A Faster Way to the Top

New drone classes lift your business above the crowd

PAGE 41

Power Up

Electrical maintenance jobs in high demand

PAGE 33

NAVIGATE A-Z

Supply Chain Management connects your supplier to your customer

PAGE 36

Sparks are Flying

Welding can light up your career path

PAGE 38
ONLINE MIDLANDSTECHEDU/training | Our new online CHAT is available for prospective students to chat with MTC regarding general information about admission, advising, registration, and other processes in regards to CCE.

PHONE 803.732.0432 | M-Th, 8 am - 4:30 pm; F, 8 am - 1:30 pm

EMAIL Print a registration form at MIDLANDSTECHEDU/cce/registrationform.pdf | cce@midlandstech.edu

WALK-IN
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
FAIRFIELD CAMPUS W, 8 am – 4:30 pm

QUICK, EASY, AFFORDABLE PAYMENT OPTIONS
Learn more about our loans, veterans programs, and our payment plans by visiting MIDLANDSTECHEDU/cce/finaid.htm or call 803.732.0432.

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

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

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

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

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

### DAYS BEFORE START OF CLASS | % OF REFUND

| 5 OR MORE | 100% |
| 1 TO 4 | 50% |
| 0 | 0% |

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

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

LOCATIONS

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<td>FF</td>
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<td>WPLAW</td>
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COURSES

ONLINE COURSES

NEW COURSES

APPROVED FOR VA EDUCATION BENEFITS

QUICKJOBS PROGRAMS

COURSEPOWER PROGRAMS

TESTING CENTER FOR CERTIFICATIONS AND LICENSURES

Testing is open to anyone needing any of the hundreds of exams offered. Tests include high-stakes certifications and licensures by Microsoft, CompTIA, Cisco, ASWB, ASE, and FSOT, as well as many other national and state licensures. The testing center is located at the Harbison Campus and offers weekday and Saturday hours for most exams.

For a complete listing of all certifications and licensures, or to schedule a test or a FREE practice exam, call 803.732.5337.
QuickJobs at MTC
Make yourself employable fast

> Start a new career or move up to a better one.

> Between now and the year 2022, it’s estimated that 82%* of all job openings in South Carolina will require a two-year education or a specialized certificate or training.

> QuickJobs programs have been developed for fields where job growth is expected in the Midlands.

> Many programs can be completed in less than three months.

> Some programs have annual earning potential over $60,000.

> You may be eligible for tuition assistance.

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

Look for the QuickJobs symbol to identify these programs

**Business**
- Accounting and Payroll Specialist .... 11
- Business Analyst ................. 6
- Lean Six Sigma Green Belt .......... 10
- Project Manager ................. 8
- Supply Chain Management ....... 10, 36

**Computers and Information Technology**
- Advanced Desktop and Server Administrator ................. 14
- Computer Technician ................. 14
- Database Analyst ................. 15
- Desktop and Server Administrator .... 14
- Front-End Web Developer .... 20
- Office Administrative Specialist .... 17

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- Audio Engineer ................. 21
- Cake Decorator ................. 22

**Healthcare**
- Floral Designer ...................... 23
- Landscaper and Horticulturist .... 22
- Personal Trainer ...................... 23
- Photographer ...................... 23
- Veterinary Assistant .............. 21

**Employee and Leadership Development**
- Call Center Professional .......... 25
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**Industrial Technologies, Trades and Manufacturing**
- Basic Construction Skills .......... *
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- Pipefitter ......................... *
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* Visit MIDLANDSTECH.EDU/quickjobs or call 803.732.0432 for program information.

Are you receiving unemployment benefits or eligible for WIOA?
Call your nearest SC Works Center in Richland or Lexington and ask about the Workforce Innovation and Opportunity Act and tuition assistance for QuickJobs training, as well as other training available at MTC.

Richland | 803.978.0139
Lexington | 803.359.6131
Fairfield | 803.635.2812

Get More Info
MIDLANDSTECH.EDU/quickjobs
803.732.0432
Transfer Your Military Expertise into a New Civilian Career

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

GI BILL AND OTHER VA EDUCATION BENEFIT PROGRAMS

BUSINESS
- Lean Six Sigma Green Belt
- Project Manager
- Supply Chain Management

COMPUTERS AND INFORMATION TECHNOLOGY
- A+ IT Technician
- Advanced Desktop and Server Administrator
- Cisco Certified Entry Network Tech (CCENT)
- Cisco Certified Network Associate (CCNA)
- Database Analyst
- Desktop and Server Administrator
- Front-End Web Developer
- Network+
- Office Administrative Specialist
- Security+

CREATIVE CAREERS
- Veterinary Assistant

HEALTHCARE
- Clinical Massage Therapist
- Emergency Medical Technician (EMT)
- Sonographer

INDUSTRIAL TECHNOLOGIES, TRADES AND MANUFACTURING
- Industrial Electrical Technician
- Industrial Mechanical Technician
- Machinist and CNC Operator
- Pipefitter
- South Carolina Manufacturing Certification (SCMC)
- Truck Driver/CDL*
- Welder: Basic, Intermediate, and Advanced

*Program offered in partnership with Florence-Darlington Technical College (FDTC). Call 843.413.2715 to speak to an FDTC representative.

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/vocerehab/index.asp.

GET MORE INFO ➡️

CONTACT MTC’S VETERANS AFFAIRS OFFICE for more on courses and how to apply:
803.738.7717
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 to all of the major stakeholders in the SDLC. Learn the important aspects of being a successful analyst including effective listening, logical and critical thinking, and problem solving. Course objectives are aligned with the IIBA objectives. $1499
Sep 18-Sep 28  MTWTh  6 pm-9:45 pm  HARBN  CEBAA 500 55

BUSINESS ANALYSIS: USE CASES TO FUNCTIONAL REQUIREMENTS
Learn how to take client project overviews and outlines to create effective Use Cases. Develop Use Cases into detailed Business Requirements, both functional and non-functional. Learn SDLC scope and how to maintain scope throughout the project. Produce effective documentation and communication lines for all stakeholders. Prerequisites: Business Analysis: The Analyst’s Role during the Software Development Life Cycle (SDLC). Course objectives are aligned with the IIBA objectives. $1499
Oct 9-Oct 19  MTWTh  6 pm-9:45 pm  HARBN  CEBAA 501 55

BUSINESS ANALYSIS: IN-DEPTH SOFTWARE TESTING
Learn the different testing techniques that accompany the SDLC to verify a successful client project installation. Create effective documentation for test plans, cases, and matrices from software business requirements. Test different versions of a client website, and document each phase using class templates. Prerequisites: Business Analysis: The Analyst’s Role during the Software Development Life Cycle (SDLC) and Business Analysis: Use Cases to Functional Requirements. Course objectives are aligned with the IIBA objectives. $1499
Oct 30-Nov 9  MTWTh  6 pm-9:45 pm  HARBN  CEBAA 502 55

VISIO INTRO
Visio provides you with an intuitive, customizable tool to easily create a professional-looking visual product by using its extensive gallery of shapes. Learn to create visually engaging diagrams, maps, and drawings, using graphical elements to make information easier to comprehend. $329
Sep 7  Th  9 am-4 pm  NEAST  CEGPH 617 03

REQUIREMENTS | HOURS | COST
--- | --- | ---
Business Analysis: The Analyst’s Role during the Software Development Life Cycle (SDLC) | 30 | $1499

Business Analysis: Use Cases to Functional Requirements | 30 | $1499

Business Analysis: In-Depth Software Testing | 30 | $1499

Total: 90 hrs | | $4497
BUSINESS

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

- **Sep 22-Sep 29** F 9 am-1 pm
- **Aug 28-Aug 30** MW 6 pm-10 pm

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

- **Sept 28-Sept 8**
- **Sep 22-Oct 6**

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. Students will gain an understanding of key financial and operational measures. $649

- **Aug 29-Oct 24** TF 9 am-1 pm
- **Sep 5-Nov 16** TTh 6 pm-9 pm

ACCOUNTING ESSENTIALS ONLINE
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. Students will gain an understanding of key financial and operational measures. $649

- **Aug 29-Oct 24**

BUSINESS ANALYST BOOTCAMP
A high-level overview of Business Analysis, the role and traits of Business Analysts and their relationships to all of the major stakeholders in the SDLC. Learn to develop effective Use Cases into detailed Business Requirements and other forms of documentation for all stakeholders. From those requirements, learn how to create effective documentation for test plans, cases, and matrices. Course objectives are aligned with the IIBA objectives. $1499

- **Oct 5-Nov 2** Th 9 am-4 pm

DIGITAL MARKETING

DIGITAL MARKETING STRATEGY
This course will focus on the key components of planning and creating an effective inbound marketing strategy. The curriculum and certification exam cover the fundamentals of the inbound marketing methodology that attracts website visitors, converts and nurtures leads into sales, and closes and delights customers turning them into brand ambassadors on and offline. $899

- **Oct 9-Oct 19** MTWTh 6 pm-9:45 pm

FINANCE AND ACCOUNTING

ACCOUNTING ESSENTIALS
Aspiring payroll professionals learn the fundamentals needed to excel in this constantly changing field. The course also will appeal to existing payroll professionals as a way to refresh their knowledge and bring them up to date. $199

- **Oct 27-Nov 3** F 9 am-12 pm
- **Nov 28-Nov 30** TTh 6 pm-9 pm

PAYROLL PREPARATION ESSENTIALS
Aspiring payroll professionals learn the fundamentals needed to excel in this constantly changing field. The course also will appeal to existing payroll professionals as a way to refresh their knowledge and bring them up to date. $199

- **Oct 27-Nov 3**

QUICKBOOKS
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. $349

- **Nov 6-Nov 7** MT 9 am-4 pm
- **Dec 6-Dec 14** WTh 6 pm-9 pm
BUSINESS

HUMAN RESOURCES

SHRM CERTIFICATION REVIEW
The 2016 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 today. Earning this credential establishes you as a recognized expert in the HR field. These new certifications recognize that HR professionals are at the core of leading organizational success: *Built on one singular Body of Competency and Knowledge (SHRM BoCK) designed to elevate the HR profession around the world. *Tests the HR professional’s competency—the ability to put that knowledge to work through critical thinking and application. *Demonstrates that the HR professional is a technical expert and has mastered the application of HR technical and behavioral competencies, through practice and experience, to drive business results. $1199
Sep 18-Dec 4 M 6 pm-9 pm NEAST CEHRS 534 05

SHRM ESSENTIALS OF HR
Use this human resource management basics course to increase your HR knowledge and reduce your company’s exposure to costly HR-related lawsuits. Managers will also benefit by enhancing their knowledge of employment law, recruiting and selection, compensation, and employee training and orientation. $519
Sep 26-Sep 27 TW 8:30 am-5 pm NEAST CEHRS 500 38

PROJECT MANAGER

PROJECTS AND PROJECT MANAGEMENT
Learn the difference between projects and project management in the context of the project management framework from the PMBOK® Guide (5th Edition). Students will be introduced to the elements of the framework, which includes 10 knowledge areas, 47 processes, and five process areas. $219
Sep 5 T 6 pm-9 pm NEAST CEPMG 548 67

PROJECT INTEGRATION MANAGEMENT
Learn about six of the processes in this knowledge area. Using content consistent with the PMBOK® Guide (5th Edition), this class will focus on Develop Project Charter, Develop Project Management Plan, Direct and Manage Project Execution, Monitor and Control Project Work, Perform Integrated Change Control, and Close Project or Phase. $159
Sep 7 Th 6 pm-9 pm NEAST CEPMG 549 64

PROJECT SCOPE MANAGEMENT
Learn the five project management processes in the Project Scope Management knowledge area. Using content consistent with the PMBOK® Guide (5th Edition), this class will emphasize Collect Requirements, Define Scope, Create WBS, Verify Scope, and Control Scope. $159
Sep 12 T 6 pm-9 pm NEAST CEPMG 550 64

PROJECT TIME MANAGEMENT
Time management is critical for project success. Students will review six processes in the Project Time Management knowledge area. Using content consistent with the PMBOK® Guide (5th Edition), this class will emphasize Define and Sequence Activities, Estimate Activity Resources and Durations, and Develop and Control Schedule. $159
Sep 14 Th 6 pm-9 pm NEAST CEPMG 551 64

PROJECT COST MANAGEMENT
In this session, students will review three processes in the Project Cost Management knowledge area. Using content consistent with the PMBOK® Guide (5th Edition), this class will cover Estimate Costs, Determine Budget, and Control Costs. $159
Sep 26 T 6 pm-9 pm NEAST CEPMG 552 65

EARNED VALUE MANAGEMENT
Prepare for the PMP exam by tackling this difficult topic. Hands-on exercises will teach you how to calculate earned value, variances, indices, forecasts, and more. $159
Sep 28 Th 6 pm-9 pm NEAST CEPMG 553 65

