Secret's Out
We build custom solutions
to train your employees
PAGE 10

YARD OF
THE SUMMER
Earn your Landscaper
and Horticulturist Certificate
in just 10 months
PAGE 24

PERFECT
FIT
CNC operators manufacture
the parts that work
PAGE 39

Crack
the code
Learn the fundamentals
of Java Programming
PAGE 19
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 MIDLANDSTECH.EDU/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 MIDLANDSTECH.EDU/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 MIDLANDSTECH.EDU/training to learn more.
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## LEGEND

### LOCATIONS

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<td>Richland School District One</td>
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<td>WPLAW</td>
<td>WP Law, Inc.</td>
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### COURSES

- ONLINE COURSES
- NEW COURSES
- APPROVED FOR VA EDUCATION BENEFITS
- QUICKJOBS PROGRAMS
Start a new career or move up to a better one.

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

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

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

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

> You may be eligible for tuition assistance.

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

ARE YOU RECEIVING UNEMPLOYMENT BENEFITS OR ELIGIBLE FOR WIOA?

Call your nearest SC Works Center in Richland, Lexington, or Fairfield and ask about the Workforce Innovation and Opportunity Act and tuition assistance for QuickJobs training, as well as other training available at MTC.

Richland | 803.978.0139  
Lexington | 803.359.6131  
Fairfield | 803.635.2812

LOOK FOR THE QUICKJOBS SYMBOL TO IDENTIFY THESE PROGRAMS

GET MORE INFO M IDLANDSTECH.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/vocrehab/index.asp.

The South Carolina Commission on Higher Education State Approving Agency has approved Midlands Technical College for veteran’s education and training (GI Bill).
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
Jun 10-Jun 14 MTWTh 9 am-4:30 pm  NEAST CEBAA 500 11
F 9 am-1 pm

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 about 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
Jun 17-Jun 21 MTWTh 9 am-4:30 pm  NEAST CEBAA 501 09
F 9 am-1 pm

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
Jun 24-Jun 28 MTWTh 9 am-4:30 pm  NEAST CEBAA 502 09
F 9 am-1 pm

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
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<th>COST</th>
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<td>Business Analysis: The Analyst’s Role During the Software Development Life Cycle (SDLC)</td>
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<tr>
<td>Business Analysis: Use Cases to Functional Requirements</td>
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<tr>
<td>Business Analysis: In-Depth Software Testing</td>
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<tr>
<td>Total:</td>
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</table>
BUSINESS ANALYSIS BOOT CAMP
A high-level overview of business analysis, the role and traits of business analysts, and their relationships to all of the major stakeholders in the Software Development Life Cycle (SDLC). Learn to develop effective use cases into detailed business requirements and other forms of documentation for all stakeholders. From those requirements, learn how to create effective documentation for test plans, cases, and matrices. Course objectives are aligned with the IIBA objectives. $1499
May 6-Jun 3 M 9 am-4 pm HARBN CEBAA 503 09

FINANCE AND ACCOUNTING

BUSINESS MATH
Develop an understanding of the fundamentals of everyday math - the kind used most frequently in the workplace and at home. Learn practical applications for dealing with percentages, formulas, and the graphics and statistics that are present in everyday activity. Perfect even if you only need a refresher. $199
May 7-May 9 TTh 6 pm-10 pm NEAST CEFIN 512 73
BUSINESS MATH – ONLINE
$199
Jul 22-Jul 29 CEONL CEFIN 518 10I

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
May 7-Jul 25 TTh 6 pm-9 pm NEAST CEOFF 623 86
ACCOUNTING ESSENTIALS – ONLINE
$699
May 6-Jul 26 CEONL CEOFF 634 08I

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
Aug 6-Aug 8 TTh 6 pm-9 pm NEAST CEOFF 624 86
PAYROLL PREPARATION ESSENTIALS – ONLINE
$199
Aug 2-Aug 9 CEONL CEOFF 635 08I

QUICKBOOKS
In this course, 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
Aug 13-Aug 22 TWTh 6 pm-9 pm NEAST CEOFF 638 52
QUICKBOOKS – ONLINE
$499
Aug 16-Aug 29 CEONL CEOFF 639 04I

Start a new career or get a better one – 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 Business:
» Accounting and Payroll Specialist | 3-4 months
» Business Analyst | 3-4 months
» Lean Six Sigma Green Belt | 2 months
» Project Manager | 3 months

More info on these and other programs at MIDLANDSTECH.EDU/QuickJobs
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
--- | --- | ---
Accounting Essentials | 66 | $699
Payroll Preparation Essentials | 6 | $199
QuickBooks | 18 | $499
Introduction to Computers | 6 | $199
Excel, Introduction | 12 | $299
Excel, Intermediate | 12 | $299
Business Math | 8 | $199
*Computer Typing for Everyone | 12 | $299
*Organizing Computer Files | 6 | $199
*Outlook, Introduction | 12 | $299

Total: 146-152 hrs $2891–$2991

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

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

LAUNCH YOUR OWN BUSINESS PART 2

So you want to start your own business... Now what? There are things you need to know, such as, "How do I know when I have earned income?" or "Is a LLC better than a corporation?" This session provides entrepreneurs with an introduction to certain financial and taxation aspects for business start-ups. May be taken independently of Part 1. $39

LAUNCH YOUR OWN BUSINESS PART 3

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

Now available online

CAREER SPOTLIGHT

ACCOUNTING AND PAYROLL SPECIALIST

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

May 28-Jul 18 TTh 6 pm-9 pm NEAST CEPMG 569 55

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

Jul 8-Aug 5 M 9 am-5 pm NEAST CEPMG 506 18

SMALL BUSINESS AND ENTREPRENEUR

LAUNCH YOUR OWN BUSINESS PART 1

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

May 2 Th 6 pm-9 pm NEAST CESMB 593 03

LAUNCH YOUR OWN BUSINESS PART 2

So you want to start your own business... Now what? There are things you need to know, such as, "How do I know when I have earned income?" or "Is a LLC better than a corporation?" This session provides entrepreneurs with an introduction to certain financial and taxation aspects for business start-ups. May be taken independently of Part 1. $39

