BALANCING ACT
Stay on top of multiple projects as a Project Manager

Perfect Arrangement
Six weeks to your Floral Design Certificate

Lean on me
Start your healthcare career as a Certified Nursing Assistant (CNA)

Take a closer look
Database Analysts can earn $40k–$64k in Columbia
Choose your path.

Every year, we welcome thousands of talented and passionate students as they continue on their personal, professional, and educational journeys. Our students are as diverse as the communities we serve. We have recent high school graduates, active duty military and veterans, adults who want to change careers or advance in their current fields, and everything in between.

MTC serves everyone and is here to help you too.

MTC has three paths to higher education. Inside this Training Guide, you’ll find the TRAINING PROGRAMS for numerous certificates and certifications. If you are interested in one of MTC’s other paths to higher education – ACADEMIC CAREER PROGRAMS or TRANSFER PROGRAMS – please see the links and information on the next page.

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

Ron

Dr. Ronald L. Rhames ’78
President | Midlands Technical College
3 PATHS TO HIGHER EDUCATION

ACADEMIC CAREER PROGRAMS

Academic career degree, diploma, and certificate graduates receive industry and professional recognition that leads to employment.

Go to MIDLANDSTECHEDU/academics to learn more.

TRANSFER PROGRAMS

Our two-year Associate in Arts and Associate in Science degrees are ideal if you want to transfer to a four-year college or university.

Go to MIDLANDSTECHEDU/college-transfer to learn more.

TRAINING PROGRAMS

Corporate and Continuing Education courses can be completed in weeks or months and lead to nationally recognized certifications and licensures.

Use this guide or go to MIDLANDSTECHEDУ/training to learn more.
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# LEGEND

## LOCATIONS

<table>
<thead>
<tr>
<th>Code</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>AIRPT</td>
<td>Airport Campus</td>
</tr>
<tr>
<td>BATES</td>
<td>Batesburg-Leesville Campus</td>
</tr>
<tr>
<td>BLTLN</td>
<td>Beltline Campus</td>
</tr>
<tr>
<td>CEONL</td>
<td>Online Class</td>
</tr>
<tr>
<td>CEOFS</td>
<td>Off-Campus Class</td>
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<td>FF</td>
<td>Fairfield Campus</td>
</tr>
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<td>HARBN</td>
<td>Harbison Campus</td>
</tr>
<tr>
<td>LEMS</td>
<td>Lexington EMS</td>
</tr>
<tr>
<td>MAI</td>
<td>Midlands Audio Institute</td>
</tr>
<tr>
<td>NEAST</td>
<td>Northeast Campus</td>
</tr>
<tr>
<td>RSDI</td>
<td>Richland School District One</td>
</tr>
<tr>
<td>WPLAW</td>
<td>WP Law, Inc.</td>
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</table>

## COURSES

<table>
<thead>
<tr>
<th>Icon</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>🖥️</td>
<td>ONLINE COURSES</td>
</tr>
<tr>
<td>🔄</td>
<td>NEW COURSES</td>
</tr>
<tr>
<td>🏛️</td>
<td>APPROVED FOR VA EDUCATION BENEFITS</td>
</tr>
<tr>
<td>🔗</td>
<td>QUICKJOBS PROGRAMS</td>
</tr>
</tbody>
</table>
Start a new career or move up to a better one

QUICKJOBS AT MTC

> Between now and 2022, 82%* of all job openings in S.C. are expected to require a two-year education or a specialized certificate or training.
> QuickJobs programs are developed for fields with expected local job growth.
> Many can be completed in less than three months.

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

TUITION ASSISTANCE OPTIONS

Full scholarships are available for select QuickJobs programs. See details and full list of eligible programs at MIDLANDSTECH.EDU/QuickJobs.

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

Richland | 803.978.0139  Lexington | 803.359.6131  Fairfield | 803.635.2812

For 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.

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/vocarehab/index.asp.
BUSINESS

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

> Accounting Essentials
> Business Math
> Excel, Introduction
> Excel, Intermediate
> Excel, Advanced
> Outlook, Introduction
> Payroll Preparation Essentials
> Project Management Fundamentals
> QuickBooks
> Supervisory Program

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

BUSINESS ANALYSIS

CAREER SPOTLIGHT

BUSINESS ANALYST

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

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>HOURS</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Business Analysis: The Analyst's Role During the Software Development Life Cycle (SDLC)</td>
<td>30</td>
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<tr>
<td>Business Analysis: Use Cases to Functional Requirements</td>
<td>30</td>
<td>$1699</td>
</tr>
<tr>
<td>Business Analysis: In-Depth Software Testing</td>
<td>30</td>
<td>$1699</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>90 hrs</strong></td>
<td><strong>$5097</strong></td>
</tr>
</tbody>
</table>

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

An in-depth look into business analysis, the role of business analysts, and their relationships with all of the major stakeholders in the Software Development Life Cycle (SDLC). Learn the important aspects of being a successful analyst including effective listening, logical and critical thinking, and problem solving. Course objectives aligned with the IIBA objectives. $1699

Sep 16-Sep 26  MTWTh  5:30 pm-9:15 pm  NEAST  CEBAA 500 61

BUSINESS ANALYSIS: USE CASES TO FUNCTIONAL REQUIREMENTS

Learn how to take client project overviews and outlines to create effective use cases. Develop use cases into detailed business requirements, both functional and non-functional. Learn Software Development Life Cycle (SDLC) scope and how to maintain scope throughout the project. Produce effective documentation and communication lines for all stakeholders. Prerequisites: Business Analysis: The Analyst’s Role during the Software Development Life Cycle (SDLC). Course objectives aligned with the IIBA objectives. $1699

Nov 4-Nov 14  MTWTh  5:30 pm-9:15 pm  NEAST  CEBAA 501 61

BUSINESS ANALYSIS: IN-DEPTH SOFTWARE TESTING

Learn the different testing techniques that accompany the Software Development Life Cycle (SDLC) to verify a successful client project installation. Create effective documentation for test plans, cases, and matrices from software business requirements. Test different versions of a client website and document each phase using class templates. Prerequisites: Business Analysis: The Analyst’s Role during the Software Development Life Cycle (SDLC) and Business Analysis: Use Cases to Functional Requirements. Course objectives aligned with the IIBA objectives. $1699

Dec 2-Dec 12  MTWTh  5:30 pm-9:15 pm  NEAST  CEBAA 502 61

ENROLL @ MIDLANDSTECH.EDU/training | 803.732.0432 | see page 46
BUSINESS MATH
Develop an understanding of the fundamentals of everyday math - the kind used most frequently in the workplace and at home. Learn practical applications for dealing with percentages, formulas, and the graphics and statistics that are present in everyday activity. Perfect even if you only need a refresher. $199
Sep 4-Sep 5 WTh 6 pm-10 pm HARBN CEFIN 512 74

BUSINESS MATH – ONLINE
Prerequisite: Basic Computer skills and the ability to navigate the Internet, websites, and email. $199
Sep 5-Sep 11 CEONL CEFIN 518 11I

ACCOUNTING ESSENTIALS
Master basic record-keeping procedures including journalizing transactions, posting to a ledger, and preparing a trial balance and financial statement. The accounting cycle will also be covered in detail. You will gain an understanding of key financial and operational measures. $699
Sep 9-Nov 21 TTh 6 pm-9 pm NEAST CEOFF 623 87

ACCOUNTING ESSENTIALS – ONLINE
Prerequisite: Basic Computer skills and the ability to navigate the Internet, websites, and email. $699
Sep 5-Nov 15 CEONL CEOFF 634 09I

PAYROLL PREPARATION ESSENTIALS
This hands-on course will lead you through the complete payroll process cycle. You will calculate earnings and deductions, analyze payroll transactions, record accurate journal entries, and complete necessary forms. This course is also for the existing payroll professional as a way to refresh your knowledge and bring you up to date. $199
Dec 3-Dec 5 TTh 6 pm-9 pm NEAST CEOFF 624 87

PAYROLL PREPARATION ESSENTIALS – ONLINE
Prerequisite: Basic Computer skills and the ability to navigate the Internet, websites, and email. $199
Nov 18-Nov 26 CEONL CEOFF 635 09I

QUICKBOOKS
This course is an introduction to the desktop version of QuickBooks. You will learn to set up a general ledger and chart of accounts, customize forms, create invoices, and learn how QuickBooks can assist with automating your payroll. Prerequisites: Accounting Essentials and Payroll Preparation Essentials or equivalent knowledge of basic accounting principles. $499
Dec 10-Dec 19 TWTh 6 pm-9 pm NEAST CEOFF 638 53

QUICKBOOKS – ONLINE
Prerequisite: Basic Computer skills and the ability to navigate the Internet, websites, and email. $499
Dec 6-Dec 20 CEONL CEOFF 639 05I

HUMAN RESOURCES

SHRM CERTIFICATION REVIEW
The 2018 SHRM Learning System® for SHRM-CP and SHRM-SCP Certification Preparation course is designed primarily for individuals seeking credentials that focus on identifying and testing the knowledge and practical real-life experiences HR professionals around the world need to excel in their careers. Earning this credential establishes you as a recognized expert in the HR field. These new certifications recognize that HR professionals are at the core of leading organizational success:
* Built on one singular Body of Competency and Knowledge (SHRM BoCK) designed to elevate the HR profession around the world. * Tests the HR professional's competency - the ability to put that knowledge to work through critical thinking and application. * Demonstrates that the HR professional is a technical expert and has mastered the application of HR technical and behavioral competencies, through practice and experience, to drive business results. $1199
Sep 25-Dec 11 W 6 pm-9 pm NEAST CEHRS 534 09

SHRM ESSENTIALS OF HUMAN RESOURCES
The SHRM Essentials of Human Resources is an introductory course offering a comprehensive overview of the key aspects of HR. It gives participants foundational knowledge and an introduction of behavioral competencies that are essential for business success. This course is ideal for those who are just starting out in the human resources profession, or those who are looking for an effective way to boost their employee management skills. $549
Dec 3-Dec 4 TW 8:30 am-5 pm NEAST CEHRS 500 43
BUSINESS

ACCOUNTING AND PAYROLL SPECIALIST

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

REQUIREMENTS  HOURS  COST

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting Essentials</td>
<td>66</td>
<td>$699</td>
</tr>
<tr>
<td>Payroll Preparation Essentials</td>
<td>6</td>
<td>$199</td>
</tr>
<tr>
<td>QuickBooks</td>
<td>18</td>
<td>$499</td>
</tr>
<tr>
<td>Introduction to Computers</td>
<td>6</td>
<td>$199</td>
</tr>
<tr>
<td>Excel, Introduction</td>
<td>12</td>
<td>$299</td>
</tr>
<tr>
<td>Excel, Intermediate</td>
<td>12</td>
<td>$299</td>
</tr>
<tr>
<td>Business Math</td>
<td>8</td>
<td>$199</td>
</tr>
<tr>
<td>*Computer Typing for Everyone</td>
<td>12</td>
<td>$299</td>
</tr>
<tr>
<td>*Organizing Computer Files</td>
<td>6</td>
<td>$199</td>
</tr>
<tr>
<td>*Outlook, Introduction</td>
<td>12</td>
<td>$299</td>
</tr>
</tbody>
</table>

Total: 146-152 hrs  $2891–$2991*

*Choose two electives. Total cost will vary, depending on electives.