PROJECT QUALITY MANAGEMENT
Gain insight into the three processes in the Project Quality Management knowledge area: Plan Quality Management, Perform Quality Assurance, and Control Quality. Use tools like Ishikawa diagrams and mind mapping tools to perform root cause analysis. $159
Oct 3 T 6 pm-9 pm NEAST CEPMG 554 64

PROJECT HUMAN RESOURCE MANAGEMENT
Oct 5 Th 6 pm-9 pm NEAST CEPMG 555 64

PROJECT COMMUNICATION MANAGEMENT
Don’t let communications derail your project. Gain insight into the processes in the Project Communication Management knowledge area as outlined in the PMBOK® Guide - 5th Edition: Plan, Manage and Control Communications. $159
Oct 17 T 6 pm-9 pm NEAST CEPMG 556 64

PROJECT RISK MANAGEMENT
Learn the six processes in the Project Risk Management knowledge area: Plan Risk Management, Identify Risks, Perform Qualitative Risk Analysis, Perform Quantitative Risk Analysis, Plan Risk Responses, and Monitor and Control Risks. This session includes a classroom exercise related to developing a risk exposure model. $159
Oct 19 Th 6 pm-9 pm NEAST CEPMG 557 64
BUSINESS

PROJECT MANAGER ☞

PROJECT PROCUREMENT MANAGEMENT
Learn the processes in the Project Procurement Management knowledge area as outlined in the PMBOK® Guide - 5th Edition. The processes are Plan Procurement Management, Conduct, Control and Close Procurements. $159
Oct 24 T 6 pm-9 pm NEAST CEMP 558 64

PROJECT STAKEHOLDER MANAGEMENT
Learn the processes in the Project Stakeholder Management NEW knowledge area in the PMBOK® Guide - 5th Edition. The processes are Identify Stakeholders, Plan Stakeholder Management, and Manage and Control Stakeholder Management. $159
Oct 26 Th 6 pm-9 pm NEAST CEMP 559 64

MICROSOFT PROJECT, INTRODUCTION
Create your first Microsoft Project schedule by adding tasks and resources, creating a baseline, and viewing the critical path. $329
Oct 31-Nov 2 TTh 6 pm-9 pm NEAST CEMP 560 62

MICROSOFT PROJECT, ADVANCED
Bring your deliverables in on time using project calendars, tracking, and updating project progress. Advanced features such as working with reports and multiple projects will also be discussed. $329
Nov 7-Nov 9 TTh 6 pm-9 pm NEAST CEMP 561 62

PMP/CAPM EXAM PREP BOOT CAMP
Certification by the Project Management Institute (PMI) as a project management professional (PMP) shows the world that you’ve 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. $1659
Nov 14-Dec 12 T 9 am-5 pm NEAST CEMP 506 08

PROJECT MANAGEMENT FUNDAMENTALS ONLINE
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
Nov 29-Dec 13 CEONL CEMP 568 02

MICROSOFT PROJECT, ADVANCED

PRIVACY

PRIVACY ANALYSIS AND COMPLIANCE
Learn the most critical aspects of the role of a Privacy Analyst that will foster a successful privacy culture among all stakeholders. Gain a basic understanding of IIBA certified business analysis techniques through the use of current case studies and classroom exercises. The IAPP’S Certified Information Privacy Professional curriculum will prepare students to take the IAPP’S CIPP/US certification exam. $2499
Oct 23-Oct 27 MTWThF 9 am-4 pm NEAST CEBAA 504 03

PRIVACY TRAINING CIPP - U.S. PRIVATE SECTOR
IAPP’s privacy curriculum for the CIPP-US Private-Sector course. Learn critical aspects of US data privacy laws and regulations and how to apply them to any business or organization. Course includes an introduction to the US privacy environment, limits on private-sector collection and use of data, government and court access to private-sector information, workplace privacy, state privacy laws, and more. Includes 1 year IAPP membership, textbooks, and exam voucher. $1499
Oct 26-Oct 27 ThF 9 am-4 pm NEAST CESEC 682 03

SMALL BUSINESS AND ENTREPRENEUR

SMALL BUSINESS - DEVELOPING A BUSINESS PLAN
Small business owners and prospective small business owners often have an initial vision and a mental plan for operating their businesses. Putting that mental plan into writing is important. A written business plan will help guide the process of starting and operating one’s business. It’s also an important tool to show investors, lenders, and others when you are trying to establish your business. $39
Sep 16 S 9:30 am-12 pm BLTLN CESMB 587 06
Oct 12 Th 9:30 am-12 pm NEAST CESMB 587 05

SMALL BUSINESS - DEVELOPING THE ORGANIZATION
In organizing a small business you ought to consider matters such as who, where, and how your business is to operate. Who are the owners? Who is responsible for what? Who ought to be board members? Who should not be board members? Who is the resident agent? Where will the business register and where will it operate? How are the operations managed? How does a board of directors help? How is an organizational chart helpful? $39
Sep 2 S 9 am-12 pm BLTLN CESMB 590 01
Oct 5 Th 9 am-12 pm NEAST CESMB 590 02
SUPPLY CHAIN MANAGEMENT

CPSD® EXAM PREPARATION
Prepares the student to take Institute of Supply Management CPSD Examination. The course provides an overview of selected exam tasks including sample questions and answers with an emphasis on understanding the ISM philosophy and reasoning for test responses. $525
Dec 13-Dec 14 WTh 8 am-5 pm NEAST CESCM 511 03

CPSM® EXAM 3 PREPARATION
Prepares the student to take Institute of Supply Management CPSM Examination 3, Leadership in Supply Management. The course provides an overview of selected exam tasks including sample questions and answers with an emphasis on understanding the ISM philosophy and reasoning for test responses. $525
Sep 13-Sep 14 WTh 8 am-5 pm NEAST CESCM 510 04

CATEGORY MANAGEMENT: COST AND VALUE
Primarily for SCM professionals seeking to implement (or simply to understand) a category management approach for supplier and commodity management and for those seeking to maximize cost takeout and increase benefits from an existing category management strategy. $825
Oct 12-Oct 13 ThF 8 am-5 pm NEAST CESCM 504 04

CROSS-FUNCTIONAL COMMODITY TEAMS
This course covers how to organize and use cross-functional commodity teams with a focus towards optimizing value and cross functional cooperation in the sourcing process. Designed for supply management professionals seeking to implement a commodity team approach or to further optimize value from an existing team approach. $825
Nov 15-Nov 16 WTh 8 am-5 pm NEAST CESCM 507 05

BUSINESS

SMALL BUSINESS AND ENTREPRENEUR

SMALL BUSINESS - FINANCIAL FORECASTS
Financial forecasts are useful in budgeting, organizing, financing, starting, operating, and managing your business. Learn to calculate your expected needs. What amount is needed to keep the doors open? For example, how will your cost for supplies affect your ability to sell the product? How many items or products need to be sold before you break even? How many need to be sold before you make a profit? $39
Sep 2 S 1 pm-4 pm BLTLN CESMB 591 01
Oct 5 Th 1 pm-4 pm NEAST CESMB 591 02

SMALL BUSINESS-BOOKKEEPING FOR TAX COMPLIANCE
Bookkeeping is necessary to understand the health and financial viability of businesses and to pay the proper amount of tax. Without adequate bookkeeping, taxing authorities may guesstimate your tax liability. This class keeps it simple with demonstrations using manual and electronic spreadsheets. $39
Sep 16 S 1 pm-4 pm BLTLN CESMB 589 05
Oct 12 Th 1 pm-4 pm NEAST CESMB 589 04

Upgrade your skills to become more valuable to your employer or in the marketplace.

CENTER FOR QUALITY AT MTC

We offer a competitive range of quality programs to meet your needs, ranging from quality systems training (ISO 9001, AS9100, TS 16949, ISO 14000, etc.) to Lean, and Lean Six Sigma Certification programs.
See below for a listing of our training programs.

> Quality Systems (ISO/TA/AS)
> Five-Day Lead Auditor
> Environmental Systems
> Lean
> Statistical Tools and Methods
> Lean Six Sigma
> Facilitation and Consulting Services
> ASQ Certifications
> Productivity and Quality Improvement Tools
> Aerospace Quality Management System

For complete course lists, descriptions, and the next available class dates, please visit MIDLANDSTECH.EDU/centerforquality or call 803.732.0432.
SUPPLY CHAIN MANAGEMENT

FOUNDATION OF STRATEGIC SOURCING
This program provides a foundation for strategic thinking related to the management of suppliers, sourcing, contracts, and negotiations. A good program for SCM team members at all levels and internal stakeholders seeking to gain a greater understanding of the sourcing process and the development of strategic sourcing focus. $825
Oct 10-Oct 11  TW  8 am-5 pm  NEAST  CESCM 502 07

FUNDAMENTALS OF WORLD-CLASS PURCHASING
A review of fundamental purchasing principles, as well as tools to move beyond tactical basics by utilizing a strategic focus that contributes to the competitive advantage of the organization. A good review for those who aspire to work in supply management or a back to basics review for existing SCM team members. $825
Sep 11-Sep 12  MT  8 am-5 pm  NEAST  CESCM 501 07

SUPPLIER RELATIONSHIP MANAGEMENT
This course provides proven supplier management methodologies for supply management professionals seeking to maximize value and performance from their supplier relationships as part of an overall strategy to increase the value contribution in support of their competitive advantage. $825
Dec 11-Dec 12  MT  8 am-5 pm  NEAST  CESCM 503 06

VALUE ADDED NEGOTIATIONS
This course provides a mix of negotiation tools and skills to assist SCM professionals seeking to move beyond basic negotiation tactics and improve their ability to capture optimal value from their ongoing negotiation activities at all levels both internal and external to the organization. $840
Nov 13-Nov 14  MT  8 am-5 pm  NEAST  CESCM 505 06

ACCOUNTING AND PAYROLL SPECIALIST

RISE TO THE TOP WITH ACCOUNTING KNOWLEDGE!
Now is the time that accountants are in demand. Add accounting skills to your resume by enrolling in one of MTC’s accounting classes at MIDLANDSTECH.EDU/accounting-and-payroll-specialist.

With a solid understanding of accounting, you can earn advancement opportunities and increased salary offers.
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
Oct 6-Oct 13 F 9 am-12 pm NEAST CEBEG 525 06

COMPUTER TYPING FOR EVERYONE
If you use a desktop computer or laptop, typing is an invaluable skill that can open doors and enhance your career opportunities. This class will help you get started. $249
Sep 1-Sep 22 F 9 am-12 pm FF CEBEG 519 10
Sep 6-Sep 27 W 1 pm-4 pm NEAST CEBEG 519 11
Sep 6-Sep 27 W 6 pm-9 pm NEAST CEBEG 519 67

INTRODUCTION TO COMPUTERS
Perfect for beginners who want to become computer literate. Course topics include hardware, software, Internet, and email. $179
Aug 31 Th 9 am-4 pm NEAST CEBEG 582 22
Sep 20 W 9 am-4 pm BATES CEBEG 582 20
Sep 6 W 9 am-4 pm FF CEBEG 582 21
Sep 11 M 9 am-4 pm HARBN CEBEG 582 23
Oct 31 T 9 am-4 pm HARBN CEBEG 582 24
Oct 16-Oct 18 MW 6 pm-9 pm HARBN CEBEG 582 69
Oct 2-Oct 3 MT 6 pm-9 pm NEAST CEBEG 582 70

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. $179
Aug 31 Th 9 am-4 pm NEAST CEBEG 582 22
Sep 18 M 9 am-4 pm NEAST CEBEG 534 10
Sep 7 Th 9 am-4 pm HARBN CEBEG 534 11
Sep 25-Sep 27 MW 6 pm-9 pm NEAST CEBEG 534 66

A+ IT TECHNICIAN
The perfect course for those who are or want to be entry-level computer service technicians. Learn to install, remove, upgrade, maintain, and troubleshoot computer hardware while building your own computer to take home after class, from a kit provided. Prepare for the A+ exams 901 and 902. $2499
Aug 7-Aug 18 MTWTh 9 am-4:30 pm NEAST CEDST 528 36
Aug 28-Sept 28 MTWTh 6 pm-9:45 pm NEAST CEDST 528 60
Sep 11-Sep 22 MTWTh 9 am-4:30 pm HARBN CEDST 528 37
Sep 25-Oct 19 MTWTh 6 pm-9:45 pm HARBN CEDST 528 61

NETWORK+
Acquire the fundamental skills and concepts that are used on the job in any type of networking career. You will be able to work with the major networking technologies and systems in use in modern PC-based computer networks as you also prepare for the Network+ certification exam. $1499
Aug 28-Sept 1 MTWTh 9 am-4:30 pm NEAST CENET 724 34
Oct 2-Oct 6 MTWTh 9 am-4:30 pm HARBN CENET 724 33
Oct 9-Oct 19 MTWTh 6 pm-9:45 pm NEAST CENET 724 67
Oct 30-Nov 9 MTWTh 6 pm-9:45 pm HARBN CENET 724 68

