (city, state, or county) for journeyman electricians. Learn problem solving, voltage drop, conduit, fuse, wire load sizing, grounding, and other residential wiring. Emphasis is placed on the codebook. \$595

Jan 26-Feb 25 TTh 6 pm-9 pm AIRPT CEEEM 502 21

INDUSTRIAL MECHANICAL MAINTENANCE

BASIC MECHANICAL COMPONENTS

This course identifies couplings, chain drives, bearings, mechanical and other seals, gaskets and O-rings. It covers the function and advantages of each and teaches how to select and install or remove the proper component. Fan and blower types and operation are also discussed. Safety and Rigging Fundamentals is a prerequisite for this course. \$1389

Jan 25-Feb 25 MTWTh 8 am-12 pm AIRPT CEIMT 693 15

INDUSTRIAL MECHANICAL MAINTENANCE

BEARINGS AND LUBRICATION

Explains lubrication safety, storage, classifications, selecting lubricants, additives, lubrication equipment and lubricating charts. Introduces plain, ball, roller, thrust, guide, flanged, pillow-block, and take-up bearings. It also explains bearing materials and bearing designations. Basic Mechanical Components is a prerequisite for this course. \$969

Mar 3-Mar 25 MTWTh 8 am-12 pm AIRPT CEIMT 694 16

GEARBOXES

This course identifies and explains gearboxes and their uses. Explains how they operate and various types of gears. Troubleshooting and repair of gearboxes will be demonstrated. It shows wear patterns and proper backlash and adjustment. Bearings and Lubrication is a prerequisite for this course. \$349 Apr 5-Apr 9 MTWThF 8 am-12 pm AIRPT CEIMT 695 14

HYDRAULICS AND PNEUMATICS - NEW EVENING OFFERING

Describes pumps and valves used in hydraulic and pneumatic systems and their functions. Explains hydraulic/pneumatic system safety and basic principles of hydraulics, including Pascal's law and Bernaulli's principle. Covers how to inspect, troubleshoot, and repair fluid power systems. Hands-on training is included. Prerequisite: Valves and Piping. \$1239

Jan 11-Mar 31 MW 6 pm-9 pm AIRPT CEIMT 699 18

VALVES AND PIPING

This course covers the selection, preparation, joining, and support of copper, plastic, and steel piping and fittings. The course provides instructions for cutting, threading, and joining ferrous piping. Introduces chemical, compressed air, fuel oil, steam and water systems, and explains how to identify piping systems according to color codes. Prerequisite: Shaft Alignment. \$699

Apr 12-Apr 27 MTWTh 8 am-12 pm AIRPT CEIMT 698 13

CAREER SPOTLIGHT

INDUSTRIAL TECHNICIANS (2)



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.



NEW

Industrial Electrical Maintenance Evening program begins January 11. Don't delay - Register today!

INDUSTRIAL MECHANICAL MAINTENANCE

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

INDUSTRIAL ELECTRICAL MAINTENANCE

HOURS	COST
16	\$279
12	\$199
48	\$899
42	\$799
42	\$799
18	\$319
48	\$849
42	\$799
44	\$849
48	\$849
5 51	\$899
48	\$849
Total: 459 hrs	\$8,388
	16 12 48 42 42 18 48 42 44 48 5 51 48

Classes should be taken in the order they are listed.

*Books included in all course costs.

MANUFACTURING ② ►

FUNDAMENTALS OF CNC OPERATOR/PROGRAMMER TRAINING

Gain the knowledge to become a CNC operator/programmer. Topics covered: shop math, right angle trig., English/Metric conversion tooling for mills and lathes, CNC offsets, cutting speed and fee calculations, inter-working, and functionality of the actual CNC machine components. Prerequisite: Blueprint Reading, Mills and Lathe classes. \$849

 Jan 12-Mar 2
 TWTh
 1 pm-4 pm
 NEAST
 CEMFG 572 68

 Jan 12-Mar 2
 TWTh
 5 pm-8 pm
 NEAST
 CEMFG 572 69

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. \$2495

Mar 1-Jun 1 MTW 8 am-12 pm AIRPT CEMFG 527 14

PRINCIPLES OF CNC PROGRAMMING

Transform blueprints into CNC machine programs by designing your own generated CNC programs on computer-based simulators in the classroom. Topics covered include: machine language (G & M codes), work coordinates, various types of offsets, cutter compensation, canned cycles, etc. Prerequisite: Fundamentals of CNC Operator/Programmer. \$949

 Mar 10-May 4
 TWTh
 1 pm-4 pm
 NEAST
 CEMFG 571 65

 Mar 10-May 4
 TWTh
 5 pm-8 pm
 NEAST
 CEMFG 571 66

MSSC - CERTIFIED PRODUCTION TECHNICIAN PROGRAM

GUARANTEED INTERVIEWS FOR SUCCESSFUL GRADUATES

MSSC - CERTIFIED PRODUCTION TECHNICIAN PROGRAM (9)

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 March 1, 2021. ENROLL TODAY!

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

CAREER SPOTLIGHT

MACHINIST/COMPUTER NUMERICAL CONTROL (CNC) OPERATOR ② ► Do you have what it takes?