PROJECT MANAGER

PROJECT MANAGEMENT PRINCIPLES AND PRACTICES

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

Sep 10-Oct 31  TTh  6 pm-9 pm  HARBN  CEPMG 569 56

MICROSOFT PROJECT, INTRODUCTION

Create your first Microsoft Project schedule by adding tasks and resources, creating a baseline, and viewing the critical path. $399

Oct 2-Oct 3  WTh  6 pm-9 pm  NEAST  CEPMG 560 67

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. $399

Oct 9-Oct 10  WTh  6 pm-9 pm  NEAST  CEPMG 561 67

PMP/CAPM EXAM PREP BOOT CAMP

Certification by the Project Management Institute (PMI) as a Project Management Professional (PMP) shows the world that you have mastered essential project management skills and knowledge. Improve your chances of passing the PMP certification exam on the first try with this well-proven and successful course. $1999

Nov 18-Nov 22  MTWThF  8 am-5 pm  NEAST  CEPMG 506 22

PROJECT MANAGEMENT FUNDAMENTALS

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

Sep 11-Sep 12  WTh  9 am-4 pm  NEAST  CEPMG 532 40

QUALITY

LEAN SIX SIGMA GREEN BELT FAST TRACK

Gain the knowledge to lead Lean Six Sigma teams through this intensive 10-day course. Focus is on providing a comprehensive understanding of how to use the Lean Six Sigma DMAIC project methodology to eliminate waste and implement data driven process improvements. Concepts are emphasized by the extensive use of workshops and exercises. Upon successful completion participants will be able to support Black Belts on project teams or lead Six Sigma projects that do not require Black Belt level tools. Green Belts have the option of undertaking a Six Sigma Project as part of their course work. Excel and Minitab are used to facilitate statistical analyses. $3995

Sep 23-Nov 1  MTWThF  8 am-5 pm  NEAST  CEPGAL 642 23

MTWThF  8 am-5 pm
SUPPLY CHAIN MANAGEMENT

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. $849
Oct 16-Oct 17 WTh 8 am-5 pm NEAST CESCM 504 10

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. $849
Oct 14-Oct 15 MT 8 am-5 pm NEAST CESCM 502 16

FUNDAMENTALS OF WORLD-CLASS PURCHASING
A review of fundamental purchasing principles as well as tools to move beyond tactical basics by utilizing a strategic focus that contributes to the competitive advantage of the organization. A good review for those who aspire to work in supply management or a back-to-basics review for existing SCM team members. $849
Sep 9-Sep 10 MT 8 am-5 pm NEAST CESCM 501 14

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. $849
Nov 11-Nov 12 MT 8 am-5 pm NEAST CESCM 503 14

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. $899
Nov 13-Nov 14 WTh 8 am-5 pm NEAST CESCM 506 14

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. $859
Dec 9-Dec 10 MT 8 am-5 pm NEAST CESCM 505 13

CONTINUOUS IMPROVEMENT PROGRAMS
Center for Quality at MTC

We offer companies a competitive range of continuous improvement programs ranging from quality systems training (ISO 9001, AS9100, IATF 16949, ISO 14000, ISO 13485, OHSAS 18001, etc.) to Lean, and Lean Six Sigma Certification programs.

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

Learn how to bring these programs to your company.

Contact our Business Solutions Team at 803.691.3907 or corporatetraining@midlandstech.edu.
PSST...we have a secret.

If you need training for your employees, we are ready to deliver custom solutions.

In addition to the courses found in this guide and on our website, we also offer hundreds of courses that aren’t on the “standard menu.” Our “secret menu” provides proven, effective training for your employees. Training can take place at your business or any one of our six campuses.

SECRET MENU

All orders customized to your industry

INFORMATION TECHNOLOGY
> Amazon Web Services
> Microsoft Azure
> PowerShell
> Cybersecurity
> Customized Business Analysis

BUSINESS SKILLS AND LEADERSHIP DEVELOPMENT
> Project Management and Business Analyst Consulting
> Supervisory for Government
> Executive Coaching
> Diversity and Inclusion

EMPLOYEE DEVELOPMENT
> Take This Job and Love It
> Lifestyles of the Frazzled and Frustrated
> 11 Commandments of Customer Service
> DISC, Myers-Briggs, and True Colors
> Open Mic for Speakers

FOREIGN LANGUAGE
> Spanish for healthcare and other industries

INDUSTRIAL TECHNOLOGIES, TRADES, AND MANUFACTURING
> Short-term Welding
> Arc Flash (High Voltage)
> Industrial Electrical

SAFETY
> Active Shooter Defense
> Confined Space Entry
> Hot Works Safety for Welding

HEALTHCARE
> Advanced CNA
> Healthcare Terminology for Front Office Staff
> Customer Service for Patient Care Professionals

A LA CARTE
> Customized Curriculum – turn your internal training into an online class
> Consulting Projects
> Facilitating Engagements
> Capstone Projects
> Lunch and Learns
> Keynote Speaker Engagements

ORDER UP.

Contact MTC’s Business Solutions team today to get started.
MIDLANDTECH.EDU/corporate | corporatetraining@midlandtech.edu | 803.691.3907
**COMPUTER AND INFORMATION TECHNOLOGY**

- Accounting Essentials
- Business Math
- Excel, Introduction
- Excel, Intermediate
- Excel, Advanced
- Outlook, Introduction
- Project Management Fundamentals
- Payroll Preparation Essentials
- QuickBooks
- Supervisory Program

**Online courses**

*Your favorite classes taught by your favorite MTC instructors.*

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

**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
Nov 25 M 9 am-4 pm HARB CEBEG 525 11

**COMPUTER TYPING FOR EVERYONE**
If you use a computer, typing is an invaluable skill that can open doors and enhance your career opportunities. This class will help you get started. $299
Oct 2-Oct 3 WTh 9 am-4 pm HARB CEBEG 519 21
Sep 23-Oct 2 MW 6 pm-9 pm NEAS CEBEG 519 75

**INTRODUCTION TO COMPUTERS**
Ideal for beginners who want to become computer literate. Course topics include hardware, software, internet, and email. $199
Sep 4 W 9 am-4 pm HARB CEBEG 582 41
Nov 4 M 9 am-4 pm NEAS CEBEG 582 42
Nov 18-Nov 19 MT 6 pm-9 pm NEAS CEBEG 582 81
Oct 30-Oct 31 WTh 6 pm-9 pm NEAS CEBEG 582 82

**ORGANIZING COMPUTER FILES**
Do you have trouble organizing digital photos, documents, and downloads on your computer? Learn to use file management in the Windows environment. The topics include creating and working with folders, finding files, cut, copy, paste, and more. $199
Sep 27-Oct 4 F 9 am-12 pm NEAS CEBEG 534 21
Nov 6 W 9 am-4 pm NEAS CEBEG 534 22
Oct 9-Oct 10 WTh 6 pm-9 pm NEAS CEBEG 534 72

**COMPUTER SUPPORT**

**COMPTIA A+ EXAM PREP**
Review all topics of the current CompTIA A+ certification exam. Learn to use exam preparation materials to reinforce learning, including practice tests to simulate taking the actual exam. You will also have time for question and answer sessions with certified instructors to further clarify technical information. $299
Nov 11-Nov 14 MThW 6 pm-9 pm NEAS CENET 749 51

**CAREER SPOTLIGHT**

**OFFICE ADMINISTRATIVE SPECIALIST 📚🌟**

Build a successful 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. To earn this certificate, you must successfully complete the following courses within a two-year period.

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>HOURS</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Word, Introduction</td>
<td>12</td>
<td>$299</td>
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<tr>
<td>Word, Intermediate</td>
<td>12</td>
<td>$299</td>
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<td>Excel, Introduction</td>
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<td>$299</td>
</tr>
<tr>
<td>Organizing Computer Files</td>
<td>6</td>
<td>$199</td>
</tr>
<tr>
<td>Outlook, Introduction</td>
<td>12</td>
<td>$299</td>
</tr>
<tr>
<td>Computer Typing for Everyone</td>
<td>12</td>
<td>$299</td>
</tr>
<tr>
<td>Becoming a Customer Service Star</td>
<td>6</td>
<td>$249</td>
</tr>
<tr>
<td>Business Grammar</td>
<td>6</td>
<td>$249</td>
</tr>
<tr>
<td>Business Letter Writing</td>
<td>6</td>
<td>$249</td>
</tr>
<tr>
<td>Enhancing Your Professionalism</td>
<td>3</td>
<td>$125</td>
</tr>
<tr>
<td>Office Productivity Lab*</td>
<td>6</td>
<td>$199</td>
</tr>
</tbody>
</table>

Total: 105 hrs $3064
A+ IT TECHNICIAN
Learn to install, remove, upgrade, maintain, and troubleshoot computer hardware while building your own computer to take home after class, from the provided kit. An essential course for if you are, or want to be, an entry-level computer service technician. Prepare for the latest A+ certifications. $2499
Aug 26-Sep 13 MTWTh 9 am-4:30 pm NEAST CEDST 528 03
F 9 am-1 pm
Sep 23-Oct 4 MTWTh 9 am-4:30 pm HARBN CEDST 528 04
F 9 am-1 pm
Oct 14-Nov 7 MTWTh 6 pm-9:45 pm HARBN CEDST 528 53

NETWORK+
Acquire the fundamental skills and concepts used on the job in any type of networking career. Work with the major networking technologies and systems in use in modern PC-based computer networks as you prepare for the Network+ certification exam. $1999
Sep 16-Sep 27 MTWTh 9 am-4:30 pm NEAST CENET 747 10
F 9 am-1 pm
Oct 7-Oct 18 MTWTh 9 am-4:30 pm HARBN CENET 747 11
F 9 am-1 pm
Nov 11-Dec 12 MTWTh 6 pm-9:45 pm HARBN CENET 747 57

WINDOWS SERVER 2016 INSTALL, STORE, AND COMPUTE 70-740
Learn to install, configure, and administer Windows Server 2016. This course covers all the topics listed in the exam objectives for 70-740. This course also contains practical information for the working server administrator and is one of three courses required for the MCSA exam. $1999
Sep 30-Oct 4 MTWTh 9 am-4:30 pm NEAST CEMCS 722 10
F 9 am-1 pm
Oct 21-Oct 25 MTWTh 9 am-4:30 pm HARBN CEMCS 722 09
F 9 am-1 pm
Sep 9-Sep 19 MTWTh 6 pm-9:45 pm NEAST CEMCS 722 55

WINDOWS SERVER 2016 NETWORKING 70-741
Learn to install, configure, and administer Windows Server 2016. This course covers all the topics listed in the exam objectives for 70-740 and is one of three courses required for the MCSA exam. This course also contains practical information for the working server administrator. $1999
Oct 7-Oct 11 MTWTh 9 am-4:30 pm NEAST CEMCS 723 10
F 9 am-1 pm
Oct 28-Nov 1 MTWTh 9 am-4:30 pm HARBN CEMCS 723 09
F 9 am-1 pm
Sep 23-Oct 3 MTWTh 6 pm-9:45 pm NEAST CEMCS 723 55

CLOUD+
Learn about cloud concepts and models, virtualization, infrastructure, resource management, security, and business continuity in the cloud. Acquire the knowledge and best practices required of IT practitioners working in cloud computing environments as you prepare for the Cloud+ CompTIA certification. $1999
Oct 14-Oct 18 MTWTh 9 am-4:30 pm NEAST CEMCS 718 26
F 9 am-1 pm
Nov 11-Nov 15 MTWTh 9 am-4:30 pm HARBN CEMCS 718 25
F 9 am-1 pm
Oct 7-Oct 17 MTWTh 6 pm-9:45 pm NEAST CEMCS 718 63

SECURITY+
Threat and destruction of intellectual property takes place despite the presence of firewalls, encryption, and corporate edicts. Prepare to implement and monitor security on networks, applications, and operating systems, and respond to security breaches, as you also prepare for the Security+ exam. Prerequisites: Basic Windows user skills and a fundamental understanding of computer and networking concepts, CompTIA A+ and Network+ certifications (or equivalent knowledge), and six to nine months' experience in networking, including configuring security parameters, are strongly recommended. $1999
Sep 9-Sep 13 MTWTh 9 am-4:30 pm HARBN CESEC 664 43
F 9 am-1 pm
Oct 21-Oct 25 MTWTh 9 am-4:30 pm NEAST CESEC 664 45
F 9 am-1 pm
Nov 18-Nov 22 MTWTh 9 am-4:30 pm HARBN CESEC 664 44
F 9 am-1 pm
Sep 16-Sep 26 MTWTh 6 pm-9:45 pm HARBN CESEC 664 73
F 9 am-1 pm
Oct 21-Oct 31 MTWTh 6 pm-9:45 pm NEAST CESEC 664 72

MTC’s QuickJobs programs have been developed for fields where job growth is expected in the Midlands. Many programs can be completed in three months or less.

