SLIP INTO SOMETHING MORE COMFORTABLE
CUSTOM ONLINE CLASSES
TAUGHT BY MTC INSTRUCTORS
adjust to fit your lifestyle

WRITING WELL IS STILL IMPORTANT 4 U
2/3 of all salaried jobs require written communication

Count on it
Accounting Essentials to start multiple career opportunities

Control yourself
228 PROJECT MANAGEMENT JOBS OPEN IN THE MIDLANDS
5 quick and easy ways to register

ONLINE MIDLANDSTECH.EDU/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 MIDLANDSTECH.EDU/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 MIDLANDSTECH.EDU/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.

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.

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<thead>
<tr>
<th>DAYS BEFORE START OF CLASS</th>
<th>% OF REFUND</th>
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<tr>
<td>5 OR MORE</td>
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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**

- AIRPT       Airport Campus
- BATES       Batesburg-Leesville Campus
- BTLN        Beltline Campus
- CEO                   Online Class
- CEOFS       Off Campus Class
- FF          Fairfield Campus
- HARBN       Harbison Campus
- LEMS        Lexington EMS
- MAI         Midlands Audio Institute
- NEAST       Northeast Campus
- RSDI        Richland School District One
- WPLAW       WP Law, Inc.

**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.

Industry experts agree that 77% of jobs projected through 2022 will require specific or occupational training, not a four-year degree.

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.

Look for the QuickJobs symbol to identify these programs

BUSINESS
Accounting and Payroll Specialist .......... 8
Business Analyst ............................. 6
Lean Six Sigma Green Belt ............... *
Project Manager ............................. 9
Supply Chain Management ................. 10

COMPUTERS
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Office Administrative Specialist .......... 16

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Floral Designer ............................. *

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Pipefitter ................................. *
Small Engine Mechanic ......................
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Welder ................................. 40

* 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
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 AND HUMAN SERVICES
Clinical Massage Therapist
Emergency Medical Technician (EMT)
Sonographer

INDUSTRIAL, 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/vocrehab/index.asp.

The South Carolina Commission on Higher Education State Approving Agency has approved Midlands Technical College for veteran’s education and training (GI Bill).*

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 communication, analytical thinking skills, and problem solving. Course objectives are aligned with the IIBA objectives. $1499

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<th>Date</th>
<th>Days</th>
<th>Time</th>
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<tr>
<td>Jul 31-Aug 4</td>
<td>MTWTh</td>
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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

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<td>Jun 26-Jul 13</td>
<td>MTWTh</td>
<td>6 pm-9:45 pm</td>
<td>NEAST</td>
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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

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<td>Jul 24-Aug 3</td>
<td>MTWTh</td>
<td>6 pm-9:45 pm</td>
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<td>CEBAA 502 54</td>
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</table>

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

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 off-line. $899
Jul 17-Jul 27 MTWTh 6-9:45 pm NEAST CEMKT 500 52

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
Aug 21-Aug 25 MTWThF 9 am-4 pm NEAST CEBAA 504 02

PRIVACY TRAINING CIPP - U.S. PRIVATE-SECTOR
IAPP’s privacy curriculum for CIPP-US Private-Sector course. Learn critical aspects of U.S. data privacy laws and regulations and how to apply them to any business or organization. Course includes an introduction to the U.S. 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. $1495
Apr 13-Apr 14 ThF 9 am-4 pm NEAST CESEC 682 01
Aug 24-Aug 25 ThF 9 am-4 pm NEAST CESEC 682 02

FINANCE AND ACCOUNTING

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 present in everyday activity. Perfect even if you only need a refresher! $199
May 1-May 3 MW 6 pm-10 pm NEAST CEFIN 512 67
Jun 23-Jun 30 F 9 am-1 pm HARBN CEFIN 512 27

BUSINESS MATH - ONLINE
This is an online course. Students must have computer access.
May 1-May 14 ONLINE CEFIN 518 01I
Jun 26-Jul 9 ONLINE CEFIN 518 02I

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
Apr 25-Jun 20 TF 9 am-1 pm NEAST CEOFF 623 04
May 2-Jun 20 TTh 6 pm-9 pm HARBN CEOFF 623 80

ACCOUNTING ESSENTIALS - ONLINE
This is an online course. Students must have computer access. $649
Apr 25-Jun 20 ONLINE CEOFF 6634 01I

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
Jul 7-Jul 14 F 9 am-12 pm NEAST CEOFF 624 03
Jul 25-Jul 27 TTh 6 pm-9 pm HARBN CEOFF 624 80

PAYROLL PREPARATION ESSENTIALS - ONLINE
This is an online course. Students must have computer access. $199
Jul 7-Jul 14 ONLINE CEOFF 635 01I

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
Jul 17-Jul 18 MT 9 am-4 pm HARBN CEOFF 622 22
Aug 2-Aug 10 WTh 6 pm-9 pm NEAST CEOFF 622 55

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

HUMAN RESOURCES

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
May 23-May 24  TW  8:30 am-5 pm  NEAST  CEHRS 500 36

Get started with our Accounting and Payroll Specialist program and quickly increase your earning potential.

Mendy Glogowski, MTC Faculty

Salary ranges between $32,000 and $60,000 in Columbia

$33,245  Bookkeeper
$36,365  Payroll Specialist
$45,838  Staff Accountant
$47,936  Accountant

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
May 2  T  6 pm-9 pm  NEAST  CEPMG 548 66

PROJECT INTEGRATION MANAGEMENT
Learn about six of the processes in this knowledge area. Using content consistent with the PMBOK® Guide (5th Edition), 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
May 4  Th  6 pm-9 pm  NEAST  CEPMG 549 63

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
May 9  T  6 pm-9 pm  NEAST  CEPMG 550 63

ACCOUNTING AND PAYROLL SPECIALIST
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
May 11  Th  6 pm-9 pm  NEAST  CEPMG 551 63

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, and Determine Budget and Control Costs. $159
May 23  T  6 pm-9 pm  NEAST  CEPMG 552 64

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
May 25  Th  6 pm-9 pm  NEAST  CEPMG 553 64

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
May 30-Jun 1  T  6 pm-9 pm  NEAST  CEPMG 554 63

PROJECT HUMAN RESOURCE MANAGEMENT
Jun 1  Th  6 pm-9 pm  NEAST  CEPMG 555 63

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
Jun 13  T  6 pm-9 pm  NEAST  CEPMG 556 63

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
Jun 15  Th  6 pm-9 pm  NEAST  CEPMG 557 63

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
Jun 20  T  6 pm-9 pm  NEAST  CEPMG 558 63

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
Jun 22  Th  6 pm-9 pm  NEAST  CEPMG 559 63

MICROSOFT PROJECT, INTRODUCTION
Create your first Microsoft Project schedule by adding tasks and resources, creating a baseline and viewing the critical path. $329
Jun 27-Jun 29  TTh  6 pm-9 pm  NEAST  CEPMG 560 60

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
Jul 11-Jul 13  TTh  6 pm-9 pm  NEAST  CEPMG 561 60

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
Jul 25-Aug 22  T  9 am-5 pm  NEAST  CEPMG 506 05

PROJECT MANAGEMENT FUNDAMENTALS
In this course, students will identify effective project management best practices, including an overview of the project management field. $399
Jun 21-Jun 22  WTh  9 am-4 pm  NEAST  CEPMG 532 27

PROJECT MANAGEMENT FUNDAMENTALS - ONLINE
This is an online course. Students must have computer access.
Jun 20-Jul 4  ONLINE  CEPMG 568 011

SMALL BUSINESS AND ENTREPRENEUR

TAX AND 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 seminar keeps it simple with demonstrations using manual and electronic spreadsheets. $39
Jun 15  Th  9:30 am-12:30 pm  NEAST  CESMB 589 03

TAX AND 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
Jul 15  Th  1:30 pm-4 pm  NEAST  CESMB 587 04
COURSE DESCRIPTIONS AND ADDITIONAL CLASS DATES @ MIDLANDSTECH.EDU /training

SUPPLY CHAIN MANAGEMENT

CPSM® EXAM 2 PREPARATION
Prepare to take Institute of Supply Management Examination 2, Effective Supply Management Performance. 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 the test responses. $525
Aug 14-Aug 15 MT 8 am-5 pm NEAST CESCM 509 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
Jun 12-Jun 13 MT 8 am-5 pm NEAST CESCM 504 03

CROSS-FUNCTIONAL COMMODITY TEAMS
This course covers how to organize and use cross-functional commodity teams with 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
Jul 17-Jul 18 MT 8 am-5 pm NEAST CESCM 507 04

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
May 17-May 18 WTh 8 am-5 pm NEAST CESCM 502 06

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
Jul 19-Jul 20 WTh 8 am-5 pm NEAST CESCM 503 05

SUPPLY CHAIN LOGISTICS
An overview of “logistical” aspects of the supply chain, including inventory management, warehousing, and transportation. For SCM professionals and others seeking to increase their understanding of these aspects of the supply chain with a focus on integration and coordination to ensure an effective process. $880
May 15-May 16 MT 8 am-5 pm NEAST CESCM 506 05
Aug 16-Aug 17 WTh 8 am-5 pm NEAST CESCM 506 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
Jun 14-Jun 15 WTh 8 am-5 pm NEAST CESCM 505 05

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
> 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.
**COMPUTERS**