INSTALLING AND CONFIGURING WINDOWS SERVER 2012
Learn to implement a core Windows Server 2012 infrastructure in an existing enterprise environment. This course is part one of a three-part series and focuses on the initial implementation and configuration of core services including Active Directory Domain Services (AD DS), networking services, and Microsoft Hyper-V Server 2012 configuration. $1999
Sep 11-Sep 15 MTWTh 9 am-4:30 pm NEAST CEMCS 713 34
Oct 3-Oct 13 MTWTh 9 am-4:30 pm HARBN CEMCS 713 33
Oct 23-Nov 2 MTWTh 6 pm-9:45 pm NEAST CEMCS 713 66
Nov 13-Nov 30 MTWTh 6 pm-9:45 pm HARBN CEMCS 713 67

Click to Your Classroom.
Register now
MIDLANDSTECH.EDU/online or call 803.732.0432
COMPUTERS AND INFORMATION TECHNOLOGY

COMPUTER SUPPORT

ADMINISTERING WINDOWS SERVER 2012
Learn to administer and maintain the Windows Server 2012 infrastructure such as implementing server images, user and group management with active directory domain services (AD DS) and group policy, remote access and network policies, data security, monitoring, and update management. $1999

| Sep 18-Sep 22  | MTWTh  | 9 am-4:30 pm  | NEAST  | CEMCS 714 27 |
| Oct 16-Oct 20  | MTWTh  | 9 am-4:30 pm  | F      | HARBN CEMCS 714 26 |
| Nov 6-Nov 16   | MTWTh  | 6 pm-9:45 pm  | F      | HARBN CEMCS 714 67 |
| Dec 4-Dec 14   | MTWTh  | 6 pm-9:45 pm  | NEAST  | CEMCS 714 68 |

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

| Sep 25-Sep 29  | MTWTh  | 9 am-4:30 pm  | NEAST  | CEMCS 714 11 |
| Oct 23-Oct 27  | MTWTh  | 9 am-4:30 pm  | F      | HARBN CEMCS 718 10 |
| Nov 27-Dec 7   | MTWTh  | 6 pm-9:45 pm  | F      | HARBN CEMCS 718 55 |

SECURITY+
Theft and destruction of intellectual property takes place despite the presence of firewalls, encryption, and corporate edicts. Prepare to implement and monitor security on networks, applications, and operating systems, and respond to security breaches, as you also prepare for the Security+ exam. $1499

| Oct 2-Oct 6    | MTWTh  | 9 am-4:30 pm  | NEAST  | CEMCS 714 27 |
| Oct 30-Nov 3   | MTWTh  | 9 am-4:30 pm  | F      | HARBN CEMCS 714 26 |
| Aug 14-Aug 24  | MTWTh  | 6 pm-9:45 pm  | F      | HARBN CEMCS 714 67 |
| Dec 11-Dec 21  | MTWTh  | 6 pm-9:45 pm  | NEAST  | CEMCS 714 68 |

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

| Oct 23-Oct 27  | MTWTh  | 9 am-4:30 pm  | NEAST  | CEMCS 714 11 |
| Oct 30-Nov 3   | MTWTh  | 9 am-4:30 pm  | F      | HARBN CEMCS 714 26 |
| Aug 14-Aug 24  | MTWTh  | 6 pm-9:45 pm  | F      | HARBN CEMCS 714 67 |
| Dec 11-Dec 21  | MTWTh  | 6 pm-9:45 pm  | NEAST  | CEMCS 714 68 |

CISCO ICND PART 1
This class prepares you to take the Cisco 100-101 Interconnecting Cisco Networking Devices exam. Learn to install, operate, and troubleshoot a small branch office network. Other topics include Operation of IP Data Networks; LAN Switching Technologies; IP Addressing (IPv4, IPv6); IP Routing Technologies; IP Services (DHCP, NAT, ACLs); Network Device Security; Basic Troubleshooting. $2999

| Oct 23-Oct 27  | MTWTh  | 9 am-4:30 pm  | NEAST  | CEMCS 714 11 |
| Oct 30-Nov 3   | MTWTh  | 9 am-4:30 pm  | F      | HARBN CEMCS 714 26 |
| Aug 14-Aug 24  | MTWTh  | 6 pm-9:45 pm  | F      | HARBN CEMCS 714 67 |
| Dec 11-Dec 21  | MTWTh  | 6 pm-9:45 pm  | NEAST  | CEMCS 714 68 |

Get a job in the growing field of IT
Through the new Midlands TechHire program, MTC offers scholarships, training, and job opportunities for the high-growth IT field to young adults.

Accelerated IT Training
Paid Internships
Job Placement Assistance
Zero Cost

CONTACT US
Rose Heath, Program Director
heathrl@midlandstech.edu | 803.691.3829

APPLY TODAY
by visiting MIDLANDSTECH.EDU/techhire
“Through this program you can catapult into an IT career quickly with effort and a desire to learn.”

Joshua Monti, Advanced Desktop Server Administrator 2016 graduate

Salary ranges between $32,000 and $70,000 in Columbia

- Help Desk Support Tier 1
- Help Desk Support Tier 2
- Help Desk Manager
- Network Support Specialist
- Network Manager

COMPUTER TECHNICIAN
MIDLANDSTECH.EDU/computertech
COURSES A+ IT Technician | Network+

DESKTOP AND SERVER ADMINISTRATOR
MIDLANDSTECH.EDU/desktopserveradmin

ADVANCED DESKTOP AND SERVER ADMINISTRATOR
MIDLANDSTECH.EDU/advanceddesktopserveradmin
DATABASE DESIGN
Is your database easy to work with and efficient? Learn the theory behind relational databases, entity relationship diagrams, and normalization of data. Students will plan the design of a database. $199
Oct 9 M 9 am-4 pm NEAST CEDBS 614 06
Oct 12-Oct 19 Th 6 pm-9 pm HARBN CEDBS 614 58

SQL, INTRODUCTION
Prepare yourself to use generic SQL (Structured Query Language) to retrieve, store, and manipulate data from any relational database. Querying and SQL statements fundamentals will be covered. $399
Oct 23-Oct 24 MT 9 am-4 pm HARBN CEDBS 590 37
Oct 25-Nov 2 W 6 pm-9 pm HARBN CEDBS 590 64

CRYSTAL REPORTS, INTRODUCTION
Crystal Reports is a database report writer and is used for analyzing and presenting database information. You will learn to create and modify reports, apply formatting, and solve formulas. $599
Oct 10-Oct 11 TW 9 am-4 pm HARBN CEDBS 588 28
Oct 16-Oct 24 MT 6 pm-9 pm HARBN CEDBS 588 63

SQL SERVER DATABASE SERVICES
Learn everything you need to be productive with SQL Server. This course gives you hands-on exposure to database design and creation, security, diagramming, backup, recovery, indexes, views, stored procedures, triggers, and basics of reporting services. $699
Nov 6-Nov 8 MTW 9 am-4 pm HARBN CESQL 609 29
Nov 13-Nov 21 MTWTh 6 pm-9 pm HARBN CESQL 609 54

DATABASE PRODUCTIVITY LAB
At the end of the Database Design and Management Certificate Program, students design a working database, queries, forms, and reports. This hands-on session provides the review and practical application needed to pull it all together and fine-tune your new database management skills. $199
Dec 11 M 9 am-4 pm HARBN CEDBS 626 36
Dec 12-Dec 13 TW 6 pm-9 pm HARBN CEDBS 626 58

CAREER SPOTLIGHT
DATABASE ANALYST
In today’s workplace, managers, programmers, and professionals need database skills. Without question, effective understanding, management, and analysis of data is a key to success for business professionals at all levels. To earn this certificate, students must successfully complete the following courses listed to the right within a two-year period.

Courses should be taken in the order listed below.

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>HOURS</th>
<th>COST</th>
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<tbody>
<tr>
<td>Access, Introduction</td>
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<td>Database Design</td>
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<td>SQL, Introduction</td>
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<td>Access, Advanced</td>
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<td>Database Productivity Labs</td>
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Total: 90 hrs $2962
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<td></td>
<td>Nov 6-Nov 16</td>
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<td>6 pm-9 pm</td>
<td>NEAST CEDBS 624 59</td>
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<td>OFFICE PRODUCTIVITY LAB</td>
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<td>9 am-12 pm</td>
<td>NEAST CESDS 628 33</td>
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<tr>
<td>EXCEL FORMULAS AND FUNCTIONS</td>
<td>Dec 8</td>
<td>F</td>
<td>9 am-12 pm</td>
<td>NEAST CESDS 629 22</td>
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<td>EXCEL GRAPHS</td>
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<td>9 am-12 pm</td>
<td>NEAST CESDS 640 24</td>
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<td>EXCEL MACROS</td>
<td>Nov 30</td>
<td>Th</td>
<td>1 pm-4 pm</td>
<td>NEAST CESDS 631 27</td>
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<td>Sep 5-Sep 6</td>
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<td>9 am-4 pm</td>
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<td></td>
<td>Sep 13-Sep 14</td>
<td>WTh</td>
<td>9 am-4 pm</td>
<td>FF CESDS 602 20</td>
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<td>Oct 4-Oct 5</td>
<td>WTh</td>
<td>9 am-4 pm</td>
<td>NEAST CESDS 602 21</td>
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<td>Oct 17-Oct 18</td>
<td>TW</td>
<td>9 am-4 pm</td>
<td>HARBN CESDS 602 22</td>
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<td></td>
<td>Sep 11-Sep 20</td>
<td>MW</td>
<td>6 pm-9 pm</td>
<td>HARBN CESDS 602 56</td>
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</table>
**MICROSOFT OFFICE**

**EXCEL, INTRODUCTION ONLINE**
Excel is used in most offices. Learn how to create effective and efficient worksheets using formulas, common functions, formatting, and printing. $289
- Sept 12-Sept 25
- Oct 17-Oct 30

**EXCEL, INTERMEDIATE**
Students will learn more specialized functions, like IF, COUNTIF and DSUM, in addition to learning how to more effectively analyze, sort and filter data, create outlines, subtotals, range names, and work with tables. They will learn to display data more visually in charts, Pivot tables, and Pivot charts and work with slicers and templates. $289
- Sep 11-Sep 12
- Oct 9-Oct 10
- Oct 30-Nov 8

**EXCEL, INTERMEDIATE ONLINE**
Students will learn more specialized functions, like IF, COUNTIF and DSUM, and they will learn how to more effectively analyze, sort and filter data, create outlines, subtotals, range names, and work with tables. They will learn to display data more visually in charts, Pivot tables, and Pivot charts and work with slicers and templates.
- Sept 12-Sept 25
- Oct 10-Oct 30
- Nov 7-Nov 20

**EXCEL, ADVANCED**
Students 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. $289
- Nov 27-Nov 28

**WORD, INTRODUCTION**
Learn everything you need to get started creating and editing documents, formatting, proofing, controlling page setup, and more. $289
- Oct 2-Oct 3
- Sep 13-Sep 14
- Oct 23-Oct 24

**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 will also be covered. $289
- Oct 25-Oct 26
- Nov 6-Nov 15

**WORD, ADVANCED**
Create top-notch documents using forms, sharing documents, and document revisions. In addition, students will work with custom graphic elements, bookmarks, footnotes, and macros. $289
- Dec 4-Dec 5

**WORD, INTRODUCTION FOR SENIORS**
A class especially for those age 60 and older who want to learn the basics of Microsoft Word, including creating and editing documents, formatting, printing, and more. $99
- Oct 20-Oct 27

**PHP AND MYSQL**
Learn the basics of PHP, which include using variables, logical expressions, and functions, while designing your own MySQL database. Develop a complete dynamic web application with site navigation, form validation, and a password-protected admin area. Explore real world application and database development integrated with JQuery using PHP and MySQL. Prerequisites: HTML5, CSS3, Javascript. $2999
- Nov 27-Dec 8

**OFFICE ADMINISTRATIVE SPECIALIST**
Build an effective office career by developing your technical expertise and communication skills.
Give yourself a competitive edge by obtaining the tools necessary to thrive in a business setting. This program offers a solid business communication foundation while also teaching the computer skills that are vital to every office career. Emphasis is placed on developing strong computer and communication abilities.