More info on these and other programs at MIDLANDSTECH.EDU/QuickJobs

Lay out a new career path – fast.
COMPUTER SUPPORT

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

- **Oct 28-Nov 1**
  - MTWTh
  - 9 am-4:30 pm
  - NEAST
  - CENET 746 10

- **Sep 30-Oct 10**
  - MTWTh
  - 6 pm-9:45 pm
  - HARB
  - CENET 746 55

- **Nov 11-Nov 21**
  - MTWTh
  - 6 pm-9:45 pm
  - NEAST
  - CENET 746 54

**CISCO ICND 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, and basic troubleshooting. $2999

- **Sep 9-Sep 20**
  - MTWTh
  - 9 am-4:30 pm
  - NEAST
  - CECIS 671 14

- **Sep 23-Sep 27**
  - MTWTh
  - 9 am-4:30 pm
  - NEAST
  - CECIS 685 07

- **Sep 30-Oct 4**
  - MTWTh
  - 9 am-4:30 pm
  - NEAST
  - CECIS 685 08

- **Oct 28-Nov 7**
  - MTWTh
  - 6 pm-9:45 pm
  - NEAST
  - CECIS 685 50

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

- **Sep 16-Sep 20**
  - MTWTh
  - 9 am-4:30 pm
  - NEAST
  - CESEC 683 07

- **Sep 23-Sep 27**
  - MTWTh
  - 9 am-4:30 pm
  - NEAST
  - CESEC 683 08

- **Oct 28-Nov 7**
  - MTWTh
  - 6 pm-9:45 pm
  - NEAST
  - CESEC 683 52

**CYBERSECURITY ANALYST (CYSA+)**
Through hands-on practice, you will learn how to support network security within an organization and identify security threats and vulnerabilities, respond to and recover from security incidents, and prepare for the CySA+ certification. Security+ Certification or experience recommended. Prerequisites: At least 2 years of experience in computer network security technology or a related field preferred; the ability to recognize information security vulnerabilities and threats in the context of risk management; foundation-level operational skills with some of the common operating systems for computing environments; foundational knowledge of the concepts and operational framework of common assurance safeguards in computing environments; foundation-level understanding of some of the common concepts for network environments, such as routing and switching; foundational knowledge of major TCP/IP networking protocols, including, but not limited to, TCP, IP, UDP, DNS, HTTP, ARP, ICMP, and DHCP. $1999

- **Sep 23-Sep 27**
  - MTWTh
  - 9 am-4:30 pm
  - NEAST
  - CESEC 683 07

- **Sep 30-Oct 4**
  - MTWTh
  - 9 am-4:30 pm
  - NEAST
  - CESEC 683 08

- **Oct 28-Nov 7**
  - MTWTh
  - 6 pm-9:45 pm
  - NEAST
  - CESEC 683 52

**MTC’s Corporate and Continuing Education workforce training division is the largest and most comprehensive in South Carolina.**

**CAREER SPOTLIGHT**
**CYBERSECURITY ANALYST**
Protecting data and technology requires a specific set of advanced skills. Threats are ever-present and are adapting to defense techniques quickly. It is critical for any business’s overall success to have a team of technology professionals with the right training defending their valuable information assets. Completing this intensive training in 10 to 12 weeks will develop and hone your capabilities in network and data protection, penetration testing, and threat analysis. Obtaining the corresponding industry certifications from CompTIA; Sec+, CySA+ and PenTest+, will show employers you are ready and able to accomplish the tasks required. Cybersecurity professionals are in demand for small, medium, and large businesses as well as any local, state, or government entity. Prerequisites: Five years of networking experience, completion of Desktop and Server Administrator program or program approval.

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>HOURS</th>
<th>COST</th>
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<tbody>
<tr>
<td>Security+</td>
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<tr>
<td>PenTest+</td>
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<tr>
<td>Cybersecurity Analyst (CySA+)</td>
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<td><strong>$5997</strong></td>
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</table>
COMPUTER AND INFORMATION TECHNOLOGY

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, you must successfully complete the following courses within a two-year period.

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Access, Introduction</td>
<td>12</td>
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<tr>
<td>Access, Intermediate</td>
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<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>$299</td>
</tr>
<tr>
<td>Business Intelligence 1</td>
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<td>$599</td>
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<tr>
<td>Business Intelligence 2</td>
<td>12</td>
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<td>SQL Server Database Services</td>
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</tr>
<tr>
<td>Database Productivity Lab</td>
<td>6</td>
<td>$199</td>
</tr>
</tbody>
</table>

Total: 102 hrs $3591

DATABASES

DATABASE DESIGN

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

Sep 3 T 9 am-4 pm HARBN CEDBS 614 12
Sep 4-Sep 5 WTh 6 pm-9 pm NEAST CEDBS 614 65

SQL, INTRODUCTION

Prepare yourself to use generic SQL (Structured Query Language) to retrieve, store, and manipulate data from any relational database. Querying and SQL statement fundamentals will be covered. $399

Oct 21-Oct 22 MT 9 am-4 pm HARBN CEDBS 590 45
Oct 28-Oct 31 MTWTh 6 pm-9 pm HARBN CEDBS 590 70

BUSINESS INTELLIGENCE 1

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

Oct 7-Oct 8 MT 9 am-4 pm NEAST CEDBS 588 34
Oct 14-Oct 17 MTWTh 6 pm-9 pm HARBN CEDBS 588 69

BUSINESS INTELLIGENCE 2

The creation of data-backed visualizations is a key way data scientist, or any professional, can explore, analyze, and report insights and trends from data. Tableau® software is designed for this purpose. Tableau® was built to connect to a wide range of data sources, and allows users to quickly create visualizations of connected data to gain insights, show trends, and create reports. In this course, you will visualize data with Tableau. $599

Oct 28-Oct 29 MT 9 am-4 pm HARBN CEDBS 645 01
Nov 4-Nov 7 MTWTh 6 pm-9 pm NEAST CEDBS 645 50

SQL SERVER DATABASE SERVICES

Learn everything you need to be productive with SQL Server. This course gives you hands-on exposure to database design and creation, security, diagramming, backup, recovery, indexes, views, stored procedures, triggers, and basics of reporting services. $699

Nov 18-Nov 21 MTW 9 am-4 pm HARBN CEDBS 641 04
Nov 25-Dec 10 MTWTh 6 pm-9 pm HARBN CEDBS 641 50

DATABASE PRODUCTIVITY LAB

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

Dec 9 M 9 am-4 pm HARBN CEDBS 626 42
Dec 11-Dec 12 WTh 6 pm-9 pm HARBN CEDBS 626 64
“To prepare for tomorrow’s IT landscape, you have to combine both theory and real-world experience.”

Keith Stephens | ADJUNCT IT INSTRUCTOR

Salary ranges between $35,000 and $70,000 in Columbia

$35,000
Help Desk Technician Tier 1

$54,000
Technical Support Specialist

$70,000
Network Administrator
**ACCESS, INTRODUCTION**
Take away the mystery of database design in Access by creating, designing, and editing tables. Learn to create simple queries and filters and develop the skills to design simple forms and reports. $299  
Sep 9-Sep 10  MT  9 am-4 pm  HARBN  CEDBS 620 33  
Sep 16-Sep 19  MTWTh  6 pm-9 pm  HARBN  CEDBS 620 85

**ACCESS, INTERMEDIATE**
Learn about database normalization, relationships, referential integrity, and analyzing tables. Explore complex queries with joins, parameters, calculated fields, and summarizing and grouping values. Work with action queries and finding unmatched or duplicate records. Learn to create advanced reports with calculated fields and enhanced control formatting and data bars. $299  
Sep 11-Sep 12  WTh  9 am-4 pm  HARBN  CEDBS 623 34  
Sep 23-Sep 26  MTWTh  6 pm-9 pm  HARBN  CEDBS 623 80

**ACCESS, ADVANCED**
Learn more advanced form design with sub-forms, tab pages, and navigation forms. Import, export, and link external data and perform a Word mail merge with Access data. Learn how to have a more turnkey database with macros, VBA programming, and switchboards. Learn about database management topics like dependencies, documenting, compacting, repairing, splitting, security, and converting into ACCDE. $299  
Nov 6-Nov 7  WTh  9 am-4 pm  HARBN  CEDBS 624 38  
Nov 11-Nov 14  MTWTh  6 pm-9 pm  NEAST  CEDBS 624 66

**OFFICE PRODUCTIVITY LAB**
Demonstrate your knowledge of office applications by creating documents and spreadsheets using the skills acquired in the program. To receive an Office Administrative Specialist Certificate, you must successfully complete this course. Prerequisites: Word (Introduction and Intermediate), Excel (Introduction and Intermediate), Organizing Computer Files, Outlook (Introduction), Computer Typing for Everyone and Becoming a Customer Service Star). $199  
Dec 16  M  9 am-4 pm  NEAST  CEMSO 516 11  
Dec 17-Dec 18  TW  6 pm-9 pm  HARBN  CEMSO 516 53

**POWERPOINT, INTRODUCTION**
Your presentations can be showstopping. Create slide shows using PowerPoint’s most commonly used features. $299  
Dec 2-Dec 3  MT  9 am-4 pm  HARBN  CEQDP 629 41  
Dec 9-Dec 12  MTWTh  6 pm-9 pm  NEAST  CEQDP 629 53

**POWERPOINT, ADVANCED**
Import from other applications, create photo albums, share presentations, and create templates. Use multimedia effects including sound and video to produce professional, effective presentations. $299  
Dec 16-Dec 17  MT  9 am-4 pm  NEAST  CEQDP 650 21  
Dec 16-Dec 19  MTWTh  6 pm-9 pm  NEAST  CEQDP 650 52

**OUTLOOK, INTRODUCTION**
Make the most of your email communications. Learn to work with contacts and distribution lists. Find out how Outlook tasks can help with organization, and use the Outlook calendar to keep up with your busy schedule. $299  
Sep 16-Sep 17  MT  9 am-4 pm  HARBN  CESCH 708 07  
Sep 30-Oct 9  MW  6 pm-9 pm  NEAST  CESCH 708 65

**OUTLOOK, INTRODUCTION – ONLINE**
Prerequisite: Basic Computer skills and the ability to navigate the Internet, websites, and email. $299  
Oct 2-Oct 10  CEONL  CESCH 721 06I

**OUTLOOK, ADVANCED**
Take your Outlook skills to the next level. Learn how to customize Outlook, automate commonly used actions, work with folders, organize Outlook components, and use the Rules Wizard. $299  
Nov 7-Nov 8  Th  9 am-4 pm  HARBN  CESCH 717 13  
Nov 18-Nov 20  MT  6 pm-9 pm  HARBN  CESCH 717 52

**CREATING A SIMPLE EXCEL SPREADSHEET**
Learn to create a simple Excel spreadsheet complete with formats and easy formulas. $99  
Nov 22  F  9 am-12 pm  NEAST  CESDS 628 37

**EXCEL FORMULAS AND FUNCTIONS**
Work with basic math formulas and progress to conditional, lookups, date and time, financial, statistical, and conversion examples. Protect and hide your formulas and create user-defined functions. $179  
Nov 4  M  9 am-4 pm  NEAST  CESDS 630 37

**EXCEL GRAPHS**
Graphs are very powerful tools for visually representing your important numeric data. Learn how simple it is to create in Excel. $99  
Nov 1  F  9 am-12 pm  NEAST  CESDS 629 27

**EXCEL MACROS**
Enjoy the efficiency of macros as you learn to record mouse clicks and keystrokes for playback later or to record a sequence of commands you use to perform repetitive tasks in Excel. Get the basics in this class. $99  
Oct 25  F  9 am-12 pm  NEAST  CESDS 640 29

**EXCEL PIVOT TABLES**
Learn to use Pivot Tables to summarize large amounts of data and analyze it in a variety of ways. $99  
Sep 20  F  9 am-12 pm  NEAST  CESDS 631 34  
Nov 15  F  9 am-12 pm  HARBN  CESDS 631 35

**EXCEL, INTRODUCTION**
Learn how to create effective and efficient worksheets using formulas, common functions, formatting and printing. $299  
Sep 3-Sep 4  TW  9 am-4 pm  HARBN  CESDS 602 40  
Oct 2-Oct 3  WTh  9 am-4 pm  NEAST  CESDS 602 39  
Oct 16-Oct 17  WTh  9 am-4 pm  NEAST  CESDS 602 41  
Sep 9-Sep 18  MW  6 pm-9 pm  NEAST  CESDS 602 62
COMPUTER AND INFORMATION TECHNOLOGY

MICROSOFT OFFICE

EXCEL, INTRODUCTION – ONLINE
Prerequisite: Basic Computer skills and the ability to navigate the Internet, websites, and email. $299
Sep 11-Sep 20   CEONL   CESDS 682 14I
Oct 16-Oct 25   CEONL   CESDS 682 15I

EXCEL, INTERMEDIATE
Learn specialized functions, like IF, COUNTIF, and DSUM and how to effectively analyze, sort, filter data, create outlines, subtotals, range names, and work with tables. Display data more visually in charts, Pivot tables and charts and work with slicers and templates. $299
Sep 16-Sep 17   MT   9 am-4 pm   NEAST   CESDS 610 01
Oct 7-Oct 8     MT   9 am-4 pm   HARBN   CESDS 610 02
Oct 14-Oct 23   MW   6 pm-9 pm   NEAST   CESDS 610 61

EXCEL, INTERMEDIATE – ONLINE
Prerequisite: Basic Computer skills and the ability to navigate the Internet, websites, and email. $299
Sep 25-Oct 4    CEONL   CESDS 683 16I
Nov 6-Nov 15    CEONL   CESDS 683 17I