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



COURSE	COST
Blueprint Reading and Basic Measuring Tool	\$549
Introduction to Mills	\$549
Introduction to Lathes	\$549
Fundamentals of CNC Operator/Programmer Training	\$849
Principles of CNC Programming	\$949
Mastering CNC Programming	\$795
Tota	al: \$4240

Classes fill quickly.

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



THE HEAT IS ON

HVAC TECHNICIANS ARE IN-DEMAND

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

Learn more at MIDLANDSTECH.EDU/schools or see page 21.

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.



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

\$30,000

\$60,000

\$85,000

WELDING ①

WELDER DAY PROGRAM ② 🏲

BASIC WELDING

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

Jan 11-Apr 8	MTWTh	8 am-4:30 pm	FF	CEWLD 601 02
Apr 12-Jul 12	MTWTh	8 am-4:30 pm	FF	CEWLD 601 03
Jan 4-Mar 8	MTWTh	7 am-5:30 pm	AIRPT	CEWLD 601 98
Mar 15-Jun 30	MTWTh	7 am-5:30 pm	AIRPT	CEWLD 601 99

INTERMEDIATE WELDING

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

Jan 11-Mar 31	MIWIh	8 am-3:30 pm	FF	CEWLD 602 02
Apr 12-Jun 30	MTWTh	8 am-3:30 pm	FF	CEWLD 602 03
Jan 11-Mar 8	MTWTh	7 am-5:30 pm	AIRPT	CEWLD 602 98
Mar 22-May 13	MTWTh	7 am-5:30 pm	AIRPT	CEWLD 602 99

ADVANCED WELDING

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

Jan 11-Mar 8	MTWTh	7 am-5:30 pm	AIRPT	CEWLD 619 66
Mar 22-May 13	MTWTh	7 am-5:30 pm	AIRPT	CEWLD 619 67
Apr 12-Jun 30	MTWTh	8 am-3:30 pm	FF	CEWLD 619 69

WELDING HOME USER

BASIC WELDING FOR HOME PROJECTS

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

Apr 3-May 8 S CEWLD 511

MIG WELDING BASICS

From thin gauge sheet metal to 1/2 thick steel, MIG welding (aka wire feed or GMAW) is versatile and easy to learn. From automotive restoration and boat trailers to lawn mower decks and works of art, this process covers all the bases. Our knowledgeable instructors will teach you about welding machine set-up, safety, and MIG welding basics even if you

have no previous welding experience. Required equipment for class: welding helmet, welding cap, MIG gloves, safety glasses, welding jacket, MIG welding pliers, locking pliers, tape measure, work boots and flame- retardant clothing. \$399

Apr 3-May 8 S CEWLD 870

TIG WELDING BASICS

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

Apr 3-May 8 S CEWLD 880

WELDING ①

WELDER EVENING PROGRAM (2)

BASIC SHIELDED METAL ARC WELDING AND OXY-FUEL CUTTING

This course will instruct and assess students in basic American Welding Society (AWS) standards of Shielded Metal Arc Welding (SMAW or stick) and oxy-fuel torch operation. Students will learn how to safely operate an oxy-fuel torch to cut various types of metal. Students will start learning 50/50 build-up welding techniques in the flat, horizontal, vertical, and overhead positions to build muscle memory and gain understanding of welding machine settings and various electrode characteristics. Students will then move on to welding multi-pass fillet t-joints in the horizontal, vertical, and overhead positions. \$1399

 Jan 4-Mar 4
 MTWTh
 6 pm-9 pm
 AIRPT
 CEWLD 800 26

 Mar 8-May 4
 MTWTh
 6 pm-9 pm
 AIRPT
 CEWLD 800 27

ADVANCED SHIELDED METAL ARC WELDING

This course will instruct and assess students in advanced American Welding Society (AWS) standards of Shielded Metal Arc Welding (SMAW or stick). Students will start with horizontal, vertical, and overhead v-groove welding techniques with backing before moving on to flat, horizontal, vertical, and overhead v-groove open root welding techniques. Prerequisite: CEWLD-800. \$1399

 Jan 4-Mar 3
 MTWTh
 6 pm-9 pm
 AIRPT
 CEWLD 801 27

 Mar 8-May 4
 MTWTh
 6 pm-9 pm
 AIRPT
 CEWLD 801 28

GAS METAL AND FLUX CORE ARC WELDING

This course will instruct and assess students in basic American Welding Society (AWS) standards of Gas Metal Arc Welding (GMAW or MIG) and Flux Core Arc Welding (FCAW or Dual Shield) processes. Students will learn GMAW horizontal and vertical t-joint and lap joint fillet welding techniques as well as groove welding techniques in the flat and vertical position. Students will move on to FCAW flat plate, horizontal, vertical, and overhead multi-pass t-joint welding techniques. This course will finish with FCAW flat, horizontal, vertical, and overhead groove welds with backing on 3/8 plate. Prerequisite: CEWLD-801. \$1249