**BEGINNING COMPUTER COURSES**

**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

Jun 2-Jun 9  F 9 am-12 pm NEAST CEBEG 525 05

**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

May 5-May 26  F 9 am-12 pm FF CEBEG 519 08
May 17-Jun 7  W 1 pm-4 pm NEAST CEBEG 519 09
May 17-Jun 7  W 6 pm-9 pm NEAST CEBEG 519 66

**INTRODUCTION TO COMPUTERS**
Perfect for beginners who want to become computer literate. Course topics include hardware, software, Internet, and email. $179

May 3  W 9 am-4 pm BATES CEBEG 582 15
May 4  Th 9 am-4 pm FF CEBEG 582 16
May 8  M 9 am-4 pm NEAST CEBEG 582 17
May 11  Th 9 am-4 pm HARBN CEBEG 582 18
Jul 12  W 9 am-4 pm HARBN CEBEG 582 19
Jun 12-Jun 13  MW 6 pm-9 pm HARBN CEBEG 582 67
Jun 28-Jun 29  WTh 6 pm-9 pm NEAST CEBEG 582 68

**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

May 9  T 9 am-4 pm NEAST CEBEG 534 08
May 16  T 9 am-4 pm HARBN CEBEG 534 09
Jun 12-Jun 14  MW 6 pm-9 pm NEAST CEBEG 534 65

**COMPUTER SUPPORT ✓**

**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. Prepare for the A+ exams 901 and 902. $2399

Apr 3-Apr 14  MTWTh 9 am-4:30 pm HARBN CESDT 528 30
Apr 24-May 5  MTWTh 9 am-4:30 pm NEAST CESDT 528 31
May 22-Jun 2  MTWTh 9 am-4:30 pm HARBN CESDT 528 32
Jun 12-Jun 23  MTWTh 9 am-4:30 pm NEAST CESDT 528 33
Jun 25-Jul 23  MTWTh 9 am-4:30 pm HARBN CESDT 528 34
May 15-Jun 8  MTWTh 6 pm-9:45 pm NEAST CESDT 528 58
Jun 12-Jul 13  MTWTh 6 pm-9:45 pm HARBN CESDT 528 59

**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

Apr 17-Apr 21  MTWTh 9 am-4:30 pm HARBN CENET 724 28
May 8-May 12  MTWTh 9 am-4:30 pm NEAST CENET 724 29
Jun 5-Jun 9  MTWTh 9 am-4:30 pm HARBN CENET 724 30
Jun 26-Jun 30  MTWTh 9 am-4:30 pm NEAST CENET 724 31
Aug 14-Aug 18  MTWTh 9 am-4:30 pm HARBN CENET 724 32
Jun 12-Jun 22  MTWTh 6 pm-9:45 pm NEAST CENET 724 65
Jul 17-Jul 27  MTWTh 9 am-6:45 pm HARBN CENET 724 66

**Online courses**
Your favorite classes taught by your favorite MTC instructor.

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.

**Register now**
MIDLANDSTECH.EDU/online or call 803.732.0432

**Click to Your Classroom.**
COMPUTER SUPPORT

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. $199
Apr 24-Apr 28 MTWTh 9 am-4:30 pm HARB CEMCS 713 28
May 15-May 19 MTWTh 9 am-4:30 pm F 9 am-1 pm NEAST CEMCS 713 29
Jun 12-Jun 16 MTWTh 9 am-4:30 pm F 9 am-1 pm HARBN CEMCS 713 30
Jul 10-Jul 14 MTWTh 9 am-1 pm F 9 am-1 pm NEAST CEMCS 713 3 F
Aug 21-Aug 25 MTWTh 9 am-4:30 pm F 9 am-1 pm HARBN CEMCS 713 32
Jun 26-Jul 13 MTWTh 6 pm-9:45 pm F 9 am-1 pm NEAST CEMCS 713 64
Jul 31-Aug 10 MTWTh 6 pm-9:45 pm F 9 am-1 pm HARBN CEMCS 713 65

ADMINISTERING WINDOWS SERVER 2012
Learn to administer and maintain 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. $199
May 1-May 5 MWTH 9 am-4:30 pm HARBN CEMCS 714 63
May 22-May 26 MTWTh 9 am-4:30 pm F 9 am-1 pm NEAST CEMCS 714 22
Jun 19-Jun 23 MTWTh 9 am-4:30 pm F 9 am-1 pm HARBN CEMCS 714 23
Jul 17-Jul 21 MTWTh 9 am-4:30 pm F 9 am-1 pm NEAST CEMCS 714 24
Aug 28-Sep 1 MTWTh 9 am-4:30 pm HARBN CEMCS 714 25
Jul 17-Jul 27 MTWTh 6 pm-9:45 pm HARBN CEMCS 714 65
Aug 14-Aug 24 MTWTh 6 pm-9:45 pm NEAST CEMCS 714 66

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. $199
May 8-May 12 MTWTh 9 am-4:30 pm HARBN CEMCS 718 06
May 29-Jun 2 MTWTh 9 am-4:30 pm F 9 am-1 pm NEAST CEMCS 718 07
Jun 26-Jun 30 MTWTh 9 am-4:30 pm F 9 am-1 pm HARBN CEMCS 718 08
Jul 24-Jul 28 MTWTh 9 am-4:30 pm F 9 am-1 pm NEAST CEMCS 718 09
May 15-May 25 MTWTh 6 pm-9:45 pm HARBN CEMCS 718 53
Jul 31-Aug 10 MTWTh 6 pm-9:45 pm NEAST CEMCS 718 54

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
May 15-May 19 MTWTh 9 am-4:30 pm F 9 am-1 pm HARBN CSEC 664 26
Jun 5-Jun 9 MTWTh 9 am-4:30 pm F 9 am-1 pm NEAST CSEC 664 27
Jul 10-Jul 14 MTWTh 9 am-4:30 pm F 9 am-1 pm HARBN CSEC 664 28
Jul 31-Aug 4 MTWTh 9 am-4:30 pm F 9 am-1 pm NEAST CSEC 664 29
May 29-Jun 8 MTWTh 6 pm-9:45 pm HARBN CSEC 664 62
Aug 14-Aug 24 MTWTh 6 pm-9:45 pm NEAST CSEC 664 63

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 and IPv6); IP Routing Technologies; IP Services (DHCP, NAT, ACLs); Network Device Security; Basic Troubleshooting. $2999
May 15-Jun 8 MTWTh 6 pm-9:45 pm NEAST CECIS 671 08

DATABASES

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
Jun 5 M 9 am-4 pm NEAST CEDBS 614 05
Jun 19-Jun 20 MT 6 pm-9 pm HARBN CEDBS 614 57

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
Jun 12-Jun 13 MT 9 am-4 pm HARBN CEDBS 590 36
Jun 21-Jun 29 WTh 6 pm-9 pm HARBN CEDBS 590 63

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 formulas. $599
Jun 19-Jun 20 MT 9 am-4 pm HARBN CEDBS 588 27
Jul 10-Jul 13 MTWTh 6 pm-9 pm HARBN CEDBS 588 62
COMPUTERS

DATABASES

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

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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

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<td>9 am-4 pm</td>
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MICROSOFT OFFICE

ACCESS, INTRODUCTION
Take away the mystery of database design in Access by creating, designing, and editing tables. Learn to create simple queries and filters and to design simple forms and reports. $289

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<th>Dates</th>
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ACCESS, INTERMEDIATE
Learn about database normalization, relationships, referential integrity, and how to analyze tables. Explore complex queries with joins, parameters, calculated fields, and summarizing and grouping values. Work with action queries and finding unmatched or duplicate records. Learn to create more advanced reports with calculated fields and enhanced control formatting and data bars. $289

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ACCESS, ADVANCED
Learn more advanced form design with sub-forms, tab pages and navigation forms. Students will import, export, and link external data and perform a Word mail merge with Access data. The database will be made more turn-key with macros, VBA programming and switchboards. Database management topics like dependencies, documenting, compacting, repairing, splitting, security, and turning into ACCDE file will be addressed. $289

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OFFICE PRODUCTIVITY LAB
At the end of the Office Administrative Specialist Certificate Program, students will demonstrate their knowledge of office applications by creating documents and spreadsheets using the skills acquired in the program. Grades will be assigned in this course. To receive an Office Administrative Specialist Certificate, you must successfully complete this course. $149

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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 within a two-year period.

Courses should be taken in the order listed.

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>HOURS</th>
<th>COST</th>
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<tbody>
<tr>
<td>Access, Introduction</td>
<td>12</td>
<td>$289</td>
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<tr>
<td>Access, Intermediate</td>
<td>12</td>
<td>$289</td>
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<tr>
<td>Database Design</td>
<td>6</td>
<td>$199</td>
</tr>
<tr>
<td>SQL, Introduction</td>
<td>12</td>
<td>$399</td>
</tr>
<tr>
<td>Access, Advanced</td>
<td>12</td>
<td>$289</td>
</tr>
<tr>
<td>Crystal Reports, Introduction</td>
<td>12</td>
<td>$599</td>
</tr>
<tr>
<td>SQL Server Database Services</td>
<td>18</td>
<td>$699</td>
</tr>
<tr>
<td>Database Productivity Labs</td>
<td>6</td>
<td>$199</td>
</tr>
</tbody>
</table>

Total: 90 hrs $2962
“A career in cybersecurity requires a solid IT education. Our classes provide the foundation to build your IT knowledge and skill sets.”