EXCEL, ADVANCED
In this course, you will work with multiple worksheets, use LOOKUP functions and formula auditing, share and protect workbooks, automate workbook functionality with data validation and macros, create spark lines, and map data, and work with data tables, scenarios, goal seek, and forecasting data trends. $299
Nov 13-Nov 14   WTh   9 am-4 pm   HARBN   CESDS 611 01
Dec 2-Dec 11    MW   6 pm-9 pm   NEAST   CESDS 611 54

EXCEL ADVANCED – ONLINE
Prerequisite: Basic Computer skills and the ability to navigate the Internet, websites, and email. $299
Nov 27-Dec 6    CEONL   CESDS 685 06I

WORD, INTRODUCTION
Learn everything you need to get started creating and editing documents, formatting, proofing, controlling page setup, and more. $299
Sep 23-Sep 24   MT   9 am-4 pm   NEA ST   CEWDP 593 06
Oct 7-Oct 16    MW   6 pm-9 pm   NEA ST   CEWDP 593 59

WORD, INTERMEDIATE
Enhance your proficiency with Word using tables, styles, templates, section breaks, and columns. Long document features such as table of contents, indexes, and mail merge are also covered in this course. $299
Oct 14-Oct 15   MT   9 am-4 pm   HARBN   CEWDP 594 25
Oct 21-Oct 30   MW   6 pm-9 pm   HARBN   CEWDP 594 77

WORD, ADVANCED
Create top-notch documents using forms, sharing documents, and document revisions. Work with custom graphic elements, bookmarks, footnotes, and macros. $299
Nov 11-Nov 12   MT   9 am-4 pm   HARBN   CEWDP 595 40
Nov 18-Nov 21   MTWTh   6 pm-9 pm   HARBN   CEWDP 595 55

WORD, INTRODUCTION FOR SENIORS
A class especially for those age 60 and older who want to learn the basics of Microsoft Word, including creating and editing documents, formatting, printing, and more. $109
Nov 8          F   9 am-12 pm   NEA ST   CEWDP 597 35

CAREER SPOTLIGHT

FRONT-END WEB DEVELOPER
Learn to design simple websites using HTML5, CSS3, JavaScript, and Adobe Photoshop. Develop sites implementing basic search engine optimization strategies to increase visibility. To earn this certificate, you must successfully complete the following courses within a two-year period.

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>HOURS</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>HTML5</td>
<td>18</td>
<td>$759</td>
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<tr>
<td>CSS3-Cascading Style Sheets</td>
<td>24</td>
<td>$1099</td>
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<td>JavaScript</td>
<td>30</td>
<td>$1399</td>
</tr>
<tr>
<td>Website Marketing</td>
<td>18</td>
<td>$659</td>
</tr>
<tr>
<td>Photoshop, Introduction</td>
<td>12</td>
<td>$399</td>
</tr>
<tr>
<td>Website Production Lab</td>
<td>18</td>
<td>$599</td>
</tr>
</tbody>
</table>

Total: 120 hrs $4914
COMPUTER AND INFORMATION TECHNOLOGY

PROGRAMMING

JAVA PROGRAMMING, INTRODUCTION
Learn to interpret and write code in the Java language using control structures; arithmetic, logical, or relational operators; method definitions and calls; creation and use of object instances; and creation and use of arrays. $1130
Aug 26-Dec 18  W  6 pm-10 pm  BLTLN  CEPRO 697 51

PHP AND MYSQL
Learn the basics of PHP, including using variables, logical expressions, and functions, while designing your own MySQL database. Develop a complete dynamic web application with site navigation, form validation, and a password-protected admin area. Explore real world application and database development integrated with JQuery using PHP and MySQL. Prerequisites: HTML5, CSS3, JavaScript. $2999
Nov 18-Dec 18  MTWThF  9 am-12 pm  NEAST  CEDV 568 07

CAREER SPOTLIGHT

FULL STACK WEB DEVELOPER
Learn to design simple websites using HTML5, CSS3, JavaScript, and Adobe Photoshop. Develop sites implementing basic search engine optimization strategies to increase visibility. To earn this certificate, you must successfully complete the following courses within a two-year period.

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>HOURS</th>
<th>COST</th>
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</thead>
<tbody>
<tr>
<td>HTML5</td>
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<td>CSS3-Cascading Style Sheets</td>
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<tr>
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<td><strong>Total:</strong></td>
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WINDOWS

WINDOWS 10, INTRODUCTION
Learn the essential features of the Windows 10 operating system and how to customize your desktop, manage files and folders, and navigate the Web with the Microsoft Edge browser. $299
Sep 4-Sep 5  WTh  9 am-4 pm  HARBN  CEWIN 584 11

Get a job in the growing field of IT
Through the Midlands TechHire program, MTC offers scholarships, training, and job opportunities for the high-growth IT field to young adults. Take advantage of this opportunity before it ends in early 2020.

APPLY TODAY by visiting MIDLANDSTECH.EDU/techhire

CONTACT US
Rose Heath, Program Director
heathrl@midlandstech.edu  |  803.691.3829
COMPUTER AND INFORMATION TECHNOLOGY

WEB DEVELOPMENT AND PRINT MEDIA

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, how to build interactive forms, apply native data validation, and embed HTML5 audio and video. $759

Sep 4-Sep 11  MTWTh  6 pm-9:45 pm  HARBN  CEWDV 570 52
W  6 pm-9 pm

CSS3 - CASCADING STYLE SHEETS
Learn to apply local styles, style sheets, and 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, work with typography, colors, backgrounds, positioning, and list styling. Explore how the major browsers affect CSS. 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 or equivalent experience. $1099

Sep 16-Sep 25  MTWTh  6 pm-9:45 pm  HARBN  CEWDV 571 52
MTW  6 pm-9 pm

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

Sep 30-Oct 7  MTWTh  6 pm-9:45 pm  HARBN  CEWDV 572 52
M  6 pm-9 pm

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

Oct 14-Oct 24  MTWTh  6 pm-9:45 pm  HARBN  CEWDV 557 53

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

Oct 28-Oct 31  MTWTh  6 pm-9 pm  HARBN  CEGPH 601 53

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

Nov 4-Nov 11  MTWTh  6 pm-9:45 pm  HARBN  CEWDV 553 53
M  6 pm-9 pm
“In the MTC Database Analyst track, I had a chance to interact with instructors that took pride in preparing students for jobs.”

Lois Garba | ALUMNA

COURSES
- Access, Introduction | Access, Intermediate
- Database Design | SQL, Introduction | Access, Advanced
- Business Intelligence 1 | Business Intelligence 2
- SQL Server Database Services | Database Productivity Lab

Salary ranges between $40,000 and $64,000 in Columbia
CREATIVE CAREERS

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

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

AUDIO ENGINEER

AUDIO ENGINEERING CERTIFICATE INFORMATION SESSION
Looking for a career as an Audio Engineer or Producer? Attend this free session and receive information about the Audio Engineering Certificate program, meet instructors, and possibly win a door prize. Topics include: The 5 Most Important Steps in Capturing a High Quality Vocal Performance, The Secrets of Making Professional Quality Beats in Reason, and 5 Essential Tips for Becoming Employed in the Music Business. $0
Aug 27 T 7 pm-8 pm NEAST CEMUS 547 08

AUDIO ENGINEERING, INTRODUCTION
Learn how to use standard types of audio equipment - microphones, mixing consoles, compressors, EQ's, reverbs, and power amps will be covered with live demonstration during classes. Classes will also cover maintenance and troubleshooting. Classes meet at Midlands Audio Institute, 207 S. Prospect St., Columbia, SC 29205. 803.782.6910 $449
Sep 9-Oct 28 M 7 pm-9 pm MAI CEMUS 507 14

COMMERCIAL MUSIC THEORY
If you are going to be working in the music business, you need to know the difference between "off key" and "on." This course covers the music theory, ear training, and harmony related to commercial/contemporary music, from rock-n-roll to classical music. Classes meet at Midlands Audio Institute, 207 S. Prospect St., Columbia, SC 29205. 803.782.6910 $449
Oct 31-Dec 19 Th 7 pm-9:15 pm MAI CEMUS 511 13Z

LIVE SOUND PRODUCTION
Learn the in's and out's of running live sound for production companies, theatres, artists, churches, and more. This class includes a two-hour lab. Textbook included. Classes meet at Midlands Audio Institute, 207 S. Prospect St., Columbia, SC 29205. 803.782.6910 $449
Nov 4-Dec 16 M 7 pm-9:30 pm MAI CEMUS 521 13Z

MUSIC BUSINESS
Whether you want to be the manager of a band, make extra income as a booking agent, or do both for yourself as an artist, this course will give you the skills to navigate through the world of the music business. Textbook included. Classes meet at Midlands Audio Institute, 207 S. Prospect St., Columbia, SC 29205. 803.782.6910 $449
Sep 5-Oct 24 Th 7 pm-9 pm MAI CEMUS 510 16

STUDIO RECORDING I
Learn the latest techniques in audio recording. From analog to digital, this course will improve your abilities to record music at home or in a studio. Covers Pro Tools and analog outboard equipment. This class includes a two-hour lab. Classes meet at Midlands Audio Institute, 207 S. Prospect St., Columbia, SC 29205. 803.782.6910 $449
Sep 3-Oct 22 T 7 pm-9:15 pm MAI CEMUS 522 15

STUDIO RECORDING II
Supplement to Studio Recording I. Required for certificate program. One-on-one time featuring eight hours of hands-on use of a Pro Tools system. Student must pass final exam and present a recording demo project for critique to pass the course. Must be completed within two years of beginning the certificate program. $449
Oct 29-Dec 17 T 7 pm-9:15 pm MAI CEMUS 523 11Z

CAREER SPOTLIGHT

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

REQUIRED COURSES
Audio Engineering, Introduction
Commercial Music Theory
Digital Music Production
Studio Recording I
Studio Recording II
Live Sound Production
Music Business
Studio Recording III
CREATIVE CAREERS

ANIMAL CARE

VETERINARY ASSISTANT CERTIFICATE
Become a competent veterinary assistant learning receptionist duties, laboratory procedures, medical terminology, and customer skills. Successful completion of this certificate program will qualify you for an entry-level position as a veterinary assistant. All materials included. $839
Sep 10-Oct 18  TTh  6 pm-9 pm  HARBN CEANC 508 30

CAKE DECORATOR

CAKE DECORATOR PROFESSIONAL CERTIFICATE
Find out how the experts create beautiful cakes. This 18-hour certificate program prepares you with the basic cake decorating skills needed to start a cake business, obtain a position as an entry level decorator (bakery/grocery store), or for personal pleasure. Learn the perfect techniques in creating beautiful cakes using buttercream icing. You will be introduced to fondant bows. On the first night of class; bring Wilton practice board, piping tips (purchase only the tips listed on the online materials list); disposable piping bags; small pair of scissors; half sheet coated cake board; cake spatula; and a small container of prepared Wilton Decorator's Buttercream. Piping techniques will be covered on the first night of class. View the full list of supply requirements on the online materials list, but wait to purchase all supplies until after the first class. $195
Oct 22-Nov 26  T  6 pm-9 pm  HARBN CEKIT 522 47

FLORAL DESIGNER

FLORAL DESIGN CERTIFICATE
The fundamentals of floral arranging will give students enough basic skills to seek entry-level positions in the floral business. Introduction to materials and equipment, principles of good design, color, and specialized designs are covered. $399
Sep 9-Oct 1  MT  6 pm-9 pm  HARBN CEFLC 501 24

FLORAL DESIGN, ADVANCED
Prerequisite: Floral Design Certificate. Bring your tools to enhance your skills. Emphasis will continue on fresh floral arrangements but will also touch on uses of artificial flowers. $195
Oct 14-Oct 22  MT  6 pm-9 pm  HARBN CEFLC 502 10

CHILD DEVELOPMENT

BLOOD BORNE PATHOGENS/HEALTH, SAFETY, AND NUTRITION
Receive blood borne pathogens and health and safety or nutrition training. Study health and safety or nutrition issues by creating a safe and healthy environment for children. Learn the proper procedures to prevent illness and accidents or provide healthy nutrition in the classroom. See the Materials List on the website for topic and course number. $25
Nov 16  S  8 am-1:30 pm  HARBN CEABC 519 14

CURRICULUM
Take this opportunity to gather creative ideas to strengthen the curriculum at your center. See the materials list on the website for topic and course number. $25
Oct 5  S  8 am-1:30 pm  HARBN CEABC 501 28

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
Sep 28  S  8 am-1:30 pm  HARBN CEABC 503 25

PROFESSIONAL DEVELOPMENT
Gain knowledge and acquire skills to enhance your development as a child care professional. $25
Dec 7  S  8 am-1:30 pm  HARBN CEABC 509 02

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

MEETING AND EVENT PLANNER
Almost 1.8 million meetings and special events happen in the U.S. each year, resulting in approximately $280 billion in spending. The Meeting and Event Planning Certificate program will give you the tools to become a successful consultant in this field. Whether you are planning a wedding, intend to start your own event-planning company or responsible for planning events for your current job, this certificate program will give you the skills to work more effectively and more efficiently. Event planner salaries in South Carolina start at $22.76 per hour.