 Jan 11-Mar 3
 MTWTh
 6 pm-9 pm
 AIRPT
 CEWLD 810 26

 Mar 15-May 4
 MTWTh
 6 pm-9 pm
 AIRPT
 CEWLD 810 27

GAS TUNGSTEN ARC WELDING

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

 Jan 6-Mar 3
 MTWTh
 6 pm-9 pm
 AIRPT
 CEWLD 820 26

 Mar 10-May 4
 MTWTh
 6 pm-9 am
 AIRPT
 CEWLD 820 27

BASIC PIPE WELDING

This course will instruct and assess students in basic American Welding Society (AWS) standards of Shielded Metal Arc Welding (SMAW or stick) 6" Schedule 80 pipe. Students will learn how to weld SMAW horizontal, vertical, and 45-degree open root joints using E6010 electrodes and fill and cap techniques with E7018 electrodes. Prerequisite: CEWLD- 820. \$1249

 Jan 11-Mar 3
 MTWTh
 6 pm-9 pm
 AIRPT
 CEWLD 830 28

 Mar 15-May 4
 MTWTh
 6 pm-9 pm
 AIRPT
 CEWLD 830 29

ADVANCED PIPE WELDING

This course will instruct and assess students in the American Welding Society (AWS) standards of Gas Tungsten Arc Welding (GTAW or TIG) methods and techniques for welding 6" Schedule 80 pipe. Students will learn how to "walk the cup" on rotated pipe sleeves before progressing on to horizontal, vertical, and 45-degree open root processes including a hot pass, fill, and cap in v-grooves. Prerequisite: CEWLD-830. \$1299

 Jan 6-Mar 3
 MTWTh
 6 pm-9 pm
 AIRPT
 CEWLD 831 27

 Mar 10-May 4
 MTWTh
 6 pm-9 pm
 AIRPT
 CEWLD 831 28

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

Business Analysis
Finance and Accounting
Customer Service
Project Management

Organizational Performance Small Business and Entrepreneur Supervisory and Leadership



Many courses are available online.

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

Learn more at MIDLANDSTECH.EDU/schools

BUSINESS ANALYSIS ② 🎮

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

Apr 12-Apr 22 MTWTh 5:30 pm-9:15 pm NEAST CEBAA 500 65

CAREER SPOTLIGHT

BUSINESS ANALYST ②

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

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

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

Jan 21	Th	9 am-4 pm	NEAST	CECUS 523 41
Apr 13	T	9 am-4 pm	NEAST	CECUS 523 42

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

Jan 26-Apr 13 T 6 pm-9 pm NEAST CEEVT 527 04

FINANCE AND ACCOUNTING @

BUSINESS MATH

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

ONLINE CEFIN 512 301 Jan 5-Jan 15 Self-Paced Jan 5-Jan 7 TTh 6 pm-10 pm NEAST CEFIN 512 79

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

Jan 11-Mar 24 Self-Paced ONLINE CEOFF 623 941 Jan 12-Mar 25 TTh 6 pm-9 pm NEAST CEOFF 623 93

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

Mar 29-Apr 12 Self-Paced ONLINE CEOFF 624 931 Mar 30-Apr 1 NEAST CEOFF 624 92 6 pm-9 pm

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

Apr 6-Apr 15 TWTh 6 pm-9 pm NEAST CEOFF 638 57 Self-Paced Apr 15-Apr 30 ONLINE CEOFF 638 03I

CAREER SPOTLIGHT

Available online

ACCOUNTING AND PAYROLL SPECIALIST (2) 🎮 🖵



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: 15	2 hrs	\$2991

CONNECT WITH US.

FACEBOOK @midlandstech.cce | TWITTER @MidlandsTechCCE LINKEDIN @MTC CCE

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

J an 16	S	1 pm-4 pm	VIRTUAI	LCECDS 722 29
Feb 22	М	6 pm-9 pm	NEAST	CECDS 722 30
Apr 6	T	6 pm-9 pm	NEAST	CECDS 722 31

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

Jan 23	S	1 pm-4 pm	VIRTUAL CECDS 724 29
Mar 8	М	6 pm-9 pm	NEAST CECDS 724 30
Apr 20	T	6 pm-9 pm	NEAST CECDS 724 31

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

Jan 26	T	9 am-12 pm	VIRTUAL CECDS 564 05
Apr 20	T	9 am-12 pm	NEAST CECDS 564 06

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

Ţ	Jan 9-Mar 31	S	9 am-4 pm	VIRTUA	LCECDS 763 29
	Feb 1-Mar 8	M	6 pm-9 pm	NEAST	CECDS 763 30
		S	9 am-4 pm		
	Mar 16-Apr 20	T	6 pm-9 pm	NEAST	CECDS 763 31
		S	9 am-4 pm		

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

Jan 9	S	1 pm-4 pm	VIRTUAL CECDS 720 29
Feb 8	М	6 pm-9 pm	NEAST CECDS 720 30
Mar 23	T	6 pm-9 pm	NEAST CECDS 720 31

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

📮 Jan 16	S	9 am-12 pm	VIRTUAL CECDS 721 29
Feb 15	M	6 pm-9 pm	NEAST CECDS 72130
Mar 30	T	6 pm-9 pm	NEAST CECDS 721 31