David Pfaehler, Program Director

**COMPUTER TECHNICIAN**

MIDLANDTECH.EDU/computertech

COURSES

- A+ IT Technician
- Network+

**DESKTOP AND SERVER ADMINISTRATOR**

MIDLANDTECH.EDU/desktopserveradmin

COURSES

- A+ IT Technician
- Network+
- Installing and Configuring Windows Server 2012
- Administering Windows Server 2012
- Cloud+

**ADVANCED DESKTOP AND SERVER ADMINISTRATOR**

MIDLANDTECH.EDU/advanceddesktopserveradmin

COURSES

- A+ IT Technician
- Network+
- Installing and Configuring Windows Server 2012
- Administering Windows Server 2012
- Cloud+
- Security+
- Cisco ICND1

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
TRANSLITIONING TO OFFICE 2016
Explore the new features in Microsoft's newest release of Word, Excel, PowerPoint, and Outlook. Students should have training or experience in a previous version of Microsoft Office. $169
Aug 21 M 9 am-4 pm NEAST CEMS 519 06

POWERPOINT, INTRODUCTION
Your presentations can be show stopping. Create slide shows using PowerPoint's most commonly used features. $289
Aug 2-Aug 3 WTh 9 am-4 pm NEAST CEPDP 629 35

POWERPOINT, ADVANCED
Import from other applications, create photo albums, share presentations, and create templates. Use multimedia effects including sound and video to produce professional, effective presentations. $289
Aug 30-Aug 31 WTh 9 am-4 pm NEAST CEPDP 650 14

OUTLOOK, INTRODUCTION
Make the most of your email communications. Learn to work with contacts and distribution lists. Find out how Outlook tasks can help you get organized, and use the Outlook calendar to keep up with your busy schedule. $289
Jul 24-Jul 25 MT 9 am-4 pm HARBN CESCH 708 42
Jul 26-Jul 27 WTh 9 am-4 pm FF CESCH 708 43
Aug 7-Aug 16 MW 6 pm-9 pm NEAST CESCH 708 59

OUTLOOK, ADVANCED
Take your Outlook skills to the next level. Learn how to customize Outlook, automate commonly used actions, work with folders, organize Outlook components, and use the Rules Wizard. $249
Aug 24-Aug 25 Th 9 am-4 pm HARBN CESCH 717 06
Aug 21 M 1 pm-4 pm NEAST CEMS 630 28

CREATING A SIMPLE EXCEL SPREADSHEET
Learn to create a simple Excel spreadsheet complete with formats and easy formulas. $89
Aug 18 F 9 am-12 pm NEAST CESDS 628 32

EXCEL FORMULAS AND FUNCTIONS
Work with basic math formulas and progress to conditional, lookups, date and time, financial, statistical, and conversion examples. Protect and hide your formulas and create user-defined functions. $169
Jun 6 T 9 am-4 pm NEAST CESDS 630 28

EXCEL GRAPHS
Graphs are very powerful tools for visually representing your important numeric data. Learn how simple it is to create in Excel. $89
Aug 28 M 9 am-12 pm NEAST CESDS 629 21

EXCEL MACROS
Enjoy the efficiency of macros as you learn to record mouse clicks and keystrokes for playback later or to record a sequence of commands you use to perform repetitive tasks in Excel. Get the basics in this class. $89
Aug 21 M 1 pm-4 pm NEAST CESDS 640 23

EXCEL PIVOT TABLES
Learn to use Pivot Tables to summarize large amounts of data and analyze it in a variety of ways. $89
Aug 21 M 9 am-12 pm NEAST CESDS 631 26

EXCEL, INTRODUCTION
Excel is used in most offices. Learn how to create effective and efficient worksheets using formulas, common functions, formatting, and printing. $289
Jun 14-Jun 15 WTh 9 am-4 pm NEAST CESDS 602 14
Jun 5-Jun 6 MT 9 am-4 pm HARBN CESDS 602 15
May 17-May 18 WTh 9 am-4 pm HARBN CESDS 602 16
May 8-May 9 MT 9 am-4 pm FF CESDS 602 17
May 22-May 31 MW 6 pm-9 pm HARBN CESDS 602 55

EXCEL, INTERMEDIATE
Students will learn more specialized functions, like IF, COUNTIF and D SUM, 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. $289
Jun 14-Jun 15 WTh 9 am-4 pm NEAST CESDS 610 30
Jul 10-Jul 11 MT 9 am-4 pm NEAST CESDS 610 31
Jul 17-Jul 26 MW 6 pm-9 pm NEAST CESDS 610 54

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
Jul 31-Aug 1 MT 9 am-4 pm NEAST CESDS 611 39

WORD, INTRODUCTION
Learn everything you need to get started creating and editing documents, formatting, proofing, controlling page setup, and more. $289
Jul 17-Jul 18 MT 9 am-4 pm NEAST CEWDP 593 38
Jul 10-Jul 11 MT 9 am-4 pm HARBN CEWDP 593 39
Jun 19-Jun 20 MT 9 am-4 pm FF CEWDP 593 40

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
Jul 19-Jul 20 WTh 9 am-4 pm HARBN CEWDP 594 14
Jun 21-Jun 29 WTh 6 pm-9 pm NEAST CEWDP 594 70
COMPUTERS

MICROSOFT OFFICE

WORD, ADVANCED
Create top-notch documents using forms, sharing documents, and document revisions. In addition, you will work with custom graphic elements, bookmarks, footnotes, and macros. $289
Jul 31-Aug 1 MT 9 am-4 pm HARBN CEWDP 595 33

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
Aug 4-Aug 11 F 9 am-12 pm HARBN CEWDP 597 29

CAREER SPOTLIGHT

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.

REQUIREMENTS HOURS COST
Word, Introduction 12 $289
Word, Intermediate 12 $289
Excel, Introduction 12 $289
Excel, Intermediate 12 $289
Organizing Computer Files 6 $179
Outlook, Introduction 12 $289
Computer Typing for Everyone 12 $249
Becoming a Customer Service Star 6 $169
Business Grammar 6 $169
Business Letter Writing 6 $169
Enhancing Your Professionalism 3 $99
Office Productivity Lab* 6 $149

Total: 105 hrs $2628

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

MICROSOFT OFFICE CERTIFICATE

Get the tools you need to succeed. Microsoft Office is the most used software in offices today. Starting from the absolute beginner level and taking you to advanced levels, these courses provide step-by-step, easy-to-understand instructions on how to work with and master Microsoft Office programs. Learn from our experienced, expert instructors in a hands-on, state-of-the-art computer lab. Each student will receive a professionally prepared manual with each class — perfect for reference afterward. To earn the certificate, participants must satisfactorily complete the following courses within a two-year period.

REQUIREMENTS HOURS COST
Windows 10 12 $279
Word, Introduction 12 $289
Word, Intermediate 12 $289
Word, Advanced 12 $289
Excel, Introduction 12 $289
Excel, Intermediate 12 $289
Excel, Advanced 12 $289
PowerPoint, Introduction 12 $289
PowerPoint, Advanced 12 $289
Access, Introduction 12 $289
Access, Intermediate 12 $289
Access, Advanced 12 $289
Outlook, Introduction 12 $289
Outlook, Advanced 9 $249

Total: 166 Hours $3996

MICROSOFT OFFICE SPECIALIST – MOS

The Microsoft Office Specialist validates skills using Microsoft Office and Windows. This certification meets the demand for the most up-to-date skills on the latest technologies from Microsoft. Windows, Word, Excel, PowerPoint, Access, and Outlook courses will help you reach this goal.

Schedule your exam by calling 803.732.5337. Corporate and Continuing Education students can take free practice exams in the testing center at the Harbison Campus to further prepare for the exams.
COMPUTERS

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 network, 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 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
Jun 15    Th    9 am-1 pm    NEAST    CESOC 523 03

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
Jun 1    Th    9 am-12 pm    NEAST    CEWDV 558 09

HTML5
Learn to use HTML5 to structure web content and 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
Jun 5-Jun 6    MT    9 am-4 pm    NEAST    CEWDV 550 14

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, opacity, gradients and list styling. Explore how the major browsers affect CSS. Prerequisite: HTML5 or equivalent experience. $449
Jun 12-Jun 13    MT    9 am-4 pm    NEAST    CEWDV 551 14

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
Jun 19-Jun 20    MT    9 am-4 pm    NEAST    CEWDV 556 09

SEARCH ENGINE OPTIMIZATION (SEO)
Learn about ethical organic search engine optimization (SEO) and how you can start using it to increase your website’s visibility to search engines to attract the right kind of traffic. You will learn how to implement basic optimization strategies, like conducting keyword research, implementing website coding changes, and the importance of other utilities, such as social media, testimonials, and blogging sites. $199
Jun 22    Th    9 am-12 pm    NEAST    CEWDV 552 12

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.