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>HOURS</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Word, Introduction</td>
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<td>$289</td>
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<tr>
<td>Word, Intermediate</td>
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<td>Excel, Introduction</td>
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<td>Organizing Computer Files</td>
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<td>Outlook, Introduction</td>
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<td>Computer Typing for Everyone</td>
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<td>Becoming a Customer Service Star</td>
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<td>Business Letter Writing</td>
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<tr>
<td>Enhancing Your Professionalism</td>
<td>3</td>
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<tr>
<td>Office Productivity Lab*</td>
<td>6</td>
<td>$149</td>
</tr>
</tbody>
</table>

Total: 105 hrs $2728

*To receive an Office Administrative Specialist Certificate, you must successfully complete all courses.
**SHAREPOINT**

**SHAREPOINT FOUNDATION**
Use, create, and edit content in a team site. You will also create and perform basic management of a team site using SharePoint Foundation. This course is designed for individuals who will need to access information on a Microsoft SharePoint team site or for individuals who may need to create and manage a team site. $429

Sep 6-Sep 7  WTh  9 am-4 pm  HARBN  CESPT 514 22

**SOCIAL MEDIA**

**SOCIAL MEDIA BUSINESS BASICS**
Learn the fundamentals and history of the main social networking sites, how and why to use each main social media platform, and how to incorporate different types of social media outlets into your personal 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 is for business professionals who have little or no experience with social media. This class does not cover creating individual social media accounts. $159

Sep 27  W  9 am-1 pm  NEAST  CESOC 523 04

**WEB DEVELOPMENT AND PRINT MEDIA**

**VISUAL STUDIO**
Learn the fundamentals of editing code using Microsoft Visual Studio 2012 Web Edition. Students will learn about “intellisense” and how it applies to HTML, CSS, and JavaScript files. The course also covers basic options of the editing software. $149

Sep 18  M  9 am-12 pm  NEAST  CEWDV 558 10

**HTML5**
Learn to use HTML5 to structure web content. Create semantically meaningful page structures. Work with lists and tables, links, and images. Explore effective website planning and authoring principles, learn how to create a semantic document structure, and how to build interactive forms, apply native data validation, and embed HTML5 audio and video. Knowledge of Visual Studio required. $449

Sep 19-Sep 20  TW  9 am-4 pm  NEAST  CEWDV 550 15

**CSS3 - CASCADING STYLE SHEETS**
Learn to apply local styles, style sheets, and to create classes to control the appearance of your websites by separating visual presentation from content. Learn CSS basics to build effective navigation and page layouts, and then move on to work with typography, colors, backgrounds, positioning, and list styling. Explore how the major browsers affect CSS. Prerequisite: HTML5 or equivalent experience. $449

Sep 25-Sep 26  MT  9 am-4 pm  NEAST  CEWDV 551 15
COMPUTERS AND INFORMATION TECHNOLOGY

WEB DEVELOPMENT AND PRINT MEDIA

CSS3 - CASCADING STYLE SHEETS, ADVANCED
CSS3 is a growing and changing technology. In this class, you will study advanced selectors and styling, shadows, transformations, transitions, and rounded corners on boxes, along with the font-face and media queries. Learn what currently works, how it works, and how to work around browsers that have not yet implemented the full functionality of CSS3. Prerequisite: HTML5 and CSS3 or equivalent experience. $449
Oct 2-Oct 3  MT 9 am-4 pm  NEAST  CEWDV 556 10

JAVASCRIPT
Learn the fundamental concepts of the JavaScript language. You will learn how to use JavaScript to communicate with users, modify the Document Object Model (DOM), control program flow, and validate forms. You will learn how to make functions using loops and if statements. You will also learn the fundamentals of JSON. $1299
Oct 9-Oct 17  MTW 9 am-4 pm  NEAST  CEWDV 557 15

PHOTOSHOP, INTRODUCTION
Make your graphics shine and ready for the web. Incorporate color techniques and filters. Understand and work with selection techniques, resizing and cropping images, and work with layers; including painting layers, adjusting layers, and other tools. Make basic adjustments to images and learn how to repair and retouch image defects. If you are a Mac user, call 803.732.0432 to reserve an iMac for use in class. $399
Oct 30-Oct 31  MT 9 am-4 pm  NEAST  CEGPH 601 42

WEBSITE PRODUCTION LAB
At the end of the Front-End Web Developer Certificate program, students will create a simple website. Students will complete a Photoshop lab and develop the site using HTML5, CSS3, JavaScript, HTML forms and SEO. This hands-on session will showcase and demonstrate the web development skills acquired in the program. Grades will be given in the Lab. To receive a Front-End Web Developer Certificate, students must earn a grade of C or better. $599
Nov 6-Nov 8  MTW 9 am-4 pm  NEAST  CEWDV 553 15

HTML5 APP DEVELOPER BOOTCAMP
Prepare for Microsoft Technology Associate Exam 98-375 while building an understanding of the following: managing the application life cycle, building the user interface using HTML5, formatting the user interface using CSS, and coding using JavaScript. Prerequisites include knowledge and experience in HTML5, CSS3, and JavaScript. $1299
Nov 13-Nov 15  MTW 9 am-4 pm  NEAST  CEWDV 560 05

WINDOWS

WINDOWS 10, INTRODUCTION
Learn all the essential features of the new Windows 10 operating system. You will learn how to customize your desktop, manage files and folders, and navigate the Web with the new Microsoft Edge browser. $279
Oct 4-Oct 5  WTh 9 am-4 pm  HARBN  CEWIN 584 07

CAREER SPOTLIGHT

FRONT-END WEB DEVELOPER / APPLIED COMPUTING

For students who want to be sophisticated users of computing technology in their field of study, from insurance, to healthcare, to the arts; coursepower provides the foundational computing skills needed for your profession. Courses should be taken in the order listed.

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>HOURS</th>
<th>COST</th>
</tr>
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<tbody>
<tr>
<td>Visual Studio</td>
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<td>HTML5</td>
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<td>CSS3-Cascading Style Sheets</td>
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<td>JavaScript</td>
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<td>Search Engine Optimization (SEO)</td>
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<tr>
<td>Social Media Business Basics</td>
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<td>Photoshop, Introduction</td>
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<tr>
<td>HTML5 App Developer Bootcamp</td>
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</table>

Total: 126 hrs $5450
“Switching careers can be a challenge when you want to learn programming. MTC made it easy to understand with lots of hands on help. Glad I decided to change.”

Cynthia Benson, Front-End Web Developer Student, Midlands Techfire Participant

Salary ranges between $36,000 and $100,000 in Columbia

- $36,000: Junior Front-End Web Developer
- $64,970: Web Developer
- $79,530: Computer Programmer
- $85,800: Computer Systems Analyst
- $100,000: Senior Developer
CREATIVE CAREERS

VETERINARY ASSISTANT CERTIFICATE
Become a competent veterinary assistant learning receptionist duties, laboratory procedures, medical terminology, and customer skills. Successful completion of this certificate program will qualify you for an entry-level position as a veterinary assistant. All materials included. $839
Sep 12-Oct 19  TTh  6 pm-9 pm  HARBN  CEANC 508 24

ANIMAL CARE

AUDIO ENGINEERING CERTIFICATE INFORMATION SESSION
Looking for a career as an Audio Engineer or Producer? Attend this free session and receive information about the Audio Engineering Certificate Program have a chance to win a door prize. Topics include The 5 Most Important Steps in Capturing a High Quality Vocal Performance, The Secrets of Making Professional Quality Beats in Reason 7, and 5 Essential Tips for Becoming Employed in the Music Business. $0
Aug 29  T  7 pm-8 pm  NEAST  CEMUS 547 06
All classes meet at Midlands Audio Institute, 207 S. Prospect St., Columbia, SC 29205 803.782.6910

AUDIO ENGINEERING, INTRODUCTION
Learn how to use standard types of audio equipment - including microphones, mixing consoles, compressors, EQ’s reverbs, and power amps. All will be covered with live demonstration during classes. Classes will also cover maintenance and troubleshooting. $449
Sep 11-Oct 23  M  7 pm-9:18 pm  MAI  CEMUS 507 08Z

COMMERCIAL MUSIC THEORY
If you are going to be working in the music business, you need to know the difference between “off key” and “on.” This course covers the music theory, ear training and harmony related to commercial/contemporary music from rock’n’roll to classical music. $449
Oct 26-Dec 14  Th  7 pm-9:18 pm  MAI  CEMUS 511 09Z

LIVE SOUND PRODUCTION
Learn the ins and outs of running live sound for production companies, theatres, artists, churches and more. This class includes a two-hour lab. Textbook included. $449
Oct 30-Dec 11  M  7 pm-9:35 pm  MAI  CEMUS 521 09Z

MUSIC BUSINESS
Whether you want to be the manager of a band, make extra income as a booking agent, or do both for yourself as an artist, this course will give you the skills to navigate through the world of the music business. Textbook included. $449
Sep 7-Oct 19  Th  7 pm-9:18 pm  MAI  CEMUS 510 12Z

STUDIO RECORDING I
Learn the latest techniques in audio recording. From analog to digital, this course will improve your abilities to record music at home or in a studio. Covers Pro Tools and analog outboard equipment. This class includes a two-hour lab. $449
Sep 5-Oct 17  T  7 pm-9:35 pm  MAI  CEMUS 522 11Z

“...The reputation of our program has spread to veterinary practices around the Midlands area who often hire these students as veterinary assistants for their practices.”

- Dr. Eddie Robinson
Faculty for the Veterinary Assistant Program

More than 450 online courses are currently being offered, and new topics are always being added. Go to MIDLANDSTECH.EDU/training for the latest offerings and registration.
CREATIVE CAREERS

AUDIO ENGINEER

STUDIO RECORDING II
Supplement to Studio Recording I. Required for Certificate Program. One-on-one time featuring eight hours of hands-on use of a Pro Tools system. Student must pass final exam and present a recording demo project for critique to pass the course. Must be completed within two years of beginning the certificate program. $449
Oct 24-Dec 12 T 7 pm-9:35 pm MAI CEMUS 523 07Z

LANDSCAPER AND HORTICULTURIST

IRRIGATION
Examine the use of irrigation in the landscape industry with emphasis on design, equipment suitability, water application procedures, and construction. Design projects and job bidding are also included. The class meets at W.P. Law, 303 Riverchase Way, Lexington, SC 29072. $209
Oct 10-Nov 28 T 6 pm-9 pm WPLAW CEHOR 507 18

CAKE DECORATOR

CAKE DECORATOR PROFESSIONAL CERTIFICATE
Find out how the experts create beautiful cakes. This 18-hour certificate program prepares you with the basic cake decorating skills needed to start a cake business, obtain a position as an entry level decorator (bakery/grocery store), or for personal pleasure. Learn the perfect techniques in creating beautiful flowers using royal icing, piping embellishments, and an introduction to sugar paste flowers. A list of all required supplies will be handed out at the first class. Bring to class first night: 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. See the online Materials List for all supply requirements. $179
Sep 5-Oct 10 T 6 pm-9 pm HARBN CEKIT 522 37
Oct 24-Nov 28 T 6 pm-9 pm HARBN CEKIT 522 38

CHILD DEVELOPMENT

BLOOD BORNE PATHOGENS/HEALTH, SAFETY AND NUTRITION
Receive 2.5 hours of blood borne pathogens training and 2.5 hours of Health and Safety or Nutrition. Study health and safety or nutrition issues by creating a safe and healthy environment for children. Learn the proper procedures to prevent illness and accidents or provide healthy nutrition in the classroom. See the Materials List on the website for topic and number. $25
Nov 11 S 8 am-1:30 pm HARBN CEABC 519 11

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
Sep 9 S 8 am-1:30 pm HARBN CEABC 501 23

GROWTH AND DEVELOPMENT
This program focuses on physical, emotional, social, cognitive, and language development. See the Materials List on the website for topic and course number. $25
Dec 2 S 8 am-1:30 pm HARBN CEABC 503 22

GUIDANCE
Understand how to guide behavior of young children. See the Materials List on the website for topic and course number. $25
Oct 7 S 8 am-1:30 pm HARBN CEABC 502 18

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

MEETING AND EVENT PLANNING

MEETING AND EVENT PLANNING PART I
Part one of a three course certificate program. Explore and understand the basic concepts of 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 introductory course will provide you with the skill set to understand the basics of event planning. $339
Sep 11-Sep 19 MT 6 pm-9 pm NEAST CEEVT 523 01

MEETING AND EVENT PLANNING PART II
Part two of a three course certificate program. Beyond the basics of Event and Meeting Planning I, this course will provide you with step by step instructions, worksheets and check lists to ensure the success of planning your next personal or business event. Gain important skills that will allow you to navigate critical event logistics such as contract negotiation skills and venue selection. Grasp the importance of business and wedding etiquette from guest speakers who are Columbia’s experts in event planning. Prerequisite: Event and Meeting Planning Part I. $339
Sep 25-Oct 3 MT 6 pm-9 pm NEAST CEEVT 524 01

MEETING AND EVENT PLANNING PART III
It all comes together in this course that offers guidelines and resources for the prospective event planning professional. This course will cover all aspects of starting a career as an event planner, whether you desire to open your own business or simply want to strengthen your resume with your new skill set. Explore how to establish your pricing, determine your niche, create a business plan, and develop marketing concepts. Prerequisite: Event and Meeting Planning I and II. $339
Oct 9-Oct 17 MT 6 pm-9 pm NEAST CEEVT 525 01
CREATIVE CAREERS