May 2 Th 6 pm-9 pm NEAST CESMB 593 03

REQUIREMENTS HOURS COST
--- | --- | ---
Accounting Essentials | 66 | $699
Payroll Preparation Essentials | 6 | $199
QuickBooks | 18 | $499
Introduction to Computers | 6 | $199
Excel, Introduction | 12 | $299
Excel, Intermediate | 12 | $299
Business Math | 8 | $199
*Computer Typing for Everyone | 12 | $299
*Organizing Computer Files | 6 | $199
*Outlook, Introduction | 12 | $299

Total: 146-152 hrs $2891–$2991

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

CENTER FOR Entrepreneurial SUCCESS

TAKE YOUR BUSINESS IDEA FROM SQUARE 1 TO DONE.

The Center for Entrepreneurial Success (CES) is open to current or future MTC students with passion, strong work ethic, and good ideas. Through the CES, you’ll have the opportunity to start your own business while you’re still in school.

Center for Entrepreneurial Success | Airport Campus | AMSC Second Floor
MIDLANDSTECH.EDU/ces
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.
Center for Quality at MTC

UPGRADE YOUR SKILLS AND INCREASE YOUR VALUE

We offer a competitive range of quality programs to meet your needs, 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. See below for a listing of our training programs.

- 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

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

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
May 15-May 16 WTh 8 am-5 pm NEAST CESCM 504 09

CROSS-FUNCTIONAL COMMODITY TEAMS
This course covers how to organize and use cross-functional commodity teams with a focus towards optimizing value and cross functional cooperation in the sourcing process. Designed for supply management professionals seeking to implement a commodity team approach or to further optimize value from an existing team approach. $849
Jul 17-Jul 18 WTh 8 am-5 pm NEAST CESCM 507 11

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
May 13-May 14 MT 8 am-5 pm NEAST CESCM 502 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
Jun 10-Jun 11 MT 8 am-5 pm NEAST CESCM 503 11
Aug 14-Aug 15 WTh 8 am-5 pm NEAST CESCM 503 13

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
Aug 12-Aug 13 MT 8 am-5 pm NEAST CESCM 506 13

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
Jul 15-Jul 16 MT 8 am-5 pm NEAST CESCM 505 12
VA APPROVED  SUPPLY CHAIN MANAGEMENT

Salary ranges between $43,800 and $120,000 in South Carolina

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

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

MIDLANDSTECH.EDU/SupplyChainManagement | 803.732.0432 | cce@midlandstech.edu
Ready to get HIRED?

FULL SCHOLARSHIPS AVAILABLE NOW FOR MTC’s HIRED Program

HIRED: HELPING INDIVIDUALS REACH EMPLOYMENT DREAMS

ELIGIBLE PROGRAMS:
> Accounting and Payroll Specialist > Electrical Maintenance Technician
> EMT (Emergency Medical Technician) > Patient Care Technician > Welder

MORE INFORMATION | Kelly Simmons, III | 803.691.3693
BEGINNING COMPUTER COURSES

COMPUTER BASICS – SENIORS
Perfect for beginners who want to become computer literate! Learn about hardware and software, Windows and the Internet. Open to seniors only, ages 60 and above. $99
Jun 7-Jun 14 F 9 am-12 pm HARBN CEBEG 525 10

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
May 17-May 31 F 9 am-1 pm HARBN CEBEG 519 20
Jun 10-Jun 19 MW 6 pm-9 pm NEAST CEBEG 519 74

INTRODUCTION TO COMPUTERS
Ideal for beginners who want to become computer literate. Course topics include hardware, software, internet, and email. $199
May 8 W 9 am-4 pm HARBN CEBEG 582 39
Jun 26 W 9 am-4 pm NEAST CEBEG 582 40
Jun 12-Jun 13 WTh 6 pm-9 pm HARBN CEBEG 582 79
Jul 8-Jul 9 MT 6 pm-9 pm NEAST CEBEG 582 80

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
Jul 3 W 9 am-4 pm HARBN CEBEG 534 19
Aug 15 Th 9 am-4 pm NEAST CEBEG 534 20
Jul 10-Jul 11 WTh 6 pm-9 pm HARBN CEBEG 534 71

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.

REQUIREMENTS | HOURS | COST
--- | --- | ---
Word, Introduction | 12 | $299
Word, Intermediate | 12 | $299
Excel, Introduction | 12 | $299
Excel, Intermediate | 12 | $299
Organizing Computer Files | 6 | $199
Outlook, Introduction | 12 | $299
Computer Typing for Everyone | 12 | $299
Becoming a Customer Service Star | 6 | $249
Business Grammar | 6 | $249
Business Letter Writing | 6 | $249
Enhancing Your Professionalism | 3 | $125
Office Productivity Lab* | 6 | $199

Total: 105 hrs $3064
COMPUTER AND INFORMATION TECHNOLOGY

COMPUTER SUPPORT

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

Jul 29-Aug 9  MTWTh  9 am-4:30 pm  HARBN  CENET 747 09
Jun 17-Jul 18  MTWTh  6 pm-9:45 pm  HARBN  CENET 747 55
Aug 5-Aug 29  MTWTh  6 pm-9:45 pm  NEAST  CENET 747 56