Requirements       Hours       Cost
Visual Studio       3           $149
HTML5               12          $499
CSS3-Cascading Style Sheets  12          $499
CSS3, Advanced      12          $499
JavaScript          30          $1299
Search Engine Optimization (SEO)  3           $199
Social Media Business Basics  6           $159
Photoshop, Introduction  12          $399
HTML5 App Developer Bootcamp  18          $1299
Website Production Lab  18          $599
Total:              126 hrs      $5450
**COMPUTERS**

**WEB DEVELOPMENT AND PRINT MEDIA**

**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

Jun 26-Jul 6 MTW 9 am-4 pm NEAST CEWDV 557 14

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

Jul 10-Jul 11 MT 9 am-4 pm NEAST CEGPH 601 41

**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

Jul 17-Jul 19 MTW 9 am-4 pm NEAST CEWDV 553 12

**HTML5 APP DEVELOPER BOOTCAMP**
This three-day training course helps you 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 by using CSS, and coding using JavaScript. $1299

Aug 7-Aug 9 MTW 9 am-4 pm NEAST CEWDV 560 03

**INDESIGN**
You can design and produce professional print documents and layouts. Learn how to manipulate text, shapes, colors, and frames to create eye-catching print products using Adobe InDesign. If you are a Mac user, call 803.732.0432 to reserve an iMac for use in class. $599

July 12-July 14 WThF 9 am-4 pm NEAST CEPDP 652 05

**VISIT**
MIDLANDSTECH.EDU/student-resources/college-opportunity-programs/coursepower
TO LEARN MORE ABOUT COURSEPPOWER.

*The Front-End Web Developer courses are the foundational courses for coursepower’s Applied Computing Certificate.*

**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

May 1-May 2 T 9 am-4 pm HARBN CEEIN 584 06
“Professionals with Front-End Web Development skills are in high demand for a wide variety of careers.”

Jennifer Baxley, Instructor

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

Online courses

Your favorite classes taught by your favorite MTC instructor.

Looking to start your own business? Check out the essential skills needed:

- Accounting Essentials
- Business Math
- Supervisory Certificate
  Unit 1, 2, 3, 4, and 5.

ANIMAL CARE

VETERINARY ASSISTANT CERTIFICATE

Become a competent veterinary assistant by 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

Jul 11-Aug 17  TTh  6 pm-9 pm  HARBN  CEANC 508 23

ANIMAL CARE

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; ½ 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. $169

May 2-Jun 6  T  6 pm-9 pm  HARBN  CEKIT 522 36

ADVANCED TIERED CELEBRATION CAKE DESIGN

Have you mastered cake decorating? In this course you will be exposed to sketching, designing, and creating your own 2-tiered celebration cake. Expand your skills in using fondant, molds for decorating, stencils, and construction of gum paste figures. Learn to properly stack, secure, and transport a completed cake. $169

Jun 13-Jul 25  T  6 pm-9 pm  HARBN  CEKIT 590 01

CHILD DEVELOPMENT

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

Aug 19  S  8 am-1:30 pm  HARBN  CEABC 503 21

GUIDANCE

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

May 6  S  8 am-1:30 pm  HARBN  CEABC 502 17

Training to meet SC DSS Child Care Requirements | The specific topic and course number is listed in the materials list for each class.
New for 2017

Corporate and Continuing Education students can now join the MTC Alumni Association!

> Local and national shopping discounts
> And much more
> 10% off Harbison Theatre tickets

Join now by visiting alumni.MIDLANDSTECH.EDU

INTERIOR DECORATOR 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. Exact schedule including Thursday field trips will be discussed first night of class. $699
May 3-Aug 16 W 6 pm-9 pm NEAST CEDCP 529 15

INTERIOR DECORATING, BEGINNING
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. Part 1 of the Certificate Program. Exact schedule including Thursday field trip will be discussed the first night of class. $239
May 3-May 31 W 6 pm-9 pm NEAST CEDCP 502 14

INTERIOR DECORATING, INTERMEDIATE
Prerequisite: Interior Decorating, Beginning. 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. Thursday field trip meets during the day. Part 2 of the Certificate Program. Exact schedule including Thursday field trip will be discussed the first night of class. $239
Jun 7-Jul 5 W 6 pm-9 pm NEAST CEDCP 503 14

INTERIOR DECORATING, ADVANCED
Prerequisite: Interior Decorating, Intermediate. 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. Thursday field trip meets during the day. Part 3 of the Certificate Program. Exact schedule including Thursday field trip will be discussed the first night of class. $239
Jul 12-Aug 16 W 6 pm-9 pm NEAST CEDCP 504 13
CREATIVE CAREERS

LANDSCAPER AND HORTICULTURIST

LANDSCAPE CONSTRUCTION
Learn site preparation, drainage, patio, walkway, driveway construction with various materials, wooden decks, boardwalks, koi ponds, outdoor lighting, fences, segmented retaining walls, proper shrub and tree installation, raised vegetable/flower gardens, and outdoor kitchens. A field trip showing most of the above is included. $179
Jun 13-Aug 8  T  6 pm-9 pm  NEAST  CEHOR 506 17

LANDSCAPE MANAGEMENT
Gain hands-on experience in grounds maintenance. Emphasis is on shrub and tree maintenance, pest control, pruning, fertilization, mulching, mowing and the use of bedding plants for seasonal color, landscape maintenance equipment, records, maintenance schedules, and bid procedures. The first session meets on campus and the remaining sessions meet off campus. $179
Aug 16-Oct 4  W  6 pm-9 pm  NEAST  CEHOR 522 23

TURF MANAGEMENT
Learn the identification, use, culture, and maintenance of turf grasses. Emphasis is on the installation and management of turf in residential and commercial areas including proper fertilizers and pest control. $179
Aug 15-Oct 3  T  6 pm-9 pm  NEAST  CEHOR 525 12

WOODY PLANTS AND SHRUBS
A study of woody plant materials, shrubs and trees that are used in the Southeastern landscaping and nursery trade. Identification of plants by common and scientific nomenclature, characteristics, culture, and use are included. The first session meets on campus and the remaining sessions meet off campus. $179
Jun 8-Aug 3  Th  6 pm-9 pm  NEAST  CEHOR 529 17

PERSONAL TRAINER CERTIFICATION
This six-week 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 the book online or order through W.I.T.S. 888.330.9487 or www.witseducation.com $749
Jun 3-Jul 15  S  9 am-12 pm  NEAST  CEPYT 600 15
$ 1 pm-4 pm  NEAST  CEPYT 600 15

CAREER SPOTLIGHT

LANDSCAPER AND HORTICULTURIST
You can earn a Midlands Technical College certificate in Landscaping and Horticulture by completing the eight classes below.

REQUIRED CORE COURSES
- Irrigation
- Landscape Construction
- Landscape Design
- Landscape Management
- Plant Growth and Development
- Soil Management
- Turf Management
- Woody Plants and Shrubs
EMPLOYEE AND LEADERSHIP DEVELOPMENT

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

BUSINESS WRITING

BUSINESS GRAMMAR
Prevent embarrassing errors and increase your writing success with this intensive one-day program. Gain important tips on correct use of the English language and grammar rules. $169
May 4  Th  9 am-4 pm  NEAST  CEWCS 500 37
Jul 27  Th  9 am-4 pm  NEAST  CEWCS 500 38

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. $169
Jun 1  Th  9 am-4 pm  NEAST  CEWCS 501 90
Aug 3  Th  9 am-4 pm  NEAST  CEWCS 501 91

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
May 8  ONLINE  CEWCS 565 01I

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. $169
May 11  Th  9 am-4 pm  NEAST  CEWCS 502 47

CAREER DEVELOPMENT FACILITATOR

CAREER DEVELOPMENT FACILITATOR PROGRAM - FAST TRACK
The Career Development Facilitator 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. Upon successful completion of the entire course of instruction, a certificate is issued by Midlands Technical College. Onsite visits will be June 15, June 16 and August 4 at the Northeast Campus from 9:00 AM to 5:00 PM. Instructor, Beth Lengel, Lengel Vocational Services. $975
Jun 14-Aug 14  M  9 am-5 pm  NEAST  CECDF 601 10
W  9 am-5 pm
Th  9 am-5 pm

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
May 12-Aug 12  F  1 pm-6 pm  NEAST  CECDF 600 05
S  8:30 am-4:30 pm

LEGAL

CONSTABLE TRAINING UPDATE
For currently licensed State Constables. Changes in laws and new legislation will be discussed. Includes Criminal Domestic Violence (CDV) and Blood Borne Pathogens (BBP). Afternoon session focuses on firearm safety and re-qualification on firing range. SLED requires a yearly update completed by June 30. Class location: A. Lewis McCarty Firearms Training Center, 357 Landfill Lane, Lexington, SC 29073. See the online Materials List for important information. $99
May 20  S  8 am-6 pm  CEOPS  CECON 511 18

REGISTER @ MIDLANDSTECH.EDU/training | 803.732.0432 | see page 2
EMPLOYEE AND LEADERSHIP DEVELOPMENT

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. $169

May 4    Th    9 am-4 pm    NEAST    CECUS 523 11
Jul 13    Th    9 am-4 pm    NEAST    CECUS 523 12

CALL CENTER PROFESSIONAL
A well-trained call center is the heart of any operation. This comprehensive training will equip the potential employee with the customer service and technical skills needed to enter the workforce with confidence and the ability to listen and to ask and answer questions to ensure a happy customer. $1299

Jul 24-Aug 11  MTh    9 am-4 pm    NEAST    CECUS 573 17
F    9 am-1 pm

CUSTOMER RELATIONS SPECIALIST CERTIFICATE PROGRAM
The Customer Relations Certificate is designed for a broad range of participants, including individuals who seek entry into the customer service field or are seeking a career change. The certificate provides a well-rounded foundation in customer relations, professionalism, time management, and business communication. $479

May 2-Jun 6    T    9 am-4 pm    NEAST    CECUS 539 35

TELEPHONE SKILLS: CONNECTING WITH THE CUSTOMER
From taking calls to transferring calls, from putting people on hold to taking messages, this program connects all the rules of telephone courtesy into a simple, easy-to-remember concept: treat the person on the other end of the line as though they were in the same room with you. $99

Jun 14    W    9 am-12 pm    NEAST    CECUS 534 27

If you need corporate training, WE ARE YOUR SOLUTION.