FLORAL DESIGNER ☺

FLORAL DESIGN CERTIFICATE
The fundamentals of floral arranging will give students enough basic skills to seek entry level positions in the floral business. Introduction to materials and equipment, principles of good design, color, and specialized designs are covered. Master the skills with the included text. The last two weeks, class meets both Monday and Tuesday. $399
Sep 11-Oct 17  M  6 pm-9 pm  HARBN  CEDCP 501 18

FLORAL DESIGN, ADVANCED
Prerequisite: Floral Design Certificate. Bring your tools and textbook to enhance your skills. Emphasis will continue on fresh floral arrangements but will also touch on uses of artificial flowers. $159
Oct 23-Oct 31  MT  6 pm-9 pm  HARBN  CEDLC 502 06

INTERIOR DECORATOR

INTERIOR DECORATING CERTIFICATE
Save and enroll in the complete Certificate Program. Students complete projects applying color and pattern relationships, floor-planning skills, window treatments, furniture selection, blueprint reading, cost estimations, accessories, electrical and lighting, and the decorator/client business relationship. Three offsite field trips 9/19/17, 10/24/17, and 12/5/17. Three Thursday dates 9/21/17, 11/2/17, and 12/7/17. No class 10/31/17. $699
Aug 22-Dec 7  T  6 pm-9 pm  NEAST  CEDCP 529 16

INTERIOR DECORATING, BEGINNING
Part 1 of the Certificate Program. Fundamental theories of decorating are introduced enabling students to apply beginning skills. Lessons include floor-plan drafting, traffic flow, space and furniture arranging, furniture history and period styles, and a beginning analysis of color and pattern relationships. Students will complete a project based on skills learned. Offsite field trip 9/19/17 and the last class meets Thursday, 9/21/17. $249
Aug 22-Sept 21  T  6pm-9pm  NEAST  CEDCP 502 15

INTERIOR DECORATING, INTERMEDIATE
Prerequisite: Interior Decorating, Beginning. Part 2 of the Certificate Program. Color and pattern, window treatments, fabric applications, carpet and oriental rugs, wall coverings, and painted finishes are covered. Estimate and calculate yardage for window treatments, carpet, and wallpaper. Apply floor-planning skills to a project. Offsite field trip 10/24/17 and the last class meets Thursday, 11/2/17. No class 10/31/17. $249
Sep 26-Nov 2  T  6 pm-9 pm  NEAST  CEDCP 503 15

INTERIOR DECORATING, ADVANCED
Prerequisite: Interior Decorating, Intermediate. Part 3 of the Certificate Program. Final theories include blueprint reading, electrical and lighting, accessories and trends, cost estimations, and the decorator/client business relationship. The final project utilizes all skills to prepare a furniture and color/pattern layout, and cost schedule. Offsite field trip 12/5/17 and the last class meets Thursday, 12/7/17. $249
Nov 7-Dec 7  T  6 pm-9 pm  NEAST  CEDCP 504 14

PERSONAL TRAINER CERTIFICATION

This education 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 are 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 book through W.I.T.S. 888.330.9487 or http://www.witseducation.com
No class 11/4/17. $749
Sep 23-Nov 11  S  9 am-12 pm  S  1 pm-4 pm  NEAST  CEPYT 600 16

PHOTOGRAPHER ☺

PHOTOGRAPHY CERTIFICATE
Learn basic camera functions, exposure, and depth of field. In addition, receive further instruction in composition, how light affects images, filters and flash, wedding, portrait lighting, marketing, and portfolio session. Conclude with lab sessions in digital photo editing using Photoshop Elements at the Northeast Campus. A SLR or DSLR camera is required. $749
Sep 13-Nov 8  MW  6 pm-9 pm  HARBN  CEPICT 542 09

PHOTOGRAPHY: BASIC
First class of the Photography Certificate program. Can take as a stand-alone class or go on for the certificate. Study camera techniques that go beyond the auto setting. Learn basic camera parts and how they affect the look of the final image. Study exposure, depth of field, perspective, composition, and the basics of digital photography to produce beautiful photos. A SLR or DSLR camera is recommended, but not necessary. $179
Sep 13-Oct 4  MW  6 pm-9 pm  HARBN  CEPICT 538 16

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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. Master the skills with the included text. The last two weeks, class meets both Monday and Tuesday. $399
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EMPLOYEE AND LEADERSHIP DEVELOPMENT

Online courses
Your favorite classes taught by your favorite MTC instructors.

More than 450 online courses are currently being offered, and new topics are always being added. Go to MIDLANDSTECH.EDU/training for the latest offerings and registration.

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. $199
-Sep 7 Th 9 am-4 pm NEAST CEWCS 500 40
-Nov 2 Th 9 am-4 pm NEAST CEWCS 500 41

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. $199
-Sep 21 Th 9 am-4 pm NEAST CEWCS 501 92

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. $199
-Oct 14 S 9 am-4 pm NEAST CEWCS 541 41

BUSINESS WRITING ESSENTIALS ONLINE
Writing is an essential way of communicating with others. The quality of your writing impacts how people view you and your organization. This online course provides a grammar refresher and review of basic writing concepts such as structuring documents and proofreading. $199
-Oct 16-Oct 30 CEONL CEWCS 565 021

EDITING AND PROOFREADING
Every piece of correspondence makes a statement about individuals and their organizations. Written mistakes are not only embarrassing; they can also be very costly. This program will help you develop effective editing and proofreading techniques to ensure effectiveness, accuracy, and efficiency in your written materials. $199
-Oct 12 Th 9 am-4 pm NEAST CEWCS 502 52

CAREER DEVELOPMENT FACILITATOR
This program is comprised of 120 hours of coursework based on a nationally accepted curriculum. The program is designed to standardize the knowledge and experience of individuals who are working in workforce training programs and other career development services. Three onsite sessions are required. The first two onsite sessions, held at the Northeast Campus, will be on the first Friday (1-6 pm) and first Saturday (8:30 am-4:30 pm) after start date. The third onsite session is graduation and determined by you and your instructor at a later date. Book and DVD are included. Instructor, Beth Lengel, Lengel Vocational Services. $975
-Sep 8-Dec 9 S 8:30 am-4:30 pm NEAST CECDF 600 06 F 1 pm-6 pm
-Oct 13-Jan 13 S 8:30 am-4:30 pm NEAST CECDF 600 07 F 1 pm-6 pm
-Nov 10-Feb 10 F 1 pm-6 pm NEAST CECDF 600 08 S 8:30 am-4:30 pm
-Dec 8-Mar 10 S 8:30 am-4:30 pm NEAST CECDF 600 09 F 1 pm-6 pm

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. $199
-Sep 21 Th 9 am-4 pm NEAST CECUS 523 14
-Oct 19 Th 9 am-4 pm NEAST CECUS 523 15
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 21st Century Skills Certificate. $109

Oct 6 M 6 pm-9 pm NEAST CECDS 724 29

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 conflict situations and avoid the traps that damage relationships and negatively impact productivity and results. You will learn proven methods to recognize the signs of conflict and apply a process to resolve conflict effectively. This course is a part of the 21st Century Skills Certificate. $109

Oct 30 M 6 pm-9 pm NEAST CECDS 721 29

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. $109

Oct 19 Th 9 am-12 pm NEAST CECDS 564 82
Dec 5 T 9 am-12 pm NEAST CECDS 564 83

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 21st Century Skills Certificate. $109

Oct 23 M 6 pm-9 pm NEAST CECDS 720 29

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 21st Century Skills Certificate. $109

Oct 30 M 6 pm-9 pm NEAST CECDS 721 29

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 21st Century Skills Certificate. $109

Nov 13 M 6 pm-9 pm NEAST CECDS 723 29

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 21st Century Skills Certificate. $109

Oct 16 M 6 pm-9 pm NEAST CECDS 719 25
EMPLOYEE AND LEADERSHIP DEVELOPMENT

SUPERVISORY AND LEADERSHIP

ACCEPTING PERSONAL ACCOUNTABILITY
What would your organization be like if no one ever asked, “Whose fault is it?” What if we could let go of the “blame game” and view accountability as a method for achieving increased personal and team effectiveness? Accountability is much more than a paper trail. It is an ongoing chance to gain focus, accomplish more, streamline work processes, and create greater team effectiveness. $99
Sep 12 T 1:30 pm-4:30 pm NEAST CELSD 519 56

COACHING AND COUNSELING - PART 1
Learn methods of distinguishing coaching from counseling, and how to provide positive feedback for improvement. $99
Oct 17 T 1:30 pm-4:30 pm NEAST CELSD 660 47

COACHING AND COUNSELING - PART 2
A continuation of the Part 1 course in which you learn to recognize, overcome concerns, and practice counseling skills. $99
Oct 24 T 1:30 pm-4:30 pm NEAST CELSD 690 40

CONFLICT RESOLUTION
Conflict is not intrinsically destructive, but it can become so if left to escalate. Leaders must use conflict to their advantage while keeping it from being destructive. Learn about resolution styles and conflict resolution tactics. $99
Oct 10 T 1:30 pm-4:30 pm NEAST CELSD 613 57

DEFINING PERFORMANCE EXPECTATIONS
Participants will have the opportunity to analyze the expectations they have of their employees, and the effect on performance and practice setting specific, realistic, and measurable performance standards. $99
Nov 14 T 1:30 pm-4:30 pm NEAST CELSD 566 48

ESSENTIAL COMMUNICATION SKILLS
You will examine, understand, and practice a variety of different listening styles, and also practice active listening, and how to give and receive feedback effectively. $99
Oct 3 T 1:30 pm-4:30 pm NEAST CELSD 571 45

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. $99
Nov 21 T 1:30 pm-4:30 pm NEAST CELSD 567 49

GETTING OFF ON THE RIGHT FOOT - SELECTING THE RIGHT PERSON FOR THE JOB
Participants learn how to conduct a behavioral interview, determine the best orientation structure, and learn a process for on-the-job training of a new employee. $99
Nov 7 T 1:30 pm-4:30 pm NEAST CELSD 691 36

GETTING THINGS DONE UNDER PRESSURE
Have you ever felt overwhelmed by your to-do list? Interruptions keeping you from getting things done? In this course, participants will gain knowledge in how to separate the urgent from not urgent and the important from not important, while establishing good organizational skills. $99
Sep 5 T 1:30 pm-4:30 pm NEAST CELSD 580 64

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; describe a process for developing a team mission statement and ground rules. $99
Dec 5 T 1:30 pm-4:30 pm NEAST CELSD 578 42

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. $99
Nov 28 T 1:30 pm-4:30 pm NEAST CELSD 692 38

UNDERSTANDING YOUR COMMUNICATION STYLE
Participants learn the communication process, how to identify barriers to communication, and practice developing messages for professional and personal use. $99
Sep 26 T 1:30 pm-4:30 pm NEAST CELSD 535 49
EMPLOYEE AND LEADERSHIP DEVELOPMENT

LEGAL

SC STATE CONSTABLE TRAINING PROGRAM:
BASIC COURSE
State constables are commissioned by SLED and support SC law enforcement in times of emergency and/or crisis. Prior to registering, candidates must take application to SLED and receive approval to receive the training. Applicants must pass a comprehensive test and qualify with firearms. Yearly in-service training updates are required. Curriculum: firearms, laws of arrest, searches and seizures, evidence, crisis intervention, human/community relations, SLED policies and procedures affecting constables. Academy does not control any part of the Constable Program or tuition, only provides the training manuals. Offsite weekend sessions meet at the A. Lewis McCarty Firearms Training Center, 357 Landfill Lane, Lexington, SC 29073. See the Materials List for required equipment. $649
Oct 30-Dec 11  MW  6 pm-10 pm  HARBN  CECON 503 07

LAW SCHOOL FOR NON-LAWYERS
Sponsored by the S.C. Bar Pro Bono Program, Law School for Non-Lawyers is a seven-week program designed to give the public an overview of the South Carolina legal system and insight into common legal problems people face. For current locations, please see the information at the SC Bar website: http://ow.ly/Urked $45
Oct 3-Nov 14  T  6 pm-9 pm  AIRPT  CELAW 505 03

SUPERVISORY PROGRAM

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
Sep 26-Oct 24  T  1:30 pm-4:30 pm  NEAST  CELSD 512 55

UNIT 2: COMMUNICATING FOR IMPACT ONLINE
This is an online course. Students must have computer access. $399
Jul 21-Sep 29  CEONL  CELDS 739 01I

* Participants in the online training are allowed ten weeks to complete a unit.
* Units can be taken in any order or as a single unit. They can be taken on campus or online.