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

May 6-May 10  MTWTh  9 am-4:30 pm  NEAST  CEMCS 722 07
                 F  9 am-1 pm
Aug 12-Aug 16  MTWTh  9 am-4:30 pm  HARBN  CEMCS 722 08
                 F  9 am-1 pm
Jul 22-Aug 1   MTWTh  6 pm-9:45 pm  HARBN  CEMCS 722 54

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

May 13-May 17  MTWTh  9 am-4:30 pm  NEAST  CEMCS 723 07
                 F  9 am-1 pm
Aug 19-Aug 23  MTWTh  9 am-4:30 pm  HARBN  CEMCS 723 08
                 F  9 am-1 pm
Aug 5-Aug 15  MTWTh  6 pm-9:45 pm  HARBN  CEMCS 723 54

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

May 20-May 24  MTWTh  9 am-4:30 pm  NEAST  CEMCS 718 22
                 F  9 am-1 pm
Aug 26-Aug 30  MTWTh  9 am-4:30 pm  HARBN  CEMCS 718 23
                 F  9 am-1 pm
Aug 19-Aug 29  MTWTh  6 pm-9:45 pm  HARBN  CEMCS 718 62

SECURITY+
 Theft and destruction of intellectual property takes place despite the presence of firewalls, encryption, and corporate edicts. Prepare to implement and monitor security on networks, applications, and operating systems, and respond to security breaches, as you also prepare for the Security+ exam. $1999

May 27-May 31  MTWTh  9 am-4:30 pm  NEAST  CSEC 664 42
                 F  9 am-1 pm

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

Jun 10-Jun 14  MTWTh  9 am-4:30 pm  NEAST  CENET 746 09
                 F  9 am-1 pm

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

May 20-May 31  MTWTh  9 am-4:30 pm  NEAST  CECIS 671 13
                 F  9 am-1 pm

CYBERSECURITY ANALYST (CYSA+)
Through hands-on practice, you will learn how to support network security within an organization and identify security threats and vulnerabilities, respond to and recover from security incidents, and prepare for the CySA+ certification. Security+ Certification or experience recommended. $1999

May 13-May 16  MTW  8:30 am-5:30 pm  HARBN  CECIS 683 05
                 Th  8:30 am-3:30 pm

Lay out a new career path – 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 Computer and Information Technology:
- Advanced Desktop and Server Administrator | 4-6 months
- Computer Technician | 4-8 weeks
- Database Analyst | 3-4 months
- Desktop and Server Administrator | 2-4 months
- Front End Web Developer | 3 months
- Full Stack Web Developer | 3-4 months
- Office Administrative Specialist | 2 months

More info on these and other programs at MIDLANDSTECH.EDU/QuickJobs
“This program kickstarted my IT career and gave me the tools to succeed in a highly competitive field.”

Daniel Plunkett | STUDENT

Salary ranges between $35,000 and $70,000 in Columbia
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>
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<tbody>
<tr>
<td>Access, Introduction</td>
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<tr>
<td>Access, Intermediate</td>
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<td>Database Design</td>
<td>6</td>
<td>$199</td>
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<td>SQL, Introduction</td>
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<td>Access, Advanced</td>
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<td>Crystal Reports, Introduction</td>
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<td>SQL Server Database Services</td>
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<td>Database Productivity Labs</td>
<td>6</td>
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</tr>
</tbody>
</table>

Total: 90 hrs $2992

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

<table>
<thead>
<tr>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
<th>HARBN</th>
<th>Course Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun 3</td>
<td>M</td>
<td>9 am-4 pm</td>
<td>HARBN</td>
<td>CEDBS 614 11</td>
</tr>
<tr>
<td>May 1-May 2</td>
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<td>6 pm-9 pm</td>
<td>HARBN</td>
<td>CEDBS 614 64</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
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<th>Days</th>
<th>Time</th>
<th>HARBN</th>
<th>Course Code</th>
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<tbody>
<tr>
<td>Jun 19-Jun 20</td>
<td>WTh</td>
<td>9 am-4 pm</td>
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<tr>
<td>May 20-May 23</td>
<td>MW</td>
<td>6 pm-9 pm</td>
<td>HARBN</td>
<td>CEDBS 590 69</td>
</tr>
</tbody>
</table>

CRYSTAL REPORTS, INTRODUCTION
Crystal Reports is a database report writer used for analyzing and presenting database information. Learn to create and modify reports, apply formatting, and formulas. $599

<table>
<thead>
<tr>
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<tr>
<td>Jul 1-Jul 3</td>
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<tr>
<td>Jun 3-Jun 6</td>
<td>MTWTh</td>
<td>6 pm-9 pm</td>
<td>HARBN</td>
<td>CEDBS 588 68</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Dates</th>
<th>Days</th>
<th>Time</th>
<th>HARBN</th>
<th>Course Code</th>
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<tbody>
<tr>
<td>Jul 8-Jul 10</td>
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<tr>
<td>Jun 10-Jun 18</td>
<td>MTWTh</td>
<td>6 pm-9 pm</td>
<td>HARBN</td>
<td>CESQL 609 59</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Dates</th>
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<th>Time</th>
<th>HARBN</th>
<th>Course Code</th>
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<tbody>
<tr>
<td>Jul 15</td>
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<td>9 am-4 pm</td>
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<tr>
<td>Jun 24-Jun 25</td>
<td>MT</td>
<td>6 pm-9 pm</td>
<td>HARBN</td>
<td>CEDBS 626 63</td>
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</table>
COMPUTER AND INFORMATION TECHNOLOGY

MICROSOFT OFFICE

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

Jun 5 - Jun 6  WTh  9 am-4 pm  HARBN  CEDBS 620 33
May 6 - May 9  MTWTh  6 pm-9 pm  HARBN  CEDBS 620 84

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

Jun 10 - Jun 11  MT  9 am-4 pm  HARBN  CEDBS 623 33
May 13 - May 16  MTWTh  6 pm-9 pm  HARBN  CEDBS 623 79