PROFESSIONAL PRESENTATION SKILLS

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

Jan 12	T	9 am-4 pm	VIRTUAL CECDS 572 52	

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

🖵 Jan 23	S	9 am-12 pm	VIRTUAL CECDS 723 29
Mar 1	М	6 pm-9 pm	NEAST CECDS 723 30
Apr 13	T	6 pm-9 pm	NEAST CECDS 723 31

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

Jan 9	S	9 am-12 pm	VIRTUAL CECDS 719 29
Feb 1	М	6 pm-9 pm	NEAST CECDS 719 30
Mar 16	T	6 pm-9 pm	NEAST CECDS 719 31

PROJECT MANAGER ②

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) - 7th Edition and other standards and guides from the Project Management Institute (PMI). \$3495

Jan 4-Feb 24

MTW

6 pm-9 pm

VIRTUAL CEPMG 569 61

PROJECT MANAGEMENT FUNDAMENTALS

Managing a project requires effective planning and adherence to the industry's best practices in every step of the process. In this course, students will learn to initiate, plan and execute a project that meets objectives and satisfies stakeholders. Students will also learn to identify effective project management practices and their related processes. \$399

Apr 7-Apr 8

WTh

9 am-4 pm

NEAST CEPMG 532 47

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

Mar 30-Apr 27 T

9 am-5 pm

NEAST CEPMG 506 29

SUPERVISORY AND LEADERSHIP

MANAGING DISTANT WORKERS

This course is designed to help first-line and middle managers fully understand the concepts of managing distance workers. They will learn how to plan adequately to get the program and the employee off to a good start, manage the employee and themselves to make the distance work situations a success, and apply sound risk management to distance work situations. \$125



9 am-12 pm

VIRTUAL CELDS 731 10

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

Feb 16

1:30 pm-4:30 pm NEAST CELSD 694 67

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

Apr 13

Τ

1:30 pm-4:30 pm NEAST CELSD 540 67

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

Mar 23

Τ

1:30 pm-4:30 pm NEAST CELSD 698 57

EVALUATING PERFORMANCE

The participant will have the opportunity to become comfortable with a process for evaluation that will contribute to positive relationships and performance outcomes. \$125

Jan 5

1:30 pm-4:30 pm NEAST CELSD 567 60

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

1:30 pm-4:30 pm NEAST CELSD 555 73

LEADING WORK TEAMS

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

Jan 19

1:30 pm-4:30 pm NEAST CELSD 578 55

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

Mar 2

Τ

1:30 pm-4:30 pm NEAST CELSD 696 56

SUPERVISORY AND LEADERSHIP

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

Feb 23 T 1:30 pm-4:30 pm NEAST CELSD 695 51

MOTIVATING TO EXCEL

Participants learn how basic motivation theory relates to workplace behavior, what competencies supervisors need to provide a motivating environment, and how to develop a tool kit for employee reward and recognition. \$125

Jan 12 T 1:30 pm-4:30 pm NEAST CELSD 692 50

PLANNING FOR RESULTS

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

Feb 9 T 1:30 pm-4:30 pm NEAST CELSD 583 58

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

Mar 30 T 1:30 pm-4:30 pm NEAST CELSD 697 57

SETTING GOALS AND OBJECTIVES

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

Feb 2 T 1:30 pm-4:30 pm NEAST CELSD 693 47

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

Mar 16 T 1:30 pm-4:30 pm NEAST CELSD 577 52

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

Apr 6 T 1:30 pm-4:30 pm NEAST CELSD 699 58

SUPERVISORY PROGRAM

NAVIGATE CHALLENGES WITH EASE.

Today's workplace presents all new challenges to supervisors. This unique program offers a comprehensive blend of theory and experiential learning tools that prepares supervisors to succeed.

Take these highly interactive classes as a complete unit, or just attend the modules you want. You'll leave each class session with knowledge and skills you can immediately apply on your job!

SUPERVISORY UNIT 1: FINDING THE SUPERVISOR WITHIN

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

Apr 27-May 25 T 1:30 pm-4:30 pm NEAST CELSD 511 70

SUPERVISORY UNIT 2: COMMUNICATING FOR IMPACT

Communication is a necessity for successful supervision. This unit is designed to equip leaders with the skills they need to communicate clearly, listen carefully, give and receive feedback, and coach and counsel effectively. \$399

Jun 8-Jul 6 T 1:30 pm-4:30 pm NEAST CELSD 512

SUPERVISORY UNIT 3: DEVELOPING AND

RETAINING TALENT

Creating and maintaining a quality work team is a business imperative. Learn how proper interviewing and selection techniques, coupled with effective employee orientation and training, evaluation and recognition methods, enable supervisors to develop and retain a productive workforce. \$399

Jul 13-Aug 10 T 1:30 pm-4:30 pm NEAST CELSD 513

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

Feb 2-Mar 2 T 1:30 pm-4:30 pm NEAST CELSD 514 58

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

Mar 16-Apr 13 T 1:30 pm-4:30 pm NEAST CELSD 515 60

FINANCIAL PLANNING

MAXIMIZE SOCIAL SECURITY: WHAT BOOMERS NEED TO KNOW

Don't miss this valuable workshop designed especially for baby boomers with a focus on timing Social Security withdrawals to allow maximum retirement income. Recent legislation in Congress will be discussed. The decisions made today can have a tremendous bearing on the total benefits received over a lifetime. \$49