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, and evaluation and recognition methods, enable supervisors to develop and retain a productive workforce. $399
Nov 7-Dec 5  T  1:30 pm-4:30 pm  NEAST  CELSD 513 52

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Oct 6-Dec 15  CEONL  CELSD 706 01I
HEALTHCARE

BASIC IV THERAPY
This four-hour course teaches health care professionals the knowledge and skills necessary to insert and maintain peripherally inserted catheters. The student will gain hands-on experience and will earn 0.4 CEUs upon successful completion. $115

Oct 27  F  12 pm-4 pm  AIRPT CEMED 601 28

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. $85

Sep 16  S  8 am-5 pm  AIRPT CEMED 522 79
Oct 14  S  8 am-5 pm  AIRPT CEMED 522 80
Nov 11  S  8 am-5 pm  AIRPT CEMED 522 81
Dec 9   S  8 am-5 pm  AIRPT CEMED 522 82

CARDIAC CARE TECHNICIAN
The ability to read and recognize heart rhythms is the main function of a cardiac care technician. Students will receive hands-on experience in interpreting heart rhythms and arrhythmias. White scrubs and white closed-toe shoes must be worn to all classes/clinicals. Clinical hours will vary. Prerequisite: Medical Terminology with a grade of “C” or better. $579

Sep 5-Nov 21  TTh  8 pm-10 pm  BLTLN CEMED 500 37
Sep 9-Oct 28   S  10 am-4 pm  HARBN CEMED 500 36

CERTIFIED NURSE ASSISTANT
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. Day classes will meet Monday-Friday the first two weeks, thereafter, Monday-Thursday. Night classes will have the addition of Friday from 5-10PM on the second week of class. $994

Sep 18-Oct 19  MTWThF  8 am-1 pm  AIRPT CEMED 617 55
Sep 18-Nov 15  MTWThF  6 pm-10 pm  FF CEMED 617 67
Oct 2-Nov 2    MTWThF  8 am-1 pm  HARBN CEMED 617 74
Oct 9-Nov 9    MTWThF  8 am-1 pm  AIRPT CEMED 617 56
Oct 9-Dec 14   MTWThF  6 pm-10 pm  AIRPT CEMED 617 65
Oct 16-Nov 16  MTWThF  8 am-1 pm  AIRPT CEMED 617 57
Nov 6-Dec 14   MTWThF  8 am-1 pm  HARBN CEMED 617 75
Nov 13-Dec 21  MTWThF  8 am-1 pm  AIRPT CEMED 617 57

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. $659

Sep 11-Nov 6   MW  6 pm-9 pm  HARBN CEMED 550 94
Sep 12-Nov 7   TTh  9 am-12 pm  AIRPT CEMED 550 85
Oct 3-Nov 30   TTh  6 pm-9 pm  AIRPT CEMED 550 89
Oct 9-Dec 6    MW  9 am-12 pm  AIRPT CEMED 550 86
Oct 16-Nov 13  MTW  6 pm-10 pm  FF CEMED 550 91

EKG SPECIALIST
Topics include anatomy and physiology of the heart, mechanics of the EKG machine, stress testing, and Holter monitoring. The course consists of 32 hours of classroom training and 24 hours of clinical training. Clinical hours will vary. Prerequisite: Medical Terminology and Cardiac Care with a grade of “C” or better. $579

Oct 16-Dec 11  MW  6 pm-8 pm  HARBN CEMED 605 33

EMT BASIC
Students who successfully complete this course will be eligible to take the National Registry exam sponsored by SC DHEC. Prerequisite: High school diploma, or GED, and WorkKeys assessment tests (reading for information, applied math, locating information - first attempt is free - retakes are $18.90 per test) all with a minimum score of 3 or above. WorkKeys 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. $1159

Sep 5-Mar 20  TTh  10 am-2 pm  BLTLN CEMED 635 41

FIRST AID
General principles of first aid covering medical emergencies, injury emergencies, and environmental emergencies according to American Heart Association and National Safety Council guidelines. $55

Oct 20     F  6 pm-10 pm  AIRPT CEMED 521 35

Online courses available now
Your favorite classes taught by your favorite MTC instructors.
HEALTHCARE

HEALTHCARE

ANATOMY AND PHYSIOLOGY
This 48-contact-hour, all-lecture course is a general introduction to the anatomy and physiology of the human body. This course is a prerequisite for other courses and certificate programs. $599
Sep 12-Nov 2   TTh   6 pm-9 pm   AIRPT   CEMPR 500 12

ANATOMY AND PHYSIOLOGY ONLINE
This 48-contact-hour, online course is a general introduction to the anatomy and physiology of the human body. This course is a prerequisite for other courses and certificate programs. Must have PC availability. Mandatory attendance for orientation, mid-term and final exam. $599
Oct 13-Dec 1   F   6 pm-9 pm   AIRPT   CEMPR 501 20I

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. $599
Sep 11-Nov 1   MW   6 pm-9 pm   NEAST   CEMPR 524 28
Oct 9-Dec 6    MW   9 am-12 pm   HARBN   CEMPR 524 29

MEDICAL TERMINOLOGY ONLINE
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. Mandatory attendance for orientation, mid-term, and final exam. Must have PC availability. $599
Sep 1-Oct 20   F   6 pm-9 pm   AIRPT   CEMPR 525 20I

REQUIREMENTS

ATTENTION HEALTHCARE STUDENTS
You must bring the following items to the first class:

EKG, CARDIAC CARE TECHNICIAN, AND PHLEBOTOMY STUDENTS:
> Completed immunization form: MIDLANDSTEC.HEDU/trainingforms
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.

CERTIFIED NURSE ASSISTANT, EKG, CARDIAC CARE TECHNICIAN, AND PHLEBOTOMY STUDENTS:
> Two-Step TB test – please see date-range specifics for each course.
> SLED background check – please see date-range specifics for each course. (Not required for Phlebotomy.)
> 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 wear a lab jacket to class.

CLINICAL MASSAGE THERAPIST
Employment for massage therapists is expected to grow 20% in the next few years. Plan ahead, and call 803.732.5218 to discuss our 10-month program.
Classes begin September 5, 2017.

CAREER SPOTLIGHT

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

PREREQUISITES

<table>
<thead>
<tr>
<th>HELPS</th>
<th>HOURS</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Medical Terminology</td>
<td>48</td>
<td>$599</td>
</tr>
<tr>
<td>Anatomy and Physiology</td>
<td>48</td>
<td>$599</td>
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CORE CLASSES

<table>
<thead>
<tr>
<th>HELPS</th>
<th>HOURS</th>
<th>COST</th>
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</thead>
<tbody>
<tr>
<td>CPT and HCPCS Coding</td>
<td>30</td>
<td>$799</td>
</tr>
<tr>
<td>ICD-10 Coding</td>
<td>36</td>
<td>$799</td>
</tr>
<tr>
<td>Medical Billing (final class)</td>
<td>30</td>
<td>$799</td>
</tr>
</tbody>
</table>

Total: 192 hrs $3595

All books included in cost.
CAREER SPOTLIGHT  

MEDICAL OFFICE SPECIALIST

Perform office administrative duties utilizing specific knowledge of medical terminology for hospital, clinic, or physician offices. Duties include scheduling appointments, compiling and recording medical charts, reports, correspondence, and other types of patient records.

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>HOURS</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enhancing Your Professionalism</td>
<td>3</td>
<td>$99</td>
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<tr>
<td>Word, Introduction</td>
<td>12</td>
<td>$289</td>
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<tr>
<td>Organizing Computer Files</td>
<td>6</td>
<td>$179</td>
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<tr>
<td>Electronic Health Records</td>
<td>24</td>
<td>$469</td>
</tr>
<tr>
<td>Medical Terminology</td>
<td>48</td>
<td>$599</td>
</tr>
</tbody>
</table>

Total: 93 hrs $1635

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. Prerequisites: Medical Terminology, Anatomy and Physiology, CPT/HCPCS Coding, and ICD-10 Coding with a grade of “C” or better. $799

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>HOURS</th>
<th>COST</th>
</tr>
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<tbody>
<tr>
<td>Certified Nurse Assistant (CNA)</td>
<td>112</td>
<td>$994</td>
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<tr>
<td>Medical Terminology</td>
<td>48</td>
<td>$599</td>
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<tr>
<td>Phlebotomy</td>
<td>51</td>
<td>$659</td>
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<tr>
<td>Cardiac Care Technician</td>
<td>46</td>
<td>$579</td>
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<tr>
<td>EKG Specialist</td>
<td>56</td>
<td>$579</td>
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</tbody>
</table>

Total: 313 hrs $3410

All books included in cost.
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. $379
Nov 6-Dec 11 MW 6 pm-9 pm AIRPT CECLR 515 26

RESIDENTIAL BUILDING FRAMING AND FINISHING
Learn to frame floors, walls, ceilings and roofs; build stairs; 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. $289
Oct 5-Nov 30 Th 6 pm-9 pm AIRPT CECLR 532 15

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
Oct 3-Oct 31 T 6 pm-9 pm AIRPT CECLR 508 14

BASIC AIR CONDITIONING, ELECTRICAL CONTROLS, AND TROUBLESHOOTING
This course includes basic information on air conditioning, electrical wiring, and control circuits. The student will also learn fundamental troubleshooting techniques. This course is an excellent prerequisite for the “Heat Pumps, - Everything You Need to Know” class. $299
Sep 11-Sep 25 MW 6 pm-9 pm HARBN CEHVA 520 18

HEAT PUMPS - EVERYTHING YOU NEED TO KNOW
Service technicians - enhance your service and repair abilities. Learn the inner workings of heat pump systems; from refrigerant circuits and components, to defrost controls and troubleshooting. $299
Oct 9-Oct 23 MW 6 pm-9 pm HARBN CEHVA 500 17

NATE HEAT PUMP CERTIFICATION
Prepare for NATE certification in four areas: heat pump installation, heat pump servicing, air conditioner installation, and air conditioner servicing. $379
Nov 2-Nov 16 MTh 6 pm-9 pm NEAST CEHVA 510 14

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. $189
Sep 9 S 8 am-5 pm AIRPT CEHEQ 501 16
Sep 23 S 8 am-5 pm AIRPT CEHEQ 501 17
Oct 14 S 8 am-5 pm AIRPT CEHEQ 501 18
Oct 28 S 8 am-5 pm AIRPT CEHEQ 501 19
Nov 11 S 8 am-5 pm AIRPT CEHEQ 501 20
Dec 9 S 8 am-5 pm AIRPT CEHEQ 501 21

Books can be purchased at the Airport Campus bookstore.
INDUSTRIAL TECHNOLOGIES, TRADES, AND MANUFACTURING

CAREER SPOTLIGHT

INDUSTRIAL MECHANICAL TECHNICIAN

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.

**MECHANICAL PROGRAM**

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

**ELECTRICAL PROGRAM**

<table>
<thead>
<tr>
<th>COURSES</th>
<th>HOURS</th>
<th>COST</th>
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</thead>
<tbody>
<tr>
<td>Basic Math for Electricians</td>
<td>10</td>
<td>$179</td>
</tr>
<tr>
<td>Electrical Fundamentals I</td>
<td>42</td>
<td>$739</td>
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<tr>
<td>Electrical Fundamentals II</td>
<td>36</td>
<td>$629</td>
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<tr>
<td>Electrical Fundamentals III</td>
<td>30</td>
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<tr>
<td>Electrical Print Reading</td>
<td>16</td>
<td>$279</td>
</tr>
<tr>
<td>Basic Electronics</td>
<td>30</td>
<td>$529</td>
</tr>
<tr>
<td>Electrical Motor Controls</td>
<td>30</td>
<td>$529</td>
</tr>
<tr>
<td>Variable Frequency Drives</td>
<td>30</td>
<td>$529</td>
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<tr>
<td>Programmable Logic Controls</td>
<td>30</td>
<td>$529</td>
</tr>
<tr>
<td>Troubleshooting</td>
<td>30</td>
<td>$529</td>
</tr>
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</table>

Total: 284 hrs $5000

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

Midlands Technical College, in conjunction with local manufacturing companies, has developed training that offers you the opportunity to achieve your goals and become an integral part of one of the companies’ teams listed below.
INDUSTRIAL ELECTRICAL TECHNICIAN

BASIC ELECTRONICS
Learn basic electronics principles, components and functions - including atomic structure of conductors, insulators, and semi-conductors; characteristics of current flow and resistor construction; semi-conductor construction and basic diode types. Electrical Print Reading is the pre-requisite for this course. $529

- Sep 18-Sep 28 MTWTh 8 am-12 pm 8 am-10 pm AIRPT CEEEM 562 24
- Sep 7-Oct 10 TTh 6 pm-9 pm AIRPT CEEEM 562 26

ELECTRICAL CODE MASTERS
Review the electrical codebook and learn how and where to find articles pertaining to certain subjects. Includes basic electrical problems, one-family dwellings, multi-family dwellings, sizing, wire, pipe and junction boxes. $485