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

Jun 24 - Jun 25  MT  9 am-4 pm  HARBN  CEDBS 624 37
May 27 - May 30  MTWTh  6 pm-9 pm  HARBN  CEDBS 624 65

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

Aug 19  M  9 am-4 pm  NEAST  CEMSO 516 10
Aug 20 - Aug 21  TW  6 pm-9 pm  NEAST  CEMSO 516 52

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

Aug 5 - Aug 6  MT  9 am-4 pm  NEAST  CEPDP 629 40

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

Aug 26 - Aug 27  MT  9 am-4 pm  NEAST  CEPDP 650 20

OUTLOOK, INTRODUCTION
Make the most of your email communications. Learn to work with contacts and distribution lists. Find out how Outlook tasks can help you with organization, and use the Outlook calendar to keep up with your busy schedule. $299

Jul 24 - Jul 25  WTh  9 am-4 pm  HARBN  CESCH 708 06
Aug 5 - Aug 14  MW  6 pm-9 pm  HARBN  CESCH 708 64

OUTLOOK, INTRODUCTION – ONLINE
$299
May 1 - May 16  CEONL  CESCH 721 05I

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

Aug 19 - Aug 20  MT  9 am-4 pm  NEAST  CESCH 717 12

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

Jun 6  Th  9 am-4 pm  NEAST  CESDS 630 10

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

Aug 23  F  9 am-12 pm  NEAST  CESDS 629 26

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

Aug 30  F  9 am-12 pm  NEAST  CESDS 640 28

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

Aug 16  F  9 am-12 pm  NEAST  CESDS 631 33

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

Jun 12 - Jun 13  WTh  9 am-4 pm  HARBN  CESDS 602 37
May 20 - May 21  MT  9 am-4 pm  NEAST  CESDS 602 38
Jun 3 - Jun 12  MW  6 pm-9 pm  NEAST  CESDS 602 61

EXCEL, INTRODUCTION – ONLINE
$299
Jun 17 - Jul 17  CEONL  CESDS-682-12I
MICROSOFT OFFICE

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

- Jul 1-Jul 2  MT  9 am-4 pm  HARBN  CESDS 610 46
- Jul 22-Jul 23  MT  9 am-4 pm  NEAST  CESDS 610 47
- Jul 15-Jul 24  MW  6 pm-9 pm  NEAST  CESDS 610 60

EXCEL, INTERMEDIATE – ONLINE
$299
- Jun 28-Jul 8  CEONL  CESDS 683 14I

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

- Aug 13-Aug 14  TW  9 am-4 pm  NEAST  CESDS 611 49
- Jul 29-Aug 7  MW  6 pm-9 pm  NEAST  CESDS 611 53

EXCEL, ADVANCED – ONLINE
$299
- Jul 9-Jul 18  CEONL  CESDS 685 05I

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

- Jun 19-Jun 20  WTh  9 am-4 pm  NEAST  CEWDP 593 05
- Jul 15-Jul 16  MT  9 am-4 pm  HARBN  CEWDP 593 04
- Jul 22-Jul 31  MW  6 pm-9 pm  NEAST  CEWDP 593 58

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

- Jul 15-Jul 16  MT  9 am-4 pm  HARBN  CEWDP 594 23
- Jul 17-Jul 18  WTh  9 am-4 pm  NEAST  CEWDP 594 22
- Jun 24-Jul 3  MW  6 pm-9 pm  NEAST  CEWDP 594 76

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

- Jul 31-Aug 1  WTh  9 am-4 pm  NEAST  CEWDP 595 39
- Aug 12-Aug 21  MW  6 pm-9 pm  NEAST  CEWDP 595 54

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

- Aug 2-Aug 9  F  9 am-12 pm  NEAST  CEWDP 597 34

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>
</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>
</tr>
<tr>
<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>
<tr>
<td>PHP and MySQL</td>
<td>60</td>
<td>$2999</td>
</tr>
</tbody>
</table>

Total: 180 hrs $7913

PROGRAMMING

INTRODUCTION TO JAVA PROGRAMMING
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. $1499

- May 22-Aug 7  W  6 pm-10 pm  BTLTN  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

- Aug 5-Aug 30  MTWThF  9 am-12 pm  NEAST  CEWDV 568 06
**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  
May 1-May 8  MTWTh  6 pm-9:45 pm  NEAST  CEWDV 570 51

**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  
May 13-May 22  MTWTh  6 pm-9:45 pm  NEAST  CEWDV 571 51

**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 platforms, and how and why each is used. Learn how to incorporate different types of social media outlets into your professional career search or business marketing plan. Navigate through many online research blogs about the importance of social media, trends, and additional software to help maintain social media accounts. This class does not cover creating individual social media accounts. $659  
May 29-Jun 4  MTWTh  6 pm-9:45 pm  NEAST  CEWDV 572 51

**JAVASCRIPT**  
Learn the fundamental concepts of the JavaScript language; 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  
Jun 10-Jun 20  MTWTh  6 pm-9:45 pm  NEAST  CEWDV 557 52

**PHOTOSHOP, INTRODUCTION**  
Make your graphics shine and ready for the web. Incorporate color techniques and filters. Understand and work with selection techniques, resizing and cropping images, and work with layers; including painting layers, adjusting layers, and other tools. Make basic adjustments to images and learn how to repair and retouch image defects. If you are a Mac user, call 803.732.0432 to reserve an iMac for use in class. $399  
Jul 8-Jul 11  MTWTh  6 pm-9 pm  NEAST  CEWDPH 601 52

**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  
Jul 15-Jul 22  MTWTh  6 pm-9:45 pm  NEAST  CEWDV 553 52

<table>
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<tr>
<td>Website Production Lab</td>
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<td><strong>Total:</strong></td>
<td><strong>120 hrs</strong></td>
<td><strong>$4914</strong></td>
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**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.
“My instructors were able to make difficult concepts seem easy and fun to learn.”