MTC’s Business Solutions team can modify any course or create a new program to meet your needs.

130 employers served
559 training classes held at MTC
1,552 training classes held on location
3,492 online courses
16,792 local workforce employees trained

Contact us today to get started!

803.691.3907 | MIDLANDSTECH.EDU/corporate

FY 2015/2016
EMPLOYEE AND LEADERSHIP DEVELOPMENT

PERSONAL DEVELOPMENT

21ST CENTURY SKILLS
Do you have the right skills employers are looking for? Technical skills alone are not enough to meet employers' expectations for productivity and performance. In a recent survey, employers ranked professionalism, teamwork, critical thinking, and verbal communication as the most important skills in the workplace. This certificate will prepare you to be successful at work by building the core set of skills employers value most. By learning to communicate effectively, think critically, collaborate well with others, and demonstrate personal accountability, you will have the skills to succeed in the 21st century workplace. $763

May 1-Jun 12  S  9 am-4 pm  NEAST  CECDS 763 73
M  6 pm-9 pm
May 15-May 18 MTWTh 9 am-4 pm  NEAST  CECDS 763 69
May 4-Jun 8  S  9 am-4 pm  NEAST  CECDS 763 70
Th  6 pm-9 pm
Jun9-Jun30  F  1 pm-4 pm  NEAST  CECDS 763 74

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. $99

Jun 15  Th  9 am-12 pm  NEAST  CECDS 564 80
Aug 24  Th  9 am-12 pm  NEAST  CECDS 564 81

SUPERVISORY AND LEADERSHIP

ANALYZING AND SOLVING PROBLEMS
Learn systematic models to understand the root of a problem, how to solve a problem, and how to prevent future problems. $99

May 30  T  1:30 pm-4:30 pm  NEAST  CELSD 694 52

CORE LEADERSHIP SKILLS
Describe the characteristics of a leader; differentiate between leadership and management; develop a vision; use tactics that enable followers to work to achieve the vision; list ways that leaders lead by example; encourage others by providing appropriate feedback. $99

Aug 1  T  1:30 pm-4:30 pm  NEAST  CELSD 540 46

EFFECTIVE DELEGATION
Participants will uncover the skills needed to delegate effectively. This includes determining what should be delegated, how to delegate to get results, who to delegate to, and how to follow up. $99

Jul 11  T  1:30 pm-4:30 pm  NEAST  CELSD 698 37

INTRODUCTION TO SUPERVISION: ROLES AND RESPONSIBILITIES
Participants will have the opportunity to learn about the responsibilities of the supervisor’s position and the skills required to be successful in that role. $99

Aug 15  T  1:30 pm-4:30 pm  NEAST  CELSD 555 55

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

May 2  T  1:30 pm-4:30 pm  NEAST  CELSD 578 40

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. $99

May 15  M  6 pm-9 pm  NEAST  CECDS 720 18

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

May 9  T  9 am-4 pm  NEAST  CECDS 572 41
COURSE DESCRIPTIONS AND ADDITIONAL CLASS DATES

UNIT 4: MANAGING THE PROCESS
Helping employees manage work processes involves setting goals, solving problems, making decisions, creating a plan, and managing the changes that are inevitable in any process. This unit takes a how-to, hands-on approach to managing each of these functions. $399
May 16-Jun 13 T 1:30 pm-4:30 pm NEAST CELSD 514 49

UNIT 4: MANAGING THE PROCESS - ONLINE
This is an online course. Students must have computer access. $399 ONLINE* Beginning in 2018

UNIT 5: LEADING FOR DESIRED RESULTS
Now, more than ever, leadership skills are critical. Situations require adaptive leadership skills in a diverse work environment. Learn to be a leader who drives major strategic initiatives and positions your organization to win. $399
Jun 27-Aug 1 T 1:30 pm-4:30 pm CELSD 515 48
(no class on July 4)

UNIT 5: LEADING FOR DESIRED RESULTS - ONLINE
This is an online course. Students must have computer access. $399 ONLINE* Beginning in 2018

UNIT 1: FIND THE SUPERVISOR WITHIN
Participants will explore the role of a supervisor and set specific goals in their professional and personal development. By understanding the fundamental responsibilities of a supervisor within the context of their specific work environment, they will develop confidence and clarity in their leadership role. $399
Aug 15-Sep 12 T 1:30 pm-4:30 pm NEAST CELSD 511 55

UNIT 1: FIND THE SUPERVISOR WITHIN - ONLINE
This is an online course. Students must have computer access. $399
May 5-Jul 14 ONLINE CELDS 738 01I

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 ONLINE CELDS 739 01I

UNIT 3: DEVELOPING AND RETAINING TALENT
Creating and maintaining a quality work team is a business imperative. Learn how proper interviewing and selection techniques, coupled with effective employee orientation and training, evaluation and recognition methods, enable supervisors to develop and retain a productive workforce. $399
Nov 7-Dec 5 T 1:30 pm-4:30 pm CELSD 513 52

UNIT 3: DEVELOPING AND RETAINING TALENT - ONLINE
This is an online course. Students must have computer access. $399
Oct 6-Dec 15 ONLINE CELDS 740 01I

* Participants in the online training are allowed ten weeks to complete a unit.
LEADING IN A CHANGING ENVIRONMENT
Learn strategies to introduce change into the workplace, while also learning what roles and responsibilities you have in leading a change effort. $99
Jun 13 T 1:30 pm-4:30 pm NEAST CELSD 696 40

MAKING SOLID DECISIONS
Workplace decision making can be both challenging and rewarding. Although supervisors have the authority to make decisions on behalf of direct reports, most will find more support for decisions (and more cooperation when it comes time to implement those decisions) if stakeholders are involved in the process. $99
Jun 6 T 1:30 pm-4:30 pm NEAST CELSD 695 38

PLANNING FOR RESULTS
Who has time to plan? This course will help participants discover the benefits of planning, as well as help them identify various types of planning tools. $99
May 23 T 1:30 pm-4:30 pm NEAST CELSD 583 44

PRODUCTIVE PARTNERSHIPS
It is not often that we can work isolated from others. Participants explore the need to collaborate and to form partnerships that enhance their productivity and work environment. $99
Jul 18 T 1:30 pm-4:30 pm NEAST CELSD 697 40

SETTING GOALS AND OBJECTIVES
Learn how to be successful at goal setting through action plans and methods of measuring progress for continuous improvement. $99
May 16 T 1:30 pm-4:30 pm NEAST CELSD 693 36

THE CHALLENGE OF LEADERSHIP - LEGALLY SPEAKING
Being aware of key legislation and ensuring compliance throughout the organization is a major responsibility for both human resources (HR) and for line supervisors/managers. $99
Jun 27 T 1:30 pm-4:30 pm NEAST CELSD 577 40

UNDERSTANDING PERSONALITY TYPES
Every workplace includes people with very different backgrounds, personalities, perspectives, skills, and styles of interacting. The workforce of the future will be even more diverse. Finding ways to make these differences work, rather than letting them get in the way, is essential to success for any organization and the people in it. $99
Aug 22 T 1:30 pm-4:30 pm NEAST CELSD 517 49

VALUING DIVERSITY
The course will explore the topic of diversity by describing what valuing diversity means, by analyzing one's own perception of diversity, and by identifying key factors for managing diversity. $99
Jul 25 T 1:30 pm-4:30 pm NEAST CELSD 699 40

WORKING IN AN ETHICAL MANNER
Discuss, identify, analyze, and apply methods to ensure respect of ethics, values, and behaviors. $99
Aug 29 T 1:30 pm-4:30 pm NEAST CELSD 518 36
HEALTHCARE AND HUMAN SERVICES

Online courses available now

Your favorite classes taught by your favorite MTC instructor.

HEALTHCARE

BASIC IV THERAPY
This four-hour course teaches healthcare professionals the knowledge and skills necessary to insert and maintain peripherally inserted catheters. The student will gain hands-on experience and will earn 0.4 CEUs upon successful completion. $115
Jul 21 F 12 pm-4 pm AIRPT CEMED 601 27

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
May 6 S 8 am-5 pm AIRPT CEMED 522 83
Jun 10 S 8 am-5 pm AIRPT CEMED 522 84
Jul 15 S 8 am-5 pm AIRPT CEMED 522 77
Aug 12 S 8 am-5 pm AIRPT CEMED 522 78

CARDIAC CARE TECHNICIAN
The ability to read and recognize heart rhythms is the main function of the cardiac care technician. Students will receive hands-on experience in interpreting heart rhythms and arrhythmias. White scrubs and white closed-toe shoes must be worn to all classes/clinicals. Clinical hours will vary. Prerequisite: Medical Terminology with a grade of “C” or better. $579
Jun 3-Jul 22 S 10 am-4 pm HARBN CEMED 500 35