- Oct 24-Nov 30 TTh 6 pm-9 pm AIRPT CEEEM 503 08

ELECTRICAL FUNDAMENTALS I
Learn the basic concepts of electricity - beginning with atomic structure and electron current flow, including electrical quantities, Ohm’s Law, static electricity, magnetism, resistance, basic DC circuits, electrical units and power measuring instruments. Prerequisite: Basic Math for Electricians. $739

- Sep 5-Oct 19 TTh 6 pm-9 pm AIRPT CEEEM 563 26

ELECTRICAL FUNDAMENTALS II
Continue in the study of the fundamentals of electricity and effective troubleshooting techniques on the job with the intermediate concepts of electricity: These include Magnetic Induction, Basic Trigonometry and Vectors, Alternating Current, and Inductance and Capacitance in Series and Parallel Circuits. Prerequisite: Electrical Fundamentals I. $629

- Oct 26-Dec 7 Th 6 pm-9 pm AIRPT CEEEM 564 23

ELECTRICAL MOTOR CONTROLS
Learn to work with relays, timers, push buttons, magnetic starters, fuses overloads and wiring practices, all of which are related to industry and motor control. Students will physically connect three-phase motors and control circuits as part of the course. Basic Electronics is the pre-requisite for this course. $529

- Oct 4-Oct 17 T 8 am-10 am AIRPT CEEEM 505 25
- Oct 17-Nov 16 TTh 6 pm-9 pm AIRPT CEEEM 505 26

ELECTRICAL PRINT READING
Learn to read and interpret electrical blueprints and schematics used in residential and industrial settings. Emphasis will be on hands-on applications of print reading, circuit knowledge and troubleshooting circuits through the use of prints. Electrical Fundamentals III are pre-requisites for this course. $279

- Sep 6-Sep 12 MTWTh 8 am-12 pm AIRPT CEEEM 579 14

PROGRAMMABLE LOGIC CONTROLLEn
Learn to use the hardware and software associated with the Programmable Logic Controller (PLC), using Allen Bradley PLC trainers and MicroLogix software. Learn the basics of programming, including basic Boolean algebra. Variable Frequency Drives is a pre-requisite for this course. $529

- Nov 8-Nov 28 MTWTh 8 am-12 pm T 8 am-10 am AIRPT CEEEM 507 26

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, hand-held oscilloscopes, and other measuring devices. Programmable Logic Controllers is a pre-requisite for this course. $529

- Dec 4-Dec 14 MTWTh 8 am-12 pm Th 8 am-10 am AIRPT CEEEM 580 12

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

- Oct 23-Nov 2 MTWTh 8 am-12 pm T 8 am-10 am AIRPT CEEEM 552 27
APPLIED MATH
This course illustrates how math is used in Industrial Maintenance. Begins with basic math functions, explains decimal-fraction, conversions and the metric system. Reviews basic geometry, ratios and proportions, basic algebra, area, volume, circumference and tables. Explains right triangle trigonometry and other triangular applications in the trade. $769
Sep 5-Sep 21 MTWTh 8 am-12 pm AIRPT CEIMT 687 06

BLUEPRINT READING
The course explains different types of blueprint drawings (civil, architectural, structural, mechanical, plumbing/piping, electrical), how to interpret them, and teaches field sketching. It explains orthographic projection, isometric and schematic drawings used to show electrical, piping, hydraulic, and pneumatic systems. Precision Measuring is a prerequisite for this course. $1239
Nov 6-Dec 12 MTWTh 8 am-12 pm AIRPT CEIMT 691 06

FASTENERS AND ANCHORS
This class describes the various threaded and non-threaded fasteners used in Industrial Maintenance. Students will learn how to select the correct fastener and the proper methods of installation. Prerequisite: Applied Math. $209
Sep 26-Sep 28 TWTh 8 am-12 pm AIRPT CEIMT 688 06

HAND AND POWER TOOLS
This class introduces students to various hand and power tools that are used in Industrial Maintenance applications. It explains basic hand tool safety and procedures for selecting, inspecting, using, and maintaining the tools. Introduces different types of power tools and teaches procedures for selecting, using and maintaining these tools. Fasteners and Anchors is a prerequisite for this course. $769
Oct 3-Oct 19 MTWTh 8 am-12 pm AIRPT CEIMT 689 06

PRECISION MEASURING
This course covers the concept of measurement starting with rulers and levels. The class includes precision measuring tools such as calipers, micrometers, height gauges, surface plates and dial indicators. It explains how to read the various precision measuring instruments. Learn how to select, use, and care for precision measuring tools. Hand and Power Tools is a prerequisite for this course. $349
Oct 24-Oct 31 MTWTh 8 am-12 pm AIRPT CEIMT 690 06
MANUFACTURING

BLUEPRINT READING AND BASIC MEASURING TOOLS
An introductory course in blueprint reading or precision measuring tools. This course will take you through the alphabet of lines, views, and general rules for reading engineering blueprints. This course will also provide hands-on training in the use of micrometers, calipers, height gages, indicators and various transfer gages. $510
Nov 27-Dec 7  M  9 am-12 pm  NEAST  CEMFG 588 69
TTh  8 am-11 am  NEAST

INTRODUCTION TO LATHES
Learn the set-up and basic working knowledge of machining lathes. Learn proper safety, care, set-up and operation of manual turning lathe. An excellent course for students with little machining background or students taking the CNC Operator/Programmer certificate program. Prerequisite: Blueprint Reading and Basic Measuring Tools course. $510
Oct 10-Oct 31  TTh  9 am-12 pm  NEAST  CEMFG 626 68
Oct 10-Oct 31  TTh  1 pm-4 pm  NEAST  CEMFG 626 69
Oct 10-Oct 31  TTh  5 pm-8 pm  NEAST  CEMFG 626 70
Dec 11-Dec 14  MTWTh  8 am-4:30 pm  NEAST  CEMFG 626 71

INTRODUCTION TO MILLS
Learn the set-up and basic working knowledge of vertical mills. Learn proper safety, care, set-up and operation of manual machine shop mills. An excellent course for students with little machining background or students taking the CNC Operator/Programmer certificate program. Prerequisite: Blueprint Reading and Measuring Tools course. $510
Sep 7-Sep 28  TTh  9 am-12 pm  NEAST  CEMFG 627 67
Sep 7-Sep 28  TTh  1 pm-4 pm  NEAST  CEMFG 627 68
Sep 7-Sep 28  TTh  5 pm-8 pm  NEAST  CEMFG 627 69
Nov 27-Dec 7  TTh  12 pm-4 pm  NEAST  CEMFG 627 70
          M  1 pm-4 pm

SC MANUFACTURING CERTIFICATION (SCMC)
The South Carolina Manufacturing Certification is a South Carolina 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. In addition we will be providing hands-on simulation training to reinforce the manufacturing skills taught in the classroom. $2500
Oct 2-Dec 15  MTWThF  8 am-12 pm  AIRPT  CEMFG 635 31

MACHINIST/CNC OPERATOR

CAREER SPOTLIGHT

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

Classes fill quickly.
Plan now for this 10-month CNC certificate training program that begins in August and November.
Note: Classes must be taken in the order listed.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>COST</th>
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<tbody>
<tr>
<td>Blueprint Reading and Basic Measuring Tool</td>
<td>$510</td>
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<tr>
<td>Introduction to Mills</td>
<td>$510</td>
</tr>
<tr>
<td>Introduction to Lathes</td>
<td>$510</td>
</tr>
<tr>
<td>Fundamentals of CNC Operator/Programmer Training</td>
<td>$785</td>
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<tr>
<td>Principles of CNC Programming</td>
<td>$845</td>
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<tr>
<td>Mastering CNC Programming</td>
<td>$725</td>
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<tr>
<td><strong>Total:</strong></td>
<td><strong>$3885</strong></td>
</tr>
</tbody>
</table>

REGISTER @ MIDLANDSTECH.EDU/training | 803.732.0432 | see page 2
CERTIFICATE COURSES

> Fundamentals of World-Class Purchasing
> Supply Chain Logistics
> Foundation of Strategic Sourcing
> Category Management: Cost and Value
> Supplier Relationship Management

EXAM REVIEW COURSES AND ELECTIVES

> CPSD® Exam Preparation
> CPSM® Exam 1 Preparation
> CPSM® Exam 2 Preparation
> CPSM® Exam 3 Preparation
> Cross-Functional Commodity Teams (Elective)
> Value Added Negotiations (Elective)

SAFETY AND ENVIRONMENTAL

ASBESTOS INSPECTOR
Federal and state regulations require specific training for personnel involved in asbestos management. This inspector course is designed for individuals who inspect for the presence of asbestos. SC-DHEC and NC-DHHS approved. Requires pre-notification to regulatory authorities and may be used for NC and SC licensing. $529
Oct 2-Oct 4 MTW 8:30 am-5 pm NEAST CEASB 508

ASBESTOS INSPECTOR REFRESHER
Upon successful completion of the course, students will receive certificates of re-accreditation that may be used for licensing purposes. $150
Oct 2 M 8:30 am-5 pm NEAST CEASB 501

ASBESTOS MANAGEMENT PLANNER REFRESHER AND ASBESTOS INSPECTOR REFRESHER
This course combines the four-hour Asbestos Inspector Refresher Training and the four-hour Asbestos Management Planner Refresher training. It reviews the initial Asbestos Inspector course and the Asbestos Management Planner course. Students will receive certificates of re-accreditation that may be used for licensing purposes. $249
Sep 11 M 8:30 am-5 pm NEAST CEASB 507
Oct 2 M 8:30 am-5 pm NEAST CEASB 507

ASBESTOS O AND M WORKER REFRESHER
Reviews the initial Asbestos Operations and Maintenance Worker course. Students will receive certificates of re-accreditation used for licensing, SC-DHEC, NC-DHHS, and OSHA approved asbestos abatement training. Requires pre-notification to authorities and may be used for NC and SC licensing as an asbestos abatement professional. $199
Sep 19 T 8:30 am-5 pm NEAST CEASB 509

MIDLANDSTECH.EDU/SupplyChainManagement | 803.732.0432 | cce@midlandstech.edu

APPROVED FOR VA BENEFITS
SUPPLY CHAIN MANAGEMENT

> Fundamentals of World-Class Purchasing
> Supply Chain Logistics
> Foundation of Strategic Sourcing
> Category Management: Cost and Value
> Supplier Relationship Management

> CPSD® Exam Preparation
> CPSM® Exam 1 Preparation
> CPSM® Exam 2 Preparation
> CPSM® Exam 3 Preparation
> Cross-Functional Commodity Teams (Elective)
> Value Added Negotiations (Elective)
ASBESTOS SUPERVISOR
The course meets SC-DHEC and EPA AHERA/ASHARA requirements for supervisors of asbestos projects and the NIOSH 582 course. Also for SC-DHEC licensing for persons performing air monitoring on asbestos projects and for the OSHA Competent Person training for all asbestos work in accordance with 1926.1101. Annual refresher required. $750
Sep 11-Sep 15 MTWThF 8:30 am-4:30 pm NEAST CEASB 505 22

ASBESTOS SUPERVISOR REFRESHER
Reviews the initial AHERA Asbestos Supervisor course required for asbestos abatement supervisors in schools and public and commercial buildings and meets the annual refresher training requirements for OSHA Class I and II Competent person and SC-DHEC Asbestos Supervisor licensees. Students will receive certificates used for licensing. $199
Sep 18 M 8:30 am-4:30 pm NEAST CEASB 506 21

ASBESTOS WORKER
This course meets SC-DHEC and EPA AHERA/ASHARA accreditation requirements for abatement workers disturbing friable asbestos in schools and in public and commercial buildings. The course meets the requirements of OSHA 1926.1101. Course completers receive a certificate of accreditation used for licensing purposes. $479
Oct 9-Oct 12 MTWTh 8:30 am-4:30 pm NEAST CEASB 503 14

ASBESTOS WORKER REFRESHER
This course reviews the initial AHERA Asbestos Worker course required for asbestos abatement workers in schools and public and commercial buildings. The course meets the annual refresher training requirements for OSHA Class I asbestos workers and SC-DHEC Asbestos Worker licensees. Students receive certificates for licensing purposes. $199
Sep 19 T 8:30 am-4:30 pm NEAST CEASB 504 21

LEAD RENOVATION, REPAIR, AND PAINTING
EPA rules apply to contractors who renovate or repair housing, child-care facilities, or schools built before 1978. Trained contractors and workers must follow lead-safe work practice standards to reduce potential exposure to dangerous levels of lead during renovation and repair work. These standards are taught in this course. $230
Sep 25 M 8:30 am-5:30 pm NEAST CELED 500 43
Oct 30 M 8:30 am-5:30 pm NEAST CELED 500 44

LEAD RENOVATION, REPAIR, AND PAINTING REFRESHER
For those who have taken the initial Lead Renovation, Repair, and Painting course, this is a one half day refresher course to licensing as mandated by EPA regulations. This course reviews the contents of the initial course and is required by EPA every five years. Abatement professionals may take this refresher instead of the initial course to satisfy EPA requirements. $140
Sep 20 W 8:30 am-12:30 pm NEAST CELED 507 32
Oct 16 M 8:30 am-12:30 pm NEAST CELED 507 33

LEAD SAFE WEATHERIZATION
In addition to the EPA certification requirements for lead renovators, workers performing weatherization in pre-1978 housing funded by the US Department of Energy (DOE) must have training in Lead Safe Weatherization. $195
Oct 4 W 8:30 am-5:30 pm NEAST CELED 505 16

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

Contact us at 803.691.3907 or corporatetraining@midlandstech.edu

DOT AWARENESS LEVEL TRAINING 49 CFR 172.700 | HAZMAT/HAZWOPER
NFPA 70E-ARC FLASH PROTECTION OSHA | WASTEWATER/WATER
Courses are in accordance with: OSHA, EPA, DOT, and NFPA Regulations

SMALL ENGINE MECHANIC

SMALL ENGINE MECHANIC
Gain a working knowledge of types and operation of small engines, engine service, and repair of outdoor power equipment, engine tune-up procedures, and troubleshooting methods, engine failure analysis, engine performance measurement, engine system, and engine rebuild procedures. See www.midlandstech.edu/training for required tools. Lots of hands on learning. $529
Sep 13-Nov 1 MW 6 pm-9 pm AIRPT CESME 506 27
Salary ranges between $28,000 and $85,000 in Columbia

“I was unemployed and didn't have the skills I needed to find a job, so I started the Welding program at MTC. My experience was so good, my son enrolled in the program. He wants to work at the nuclear power plant like I do now.”