Apr 20 T 6 pm-8 pm NEAST CEPFP 700 10

THRIVE FINANCIALLY IN RETIREMENT

If you are retired or getting close to retiring, there is much you will need to know and understand to make this the retirement you dream about. This course will teach you fundamental principles of financial planning in retirement, covering the unique challenges and opportunities that retirees face. The number-one goal is to identify and fight the risks you face so that you don't outlive your money. \$59

Feb 16-Feb 23 T 6 pm-8 pm HARBN CEPFP 704 01

SMALL BUSINESS AND ENTREPRENEUR

FINANCIAL MANAGEMENT FOR ENTREPRENEURS



This course provides an introduction to key topics in accounting and finance for those involved in new ventures. Topics covered include the following: explore the various general accounting functions of a small business; evaluate and select the best-fit software packages for selected small businesses; analyze financial statements and reports of small businesses; prepare and utilize budgets and forecasts; evaluate the potential of new business ideas and ventures; and determine the amount of money an entrepreneur requires to successfully start a new venture. \$299

Mar 22-May 10 M 6 pm-8 pm NEAST CESMB 598 01

LAUNCH YOUR OWN BUSINESS PART 1

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

Apr 13 T 6 pm-9 pm NEAST CESMB 592 07

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

VIRTUAL CEHRS 534 12

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

6 pm-9 pm

Mar 8-Mar 9 MT 8:30 am-5 pm NEAST CEHRS 500 47

EMPLOYEE RELATIONS LAW

Feb 24-May 12 W

The certificate in Employee Relations Law series is designed to provide a comprehensive, practical, convenient, and cost-effective way to acquire knowledge about complex employment laws that impact virtually every employment-related decision. In addition to Continuing Education credit, your completion of this program may be applied to recertification credit for HR professionals through the Human Resource Certification Institute (HRCI). Class meets the second Thursday of each month from March - December. \$749

Mar 11-Dec 9 Th 8 am-12 pm NEAST CEHRS 510 14

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 Association. In October 2019, she was elected President-elect-elect of the National Career Development Association.

ORGANIZATIONAL PERFORMANCE @

LEAN SIX SIGMA GREEN BELT

Gain the knowledge to lead Lean Six Sigma teams. Focus is on providing a comprehensive understanding of how to use the Lean Six Sigma DMAIC project methodology to eliminate waste and implement data driven process improvements. Upon successful completion participants will be able to support Black Belts on project teams or lead Six Sigma projects that do not require Black Belt level tools. \$3995

Jan 20-Mar 3	MTWTh	9 am-1 pm	VIRTUAL CEQAL 642 30
Mar 22-Apr 16	MTWThF	8 am-4 pm	NEAST CEQAL 642 31
Feb 1-Apr 1	Self-Pace	d '	ONLINE CEQAL 642 32I
Apr 1-Jul 1	Self-Pace	d	ONLINE CEQAL 642 33I

LEAN SIX SIGMA OVERVIEW

A Lean Enterprise produces more with existing resources by eliminating non-value added activities. Companies are facing increased worldwide competition and the stakes are high. Lean establishes a systematic approach to eliminating waste and creating flow throughout the whole company. It also helps you develop and implement a long term-plan to streamline your operations for success.

🛮 Jan 11-Jan 14 🔝 M	TWTh 9 am-12	pm VIRTUAL	CEQAL 575 24
---------------------	--------------	------------	--------------

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.

Feb 1-May 1	Self-Paced	ONLINE CEQAL 706 051
Mar 1-Jun 1	Self-Paced	ONLINE CEQAL 706 04I
Apr 1-Jul 1	Self-Paced	ONLINE CEQAL 706 031

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 Plus, some of our most popular training and consulting can help your business reach training programs include: new levels – improving productivity, increasing profits, > Lean Six Sigma (Yellow Belt, and improving customer satisfaction. Companies and Green Belt, Black Belt) organizations of all sizes, in all industries, can benefit. > Design for Six Sigma > Statistical Tools Our custom consulting and implementation services are tailored to your specific needs. > Team Problem Solving > Quality Systems

COURSE SPOTLIGHT

A PRACTICAL WAY TO ASSESS THE INCLUSIVENESS OF YOUR ORGANIZATION

Learn how to measure your organization's inclusive practices using a hands-on approach and receive tools to help move your organization forward. Assessment tool included in class fee. \$299

Feb 16

T 9 am-12 pm

VIRTUAL CEHRS 552 01

INSTRUCTOR SPOTLIGHT



BETH RUFFIN Diversity and Inclusion

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

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

INSTRUCTOR SPOTLIGHT



RENEÉ SANTOS | Personal Development

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

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

See Reneé's Personal Development courses on pg. 30 and her Business Writing courses on pg. 37.