REQUIRED CORE COURSE

Meeting and Event Planning Certificate

EVENT PLANNER

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

Sep 23-Oct 29     MT       6 pm-9 pm     NEAST     CEEVT 527 01

INTERIOR DECORATOR

INTERIOR DECORATING CERTIFICATE
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. $699

Sep 4-Dec 18    W       6 pm-9 pm     NEAST     CEDCP 545 01

LANDSCAPER AND HORTICULTURIST

IRRIGATION
Examine the use of irrigation in the landscape industry with emphasis on design, equipment suitability, water application procedures, and construction. Design projects and job bidding are also included. Invest in your career and earn your landscape certificate. Classes can also be taken individually. The class meets at W.P. Law, 303 Riverchase Way, Lexington, SC 29072. $209

Sep 24-Nov 12  T       6 pm-9 pm     WPLAW     CEHOR 507 23

SOIL MANAGEMENT
Learn about soils and plant nutrition. Emphasis will be placed on physical and chemical properties, water, organic matter, and micro-organisms in soils. Materials and methods for supplying nutrients to horticulture plants are also discussed. Invest in your career and earn your landscape certificate. Classes can also be taken individually. $199

Sep 19-Nov 14  Th      6 pm-9 pm     NEAST     CEHOR 520 17
CREATIVE CAREERS

INTRO TO VIDEOGRAPHY
Intro to Videography is designed to provide a new videographer with the basic tools to enter the field as an assistant, or to generate some small projects from which an individual can build and grow. The course covers video and audio equipment, lighting, composition and framing, editing, client services and relationships, production planning, reels, and posting online. See the online materials list for equipment requirements. Class is held offsite at Fanatik Productions, 421 Bush River Road, Suite 200. $269
Oct 14-Oct 30  MW  6 pm-9 pm  CEOFS  CEPIC 548 05

VIDEOGRAPHY CERTIFICATE
Expand your knowledge in the areas of video and audio equipment, lighting, composition and framing, editing, client services and relationships, production planning, reels, and posting online. Final class project includes working on a completed production to use as part of your portfolio, (web series, short film, etc). Class is held offsite at Fanatik Productions, 421 Bush River Road, Suite 200. $749
Oct 14-Dec 4  MW  6 pm-9 pm  CEOFS  CEPIC 554 03

VIDEO EDITING BASIC
This course is the basic portion of the Video Editing Certificate Program. You can take as a stand-alone class or go on for the certificate program. Study basic editing techniques using Adobe Premiere. Learn basic timeline editing, how to add transitions, and how to format video for export. Includes standard definition and high-definition editing. A DSLR camera that captures video, a video camera, or a Smartphone that captures video is also required. A 500 GB Mac and PC compatible external hard drive is required. $249
Sep 4-Sep 30  MW  6 pm-9 pm  BLTLN  CEPIC 549 05

VIDEO EDITING CERTIFICATE
Learn basic and some advanced techniques in video editing using Adobe Premiere Pro CC. Includes how to add transitions, basic effects, syncing sound, basic color correction, and how to format video in standard and high-definition formats for export. In addition, students will learn how to upload video and various media platforms such as YouTube, Vimeo, and Facebook. Concludes with a video production reel that can be utilized to gain employment. A DSLR camera that captures video, a video camera, or a Smartphone that captures video is required. A subscription to Adobe Premiere Pro CC and a 500 GB Mac and PC compatible external hard drive is also required. *Please note that students will be able to subscribe to the Adobe Premiere Pro CC software at the student's rate once enrolled into the class or if already enrolled in any other class at Midlands Technical College. $749
Sep 21-Nov 2  S  9 am-12 pm  NEAST  CEPYT 600 22
S  1 pm-4 pm

PHOTOGRAPHER AND VIDEOGRAPHER
Create new opportunities – fast.
MTC’s QuickJobs programs have been developed for fields where job growth is expected in the Midlands. Many programs can be completed in three months or less.

QuickJobs Programs in Creative Careers:
- Audio Engineer | 8 months
- Cake Decorator | 6 weeks
- Floral Designer | 6 weeks
- Landscaper/Horticulturist | 10 months
- Personal Trainer | 6 weeks
- Photographer | 8 weeks
- Veterinary Assistant | 6 weeks

PERSONAL TRAINER CERTIFICATION
This nationally accredited program covers both textbook knowledge and hands-on practical training, preparing you to work with clients one-on-one in fitness facilities. Students participate in lectures including biomechanics, exercise physiology, fitness testing, equipment usage, and nutrition. Reading and studying outside of class is imperative for successful class completion and passing the exam. Prior to obtaining the Personal Trainer Certification students must pass the national exam given the last week of class. Students are also required to become Adult CPR/AED certified. The cost of this requirement is not included in course tuition. See the online materials list for important information. Textbook is required and is not included in course tuition. You may purchase book online or order through W.I.T.S. 888.330.9487 or http://www.witseducation.com. $849
Sep 21-Nov 2  S  9 am-12 pm  NEAST  CEPYT 600 22
S  1 pm-4 pm
EMPLOYEE AND LEADERSHIP DEVELOPMENT

Online courses

Your favorite classes taught by your favorite MTC instructors.

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

COURSE DESCRIPTIONS AND ADDITIONAL CLASS DATES @ MIDLANDSTECH.EDU/training

> Business Math
> Business Writing Essentials
> Excel, Introduction
> Excel, Intermediate
> Excel, Advanced
> Project Management Fundamentals
> Supervisory Program

BUSINESS WRITING

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

- Sep 12  Th  9 am-4 pm  NEAST  CEWCS 500 52
- Nov 5   T    9 am-4 pm  NEAST  CEWCS 500 53

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

- Sep 10   T  9 am-4 pm  NEAST  CEWCS 501 01
- Nov 19   T  9 am-4 pm  NEAST  CEWCS 501 02

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. $249

- Sep 17   T  9 am-4 pm  NEAST  CEWCS 502 56
- Dec 10   T  9 am-4 pm  NEAST  CEWCS 502 58

MINUTES AND MEETINGS
Gain valuable techniques for recording minutes from meetings. Learn how to prepare for meetings, document essential information, follow proper meeting procedures, and take appropriate steps for follow-up. $125

- Sep 17   T  9 am-12 pm  NEAST  CEWCS 503 30

CUSTOMER SERVICE

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

- Oct 22   T  9 am-4 pm  NEAST  CECUS 523 28
- Dec 3    T  9 am-4 pm  NEAST  CECUS 523 29

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

- Oct 23-Nov 27  W  9 am-4 pm  NEAST  CECUS 539 39

CAREER DEVELOPMENT FACILITATOR

FACILITATING CAREER DEVELOPMENT
This training provides individuals with relevant skills and knowledge to assist others in planning careers and obtaining meaningful work. This 120-hour online course developed by the National Career Development Association is a hybrid, combining 3 required onsite sessions with the remainder of the coursework done through web-based instruction, use of the course textbook (included in fee), and independent study. The first two onsite sessions, held at the Northeast Campus, will be on the first Friday from 1-6 pm and first Saturday from 8:30 am-4:30 pm after start date. The 3rd onsite session (graduation) is TBD. Completion of this course supports application for the GCDF and CCSP credentials. $975

- Sep 13-Dec 14  F  1 pm-6 pm  NEAST  CECDF 600 18
- S  8:30 am-4:30 pm
- Dec 13-Mar 14  F  1 pm-6 pm  NEAST  CECDF 600 19
- S  8:30 am-4:30 pm
EMPLOYEE AND LEADERSHIP DEVELOPMENT

LEGAL

SC STATE CONSTABLE TRAINING PROGRAM: BASIC COURSE
State constables are commissioned by SLED and support SC law enforcement in times of emergency and/or crisis. Prior to registering, candidates must take their application to SLED and receive approval to take the training. Must pass a comprehensive test and qualify with firearms. Yearly in-service training updates are required. Curriculum: firearms, laws of arrest, searches and seizures, evidence, crisis intervention, human/community relations, SLED policies and procedures affecting constables. Academy does not control any part of the constable program or tuition, only provides the training manuals.

Offsite weekend sessions meet at the A. Lewis McCarty Firearms Training Center, 357 Landfill Lane, Lexington, SC 29073. See the materials list for required equipment. $649
Oct 28-Dec 11  MW  6 pm-10 pm  HARBN  CECON 503 12
SSu  8 am-6 pm

LAW SCHOOL FOR NON-LAWYERS
Sponsored by the S.C. Bar Pro Bono Program, Law School for Non-Lawyers is a seven-week program designed to give the public an overview of the South Carolina legal system and insight into common legal problems people face. $45
Sep 26-Nov 7  Th  6 pm-9 pm  NEA ST  CELAW 505 03

PERSONAL DEVELOPMENT

PROGRAM SPOTLIGHT

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 take performance. This certificate will prepare you to be successful at work by building the core set of skills employers value most.

COURSES INCLUDE:
- Verbal Communication Skills
- Personal Accountability and Professionalism
- Principles of Teamwork, Collaboration, and Trust
- Critical Thinking and Problem Solving
- Taking Charge of Change
- Dealing With Conflict
- Business Writing Essentials

Visit MIDLANDSTECH.EDU or call 803.732.0432 for course details and to register.

ENHANCING YOUR PROFESSIONALISM
Building and maintaining a professional image is key to your success. Learn how to build self-confidence, present yourself professionally, and communicate more effectively. Take away the top traits of true professionalism. $125
Sep 10  T  9 am-12 pm  NEA ST  CEDS 564 94
Nov 12  T  9 am-12 pm  NEA ST  CEDS 564 95

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
Oct 15  T  9 am-4 pm  NEA ST  CEDS 572 50

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. $125
Nov 12  T  1:30 pm-4:30 pm  NEA ST  CELSD 694 60

COACHING AND COUNSELING - PART 2
A continuation of the Part 1 course in which you learn to recognize, overcome concerns, and practice counseling skills. $125
Sep 3  T  1:30 pm-4:30 pm  NEA ST  CELSD 690 43

DEFINING PERFORMANCE EXPECTATIONS
Participants will have the opportunity to analyze the expectations they have of their employees and the effect on performance and practice setting specific, realistic, and measurable performance standards. $125
Sep 24  T  1:30 pm-4:30 pm  NEA ST  CELSD 566 53

EVALUATING PERFORMANCE
The participant will have the opportunity to become comfortable with a process for evaluation that will contribute to positive relationships and performance outcomes. $125
Oct 1  T  1:30 pm-4:30 pm  NEA ST  CELSD 567 54

GETTING OFF ON THE RIGHT FOOT-SELECTING THE RIGHT PERSON FOR THE JOB
Participants learn how to conduct a behavioral interview, determine the best orientation structure, and learn a process for on-the-job training of a new employee. $125
Sep 17  T  1:30 pm-4:30 pm  NEA ST  CELSD 691 39

LEADING WORK TEAMS
Upon completion, participants will be able to define the difference between a group and a team, explore the behaviors of members of dynamic teams, identify elements of team effectiveness, and describe a process for developing a team mission statement and ground rules. $125
Oct 15  T  1:30 pm-4:30 pm  NEA ST  CELSD 578 46
NAVIGATE CHALLENGES WITH EASE.

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

SUPERVISORY UNIT 1: FINDING THE SUPERVISOR WITHIN*

SUPERVISORY UNIT 2: COMMUNICATING FOR IMPACT*

SUPERVISORY UNIT 3: DEVELOPING AND RETAINING TALENT
Creating and maintaining a quality work team is a business imperative. Learn how proper interviewing and selection techniques, coupled with effective employee orientation and training, evaluation and recognition methods, enable supervisors to develop and retain a productive workforce. $399

Sep 17-Oct 15  T  1:30 pm-4:30 pm  NEAST  CELSD 513 57

SUPERVISORY UNIT 4: MANAGING THE PROCESS
Helping employees manage work processes involves setting goals, solving problems, making decisions, creating a plan, and managing the changes that are inevitable in any process. This unit takes a how-to, hands-on approach to managing each of these functions. $399

Oct 29-Nov 26  T  1:30 pm-4:30 pm  NEAST  CELSD 514 55

SUPERVISORY UNIT 5: LEADING FOR DESIRED RESULTS*

* Courses offered at a later date.