Monica Dwight | DATABASE ANALYST

DATABASE ANALYST
MIDLANDSTECH.EDU/DatabaseAnalyst


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 MIDLANDSTEC.HED/ 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

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
May 4-May 5 SSu 10 am-6 pm MAI CEMUS 511 12

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
May 11-May 18 S 9 am-6 pm MAI CEMUS 523 10

STUDIO RECORDING III
Importing, exporting, file management, advanced mixing, editing, monitoring, and mastering using the Pro Tools platform will be focus of the class. Students will be required to complete recording projects for a final grade. This course includes a two-hour lab. Textbook included. Classes meet at Midlands Audio Institute, 207 S. Prospect St., Columbia, SC 29205. 803.782.6910 $449
May 25-May 26 SSu 9 am-6 pm MAI CEMUS 524 13

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

More info on these and other programs at MIDLANDSTEC.HED/QuickJobs
CAKE DECORATOR PROFESSIONAL CERTIFICATE
Find out how the experts create beautiful cakes. This 18-hour certificate program prepares you with the basic cake decorating skills needed to start a cake business, obtain a position as an entry level decorator (bakery/grocery store), or for personal pleasure. Learn the perfect techniques in creating beautiful flowers using royal icing, piping embellishments, and an introduction to sugar paste flowers. A list of all required supplies will be handed out at the first class. On the first night of class, bring 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. Class location is Richland County Library Northeast, 7490 Parklane Road, Columbia, SC. $195
May 21-Jun 25  T  6 pm-9 pm CEOFS CEEKIT 522 46

CORPORATE EVENT PLANNING
Gain an overview of planning events from a corporate perspective covering topics such as how to plan business meetings and conferences, working with vendors, negotiating contracts, event marketing, meeting protocols, business etiquette, and other related topics. $199
May 22  W  9 am-4 pm NEAST CEEVT 526 02

VIDEOGRAPHER
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. You will work on completed production to use as part of your portfolio. (web series, short film, etc.). Videographers earn an average of $25 an hour or more. The job growth in the field of videography and video editing is expecting to grow 13% in the next ten years.

REQUIRED COURSE
Videography Certificate
CREATIVE CAREERS

CAREER SPOTLIGHT

LANDSCAPER AND HORTICULTURIST

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

REQUIRED CORE COURSES

- Irrigation
- Landscape Construction
- Landscape Design
- Landscape Management
- Plant Growth and Development
- Soil Management
- Turf Management
- Woody Plants and Shrubs

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

$749

May 4-Jun 15
S
9am-12pm
NEAST
CEPYT 600 21
S
1-4pm
CEOFS

PERSONAL TRAINER

LANDSCAPE CONSTRUCTION

Learn site preparation, drainage, patio, walkway, driveway construction with various materials, wooden decks, boardwalks, koi ponds, outdoor lighting, fences, segmented retaining walls, proper shrub and tree installation, raised vegetable/flower gardens, and outdoor kitchens. A field trip showing most of the above is included. $199

Jul 16-Sep 3
T
6 pm-9 pm
NEAST
CEHOR 506 19

LANDSCAPE MANAGEMENT

Gain hands-on experience in grounds maintenance. Emphasis is on shrub and tree maintenance, pest control, pruning, fertilization, mulching, mowing, and the use of bedding plants for seasonal color, landscape maintenance equipment, records, maintenance schedules, and bid procedures. The first session meets on campus and the remaining sessions meet off campus. $199

Aug 7-Sep 25
W
6 pm-9 pm
NEAST
CEHOR 522 25

WOODY PLANTS AND SHRUBS

A study of woody plant materials, shrubs, and trees that are used in the Southeastern landscaping and nursery trade. Identification of plants by common and scientific nomenclature, characteristics, culture, and use are included. The first session meets on campus and the remaining sessions meet off campus. $199

May 30-Jul 25
Th
6 pm-9 pm
NEAST
CEHOR 529 20
PHOTOGRAPHY CERTIFICATE
Learn basic camera functions, exposure, and depth of field. In addition, receive further instruction in composition, how light affects images, filters and flash, wedding, portrait lighting, marketing, and portfolio session. Conclude with lab sessions in digital photo editing using Photoshop Elements at the Northeast Campus. A DSLR camera is required. $749
Aug 19-Oct 16  MW  6 pm-9 pm  HARBN  CEPIC 542 13
  MTW  6 pm-9 pm

PHOTOGRAPHY: BASIC
First class of the Photography Certificate program. Can take as a stand-alone class or go on for the certificate. Study camera techniques that go beyond the auto setting. Learn basic camera parts and how they affect the look of the final image. Study exposure, depth of field, perspective, composition, and the basics of digital photography to produce beautiful photos. A DLSR camera is required. $199
Aug 19-Sep 11  MW  6 pm-9 pm  HARBN  CEPIC 538 20

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 Premier. 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
May 6-May 29  MW  6 pm-9 pm  NEAST  CEPIC 549 04

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
May 6-Jun 26  MW  6 pm-9 pm  NEAST  CEPIC 555 01

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. $269
May 2-May 21  TTh  6 pm-9 pm  HARBN  CEPIC 548 04

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.). $749
May 2-Jun 27  TTh  6 pm-9 pm  HARBN  CEPIC 554 02
EMPLOYEE AND LEADERSHIP DEVELOPMENT

Online courses

Your favorite classes taught by your favorite MTC instructors.