MTC ONLINE AND VIRTUAL LEARNING

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

CERTIFICATE PROGRAMS

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

CLASSES

- > Cloud+
- > Excel Basic, Excel Introduction, Excel Advanced
- > Medical Terminology
- > 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.

Check the website for additional distance-learning options.

PSST...we have a secret.

Training, customized for your needs.

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



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

Contact our Business Solutions team today.

SCHOOL OF ENGLISH AND HUMANITIES

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



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

Learn more at MIDLANDSTECH.EDU/schools

BUSINESS WRITING

BUSINESS GRAMMAR

Prevent embarrassing errors and increase your writing success with this intensive one-day program. Gain important tips on correct use of the English language and grammar rules. \$249



Th 9 am-4 pm Th 9 am-4 pm VIRTUAL CEWCS 500 59 NEAST CEWCS 500 58

BUSINESS LETTER WRITING

Learn to write business letters that get results. This course will help you write clear, concise, and well-organized letters that present a positive, professional image of you and your organization. \$249

Feb 9

eb 9 T 9 am-4 pm

VIRTUAL CEWCS 501 05

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

🖵 Jan 30	S	9 am-4 pm
Feb 20	S	9 am-4 pm
Apr 10	S	9 am-4 pm

VIRTUAL CEWCS 541 29
NEAST CEWCS 541 30
NEAST CEWCS 541 31

AUDIO ENGINEER ②

These audio engineering courses meet at Midlands Audio Institute (MAI), 207 S. Prospect St., Columbia, SC 29205. 803.782.6910.

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

Jan 11-Mar 8 M 7 pm-9 pm MAI CEMUS 507 18

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

Apr 24-Apr 25 SSu 10 am-6 pm MAI CEMUS 511 16

DIGITAL MUSIC PRODUCTION

Learn how to record music at home with the latest in digital music production. Upon completion of course, students will be able to mix projects into MP3 or CD format. Topics include MIDI, signal flow, multi tracking, and more. This course includes a two-hour lab. \$449

 Jan 7-Feb 25
 Th
 7 pm-9:15 pm
 MAI
 CEMUS 525 12

 Mar 27-Apr 3
 S
 9 am-6 pm
 MAI
 CEMUS 525 13

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

Mar 15-Apr 26 M 7 pm-10:00 pm MAI CEMUS 521 16

SCHOOL OF ENGLISH AND HUMANITIES

AUDIO ENGINEER ②

CAREER SPOTLIGHT

AUDIO ENGINEER ②

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

REQUIRED COURSES		COSTS	
Audio Engineering, Introduction	\$449		
Commercial Music Theory \$449			
Digital Music Production		\$449	
Studio Recording I		\$449	
Studio Recording II		\$449	
Live Sound Production		\$449	
Music Business		\$449	
Studio Recording III		\$449	
T	Total:	\$3592	

MUSIC BUSINESS

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

Mar 4-Apr 22 Th 7 pm-9 pm MAI CEMUS 510 20

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

Mar 2-Apr 20 T 7 pm-9:15 pm MAI CEMUS 522 18

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

Apr 10-Apr 11 SSu 9 am-6 pm MAI CEMUS 523 14

STUDIO RECORDING III

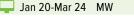
Importing, exporting, file management, advanced mixing, editing, monitoring, and mastering using the Pro Tools platform will be focus of the class. Students will be required to complete recording projects for a final grade. This course includes a two-hour lab. Textbook included. \$449

Jan 5-Feb 23 T 7 pm-9:15 pm MAI CEMUS 524 16

PHOTOGRAPHER AND VIDEOGRAPHER

PHOTOGRAPHY AND VIDEOGRAPHY CERTIFICATE

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



6 pm-9 pm

HYBRID CEPIC 559 02

VIDEO EDITING CERTIFICATE

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

Jan 25-Mar 17 MW

6 pm-9 pm

BLTLN CEPIC 555 05

SCHOOL OF EDUCATION AND PUBLIC SERVICE

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

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

Learn more at MIDLANDSTECH.EDU/schools



CAREER DEVELOPMENT FACILITATOR

FACILITATING CAREER DEVELOPMENT

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



 Jan 15-Apr 15
 F
 10 am-1 pm
 HYBRID
 CECDF 600 25

 Apr 9-Jul 30
 F
 10 am-1 pm
 HYBRID
 CECDF 600 26

CHILD DEVELOPMENT

CURRICULUM

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

Feb 20 S 8 am-1:30 pm HARBN CEABC 501 31

GUIDANCE

Understand how to guide the behavior of young children. See the materials list on the website for topic and course number. \$25

Jan 23 S 8 am-1:30 pm HARBN CEABC 502 23

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

PROGRAM ADMINISTRATION

Discover a dozen proven ways for successful parent-involvement. Then examine other issues administrators address daily: sick children, tuition late fees, and policy issues. See the Materials List on the website for topic and course number. \$25

Apr 16 F 8 am-1:30 pm HARBN CEABC 508 07

SPECIAL NEEDS

Training that helps teachers identify atypical development in young children. Examples may include how to refer children for further assessment, make classroom adaptations for differing needs, and communicate with and support parents in providing for children's individual needs. \$25

Mar 13 S 8 am-1:30 pm HARBN CEABC 522 03

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

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

Join our team

ADJUNCT INSTRUCTORS WANTED

MTC Corporate and Continuing Education is expanding programs and is interested in subject-matter experts to serve as adjunct instructors in the following areas:

- > EKG Specialist
- > Cardiac Care Technician
- > Certified Nursing Assistant
 - > HVAC
 - > Small Engine Repair
 - > Landscaping
 - > Residential Construction
 - > Residential Plumbing
- > Heavy Equipment Operation
- > Industrial Electrical Maintenance
 - > Welding

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.