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

Nov 26  T  1:30 pm-4:30 pm  NEAST  CELSD 696 48

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

Nov 19  T  1:30 pm-4:30 pm  NEAST  CELSD 695 45

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

Oct 8  T  1:30 pm-4:30 pm  NEAST  CELSD 692 43

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

Nov 5  T  1:30 pm-4:30 pm  NEAST  CELSD 583 52

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

Oct 29  T  1:30 pm-4:30 pm  NEAST  CELSD 693 41

MTC serves
28,000+ students annually

14,000+ Academic students

14,000+ Corporate and Continuing Education students
Online courses
Your favorite classes taught by your favorite MTC instructors.

> EMT Hybrid
> ICD-10CM, CPT and HCPCS Coding
> Medical Billing
> Medical Terminology

EMERGENCY MEDICAL SERVICES

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

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

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FIRST AID
General principles of first aid, covering medical emergencies, injury emergencies, and environmental emergencies according to American Heart Association and National Safety Council guidelines. $69

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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. $129
Nov 15 F 12 pm-4 pm AIRPT CEMED 601 37

CARDIAC CARE TECHNICIAN
The ability to read and recognize heart rhythms is the main function of the cardiac care technician. Students will receive hands-on experience in interpreting heart rhythms and arrhythmias. White scrubs and white closed-toe shoes must be worn to all classes/clinicals. Clinical hours will vary. Prerequisite: Medical Terminology with a grade of "C" or better and AHA CPR Certified. $649
Sep 7-Nov 23 S 10 am-2 pm HARBN CEMED 500 53

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

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. $649
Oct 14-Dec 11 MW 6 pm-8 pm HARBN CEMED 605 45

PHLEBOTOMY
Students will learn to follow universal precautions, tie tourniquets, identify veins, and demonstrate knowledge and use of equipment necessary for drawing blood. Students will be able to identify appropriate tubes and labels for tests, prep the site, perform venipunctures and finger sticks, and administer bedside glucose. No clinicals included. $699
Sep 10-Nov 5 TTh 9 am-12 pm AIRPT CEMED 550 34
Oct 1-Nov 26 TTh 6 pm-9 pm AIRPT CEMED 550 35
Oct 7-Dec 2 MW 9 am-12 pm AIRPT CEMED 550 36
Sep 9-Nov 4 MW 6 pm-9 pm HARBN CEMED 550 38

MEDICAL TERMINOLOGY
Students will learn medical terminology by analyzing the prefix, suffix, word roots, and combinations used in medical terms. This course is a prerequisite for other courses and medical certificate programs. This course may be used for exemption of AHS 102. $699
Sep 9-Oct 30 MW 6 pm-9 pm NEAST CEMPR 524 47
Oct 7-Dec 4 MW 9 am-12 pm NEAST CEMPR 524 48

MEDICAL TERMINOLOGY – ONLINE
$699
Oct 25-Dec 13 F 6 pm-9 pm AIRPT CEMPR 525 31I

REQUIREMENTS HOURS COST
Medical Terminology 48 $699
Electronic Health Records 24 $545
Medical Scribe Specialist 108 $2499
Total: 180 hrs $3743

CAREER SPOTLIGHT
MEDICAL SCRIBE SPECIALIST
In just eight months, you can become a Medical Scribe Specialist, an important member of the healthcare team who maintains comprehensive and accurate electronic health records. Through a combination of classroom material and hands-on training, this program will prepare you to sit for certification by the American College of Medical Scribe Specialists. Learn all about medical terminology, records, procedures, equipment, and patient tracking. Work side-by-side with doctors and specialists in a variety of healthcare settings. Get started on a career that’s expected to grow by 15% over the next few years, and where employees earn more than $36,000 a year on average in South Carolina.
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 must be attached to the training form. If vaccination records are not available, then titer levels demonstrating immunity may be used in lieu of having the immunizations re-administered.

All EKG students must have CPR for the Healthcare Provider.

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

UNIFORM POLICY:
> All CNA, EKG, Cardiac Care Tech, and Phlebotomy students must wear white scrubs and white closed-toe shoes to all classes and clinicals.
> All Phlebotomy students must wear a lab jacket to class.

Move up to a better career – fast.
MTC’s QuickJobs programs have been developed for fields where job growth is expected in the Midlands. Many programs can be completed in three months or less.

QuickJobs Programs in Healthcare:
> Cardiac Care Technician | 20 weeks
> Certified Nursing Assistant | 5 or 9 weeks
> Clinical Massage Therapy | 10 months
> EKG Technician | 26 weeks
> Emergency Medical Technician | 6 months
> Medical Office Specialist | 15 months
> Patient Care Technician | 9 months
> Phlebotomist | 9 weeks

More info on these and other programs at MIDLANDSTECH.EDU/QuickJobs

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>$999</td>
</tr>
<tr>
<td>Medical Terminology</td>
<td>48</td>
<td>$699</td>
</tr>
<tr>
<td>Phlebotomy</td>
<td>51</td>
<td>$699</td>
</tr>
<tr>
<td>Cardiac Care Technician</td>
<td>46</td>
<td>$649</td>
</tr>
<tr>
<td>EKG Specialist</td>
<td>56</td>
<td>$649</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>313 hrs</strong></td>
<td><strong>$3695</strong></td>
</tr>
</tbody>
</table>

All books included in cost.

PATIENT CARE TECHNICIAN CERTIFICATION
Midlands Technical College offers the certification exam through the National Healthcareer Association (NHA). The test will be given on the Harbison Campus and the cost is $155. For more information on how to schedule this exam, contact us at 803.732.5214.
MEDICAL BILLING AND CODING SPECIALIST

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

**PREREQUISITES**

| Medical Terminology | 48 | $699 |

**CORE CLASSES**

| ICD-10CM, CPT and HCPCS Coding | 54 | $1299 |
| Medical Billing (final class) | 30 | $799 |

**Total: 132 hrs | $2797**

All books included in cost.

---

**ELECTRONIC HEALTH RECORDS**

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

Sep 11-Oct 30  W  6 pm-9 pm  HARBN  CEMIM 513 27

**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

Oct 7-Dec 9  M  6 pm-9 pm  HARBN  CEMIM 510 28

**MEDICAL SCRIBE SPECIALIST**

This 12-week accelerated Medical Scribe Specialist course will address training competencies required for the ACMSS certification. Through lecture, review, training, and practice of electronic health record input and documentation management, students will prepare to assist healthcare providers in a clinical setting with activities of patient medical record documentation. Prerequisites: Medical Terminology with a C or better and Electronic Health Records. $2499

Sep 9-Dec 9  M  1 pm-4 pm  AIRPT  CEMIM 516 03I

---

**Take the call**

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

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

Courses listed on page 29.
INDUSTRIAL TECHNOLOGIES, TRADES, AND MANUFACTURING

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

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

CONSTRUCTION
Books can be purchased at the Airport Campus bookstore.

CAREER SPOTLIGHT

BUILDING CONSTRUCTION MANAGER

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>HOURS</th>
<th>COST</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print Reading for Construction</td>
<td>30</td>
<td>$379</td>
</tr>
<tr>
<td>Residential Building, Site Preparation, and Foundations</td>
<td>24</td>
<td>$289</td>
</tr>
<tr>
<td>Residential Building, Framing, and Finishing</td>
<td>24</td>
<td>$289</td>
</tr>
<tr>
<td>Residential Building Codes</td>
<td>24</td>
<td>$289</td>
</tr>
<tr>
<td>Residential Contractor Business and Law</td>
<td>15</td>
<td>$249</td>
</tr>
<tr>
<td>Residential Builder Exam Prep</td>
<td>15</td>
<td>$249</td>
</tr>
<tr>
<td>General Construction Safety</td>
<td>15</td>
<td>$299</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td>132</td>
<td><strong>$1,744-$1,794</strong></td>
</tr>
</tbody>
</table>

PRINT READING FOR CONSTRUCTION
Learn the basics of reading construction blueprints. Primary emphasis is on architectural and structural plans. Learn symbols, terminology, and abbreviations associated with reading construction plans. $379
Nov 4-Dec 9 MW 6 pm-9 pm AIRPT CECLR 515 31

RESIDENTIAL BUILDING FRAMING AND FINISHING
Learn to frame floors, walls, ceilings, and roofs; build stairs; and install roof coverings, siding, windows and doors, interior wall coverings, cabinets, and trim. Emphasis is placed on construction-industry approved building methods and estimating procedures. Training prepares students for the SC Home Builders Exam. $289
Oct 3-Nov 21 Th 6 pm-9 pm AIRPT CECLR 532 19

RESIDENTIAL CONTRACTOR BUSINESS AND LAW
This course helps prepare you for the Business and Law portion of the SC Home Builders Exam. This class will also help individuals who plan to build their own home, as well as currently licensed contractors and home inspectors to understand legal and management issues involved in construction. $249
Oct 1-Oct 29 T 6 pm-9 pm AIRPT CECLR 508 18

FORKLIFT OPERATOR

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

Sep 14 S 8 am-5 pm AIRPT CEHEQ 501 63
Sep 28 S 8 am-5 pm AIRPT CEHEQ 501 64
Oct 12 S 8 am-5 pm AIRPT CEHEQ 501 65
Oct 26 S 8 am-5 pm AIRPT CEHEQ 501 66
Nov 9 S 8 am-5 pm AIRPT CEHEQ 501 67
Dec 14 S 8 am-5 pm AIRPT CEHEQ 501 68
INDUSTRIAL TECHNOLOGIES, TRADES, AND MANUFACTURING

CAREER SPOTLIGHT

INDUSTRIAL TECHNICIANS

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

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

INDUSTRIAL MECHANICAL MAINTENANCE COURSES

<table>
<thead>
<tr>
<th>COURSES</th>
<th>HOURS</th>
<th>COST</th>
</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>$1239</td>
</tr>
<tr>
<td>Safety and Rigging Fundamentals</td>
<td>20</td>
<td>$349</td>
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<tr>
<td>Basic Mechanical Components</td>
<td>80</td>
<td>$1389</td>
</tr>
<tr>
<td>Bearings and Lubrication</td>
<td>56</td>
<td>$969</td>
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<tr>
<td>Gearboxes</td>
<td>20</td>
<td>$349</td>
</tr>
<tr>
<td>Pumps</td>
<td>40</td>
<td>$699</td>
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<tr>
<td>Shaft Alignment</td>
<td>76</td>
<td>$1309</td>
</tr>
<tr>
<td>Valves and Piping</td>
<td>40</td>
<td>$699</td>
</tr>
<tr>
<td>Hydraulics and Pneumatics</td>
<td>72</td>
<td>$1239</td>
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</tbody>
</table>

Total: 596 hrs $10,337

MAINTENANCE ELECTRICAL TECHNICIAN COURSES

<table>
<thead>
<tr>
<th>COURSES</th>
<th>HOURS</th>
<th>COST</th>
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</thead>
<tbody>
<tr>
<td>General Electrical Safety-B</td>
<td>12</td>
<td>$199</td>
</tr>
<tr>
<td>Basic Math for Electricians-B</td>
<td>12</td>
<td>$199</td>
</tr>
<tr>
<td>Electrical Fundamentals</td>
<td>58</td>
<td>$999</td>
</tr>
<tr>
<td>Electrical Fundamentals II-B</td>
<td>48</td>
<td>$849</td>
</tr>
<tr>
<td>Electrical Fundamentals III-B</td>
<td>44</td>
<td>$749</td>
</tr>
<tr>
<td>Electrical Print Reading-B</td>
<td>20</td>
<td>$349</td>
</tr>
<tr>
<td>Basic Electronics-B</td>
<td>44</td>
<td>$749</td>
</tr>
<tr>
<td>Electrical Motor Controls-B</td>
<td>48</td>
<td>$949</td>
</tr>
<tr>
<td>Industrial Sensor Technology-B</td>
<td>44</td>
<td>$849</td>
</tr>
<tr>
<td>Variable Frequency Drives-B</td>
<td>52</td>
<td>$949</td>
</tr>
<tr>
<td>Programmable Logic Controllers-B</td>
<td>52</td>
<td>$849</td>
</tr>
<tr>
<td>Troubleshooting-B</td>
<td>48</td>
<td>$799</td>
</tr>
</tbody>
</table>

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.