CERTIFIED NURSE ASSISTANT CNA
This DHHS approved course prepares students to sit for the Nurse Aide Competency Exam. Students receive training in basic nursing care through classroom lecture, simulated lab care, and hands on clinical experience in a long term care facility. 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
May 15-Jul 18 MTTh 6 pm-10 pm AIRPT CEMED 617 62
Jun 5-Jul 7 MTWTh 8 am-1 pm AIRPT CEMED 617 60
Jun 12-Aug 14 MTW 6 pm-10 pm FF CEMED 617 66
Jun 19-Jul 27 MTWThF 8 am-1 pm RSD1
Jun 26-Jul 27 MTWThF 8 am-1 pm AIRPT CEMED 617 61
Jul 7-Aug 10 MTWThF 8 am-1 pm HARBN
Jul 10-Sep 11 MTTh 6 pm-10 pm AIRPT CEMED 617 63
Jul 24-Aug 24 MTWThF 8 am-1 pm FF
Aug 7-Sep 7 MTWThF 8 am-1 pm AIRPT CEMED 617 54
Aug 7-Sep 7 MTWThF 8 am-1 pm RSD1
Aug 21-Sep 21 MTWThF 8 am-1 pm HARBN
Aug 28-Oct 30 MTTh 6 pm-10 pm AIRPT CEMED 617 64

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
Jul 7-Sep 1 F 9 am-1 pm NEAST CEMED 605 31
Aug 7-Oct 2 MW 9 am-11 am HARBN CEMED 605 32
HEALTHCARE AND HUMAN SERVICES

HEALTHCARE

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, 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

May 15-Nov 8 MW 6 pm-10 pm LEMS CEMED 635 37
Jul 15-Jan 20 S 8 am-5 pm LEMS CEMED 635 40

EMT HYBRID

This course requires students to complete online course work every week and attend one night of practical work per week. Students who successfully complete this course will be eligible to take the National Registry exam sponsored by SC DHEC. Prerequisite: High school diploma, GED, and WorkKeys assessment tests (reading for information, applied math, locating information - $52.50 total) all with a minimum score of 3 or above. WorkKeys must be submitted PRIOR to registration (EMT Program Manager, Continuing Education, PO Box 2408, Columbia, SC 29202). $1159

Jun 3-Aug 26 S 8 am-5 pm FF CEMED 638 17
Jul 31-Feb 19 M 6 pm-10 pm BLTLN CEMED 638 18
Aug 2-Feb 7 W 6 pm-10 pm BLTLN CEMED 638 19

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

Jun 16 F 6 pm-10 pm AIRPT CEMED 521 33
Aug 18 F 6 pm-10 pm AIRPT CEMED 521 34

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

Jun 6-Aug 3 TTh 6 pm-9 pm AIRPT CEMED 550 87
Jun 20-Aug 17 TTh 9 am-12 pm AIRPT CEMED 550 83
Jul 3-Aug 28 MW 6 pm-9 pm HRBN CEMED 550 93
Jul 10-Sep 6 MW 9 am-12 pm AIRPT CEMED 550 84
Jul 11-Sep 5 TTH 9 am-12 pm FF CEMED 550 92
Aug 7-Oct 4 MW 6 pm-9 pm AIRPT CEMED 550 88

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

Jun 5-Jul 26 MW 6 pm-9 pm AIRPT CEMPR 500 09
Jun 13-Aug 8 TTh 9 am-12 pm HARBN CEMPR 500 10
Jul 31-Sep 25 MW 9 am-12 pm AIRPT CEMPR 500 11

ANATOMY AND PHYSIOLOGY - ONLINE

This is an online course. Students must have computer access. Mandatory attendance for orientation, mid-term, and final exam. $599

May 19-Jul 7 F 6 pm-9 pm AIRPT CEMPR 501 18I
Aug 11-Sep 29 F 6 pm-9 pm AIRPT CEMPR 501 19I

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

Jun 5-Jul 26 MW 9 am-12 pm HARBN CEMPR 524 25
Jun 27-Aug 22 TTh 6 pm-9 pm AIRPT CEMPR 524 26
Aug 15-Oct 5 TTh 9 am-12 pm HARBN CEMPR 524 27

MEDICAL TERMINOLOGY - ONLINE

This is an online course. Students must have computer access. Mandatory attendance for orientation, mid-term, and final exam. $599

Jun 30-Aug 18 F 6 pm-9 pm AIRPT CEMPR 525 19I

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>
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<tbody>
<tr>
<td>Enhancing Your Professionalism</td>
<td>3</td>
<td>$99</td>
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<td>Word, Introduction</td>
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Total: 93 hrs  $1635
HEALTHCARE AND HUMAN SERVICES

MEDICAL INFORMATION MANAGEMENT

CPT AND HCPCS CODING
CPT is a coding method used to bill for procedures and services performed by physicians. HCPCS is a coding system that represents procedures (other than those described in CPT) that might be provided in a medical setting. This course uses case studies to provide a basic understanding of the principles and guidelines used in CPT and HCPCS coding. Prerequisites: High school diploma or GED, Anatomy and Physiology and Medical Terminology with minimum grade of C. $799
Jul 11-Sep 12 T 6 pm-9 pm HARBN CEMIM 563 15

CPT AND HCPCS CODING - ONLINE
This is an online course. Students must have computer access. Mandatory attendance for orientation, mid-term and final exam. $799
Jun 23-Aug 25 F 6 pm-9 pm HARBN CEMIM 564 18I

ELECTRONIC HEALTH RECORDS
Learn the concepts of recording a patient's record in digital format that can be shared across different healthcare settings. The EHR is a complete record of a clinical patient encounter as well as supporting other care-related activities. $469
Jun 7-Jul 26 W 6 pm-9 pm HARBN CEMIM 513 18

ICD-10 CODING
The international classification of diseases (ICD) is a standardized coding system that correlates diseases and diagnosis. Understanding ICD codes is essential for anyone working in medical records, patient billing and insurance forms, and admitting. This course teaches the principles and guidelines for assigning the appropriate codes to diagnostic conditions. Prerequisites: High school diploma or GED, Anatomy and Physiology, and Medical Terminology with a minimum grade of C. Mandatory attendance for orientation, mid-term, and final exam. $799
Jul 10-Oct 2 M 6 pm-9 pm HARBN CEMIM 514 15

ICD-10 CODING - ONLINE
This is an online course. Students must have computer access. Mandatory attendance for orientation, mid-term, and final exam. $799
May 12-Jul 28 F 6 pm-9 pm HARBN CEMIM 515 17I

MEDICAL BILLING
This class teaches the student how to be proficient in billing in a healthcare setting and how to enhance reimbursement. Clinical and legal issues are included. Prerequisite: Medical Terminology, Anatomy and Physiology, ICD-10 Coding, and CPT/HCPCS Coding with a grade of "C" or better. $799
Jul 10-Sep 18 M 6 pm-9 pm HARBN CEMIM 510 18

MEDICAL BILLING - ONLINE
This is an online course. Students must have computer access. Mandatory attendance for orientation, mid-term, and final exam. $799
Jun 2-Aug 4 F 6 pm-9 pm HARBN CEMIM 511 14I

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.

<table>
<thead>
<tr>
<th>PREREQUISITES</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>
</tr>
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</table>

<table>
<thead>
<tr>
<th>CORE CLASSES</th>
<th>HOURS</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>CPT and HCPCS Coding</td>
<td>30 hrs</td>
<td>$799</td>
</tr>
<tr>
<td>ICD-10 Coding</td>
<td>36 hrs</td>
<td>$759</td>
</tr>
<tr>
<td>Medical Billing (final class)</td>
<td>30 hrs</td>
<td>$589</td>
</tr>
</tbody>
</table>

Total: 192 hrs $3345

All books included in cost.
CAREER SPOTLIGHT

PATIENT CARE TECHNICIAN

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

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>HOURS</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certified Nurse Assistant (CNA)</td>
<td>112</td>
<td>$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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<tr>
<td><strong>Total:</strong></td>
<td><strong>313 hrs</strong></td>
<td><strong>$3410</strong></td>
</tr>
</tbody>
</table>

All books included in cost.

ATTENTION HEALTHCARE STUDENTS

You must bring the following items to the first class:

EKG, CARDIAC CARE TECHNICIAN, AND PHLEBOTOMY STUDENTS:
> Completed immunization form: MIDLANDSTECH.EDU/trainingforms
  Immunization records may 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.
INDUSTRIAL, TRADES, AND MANUFACTURING

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

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
May 22-Jun 26  MW  6 pm-9 pm  AIRPT  CECLR 515 25

Residential Builder Exam Prep
Prepares experienced residential trades people to pass the SC Home Builders Exam. Emphasis is on study methods, test taking procedures, and highlighting the reference materials recommended by the examiners. State exam references are surveyed and recommendations made concerning study, tabbing, and highlighting key information. $249
May 2-May 30  T  6 pm-9 pm  AIRPT  CECLR 523 13

Residential Building Codes
This class explains the SC Residential Codes Manual focusing on areas that building contractors need to know to pass the State Exam. The course will explain relevant portions of the code that residential contractors, home inspectors, or homeowners need to understand to be sure work is performed according to code. $289
Aug 8-Sep 26  T  6 pm-9 pm  AIRPT  CECLR 506 14

Residential Building, Site Preparation and Foundations
Learn to lay out and prepare a building site, pour footings and slabs, and build concrete and masonry foundations using multimedia classroom presentations and field demonstrations. Emphasis is on construction industry approved building methods and estimating procedures. Helps prepare students for the SC Home Builders Exam. $289
Aug 10-Sep 28  Th  6 pm-9 pm  AIRPT  CECLR 531 14

Print Reading for Construction
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Books can be purchased at the Airport Campus bookstore.

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.