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 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.

PERSONAL ENRICHMENT

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

Consumer Education
Defensive Driving
Cake Decorator

Motorcycle Creative Art Writing

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

View offerings and enroll at MIDLANDSTECH.EDU/PersonalEnrichment

CONSUMER EDUCATION

CUT THE CORD - BE FREE OF CABLE TV!

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

Jan 6 W 6 pm-8:30 pm HARBN CEBEG 589 99

CAKE DECORATOR ②

CAKE DECORATOR PROFESSIONAL

Find out how the experts create beautiful cakes. This 18-hour certificate program prepares you with the basic cake decorating skills needed to start a cake business, obtain a position as an entry level decorator (bakery/grocery store), or for personal pleasure. Learn the perfect techniques in creating beautiful cakes using buttercream icing. You will be introduced to fondant bows. On the first night of class; bring Wilton practice board,

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

Jan 19-Feb 23 T 6 pm-9 pm HARBN CEKIT 522 54

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

Jan 5-Jan 6	TW	6 pm-10 pm	HARBN	CEDDC 500 64
Jan 23	S	8 am-5 pm	NEAST	CEDDC 500 65
Feb 6	S	8 am-5 pm	NEAST	CEDDC 500 66
Feb 16-Feb 17	TW	6 pm-10 pm	NEAST	CEDDC 500 67
Mar 6	S	8 am-5 pm	HARBN	CEDDC 500 68
Mar 16-Mar 17	TW	6 pm-10 pm	HARBN	CEDDC 500 69
Apr 3	S	8 am-5 pm	NEAST	CEDDC 500 70
Apr 13-Apr 14	TW	6 pm-10 pm	HARBN	CEDDC 500 71

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

Jan 25-Feb 23 MT

6 pm-9 pm

HARBN CEFLC 501 27

PERSONAL ENRICHMENT

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

Jan 13-Mar 31 W 6 pm-9 pm NEAST CEDCP 546 02

MOTORCYCLE

BASIC MOTORC	YCLE			Jan 29-Jan 31	F	6 pm-8 pm	BLTLN	CEMOT 501 44
	individuals who wan			Feb 12-Feb 14	SSu	8 am-5 pm	DITIN	CEMOT 501 45
'	id driver's license is 1 note that a three-hou			Feb 12-Feb 14	F SSu	6 pm-8 pm 8 am-5 pm	BLTLN	CEMIOT 50145
•	he first class. A code			Feb 26-Feb 28	F	6 pm-8 pm	BLTLN	CEMOT 501 46
for access to this	e-course. Certificate	of e-cour	rse completion		SSu	8 am-5 pm		
must be presented to instructor at first class. The motorcycle			Mar 12-Mar 14	F	6 pm-8 pm	BLTLN	CEMOT 501 38	
range activity includes riding on small (100-350 cc) training			Mar 26-Mar 28	SSu F	8 am-5 pm	BLTLN	CEMOT 501 39	
,	t pass both a written		•	Midi 20-Midi 20	r SSu	6 pm-8 pm 8 am-5 pm	DLILIN	CEMIOI 20128
	oletion certificate. Fo alid driver's license a			Apr 9-Apr 11	F	6 pm-8 pm	BLTLN	CEMOT 501 40
assessments. \$2		t mot clas	is and pass an	r - r	SSu	8 am-5 pm		
Jan 15-Jan 17 F	6 pm-8 pm	BLTLN	CEMOT 501 43	Apr 23-Apr 25	F	6 pm-8 pm	BLTLN	CEMOT 501 41
SS	ı 8 am-5 pm				SSu	8 am-5 pm		

SEWING AND QUILTING

SEWING I

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

Feb 8-Mar 16 T 6 pm-9 pm HARBN CESEW 533 21

SEWING II

Perfect your sewing skills in this follow-up to Sewing I. Students must be able to sew, operate and bring their own sewing machines to class. Students will work on projects of their choice to enhance their skills and learn advanced techniques. See the online materials list for important details and list of supplies. \$159

Mar 23-Apr 20 T 6 pm-9 pm HARBN CESEW 550 18

LET'S STAY IN TOUCH.

Want to receive email updates on program offerings? Please contact us at CCE@midlandstech.edu.