ELECTRICAL

BASIC ELECTRONICS

Learn basic electronics principles, components, and functions including atomic structure of conductors, insulators, and semi-conductors, characteristics of current flow and resistor construction, semi-conductor construction, and basic diode types. Prerequisite: Electrical Print Reading. $529

Nov 12-Dec 17  TTh  6 pm-9 pm  AIRPT  CEEEM 562 36

BASIC MATH FOR ELECTRICIANS -B

This course provides the math skills you will need to begin the study of electricity. Review basic concepts such as number lines and exponents. Introduction to scientific/engineering notation and numerical prefixes and exponents in the decimal number system. Introduction to a scientific calculator and roper operation is covered. $199

Sep 10-Sep 12  T WTh  8 am-12 pm  AIRPT  CEEEM 583 01

34  COURSE DESCRIPTIONS AND ADDITIONAL CLASS DATES @ MIDLANDSTECH.EDU/training
### Electrical Fundamentals II -B
Continue the study of the fundamentals of electricity with the intermediate concepts of electricity: basic trigonometry and vectors, alternating current, the effects and interaction of resistance, and inductance and capacitance in series and parallel circuits. Prerequisites: Electrical Fundamentals I or skills assessment completion. $849
- **Oct 21-Nov 7**: MTWTh 8 am-12 pm AIRPT CEEEM 585 01

### Electrical Code Masters
Review the electrical codebook and learn how and where to find articles pertaining to certain subjects. Includes basic electrical problems, one-family dwellings, multi-family dwellings, sizing wire, pipe and junction boxes. $485
- **Oct 22-Nov 21**: TTh 6 pm-9 pm AIRPT CEEEM 503 09

### Electrical Fundamentals
Learn the basic concepts of electricity beginning with atomic structure and electron flow, Ohm's Law, Kirchhoff's Laws, static electricity, magnetism, resistance, basic DC circuits, electrical units, measuring instruments, and magnetic induction. Prerequisites: Basic Math for Electricians or skills assessment completion. $999
- **Sep 18-Oct 14**: MTWTh 8 am-12 pm AIRPT CEEEM 584 01

### 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
- **Sep 17-Oct 17**: TTh 6 pm-9 pm AIRPT CEEEM 551 35

### Electrical Fundamentals III -B
Complete the study of electrical fundamentals by learning the properties and applications of single-phase transformers, three-phase wye and delta transformer connections, DC generators, DC motors, three-phase alternators, and single and three-phase AC motors. $749
- **Nov 18-Dec 11**: MTWTh 8 am-12 pm AIRPT CEEEM 586 01

### 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. Prerequisite: Electrical Fundamentals III. $279
- **Oct 22-Nov 5**: TTh 6 pm-9 pm AIRPT CEEEM 579 26

### General Electrical Safety -B
You will be introduced to general workplace electrical safety practices, including lockout/tagout, PPE (personal protective equipment), NEC (National Electrical Code), and arc flash guidelines. $199
- **Sep 3-Sep 5**: TTh 8 am-12 pm AIRPT CEEEM 582 01

### 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. Prerequisite: Variable Frequency Drives. $529
- **Nov 7-Dec 12**: TTh 6 pm-9 pm AIRPT CEEEM 507 39

### Variable Frequency Drives
The introduction of Variable Frequency Drives in the workplace has become the path forward for new installations and upgrades in the industry. Understand the basics of PWM (Pulse Width Modulated) drives, Sensorless Vector Control, IGBT Power Outputs, using the industry standard, Allen-Bradley drives, the AB 1336 Plus, and Power Flex. Prerequisite: Electrical Motor Controls. $529
- **Oct 1-Oct 31**: TTh 6 pm-9 pm AIRPT CEEEM 552 39

### Industrial Maintenance

#### Applied Math
This course illustrates how math is used in industrial maintenance. Begin with basic math functions, explains decimal-fraction, conversions, and the metric system. Review basic geometry, ratios and proportions, basic algebra, area, volume, circumference, and tables. Explains right triangle trigonometry and other triangular applications in the trade. $769
- **Sep 3-Sep 19**: MTWTh 8 am-12 pm AIRPT CEEIMT 687 09

#### Blueprint Reading
The course explains different types of blueprint drawings (civil, architectural, structural, mechanical, plumbing/piping, electrical), how to interpret them and teaches field sketching. It explains orthographic projection, isometric and schematic drawings used to show electrical, piping, hydraulic, and pneumatic systems. Precision Measuring is a prerequisite for this course. $1239
- **Nov 4-Dec 12**: MTWTh 8 am-12 pm AIRPT CEEIMT 691 09

#### Fasteners and Anchors
This class describes the various threaded and non-threaded fasteners used in industrial maintenance. Students will learn how to select the correct fastener and the proper methods of installation. Prerequisite: Applied Math. $209
- **Sep 24-Sep 26**: TWTh 8 am-12 pm AIRPT CEEIMT 688 10

#### Hand and Power Tools
This class introduces students to various hand and power tools that are used in industrial maintenance applications. It explains basic hand-tool safety and procedures for selecting, inspecting, using, and maintaining the tools. Fasteners and Anchors is a prerequisite for this course. $769
- **Oct 1-Oct 17**: MTWTh 8 am-12 pm AIRPT CEEIMT 689 11
INDUSTRIAL TECHNOLOGIES, TRADES, AND MANUFACTURING

INDUSTRIAL MAINTENANCE

PRECISION MEASURING
This course covers the concept of measurement starting with rulers and levels. The class includes precision measuring tools such as calipers, micrometers, height gauges, surface plates, and dial indicators. It explains how to read the various precision measuring instruments. Learn how to select, use, and care for precision measuring tools. Hand and Power Tools is a prerequisite for this course. $349
Oct 23-Oct 30 M T W Th 8 am-12 pm AIRPT CEIMT 690 11

MANUFACTURING

BLUEPRINT READING AND BASIC MEASURING TOOLS
An introductory course in blueprint reading and precision measuring tools. This course will take you through the alphabet of lines, views, and general rules for reading engineering blueprints. This course will also provide hands-on training in the use of micrometers, calipers, height gages, indicators, and various transfer gages. $549
Dec 2-Dec 12 M 9 am-12 pm NEAST CEMFG 588 77
T W Th 8 am-11 am

INTRODUCTION TO LATHES
Learn the set-up and basic working knowledge of machining lathes. Learn proper safety, care, set-up, and operation of manual turning lathe. An excellent course for students with little machining background or students taking the CNC Operator/Programmer Certificate program. Prerequisite: Blueprint Reading and Measuring Tools course. $549
Oct 9-Oct 30 T W Th 9 am-12 pm NEAST CEMFG 626 79
Oct 9-Oct 30 T W Th 1 pm-4 pm NEAST CEMFG 626 80
Oct 9-Oct 30 T W Th 5 pm-8 pm NEAST CEMFG 626 81
Dec 16-Dec 19 M T W Th 8 am-4:30 pm NEAST CEMFG 626 82

INTRODUCTION TO MILLS
Learn the set-up and basic working knowledge of vertical mills. Learn proper safety, care, set-up, and operation of manual machine shop mills. An excellent course for students with little machining background or students taking the CNC Operator/Programmer Certificate program. Prerequisite: Blueprint Reading and Measuring Tools course $549
Sep 4-Sep 25 T W Th 9 am-12 pm NEAST CEMFG 627 79
Sep 4-Sep 25 T W Th 1 pm-4 pm NEAST CEMFG 627 80
Sep 4-Sep 25 T W Th 5 pm-8 pm NEAST CEMFG 627 81
Dec 2-Dec 12 M T W Th 12 pm-4 pm NEAST CEMFG 627 82

HIT THE ROAD
TRUCK DRIVERS ARE IN HIGH DEMAND
Get your CDL training on our Airport Campus
843.661.8385
SMALL ENGINE MECHANIC

Gain a working knowledge of types and operation of small engines, engine service, repair of outdoor power equipment, engine tune-up procedures, and troubleshooting methods, engine failure analysis, engine performance measurement, engine system and engine rebuild procedures. See MIDLANDSTECH.EDU/training for required tools. Lots of hands-on learning. $499
Sep 11-Oct 30  MW  6 pm-9 pm  AIRPT  CESME 506 33

Build new skills – fast.

MTC’s QuickJobs programs have been developed for fields where job growth is expected in the Midlands. Many programs can be completed in three months or less.

QuickJobs Programs in Industrial Technologies, Trades, and Manufacturing:

- Building Construction Manager | 6 months
- Forklift Operator | 1 day
- HVAC Technician | 5 months
- Maintenance Electrical Technician | 10 months
- Industrial Mechanical Technician | 10 months
- Machinist/CNC Operator | 8-10 months
- Manufacturing Certified Production Technician (MSSC-CPT) | 12 weeks
- Small Engine Mechanic | 7.5 weeks
- Truck Driver/CDL | 5 weeks
- Welder | 6-14 months

More info on these and other programs at MIDLANDSTECH.EDU/QuickJobs

MSSC - CERTIFIED PRODUCTION TECHNICIAN PROGRAM

MAKE A NAME FOR YOURSELF IN MANUFACTURING WITH THE MSSC - CERTIFIED PRODUCTION TECHNICIAN PROGRAM

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 MSSC - Certified Production Technician program lets employers know your skills are the ones they need. As part of this program, you can also earn an industry-recognized national certification. Many manufacturers are hiring now!
For more information, please visit MIDLANDSTECH.EDU/training or call 803.732.0432.

SAFETY AND ENVIRONMENTAL

ASBESTOS OPERATIONS AND MAINTENANCE
Reviews the initial Asbestos Operations and Maintenance Worker course. Students will receive certificates of re-accreditation used for licensing. SC-DHEC, NC-DHHS, and OSHA approved asbestos abatement training. Requires pre-notification to authorities and may be used for NC and SC licensing as an asbestos abatement professional. $199
Sep 24  T  8:30 am-5 pm  NEAST  CEASB 509 31

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. $779
Sep 9-Sep 13  MTWThF  8:30 am-4:30 pm  NEAST  CEASB 505 28

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 SC-DHEC Asbestos Supervisor licensees. Students will receive certificates used for licensing. $199
Sep 16  M  8:30 am-4:30 pm  NEAST  CEASB 506 27

ASBESTOS WORKER REFRESHER
This course reviews the initial AHERA Asbestos Worker course required for asbestos abatement workers in schools, and public and commercial buildings. The course meets the annual refresher training requirements for OSHA Class I asbestos workers and SC-DHEC Asbestos Worker licensees. Students receive certificates for licensing purposes. $199
Sep 24  T  8:30 am-4:30 pm  NEAST  CEASB 504 25

ASBESTOS INSPECTOR
Federal and state regulations require specific training for personnel involved in asbestos management. This inspector course is designed for individuals who inspect for the presence of asbestos. SC-DHEC and NC-DHHS approved. Requires pre-notification to regulatory authorities and may be used for NC and SC licensing. $529
Sep 30-Oct 2  MTW  8:30 am-5:30 pm  NEAST  CEASB 508 18

ASBESTOS INSPECTOR REFRESHER
Upon successful completion of the course, students will receive certificates of re-accreditation that may be used for licensing purposes. $159
Sep 30  M  8:30 am-12:30 pm  NEAST  CEASB 501 44
LEAD RENOVATION, REPAIR, AND PAINTING
EPA rules apply to contractors who renovate or repair housing, child-care facilities, or schools built before 1978. Trained contractors and workers must follow lead-safe work practice standards to reduce potential exposure to dangerous levels of lead during renovation and repair work. These standards are taught in this course. $239
Oct 15  T  8:30 am-5:30 pm  NEAST  CELED 500 55

GENERAL CONSTRUCTION SAFETY
Learn safety and health principles to help you meet OSHA requirements. Upon completion of the General Construction Safety course you will be able to identify OSHA regulatory requirements for construction sites and work knowledgeably within OSHA’s construction standards. Special emphasis is placed on areas in construction that most commonly result in worker injury or property damage. Students will receive a 10-hour OSHA Construction completion card. $299
Nov 12-Dec 10  T  6 pm-9 pm  AIRPT  CESAF 695 06

SPARK YOUR WELDING CAREER AT MTC
Welders are in demand in the Midlands and can make a competitive salary.

$30,000  $60,000  $85,000
ENTRY LEVEL WELDER  CERTIFIED | COMBINATION WELDER  WELDING SUPERVISOR | FOREMAN
ANNUAL SALARY IN COLUMBIA  ANNUAL SALARY IN COLUMBIA  ANNUAL SALARY IN COLUMBIA
INDUSTRIAL TECHNOLOGIES, TRADES, AND MANUFACTURING

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>$549</td>
</tr>
<tr>
<td>Introduction to Mills</td>
<td>$549</td>
</tr>
<tr>
<td>Introduction to Lathes</td>
<td>$549</td>
</tr>
<tr>
<td>Fundamentals of CNC Operator/Programmer Training</td>
<td>$849</td>
</tr>
<tr>
<td>Principles of CNC Programming</td>
<td>$949</td>
</tr>
<tr>
<td>Mastering CNC Programming</td>
<td>$795</td>
</tr>
<tr>
<td><strong>Total:</strong></td>
<td><strong>$4240</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.