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

BUSINESS 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
May 9  Th  9 am-4 pm  NEAST  CEWCS 500 50
Jul 11  Th  9 am-4 pm  NEAST  CEWCS 500 51

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
May 16  Th  9 am-4 pm  NEAST  CEWCS 501 98
Jul 9  T  9 am-4 pm  NEAST  CEWCS 501 99

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
Aug 8  Th  9 am-4 pm  NEAST  CEWCS 502 57

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
Jun 18  T  9 am-4 pm  NEAST  CECUS 523 26
Aug 13  T  9 am-4 pm  NEAST  CECUS 523 27

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
Jun 19-Jul 24  W  9 am-4 pm  NEAST  CECUS 539 38

TELEPHONE SKILLS: CONNECTING WITH THE CUSTOMER
From taking calls to transferring calls, from putting people on hold to taking messages, this program connects all the rules of telephone courtesy into a simple, easy-to-remember concept: treat the person on the other end of the line as though they were in the same room with you. $125
Jun 11  T  9 am-12 pm  NEAST  CECUS 534 37

CAREER DEVELOPMENT FACILITATOR

CAREER DEVELOPMENT FACILITATOR PROGRAM – FAST TRACK
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, are two consecutive week days from 9:00 - 5:00 pm. The 3rd onsite session (graduation) is TBD. Completion of this course supports application for the GCDF and CCSP credentials. $975
Jun 11-Jul 30  TW  9 am-5 pm  NEAST  CECDF 601 12

MIDLANDSTECH.EDU
EMPLOYEE AND LEADERSHIP DEVELOPMENT

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 performance. In a recent survey, employers ranked professionalism, teamwork, critical thinking, and verbal communication as the most important skills in the workplace. This certificate will prepare you to be successful at work by building the core set of skills employers value most. By learning to communicate effectively, think critically, collaborate well with others, and demonstrate personal accountability, you will have the skills to succeed in the 21st century workplace. $765

May 6-Jun 22
M S
6 pm-9 pm
9 am-4 pm
NEAST CECDS 763 94

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

May 7 T 9 am-12 pm NEAST CECDS 564 90
Jul 9 T 9 am-12 pm NEAST CECDS 564 93

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

May 9 Th 9 am-4 pm NEAST CECDS 572 49

SUPERVISORY AND LEADERSHIP

COACHING AND COUNSELING - PART 1
Learn methods of distinguishing coaching from counseling and how to provide positive feedback for improvement. $125

Aug 27 T 1:30 pm-4:30 pm NEAST CELSD 660 50

CONFLICT RESOLUTION
Conflict is not intrinsically destructive, but it can become so if left to escalate. Leaders must use conflict to their advantage while keeping it from being destructive. Learn about resolution styles and conflict resolution tactics. $125

Aug 20 T 1:30 pm-4:30 pm NEAST CELSD 613 60

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

Jun 11 T 1:30 pm-4:30 pm NEAST CELSD 540 57

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

May 21 T 1:30 pm-4:30 pm NEAST CELSD 698 47

ESSENTIAL COMMUNICATION SKILLS
You will examine, understand, and practice a variety of different listening styles, and also practice active listening and how to give and receive feedback effectively. $125

Aug 13 T 1:30 am-4:30 pm NEAST CELSD 571 51

GETTING THINGS DONE UNDER PRESSURE
Have you ever felt overwhelmed by your to-do list? Interruptions keeping you from getting things done? In this course, participants will gain knowledge in how to separate the urgent from not urgent and the important from not important, while establishing good organizational skills. $125

Jul 16 T 1:30 pm-4:30 pm NEAST CELSD 580 73
EMPLOYEE AND LEADERSHIP DEVELOPMENT

SUPERVISORY AND LEADERSHIP

INTRODUCTION TO SUPERVISION: ROLES AND RESPONSIBILITIES
Participants will have the opportunity to learn about the responsibilities of the supervisor's position and the skills required to be successful in that role. $125

Jun 25  T  1:30 pm-4:30 pm  NEAST  CELSD 555 64

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

May 28  T  1:30 pm-4:30 pm  NEAST  CELSD 697 48

THE CHALLENGE OF LEADERSHIP - LEGALLY SPEAKING
Being aware of key legislation and ensuring compliance throughout the organization is a major responsibility for both human resources (HR) and for line supervisors/managers. $125

May 14  T  1:30 pm-4:30 pm  NEAST  CELSD 577 45

UNDERSTANDING PERSONALITY TYPES
Every workplace includes people with very different backgrounds, personalities, perspectives, skills, and styles of interacting. The workforce of the future will be even more diverse. Finding ways to make these differences work, rather than letting them get in the way, is essential to success for any organization and the people in it. $125

Jul 2  T  1:30 pm-4:30 pm  NEAST  CELSD 517 57

UNDERSTANDING YOUR COMMUNICATION STYLE
Participants learn the communication process, how to identify barriers to communication, and practice developing messages for professional and personal use. $125

Aug 6  T  1:30 pm-4:30 pm  NEAST  CELSD 535 54

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

Jun 4  T  1:30 pm-4:30 pm  NEAST  CELSD 699 49

WORKING IN AN ETHICAL MANNER
Discuss, identify, analyze, and apply methods to ensure respect of ethics, values and behaviors. $125

Jul 9  T  1:30 pm-4:30 pm  NEAST  CELSD 518 43

SUPERVISORY PROGRAM

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

SUPERVISORY UNIT 1: FINDING THE SUPERVISOR WITHIN
Participants will explore the role of supervisor and set specific goals in their professional and personal development. Understanding the fundamental responsibilities of a supervisor within the context of their specific work environment, they will develop confidence and clarity in their leadership role. $399

Jun 25-Jul 23  T  1:30 pm-4:30 pm  NEAST  CELSD 511 64

SUPERVISORY UNIT 2: COMMUNICATING FOR IMPACT
Communication is a necessity for successful supervision. This unit is designed to equip leaders with the skills they need to communicate clearly, listen carefully, give and receive feedback, and coach and counsel effectively. $399