Transfer Your Military Expertise into a New Civilian Career

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

TUITION ASSISTANCE

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

VA VOCATIONAL REHABILITATION

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



LOOK FOR THIS SYMBOL TO IDENTIFY PROGRAMS

APPROVED FOR VA EDUCATION BENEFITS

Start a new career or move up to a better one

QUICKJOBS AT MTC







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

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



TUITION ASSISTANCE OPTIONS

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

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

Richland | 803.978.0139 | Lexington | 803.359.6131 | Fairfield | 803.635.2812

NEW ONLINE TRAINING CERTIFICATES AND COURSES



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

View course information at yougotclass.org/index.cfm/Midlands

Online Certificate Programs from UGotClass

Data Analysis Certificate

48 contact hours | \$495

Certificate in Sales

48 contact hours | \$495

Productivity and Time Management Certificate

48 contact hours | \$595

Certificate in Basic Game Design

32 contact hours | \$395

Certificate in Business Writing

48 contact hours | \$495

Certificate in Customer Service

32 contact hours | \$245

Certificate in Workplace Communication

56 contact hours | \$595

Business Coaching Certificate

32 contact hours | \$395

Certificate in Leadership Development

48 contact hours | \$395

Management Certificate

48 contact hours | \$595

Managing Social Change Certificate

48 contact hours | \$495

Workplace Conflict Solutions Certificate

48 contact hours | \$495

Social Media for Business Certificate

48 contact hours | \$495

Digital Marketing Certificate

48 contact hours | \$495

Mastering Video Marketing Certificate

32 contact hours | \$395

Certificate in Online Teaching

48 contact hours | \$495

Certificate in Teaching Adults

32 contact hours | \$295

Certified Online Instructor (COI)

48 contact hours | \$795

Individual Courses from UGotClass

The Business Plan

16 contact hours | \$195

Entrepreneurial Marketing

16 contact hours | \$195

Applying Lean Sigma Practices to HR Functions

16 contact hours | \$245

Spanish for Medical Professionals

32 contact hours | \$290

Google Analytics

16 contact hours | \$195

QUICK, EASY, AFFORDABLE PAYMENT OPTIONS

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

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









CONTINUING EDUCATION UNITS (CEUS)

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

CHANGE NOTIFICATION

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

REFUNDS

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

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

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 Mr. Ian A. MacLean in his position as Chief Compliance Officer/Title IX Coordinator. He can be reached at Midlands Technical College, P.O. Box 2408, Columbia, SC 29202, by telephone at 803.822.3204, or email at macleani@ midlandstech.edu. Faculty and staff inquiries or complaints should be directed to Nicole B. Edwards, Assistant Director of Human Resource Management /Equal Employment Opportunity (EEO) Officer, at 803.822.3050 or edwardsn@midlandstech.edu.

IT'S EASY TO REGISTER

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

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

3 CALL US 803.732.0432

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

REGISTRATION OFFICES

AIRPORT CAMPUS

Academic Center, Room 110

M-W, 8 am - 5 pm Th, 8 am - 5:30 pm F, 8 am - 1:30 pm

BATESBURG-LEESVILLE CAMPUS

T and Th, 8 am - 4:30 pm

BELTLINE CAMPUS
Student Center, 2nd Floor

M-W, 8 am - 5 pm Th, 8 am - 5:30 pm F, 8 am - 1:30 pm

HARBISON CAMPUS Harbison Hall, Room 101

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

NORTHEAST CAMPUS
Student Information, Room 160

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

TRAINING PROGRAMS REGISTRATION FORM



INDIVIDUAL REGISTRATION/PAYMENT Please register me for the following course(s): (Example: CEBEG 517 21 Intro to Computers Sep 1-2 NEAST \$129) Title: Date: _____ Location: ____ Price: ____ Course: _____ Title: ____ Date: _____ Location: ____ Price: ____ Date: Location: Price: Course: Title: Name: SSN: DOB: Drivers License #: Email address for notifications: State: Driver's license # and state required to verify lawful presence Home Address: State Street City Zip Code Phone # for notifications: Day Gender*: □ Male □ Female Race*: ☐ Asian ☐ Black/African American ☐ White ☐ Non-Hispanic/Non-Latino Ethnicity*: ☐ Hispanic/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): Signature: ____

INDIVIDUAL REGISTRATION/BILLING

Name as listed on credit card: _____

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

REGISTER BY PHONE | Call our registration office at 803.732.0432

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

- > Email: CCE@midlandstech.edu | Fax: 803.732.5255
- > Stop by one of our registration locations listed on prior page
- > Mail to Midlands Technical College, Corporate and Continuing Education, PO Box 2408, Columbia, SC 29202

COMPANY REGISTRATION/BILLING

Company Registration/Billing may be handled three ways:

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

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

Find us where vou are.

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

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





Post Office Box 2408 Columbia, SC 29202 Non-Profit Org.
US Postage
PAID
Columbia, SC
Permit No. 970

LEARNING, YOUR WAY

MTC has more course delivery options than ever before. Courses are offered four different ways so you can create a schedule that fits your needs and comfort level.



ON-CAMPUS

Traditional. Classes meet on campus.



VIRTUAL

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



HYBRID

Some classes on campus. Some classes virtual.



ONLINE

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

This guide includes many online, virtual, and hybrid courses.

Look for courses with the symbol and visit the website for details.

If you have guestions about how your class will meet, call 803.732.0432.

See additional online options on pages 10, 11, and 45.