COURSE SPOTLIGHT

METALLURY

In partnership with the world’s largest and most established materials information society, ASM International.

METALLURY FOR THE NON-METALLURGIST

Learn how...
1. Metals behave and why; including why and how they can be formed.
2. To recognize how metals can be strengthened by alloying, cold-working and heat treatment.
3. To determine why metals and alloys are not behaving as expected and can be made to behave as needed.
4. To choose what metal or alloy to use for specific combinations of properties.

Upcoming classes: September 9-13 | To register, call 440.338.5418
**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

| Oct 21-Dec 19 | MTWTh | 7 am-5:30 pm | FF | CEWLD 619 49 |
| Oct 21-Dec 19 | MTWTh | 7 am-5:30 pm | AIRPT | CEWLD 619 54 |

**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

| Oct 14-Dec 19 | MTWTh | 7 am-5:30 pm | FF | CEWLD 601 80 |
| Oct 14-Dec 19 | MTWTh | 7 am-5:30 pm | AIRPT | CEWLD 601 85 |

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

| Sep 21-Oct 26 | S | 8 am-1 pm | AIRPT | CEWLD 511 48 |

**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

| Oct 21-Dec 19 | MTWTh | 7 am-5:30 pm | FF | CEWLD 602 82 |
| Oct 21-Dec 19 | MTWTh | 7 am-5:30 pm | AIRPT | CEWLD 602 87 |

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

| Sep 21-Oct 26 | S | 8 am-1 pm | AIRPT | CEWLD 870 07 |

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

| Sep 21-Oct 26 | S | 8 am-1 pm | AIRPT | CEWLD 880 08 |
## INDUSTRIAL TECHNOLOGIES, TRADES, AND MANUFACTURING

### WELDER EVENING PROGRAM

#### SMAW (SHIELDED METAL ARC WELDING)

<table>
<thead>
<tr>
<th>Program Name</th>
<th>Description</th>
<th>Start Date</th>
<th>End Date</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
<th>Course Code</th>
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| 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 | Oct 7-Dec 10 | MTWTh | 6 pm-9 pm | AIRPT | CEWLD 800 17
| 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 | Oct 7-Dec 10 | MTWTh | 6 pm-9 pm | AIRPT | CEWLD 801 17 |

#### MIG (GAS METAL ARC WELDING)

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<tr>
<th>Program Name</th>
<th>Description</th>
<th>Start Date</th>
<th>End Date</th>
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<tr>
<td>GAS METAL AND FLUX CORE ARC WELDING</td>
<td>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 welding in various positions. Prerequisite: CEWLD 801 Advanced Shielded Metal Arc Welding. $1249</td>
<td>Oct 14-Dec 10</td>
<td>MTWTh</td>
<td>6 pm-9 pm</td>
<td>AIRPT</td>
<td>CEWLD 810 17</td>
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#### TIG (GAS TUNGSTEN ARC WELDING)

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<tr>
<th>Program Name</th>
<th>Description</th>
<th>Start Date</th>
<th>End Date</th>
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<tbody>
<tr>
<td>GAS TUNGSTEN ARC WELDING</td>
<td>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</td>
<td>Oct 9-Dec 10</td>
<td>MTWTh</td>
<td>6 pm-9 pm</td>
<td>AIRPT</td>
<td>CEWLD 820 17</td>
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#### PIPE WELDING

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<tr>
<th>Program Name</th>
<th>Description</th>
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<tbody>
<tr>
<td>BASIC PIPE WELDING</td>
<td>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</td>
<td>Oct 14-Dec 10</td>
<td>MTWTh</td>
<td>6 pm-9 pm</td>
<td>AIRPT</td>
<td>CEWLD 830 17</td>
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<tr>
<td>ADVANCED PIPE WELDING</td>
<td>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</td>
<td>Oct 9-Dec 10</td>
<td>MTWTh</td>
<td>6 pm-9 pm</td>
<td>AIRPT</td>
<td>CEWLD 831 17</td>
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### 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
PERSONAL ENRICHMENT

most popular online courses

> Drawing for the Absolute Beginner
> Speed Spanish
> Stocks, Bonds, and Investing, Oh My!

CREATIVE ARTS

FASHION AND ENTERTAINMENT BUSINESS

Interested in modeling, acting, fashion design, dance, music performance, cosmetology or being a creative professional in fashion and entertainment? This course is for you! Develop and explore the qualities, skills and tools necessary to establish a strong business presence, be the face of a brand, and enhance product development within the fashion and entertainment industry. Make your way through a challenging curriculum designed to develop your personal and professional strategies to manage your own presence online and within a dynamic digital industry. Combine essential business and management knowledge to begin a career within an existing entertainment company or to get your own entrepreneurial idea off the ground. $300

Sep 4-Oct 23  W  6 pm-9 pm  NEAST  CEART 573 01

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. $35

Sep 23  M  6 pm-8:30 pm  HARBN  CECED 566 22
Dec 7  S  6 pm-8:30 pm  HARBN  CECED 566 23

DEFENSIVE DRIVING

DEFENSIVE DRIVING

Licensed drivers may take this eight-hour National Safety Council course every three years. Successful completion will remove up to four points (except DUI) on a SC driver’s license, including CDL. Driver’s license number and state required when registering. May reduce insurance costs. Defensive driving techniques are stressed through lectures, videos, and classroom demonstrations. NOTE: Arrive 10 minutes early. No late arrivals will be admitted. Bring a pen or pencil to class. $85

Sep 14  S  8 am-5 pm  NEAST  CEDDC 500 28
Sep 24-Sep 25  TW  6 pm-10 pm  HARBN  CEDDC 500 29
Oct 5  S  8 am-5 pm  HARBN  CEDDC 500 30
Oct 15-Oct 16  TW  6 pm-10 pm  NEAST  CEDDC 500 31
Oct 26  S  8 am-5 pm  NEAST  CEDDC 500 32
Nov 9  S  8 am-5 pm  NEAST  CEDDC 500 33
Nov 19-Nov 20  TW  6 pm-10 pm  HARBN  CEDDC 500 34
Dec 7  S  8 am-5 pm  NEAST  CEDDC 500 35
Dec 17-Dec 18  TW  6 pm-10 pm  HARBN  CEDDC 500 36
PERSONAL ENRICHMENT

FINANCES

FINANCIAL STRATEGIES FOR SUCCESSFUL RETIREMENT
Learn which assets are appropriate for retirement income, for lifetime use, and for future generations. Explore how to make appropriate healthcare decisions. This course includes a workbook and study aids. Couples may attend together for the single fee. An optional financial planning consultation is provided after class. $79
Sep 10-Sep 24  T  5:30 pm-8:30 pm  AIRPT  CEPFP 702 11
Sep 11-Sep 25  W  5:30 pm-8:30 pm  HARBN  CEPFP 702 12

MAXIMIZE SOCIAL SECURITY: WHAT BOOMERS NEED TO KNOW
Don't miss this valuable workshop designed especially for baby boomers with a focus on timing Social Security withdrawals to allow maximum retirement income. Recent legislation in Congress will be discussed. The decisions made today can have a tremendous bearing on the total benefits received over a lifetime. Couples may attend together for a single fee. $49
Dec 3  T  6 pm-8 pm  NEA ST  CEPFP 700 08

PROTECTING YOUR HARD EARNED ASSETS IN VOLATILE TIMES
Develop a master plan for a worry-free retirement. Will my nest egg survive this volatile market and the coming storms (increased taxes, inflation, market volatility, health care costs, and the debt crisis here and in Europe)? How long will my money last? Learn helpful strategies for a confident financial future in an uncertain economy. Couples may attend together for the single fee. $59
Nov 7-Nov 14  Th  6 pm-8 pm  HARBN  CEPFP 698 21

FOOD AND COOKING

ENHANCE THE NUTRITION OF YOUR EVERYDAY MEALS
More flavor and more nutrients in every bite with no additional time spent! Bring your favorite comfort food recipes to class where nutritional enhancements and adjustments will be discussed and shared. $25
Nov 23  S  10 am-11:30 am  HARBN  CECED 594 04

COOKIES - DECORATING TECHNIQUES WITH ICING
Become skilled at decorating holiday cookies and learn to outline, flood, pipe, and the technique of brush embroidery. Let the colorful personality of your cookies amaze and leave with the skills to create more tasty treats. Decorating skills are not necessary. Hear information to start your own decorative cookie business. $49
Dec 7  S  2 pm-5 pm  HARBN  CEKIT 589 08

MUSIC

MUSICAL KALEIDOSCOPE
Join us on a thrilling expedition as we explore and discover the many and varied facets of how music has been composed and performed from the Middle Ages to the present. Interact and collaborate by sharing your favorite music with the group. Learn about other historical styles and genres. Come away with a great musical comprehension and appreciation. $89
Oct 1-Oct 22  T  6 pm-7:30 pm  HARBN  CEMUS 553 01
PERSONAL ENRICHMENT

SEWING AND Q U I L T I N G

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

Sep 10-Oct 15  T  6 pm-9 pm  HARBN  CESEW 533 16
Sep 12-Oct 17  Th  9 am-12 pm  HARBN  CESEW 533 17

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

Oct 22-Nov 19  T  6 pm-9 pm  HARBN  CESEW 550 13
Oct 24-Nov 21  Th  9 am-12 pm  HARBN  CESEW 550 14

M O T O R C Y C L E

ADVANCED RIDER COURSE
The ARC may be taken by riders using any type of motorcycle. It is a one day course. There are ten riding exercises with time for discussion, breaks, and lunch. There is no formal skill test, but there is a knowledge test that may be self-scored (or may be given as a formal, end-of-course assessment.) The overall aim is to provide rider development in the areas of risk management, decision making, riding strategies, and rider behavior and choices. This includes learner activities to foster gains in knowledge, skill, attitude, values, and habits. (Speeds are higher and maneuvers more challenging than the Basic Rider Course.) BRING YOUR OWN STREET-LEGAL MOTORCYCLE to ride in class. See online Materials List for important information. $179

Oct 19  S  8 am-5 pm  BLTN  CEMOT 900 03

BASIC MOTORCYCLE
This course is for individuals who want to learn basic techniques. A valid driver's license is required at the first class meeting. Please note that a three hour online e-course is required before the first class. A code will be emailed to you for access to this e-course. Certificate of e-course completion must be presented to instructor at first class. The motorcycle range activity includes riding on small (100-350 cc) training motorcycles. Must pass both a written and riding assessment to receive a completion certificate. For license waiver option, present valid driver's license at first class and pass all assessments. $279

Sep 6-Sep 8  F  6 pm-10 pm  BLTN  CEMOT 501 07
Sep 7-Sep 9  SSu  8 am-5 pm  BLTN  CEMOT 501 08
Oct 11-Oct 13  F  6 am-10 pm  BLTN  CEMOT 501 09
Nov 1-Nov 3  F  6 am-10 pm  BLTN  CEMOT 501 10
Nov 22-Nov 24  F  6 am-10 pm  BLTN  CEMOT 501 11
Dec 13-Dec 15  F  6 am-10 pm  BLTN  CEMOT 501 12

W R I T I N G

CREATIVE WRITING WORKSHOP
New and emerging writers will explore the various techniques and processes of crafting short stories, novels, memoirs, and creative nonfiction. $119

Oct 9-Nov 13  W  6:30-8:30pm  NEAST  CEWRT 552 07
2019-2020 SEASON
TICKETS ON SALE
NOW

HARBISONTHEATRE.ORG | 803.407.5011
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.

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

FAX
803.732.5255

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

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

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

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

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

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<thead>
<tr>
<th>DAYS BEFORE START OF CLASS</th>
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<tr>
<td>5 OR MORE</td>
<td>100%</td>
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<tr>
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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.
LOOKING FOR THE NEXT BIG THING IN TALENT DEVELOPMENT?

The Midlands Youth Apprenticeship (MYA) Program can help you develop talent for your high-demand, hard-to-fill positions. It also provides high school juniors and seniors the opportunity to get paid to learn as youth apprentices.

GET INVOLVED. CONTACT US TODAY.
803.691.3907 | corporatetraining@midlandstech.edu | MIDLANDSTECH.EDU/MYA

MYA Partners
Columbia Chamber | MTC | Apprenticeship Carolina
Participating Midlands School Districts and Employers