Aug 6-Sep 3  T  1:30 pm-4:30 pm  NEAST  CELSD 512 61

SUPERVISORY UNIT 3: DEVELOPING AND RETAINING TALENT*

SUPERVISORY UNIT 4: MANAGING THE PROCESS*

SUPERVISORY UNIT 5: LEADING FOR DESIRED RESULTS
Now, more than ever, leadership skills are critical. Situations require adaptive leadership skills in a diverse work environment. Learn to be a leader who drives major strategic initiatives and positions your organization to win. $399

May 14-Jun 11  T  1:30 pm-4:30 pm  NEAST  CELSD 515 56

* Courses offered at a later date.
EMERGENCY MEDICAL SERVICES

EMT BASIC

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

EMT HYBRID

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

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

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

Online courses

Your favorite classes taught by your favorite MTC instructors.

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
- EKG Technician | 26 weeks
- Emergency Medical Technician | 6 months
- Medical Office Specialist | 8 weeks
- Medical Office Billing and Coding Specialist | 15 months
- Patient Care Technician | 9 months
- Phlebotomist | 9 weeks

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

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

<table>
<thead>
<tr>
<th>Start Date</th>
<th>Course Days</th>
<th>Start Time</th>
<th>End Time</th>
<th>Location</th>
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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

<table>
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<tr>
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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.
HEALTHCARE

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

- Jun 18-Aug 15 TTh 9 am-12 pm AIRPT CEMED 550 32
- Jun 4-Aug 1 TTh 6 pm-9 pm AIRPT CEMED 550 33
- Jul 1-Aug 25 MW 6 pm-9 pm HARBN CEMED 550 37
- Jul 9-Sep 3 TTh 9 am-12 pm FF CEMED 550 39
- Jul 8-Sep 4 MW 9 am-12 pm AIRPT CEMED 550 40
- Aug 5-Oct 2 MW 6 pm-9 pm AIRPT CEMED 550 41

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

- Jun 3-Jul 24 MW 9 am-12 pm HARBN CEMPR 524 45
- Jun 25-Aug 20 TTh 6 pm-9 pm AIRPT CEMPR 524 46

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.

Starting Jan, 2018, all EKG students must have CPR for the Healthcare Provider.

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

- Two-Step TB test – 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.

CAREER SPOTLIGHT

MEDICAL BILLING AND CODING SPECIALIST

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

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<th>PREREQUISITES</th>
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<tr>
<td>Medical Terminology</td>
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<th>CORE CLASSES</th>
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<tr>
<td>ICD-10CM, CPT and HCPCS Coding</td>
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<td>Medical Billing (final class)</td>
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Total: 132 hrs $2797

MEDICAL OFFICE SPECIALIST

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

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<td>Word, Introduction</td>
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Total: 93 hrs $1811

All books included in cost.

ATTENTION HEALTHCARE STUDENTS

You must bring the following items to the first class:

- EKG, CARDIAC CARE TECHNICIAN, AND PHLEBOTOMY STUDENTS:
  - Completed immunization form:
    MIDLANDSTECH.EDU/trainingforms
  - Immunization records 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.
  - Starting Jan, 2018, all EKG students must have CPR for the Healthcare Provider.

- CERTIFIED NURSE ASSISTANT, EKG, CARDIAC CARE TECHNICIAN, AND PHLEBOTOMY STUDENTS:
  - Two-Step TB test – 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.
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- MEDICAL TERMINOLOGY:
  - 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.

CAREER SPOTLIGHT

MEDICAL BILLING AND CODING SPECIALIST

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CAREER SPOTLIGHT

MEDICAL OFFICE SPECIALIST

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Total: 93 hrs $1811

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MEDICAL INFORMATION MANAGEMENT

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

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

**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

**MEDICAL BILLING – ONLINE**
This class teaches the student how to be proficient in billing in a healthcare setting and how to enhance reimbursement. Clinical and legal issues are included. Prerequisites: Medical Terminology, Anatomy and Physiology, CPT/HCPCS Coding, and ICD-10 Coding with a grade of "C" or better. Mandatory attendance for orientation, mid-term and final exam. Must have computer access. $799

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.

APPLY TODAY
by visiting MIDLANDSTECH.EDU/techhire

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

CLINICAL MASSAGE THERAPIST

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

DAY CLASSES START SEPTEMBER 2019.

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>
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<tr>
<td><strong>Total: 313 hrs</strong></td>
<td></td>
<td><strong>$3695</strong></td>
</tr>
</tbody>
</table>

All books included in cost.

PATIENT CARE TECHNICIAN CERTIFICATION

Midlands Technical College is offering the opportunity to take the certification exam offered 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.
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.

PRINT READING FOR CONSTRUCTION
Learn the basics of reading construction blueprints. Primary emphasis is on architectural and structural plans. Learn symbols, terminology, and abbreviations associated with reading construction plans. $379
May 20-Jun 24 MW 6 pm-9 pm AIRPT CECLR 515 30

RESIDENTIAL BUILDING CODES
This class explains the SC Residential Codes Manual focusing on areas that building contractors need to know to pass the State exam. The course will explain relevant portions of the code that residential contractors, home inspectors, or homeowners need to understand to be sure work is performed according to code. $289
Aug 6-Sep 24 T 6 pm-9 pm AIRPT CECLR 506 18

RESIDENTIAL BUILDING, SITE PREPARATION, AND FOUNDATIONS
Learn to lay out and prepare a building site, pour footings and slabs, and build concrete and masonry foundations using multimedia classroom presentations and field demonstrations. Emphasis is on construction industry approved building methods and estimating procedures. Helps prepare students for the SC Home Builders exam. $289
Aug 8-Sep 26 Th 6 pm-9 pm AIRPT CECLR 531 18

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>
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<tr>
<td>Residential Building, Site Preparation, and Foundations</td>
<td>24</td>
<td>$289</td>
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<tr>
<td>Residential Building, Framing, and Finishing</td>
<td>24</td>
<td>$289</td>
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<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>
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<tr>
<td>General Construction Safety</td>
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</table>

Total: 132 hrs $1794

Business Math
Excel, Introduction
Excel, Intermediate
Excel, Advanced
Outlook, Introduction
Project Management Fundamentals
Supervisory Program

Books can be purchased at the Airport Campus bookstore.