CAREER SPOTLIGHT

BUILDING CONSTRUCTION MANAGER
REQUIREMENTS  HOURS  COST
Print Reading for Construction  30  $379
Residential Building, Site Preparation and Foundations  24  $289
Residential Building, Framing and Finishing  24  $289
Residential Building Codes  24  $289
Residential Contractor Business and Law  15  $249
Residential Builder Exam Prep  15  $249
Total: 132 hrs  $1744

Looking to start your own business? Check out the essential skills needed:
- Accounting Essentials
- Business Math
- Business Writing
- Payroll Preparation

CONSTRUCTION
Online courses
Your favorite classes taught by your favorite MTC instructor.

Print Reading for Construction
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Aug 10-Sep 28  Th  6 pm-9 pm  AIRPT  CECLR 531 14

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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.
INDUSTRIAL, 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.

Industrials 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>
<td>$769</td>
</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>
</tr>
<tr>
<td>Precision Measuring</td>
<td>20</td>
<td>$349</td>
</tr>
<tr>
<td>Blueprint Reading</td>
<td>72</td>
<td>$1,239</td>
</tr>
<tr>
<td>Safety and Rigging Fundamentals</td>
<td>20</td>
<td>$349</td>
</tr>
<tr>
<td>Basic Mechanical Components</td>
<td>80</td>
<td>$1,389</td>
</tr>
<tr>
<td>Bearings and Lubrication</td>
<td>56</td>
<td>$969</td>
</tr>
<tr>
<td>Gearboxes</td>
<td>20</td>
<td>$349</td>
</tr>
<tr>
<td>Pumps</td>
<td>40</td>
<td>$699</td>
</tr>
<tr>
<td>Shaft Alignment</td>
<td>76</td>
<td>$1,309</td>
</tr>
<tr>
<td>Valves and Piping</td>
<td>40</td>
<td>$699</td>
</tr>
<tr>
<td>Hydraulics and Pneumatics</td>
<td>72</td>
<td>$1,239</td>
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Total: 596 hrs $10,337

ELECTRICAL PROGRAM

<table>
<thead>
<tr>
<th>COURSES</th>
<th>HOURS</th>
<th>COST</th>
</tr>
</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>
</tr>
<tr>
<td>Electrical Fundamentals II</td>
<td>36</td>
<td>$629</td>
</tr>
<tr>
<td>Electrical Fundamentals III</td>
<td>30</td>
<td>$529</td>
</tr>
<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>
</tr>
<tr>
<td>Programmable Logic Controls</td>
<td>30</td>
<td>$529</td>
</tr>
<tr>
<td>Troubleshooting</td>
<td>30</td>
<td>$529</td>
</tr>
</tbody>
</table>

Total: 284 hrs $5,000

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.

FORKLIFT OPERATOR 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 forklift certificate. Safety requirements prohibit open, cloth or high-heeled shoes. Students must be at least 18 years of age. $189

| May 13 | S | 8 am-5 pm | AIRPT | CEHEQ 501 09 |
| Jun 10 | S | 8 am-5 pm | AIRPT | CEHEQ 501 10 |
| Jun 24 | S | 8 am-5 pm | AIRPT | CEHEQ 501 11 |
| Jul 8  | S | 8 am-5 pm | AIRPT | CEHEQ 501 12 |
| Jul 22 | S | 8 am-5 pm | AIRPT | CEHEQ 501 13 |
| Aug 12 | S | 8 am-5 pm | AIRPT | CEHEQ 501 14 |
| Aug 26 | S | 8 am-5 pm | AIRPT | CEHEQ 501 15 |
INDUSTRIAL ELECTRICAL TECHNICIAN

BASIC MATH FOR ELECTRICIANS
This course provides the math skills a student needs to begin the study of electricity. The course provides students with fundamentals of arithmetic and a review of basic math. Higher level math (square, square-root, reciprocal, exponents) and trig used in electrical calculations are taught. $179

Jun 20-Jun 22  TW  8 am-12 pm  AIRPT  CEEEM 566 13
Th  8 am-10 am

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

Aug 1-Aug 31  TTh  6 pm-9 pm  AIRPT  CEEEM 502 16

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

Jun 26-Jul 19  MTWTh  8 am-12 pm  AIRPT  CEEEM 563 23

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: Magnetic Induction, Basic Trigonometry and Vectors, Alternating Current, and Inductance and Capacitance in Series and Parallel Circuits. Prerequisite: Electrical Fundamentals I. $629

Jul 26-Aug 9  MTWTh  8 am-12 pm  AIRPT  CEEEM 564 20
May 9-Jun 15  TTh  6 pm-9 pm  AIRPT  CEEEM 564 22

ELECTRICAL FUNDAMENTALS III
Learn about three phase circuits, circuit impedance and the effects of capacitance/inductance in RCL series and parallel circuits, including single-phase transformers, three phase wye and delta connections, transformers, DC generators, DC motors, three-phase alternators, single motors, and three phase motors. Prerequisite: Electrical Fundamentals II. $529

Aug 16-Aug 29  MTWTh  8 am-12 pm  AIRPT  CEEEM 551 23
Jul 6-Aug 8  TTh  6 pm-9 pm  AIRPT  CEEEM 551 25

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 is prerequisites for this course. $279

Aug 15-Aug 31  TTh  6 pm-9 pm  AIRPT  CEEEM 579 16

PROGRAMMABLE LOGIC CONTROLLERS
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

Jul 18-Aug 17  TTh  6 pm-9 pm  AIRPT  CEEEM 507 24
May 15-May 25  MTWTh  8 am-12 pm  AIRPT  CEEEM 507 25

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

Aug 29-Sep 28  TTh  6 pm-9 pm  AIRPT  CEEEM 580 10
May 31-Jun 13  MTWTh  8 am-12 pm  AIRPT  CEEEM 580 11

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, Allen-Bradley drives, the AB 1336 Plus, and Power Flex using the industry standard. Electrical Motor Controls is a pre-requisite for this course. $529

Jun 6-Jul 11  TTh  6 pm-9 pm  AIRPT  CEEEM 552 25

LOCKSMITHING CERTIFICATE
Fundamental theories of locksmithing are introduced, enabling students to apply beginner skills. Lessons include blank key cutting, lock disassembly, lock reassembly, and lock pinning. History, applications, and tools will be covered. Current SLED background check required, $25. Report due at first class meeting. Text included. $999

Jul 11-Aug 16  TW  5:30 pm-7:30 pm  HARBN  CELKS 503 15
HYDRAULICS AND PNEUMATICS
Describes pumps and valves used in hydraulic and pneumatic systems and their functions. Explains hydraulic/pneumatic system safety and basic principles of hydraulics, including Pascal's law and Bernoulli's principle. Covers how to inspect, troubleshoot, and repair fluid power systems. Hands-on training is included. Valves and Piping is a prerequisite for this course. $1239
Jul 10-Aug 8  MTWTh  8 am-12 pm  AIRPT  CEIMT 699 10

SHAFT ALIGNMENT
This course covers types of misalignment and aligning couplings using conventional and laser alignment techniques. How to measure shaft sag, perform vertical alignment, and align machinery trains is discussed. Causes of vibration, vibration monitoring, vibration test equipment, and how to field balance machines are included. Pumps is a prerequisite for this course. $1309
May 8-Jun 8  MTWTh  8 am-12 pm  AIRPT  CEIMT 697 06

VALVES AND PIPING
This course covers the selection, preparation, joining, and support of copper, plastic, and steel piping and fittings. The course provides instructions for cutting, threading, and joining ferrous piping. Introduces chemical, compressed air, fuel oil, steam, and water systems and explains how to identify piping systems according to color codes. Shaft Alignment is a prerequisite for this course. $699
Jun 14-Jun 29  MTWTh  8 am-12 pm  AIRPT  CEIMT 698 06

HIT THE ROAD
TRUCK DRIVERS ARE IN HIGH DEMAND
Get your CDL on our Airport Campus
843.661.8385
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
Aug 10-Aug 29 TWTh 9 am-12 pm NEAST CEMFG 588 66
Aug 10-Aug 29 TWTh 1 pm-4 pm NEAST CEMFG 588 67
Aug 10-Aug 29 TWTh 5 pm-8 pm NEAST CEMFG 588 68

MASTERING CNC PROGRAMMING
An application-based course covering the knowledge and skills acquired from the Fundamentals and Principles classes. You will utilize your new knowledge to write CNC programs, select tooling, and set up the CNC equipment to produce parts to specifications from your own CNC program. Prerequisite: Principles of CNC Operator/Programming $725
May 9-Jun 22 TWTh 9 am-12 pm NEAST CEMFG 580 59
May 9-Jun 22 TWTh 1 pm-4 pm NEAST CEMFG 580 60
May 9-Jun 22 TWTh 5 pm-8 pm NEAST CEMFG 580 61

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.

<table>
<thead>
<tr>
<th>COURSE</th>
<th>COST</th>
</tr>
</thead>
<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/Programming</td>
<td>$785</td>
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<tr>
<td>Principles of CNC Programming</td>
<td>$845</td>
</tr>
<tr>
<td>Mastering CNC Programming</td>
<td>$725</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$3885</strong></td>
</tr>
</tbody>
</table>

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.
MAKE A NAME FOR YOURSELF IN MANUFACTURING WITH A SOUTH CAROLINA MANUFACTURING CERTIFICATION

A combination of raw talent and technical training is what it takes to make a name for yourself in the modern world of manufacturing. The South Carolina Manufacturing Certification lets area employers know your skills are the ones they need. As a part of this program, you also earn an industry-recognized national certification.

Many firms are hiring now!