Glenn Jenkins
### BASIC WELDING QUICKJOBS DAY PROGRAM

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

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<td>Oct 9-Dec 12</td>
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### INTERMEDIATE WELDING QUICKJOBS DAY PROGRAM

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

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### ADVANCED WELDING QUICKJOBS DAY PROGRAM

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

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**Gain knowledge to grow your small business.**

Learn how to develop your business plan, create your organizational structure, and build your financial forecast while maintaining proper tax compliance. Check out our available courses on pages 9 and 10.
GAS TUNGSTEN ARC WELDING
Learn Gas Tungsten Arc Welding (GTAW) using basic and advanced welding techniques and various joint configurations in accordance with AWS and ASME codes and standards. Includes welding T-joints and open root V-grooves in multiple positions. Prerequisite: CEWLD 820 Basic Pipe Welding. $1249
Oct 11-Dec 12 MTWTh 6 pm-9 pm AIRPT CEWLD 830 05
ADVANCED PIPE WELDING
Learn advanced methods and technique for welding 6” pipe using the SMAW and GTAW processes in multiple positions in accordance with AWS and ASME codes and standards. Includes welding open root joints using GTAW with intermediate passes and final cap using SMAW. Prerequisite: CEWLD 830 Basic Pipe Welding. $1299
Oct 11-Dec 12 MTWTh 6 pm-9 pm AIRPT CEWLD 831 05
PERSONAL ENRICHMENT

TOP 10 most popular online courses

- Beginning Writer’s Workshop
- Drawing for the Absolute Beginner
- Easy English
- Introduction to Digital Scrapbooking
- Music Made Easy
- Pleasures of Poetry
- Photographing Nature
- Speed Spanish
- Start Your Own Edible Garden
- Stocks, Bonds and Investing, Oh My!

ART

ACRYLIC PAINTING FOR FUN
Painting with acrylics is exciting, versatile, and easy as you learn to use the basic supplies and techniques to create extraordinary paintings. Instructor will lead step-by-step demonstrations from a photo, yours or supplied, references including a variety of dynamic landscapes from seaside to mountains. Demos will include how to paint flowers, clouds, grasses, water, and more for an excellent foundation in acrylic painting. See the online Materials List for supplies. $139
Oct 11-Nov 8 W 6 pm-9 pm HARBN CEART 559 14

WATERCOLOR PAINTING I
Learn step-by-step to paint basic watercolor paintings and to use and care for supplies, color mixing, elements of design, and various watercolor techniques. Students will work from enlarged realistic photo references of flowers and landscapes. See the online Materials List for supplies. $139
Sep 5-Oct 3 T 6 pm-9 pm BLTLN CEART 565 04

DEFENSIVE DRIVING

DEFENSIVE DRIVING
NOTE: Arrive 10 minutes early. No late arrivals will be admitted. 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. Bring a pen or pencil to class. $85
Sep 2 S 8 am-5 pm NEAST CEDDC 500 06
Sep 9 S 8:30 am-5:30 pm HARBN CEDDC 500 40
Sep 12-Sep 13 TW 6 pm-10 pm HARBN CEDDC 500 05
Sep 26-Sep 27 TW 6 pm-10 pm HARBN CEDDC 500 62
Oct 10-Oct 11 TW 6 pm-10 pm NEAST CEDDC 500 07
Oct 14 S 8:30 am-5:30 pm HARBN CEDDC 500 41
Oct 21 S 8 am-5 pm NEAST CEDDC 500 08
Oct 24-Oct 25 TW 6 pm-10 pm HARBN CEDDC 500 63
Nov 1-Nov 2 WTh 6 pm-10 pm NEAST CEDDC 500 09
Nov 4 S 8:30 am-5:30 pm HARBN CEDDC 500 42
Nov 11 S 8 am-5 pm NEAST CEDDC 500 10
Nov 14-Nov 15 TW 6 pm-10 pm HARBN CEDDC 500 64
Dec 2 S 8:30 am-5:30 pm HARBN CEDDC 500 43
Dec 9 S 8 am-5 pm NEAST CEDDC 500 66

CONSUMER EDUCATION

DISCOUNT AND COUPONING STRATEGIES
Finding values with discounts and coupons is easier than you think. Make the most of your financial resources without wasting money. Coupons and discounting are a great start to living a frugal life. We will discuss many ways and tips to save money, stretch the dollars, and reduce your spending painlessly. $29
Nov 13 M 6 pm-8:30 pm HARBN CECED 566 14

PRIVATE PILOT

INTRODUCTION TO DRONES
Want to learn more about the use, law, and operation of drones? This 2.5 hour class will cover information on why we have drones, how to register your drone, FAA regulations overview, safe drone operation, compliance with state and local laws, plus more. You will also have a drone flight demonstration by a qualified instructor. $99
Sep 12 T 6 pm-8:30 pm HARBN CEFLY 503 01
Nov 21 T 6 pm-8:30 pm NEAST CEFLY 503 02
## PERSONAL ENRICHMENT

### FINANCIAL STRATEGIES FOR SUCCESSFUL RETIREMENT
Learn which assets are appropriate for retirement income, for lifetime use, and for future generations. Explore how to make appropriate health care decisions. This course includes a workbook and study aids. Couples may attend together for the single fee. An optional financial planning consultation is provided after class. $79

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### 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. Couples may attend together for a single fee. $49

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### PROTECTING YOUR HARD EARNED ASSETS IN VOLATILE TIMES
Develop a master plan for a worry-free retirement. Will my nest egg survive this volatile market and the coming storms (increased taxes, inflation, market volatility, health care costs, and the debt crisis here and in Europe)? How long will my money last? Learn helpful strategies for a confident financial future in an uncertain economy. Couples may attend together for the single fee. $59

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**Travel to Southern Italy and Sicily**

*Featuring Taormina, Matera, Alberobello, and the Amalfi Coast*

**MARCH 8 – 19 | 2018**

**INFORMATION SESSION**

*August 2 | 6 pm – 7 pm | Harbison Campus*  
*Email Becky Garnett at garnettb@midlandstech.edu to RSVP*
BASIC MOTORCYCLE
This course is for individuals who want to learn basic techniques. A valid driver’s license is required at the first class meeting. Includes riding on small (100-350 cc) training motorcycles. Must pass both a written and riding assessment to receive a completion certificate. For license waiver option, present current and active motorcycle learner’s permit at first class. $259

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<td>BLTLN  CEMOT 501 67</td>
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INTERMEDIATE MOTORCYCLE
Class is for the rider with minimum-to-moderate riding experience. Must have held a motorcycle learner’s permit for a minimum of 60 days. A fully licensed and insured motorcycle or scooter is required. No mopeds. For license waiver option, present current and active motorcycle learner’s permit at first class. $159

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EXPERIENCED MOTORCYCLE
Class is a skills tune-up for the experienced rider with a motorcycle license. Students with a learner’s permit must have had the permit for a minimum of 60 days. Includes five hours of riding. A fully licensed and insured motorcycle or scooter is required. No mopeds. $99

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SEWING AND QUILTING

CROCHETING FOR BEGINNERS
Learn to crochet in 3 easy lessons. During the first lesson, you will learn the basic stitches and go home with a project to complete. In the second and third lessons, you will learn different stitches, how to read directions, and how to read your work; then you will be ready to select a larger project of your own choosing to practice your new learned skill. You will be on your way to years of enjoyment. See the online Materials List for supplies. $59
Oct 10-Oct 17 TTh 6 pm-9 pm HARBN CESEW 535 04

SEWING I
Beginners and those with minimal experience will learn the practical basics and creative potential sewing offers. Learn straight and zigzag stitches, straight seams, curved seams, fabrics, and patterns. Students will complete a decorative pillow and a project with a pattern. Class will choose the final project. Sewing machine required. See the online Materials List for important details and list of supplies. $179
Sep 12-Oct 17 T 6 pm-9 pm HARBN CESEW 533 12

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. Projects for Sewing II are determined before the start of the class. See the online Materials List for important details and list of supplies. $159
Nov 14-Dec 12 T 6 pm-9 pm HARBN CESEW 550 09

WELLNESS

BRAIN HEALTH - TIPS FOR FOOD AND FITNESS
This course focuses on how nutrition, exercise, and games play a vital part in brain health. Benefit with tips to maintain a healthy brain. $15
Dec 2 S 10 am-11:30 am HARBN CECED 587 02

FITNESS, FOOD AND LOSING WEIGHT
Learn about unique principles and secrets to losing weight permanently, naturally and without gimmicks in this engaging class. Be in control of your nutrition, health, and fitness. The three stages of permanent weight loss are Mind, Muscle, and Mouth. Learn the basics, plus secrets, to turbo-charge weight loss efforts. $29
Nov 18 S 10 am-12:30 pm HARBN CECED 567 15

RELAX AND SHED THOSE STRESSFUL WAYS
A hectic life can decrease happiness and increase anxiety. Health and well-being can also be negatively affected. Learn natural, effective ways to melt away your stress that you can implement into your life every day. $15
Dec 9 S 10 am-11:30 am HARBN CECED 585 04

YOGA
Feel calm, peaceful, and centered as you learn yoga techniques. You’ll practice yoga postures, breathing exercises, meditation, and deep relaxation. Classes meet at Arsenal Hill Community Center, 1800 Lincoln Street, Columbia. Bring a yoga mat to class. $99
Oct 12-Dec 7 Th 5:30 pm-7 pm CEOFS CECED 537 14

WOODWORKING

INTRODUCTION TO WOODWORKING
Meet at Mann Tool and partner with experienced craftsmen to build a project with power tools designed to teach important characteristics of fine furniture. Leave class with an appreciation for quality construction, a treasured piece you built, and the know-how to build outstanding projects. See the online Materials List for important information. $159
Nov 11-Nov 18 S 8 am-1 pm CEOFS CECED 589 01

WRITING

CREATIVE WRITING WORKSHOP I - BEGINNER
New and emerging writers will explore the various techniques and process of crafting short stories, novels, memoirs, and creative nonfiction. $119
Sep 6-Oct 11 W 6:30 pm-8:30 pm BLTLN CEWRT 552 03

CREATIVE WRITING WORKSHOP II - ADVANCED
For more experienced writers in all genres (or students who have taken CWW I). Focuses on the revision and editorial process, as well as identifying publication opportunities for completed work (including self-publishing platforms). Students presenting work should be prepared to receive critiques from instructor and classmates. $119
Oct 25-Dec 6 W 6:30 pm-8:30 pm BLTLN CEWRT 553 03
3 PATHS TO HIGHER EDUCATION

TRANSFER PROGRAMS
Our two-year Associate in Arts and Associate in Science degrees are ideal if you want to transfer to a four-year college or university.
GO TO @ MIDLANDSTECH.EDU/academics to learn more.

ACADEMIC CAREER PROGRAMS
Academic career degree, diploma, and certificate graduates receive industry and professional recognition that leads to employment.
GO TO @ MIDLANDSTECH.EDU/academics to learn more.

TRAINING PROGRAMS
Corporate and Continuing Education courses can be completed in weeks or months and lead to nationally recognized certifications and licensures.
EXPLORE ALL YOUR OPTIONS IN THIS GUIDE NOW.
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