Classes are scheduled every 10 weeks. Scholarships are available for qualified applicants.
To enroll in a scholarship information session, go to MIDLANDSTECH.EDU/cce/scholarship.
For more information, please visit MIDLANDSTECH.EDU/scmc or call 803.732.0432.

POOL OPERATOR

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

May 3 W 9 am-4 pm HARBN CECPo 500 46
Jun 7 W 9 am-4 pm HARBN CECPo 500 47

SAFETY AND ENVIRONMENTAL

ASBESTOS INSPECTOR REFRESHER
Upon successful completion of the course, students will receive certificates of re-accreditation that may be used for licensing purposes. $150

Aug 8 T 8:30 am-12:30 pm NEAST CEASB 501 35

ASBESTOS O AND M WORKER
This course meets SC-DHEC and EPA AHERA/ASHARA requirements for operations and maintenance workers performing clean-up or repair activities on friable asbestos-containing materials in schools, municipal water facilities, industrial manufacturing, and electrical generating facilities. Requires annual refresher. $249

Aug 30-Aug 31 WTh 8:30 am-5 pm NEAST CEASB 510 15

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

Jul 18 T 8:30 am-5 pm NEAST CEASB 509 25

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

Jul 10-Jul 14 MTWThF 8:30 am-4:30 pm NEAST CEASB 505 21
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
Jul 17 M 8:30 am-4:30 pm NEAST CEASB 506 20

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
Jul 18 T 8:30 am-4:30 pm NEAST CEASB 504 20

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
May 15 M 8:30 am-5:30 pm NEAST CELED 500 41
Jul 10 M 8:30 am-5:30 pm NEAST CELED 500 42

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 for 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
May 16 T 8:30 am-12:30 pm NEAST CELED 507 30
Jul 20 Th 8:30 am-12:30 pm NEAST CELED 507 31

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
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
Jun 12-Aug 2 MW 6 pm-9 pm AIRPT CESME 506 26
Salary ranges between $28,000 and $85,000 in Columbia

$28,000
Entry-Level Welder

$60,000
Certified/Combination Welder

$85,000
Welding Supervisor/Foreman

“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
WELDING

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

May 30-Jul 25 MTWTh 7 am-5:30 pm FF CEWLD 619 27
Aug 7-Oct 2 MTWTh 7 am-5:30 pm FF CEWLD 619 28
May 30-Jul 25 MTWTh 7 am-5:30 pm AIRPT CEWLD 619 32
Aug 7-Oct 2 MTWTh 7 am-5:30 pm AIRPT CEWLD 619 33

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

May 22-Jul 25 MTWTh 7 am-5:30 pm FF CEWLD 601 58
Jul 31-Oct 2 MTWTh 7 am-5:30 pm FF CEWLD 601 59
May 22-Jul 25 MTWTh 7 am-5:30 pm AIRPT CEWLD 601 63
Jul 31-Oct 2 MTWTh 7 am-5:30 pm AIRPT CEWLD 601 64

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

May 30-Jul 25 MTWTh 7 am-5:30 pm FF CEWLD 602 60
Aug 7-Oct 2 MTWTh 7 am-5:30 pm FF CEWLD 602 61
May 30-Jul 25 MTWTh 7 am-5:30 pm AIRPT CEWLD 602 65
Aug 7-Oct 2 MTWTh 7 am-5:30 pm AIRPT CEWLD 602 66
# WELDER EVENING PROGRAM

## SMAW (SHIELDED METAL ARC WELDING)

### BASIC SHIELDED METAL ARC WELDING AND OXY-FUEL CUTTING
Learn basic Shielded Metal Arc Welding (SMAW) using various electrodes and joint configurations in accordance with AWS and ASME codes and standards. Includes T-joints, grooves with backing, basic blueprint reading, weld symbols, safety, and an introduction to the oxy-fuel cutting processes. $1399

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### ADVANCED SHIELDED METAL ARC WELDING
Continue learning Shielded Metal Arc Welding (SMAW) using advanced welding techniques and joint configurations in accordance with AWS and ASME codes and standards. Includes a continuation of groove welds with backing and open root V-grooves in multiple positions. Prerequisite: CEWLD 800 Basic Shielded Metal Arc Welding. $1399

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## TIG (GAS TUNGSTEN ARC WELDING)

### 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 810 Gas Metal and Flux Core Arc Welding. $1299

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## MIG (GAS METAL ARC WELDING)

### GAS METAL AND FLUX CORE ARC WELDING
Learn basic Gas Metal Arc Welding (GMAW) and Flux Core Arc Welding (FCAW) processes using various technique and joint configurations in accordance with AWS and ASME codes and standards. Includes 1/8” to 3/8” thick material for GMAW welding and 3/8” to 1” for FCAW in various positions. Prerequisite: CEWLD 801 Advanced Shielded Metal Arc Welding. $1249

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## PIPE WELDING

### BASIC PIPE WELDING
Learn basic methods and technique for welding 6” pipe using the SMAW process in multiple positions in accordance with AWS and ASME codes and standards. Includes welding open root joints using E6010 electrodes with E7018 intermediate passes and final cap. Prerequisite: CEWLD 820 Gas Tungsten Arc Welding. $1249

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### 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 GTAW and SMAW. Prerequisite: CEWLD 830 Basic Pipe Welding. $1299

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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
Jul 6-Aug 3  Th  6 pm-9 pm  HARBN  CEART 559 13

ACRYLIC PAINTING II
A continuation of Acrylic Painting for Fun to learn more techniques using photo references. Demonstrations include painting animals, people, landscapes with buildings, skyscapes, and more. Students may work from their own photographs during class and the instructor can provide photographs. We will also experiment with other supports besides canvas. See the online Materials List for supplies. $139
May 3-May 31  W  6 pm-9 pm  HARBN  CEART 561 02

MODERN CALLIGRAPHY
Calligraphy is skilled penmanship and visual art. Learn to form the alphabet on envelopes and cards; experiment with inks, watercolors, and pens; and embellish with gold-leafing. See the online Materials List for supplies. $139
Aug 2-Aug 30  W  6 pm-9 pm  HARBN  CEART 564 04

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
Jun 1-Jun 29  Th  6 pm-9 pm  HARBN  CEART 565 03

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
Aug 12  S  10 am-12:30 pm  HARBN  CECED 566 13
**PERSONAL ENRICHMENT**

**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

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<td>Aug 15-16</td>
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**Travel to Portugal and its Islands**

**OCTOBER 13 - 25 | 2017**

For more information, contact Becky Garnett at 803.732.5256 or garnettb@midlandstech.edu
BASIC MOTORCYCLE CLASS
This course is for individuals who want to learn basic techniques. A valid driver’s license is required at the first class meeting. Includes twelve hours of riding on small (100-350 cc) training motorcycles. Must pass both a written and riding assessment to receive a completion certificate. See online Materials List for important information. $259

May 12-May 14 SSu 8 am-4 pm BLTLN CEMOT 501 48
May 19-May 21 F 6 pm-10 pm BLTLN CEMOT 501 49
May 26-May 28 F 6 pm-10 pm BLTLN CEMOT 501 50
Jun 9-Jun 11 F 6 pm-10 pm BLTLN CEMOT 501 51
Jun 16-Jun 18 F 6 pm-10 pm BLTLN CEMOT 501 52
Jun 23-Jun 25 F 6 pm-10 pm BLTLN CEMOT 501 53
Jul 7-Jul 9 F 6 pm-10 pm BLTLN CEMOT 501 54
Jul 21-Jul 23 F 6 pm-10 pm BLTLN CEMOT 501 55
Aug 8-Aug 10 TWTh 9 am-4 pm BLTLN CEMOT 501 58
Aug 11-Aug 13 F 6 pm-10 pm BLTLN CEMOT 501 56
Aug 25-Aug 27 F 6 pm-10 pm BLTLN CEMOT 501 57

INTERMEDIATE MOTORCYCLE CLASS
Class is for the rider with minimum-to-moderate riding experience; includes seven hours of riding. 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. See online Materials List for important information. $139

Jun 2-Jun 3 F 6 pm-10 pm BLTLN CEMOT 601 24
S 8 am-5 pm

EXPERIENCED MOTORCYCLE CLASS
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. See online Materials List for important information. $79

Jun 4 Su 9 am-4 pm BLTLN CEMOT 701 24

MOTORCYCLE MAINTENANCE
This course will provide you with the knowledge to do routine preventive maintenance on your motorcycle. It will incorporate how to do pre-trip inspections and how to do limited roadside repairs. This course will include minor tune-ups, changing tires, changing oil, and changing lights. A motorcycle is needed for class. $149

May 6-May 7 SSu 9 am-4 pm BLTLN CEMOT 502 24
Jul 15-Jul 16 SSu 9 am-4 pm BLTLN CEMOT 502 26

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

May 6 S 10 am-11:30 am HARBN CECED 587 01

HAVE A GREAT DAY EVERYDAY-HEALTH AND FITNESS MATTERS
This class will provide an overview of conscious health and fitness choices plus practical daily tips to help you stay motivated and feeling good. $99

Jul 11-Aug 15 T 5:30 pm-7:30 pm HARBN CECED 588 01

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

Aug 19 S 10 am-11:30 am HARBN CECED 585 03
Do You Need a More Traditional College Experience?

MTC students have an academic advantage because class sizes are small, so instructors can give you individual attention.

- Save on tuition
- Small class sizes
- Individual attention
- Top-notch faculty

GET MORE INFO
MIDLANDSTECH.EDU/transfer
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