34 COURSE DESCRIPTIONS AND ADDITIONAL CLASS DATES @ MIDLANDSTECH.EDU/training
INDUSTRIAL TECHNOLOGIES, TRADES, AND MANUFACTURING

CAREER SPOTLIGHT

INDUSTRIAL MECHANICAL TECHNICIAN 🔄 🤝

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

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

INDUSTRIAL MECHANICAL MAINTENANCE

COURSES | HOURS | COST
--- | --- | ---
Applied Math | 44 | $769
Fasteners and Anchors | 12 | $209
Hand and Power Tools | 44 | $769
Precision Measuring | 20 | $349
Blueprint Reading | 72 | $1239
Safety and Rigging Fundamentals | 20 | $349
Basic Mechanical Components | 80 | $1389
Bearings and Lubrication | 56 | $969
Gearboxes | 20 | $349
Pumps | 40 | $699
Shaft Alignment | 76 | $1309
Valves and Piping | 40 | $699
Hydraulics and Pneumatics | 72 | $1239

Total: 596 hrs $10,337

INDUSTRIAL ELECTRICAL TECHNICIAN

COURSES | HOURS | COST
--- | --- | ---
Basic Math for Electricians | 10 | $179
Electrical Fundamentals I | 42 | $739
Electrical Fundamentals II | 36 | $629
Electrical Fundamentals III | 30 | $529
Electrical Print Reading | 16 | $279
Basic Electronics | 30 | $529
Electrical Motor Controls | 30 | $529
Variable Frequency Drives | 30 | $529
Programmable Logic Controls | 30 | $529
Troubleshooting | 30 | $529

Total: 284 hrs $5000

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

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

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

May 11 | $ | 8 am-5 pm | AIRPT CEHEQ 501 56
Jun 8 | $ | 8 am-5 pm | AIRPT CEHEQ 501 57
Jun 22 | $ | 8 am-5 pm | AIRPT CEHEQ 501 58
Jul 13 | $ | 8 am-5 pm | AIRPT CEHEQ 501 59
Jul 27 | $ | 8 am-5 pm | AIRPT CEHEQ 501 60
Aug 10 | $ | 8 am-5 pm | AIRPT CEHEQ 501 61
Aug 24 | $ | 8 am-5 pm | AIRPT CEHEQ 501 62
ELECTRICAL BASIC MATH FOR ELECTRICIANS
This course provides the math skills a student needs to begin the study of electricity. The course provides students with fundamentals of arithmetic and a review of basic math. Higher level math (square, square-root, reciprocal, exponents) and trig used in electrical calculations are taught. $179
May 7-May 21  TTh  6 pm-8 pm  AIRPT  CEEEM 566 21

ELECTRICAL CODE JOURNEYMAN
Prepare to take the licensing exam (city, state, or county) for journeyman electricians. Learn problem solving, voltage drop, conduit, fuse, wire load sizing, grounding, and other residential wiring. Emphasis is placed on the codebook. $595
Aug 20-Sep 19  TTh  6 pm-9 pm  AIRPT  CEEEM 502 19

ELECTRICAL FUNDAMENTALS I
Learn the basic concepts of electricity - beginning with atomic structure and electron current flow, including electrical quantities, Ohm's Law, static electricity, magnetism, resistance, basic DC circuits, electrical units, and power measuring instruments. Prerequisite: Basic Math for Electricians. $739
May 28-Jul 18  TTh  6 pm-9 pm  AIRPT  CEEEM 563 35

ELECTRICAL FUNDAMENTALS II
Continue in the study of the fundamentals of electricity and effective troubleshooting techniques on the job with the intermediate concepts of electricity: magnetic induction, basic trigonometry and vectors, alternating current, and inductance and capacitance in series and parallel circuits. Prerequisite: Electrical Fundamentals I. $629
Jul 25-Sep 3  TTh  6 pm-9 pm  AIRPT  CEEEM 564 33

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
Jul 16-Aug 15  TTh  6 pm-9 pm  AIRPT  CEEEM 507 36
May 20-Jun 3  MTWTh  8 am-12 pm  AIRPT  CEEEM 507 37

INDUSTRIAL TECHNOLOGIES, TRADES, AND MANUFACTURING

HIT THE ROAD
TRUCK DRIVERS ARE IN HIGH DEMAND
Get your CDL training on our Airport Campus ©
843.661.8385
## Industrial Technologies, Trades, and 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

<table>
<thead>
<tr>
<th>Dates</th>
<th>Days</th>
<th>Times</th>
<th>Room</th>
<th>Course Code</th>
</tr>
</thead>
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<tr>
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<td>T/W/Th</td>
<td>9 am-12 pm</td>
<td>NEAST</td>
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<td>Aug 7-Aug 22</td>
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<td>1 pm-4 pm</td>
<td>NEAST</td>
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<tr>
<td>Aug 7-Aug 22</td>
<td>T/W/Th</td>
<td>5 pm-8 pm</td>
<td>NEAST</td>
<td>CEMFG 588 76</td>
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### Mastering CNC Programming
An application-based course covering the knowledge and skills acquired from the Fundamentals and Principles classes. You will utilize your new knowledge to write CNC programs, select tooling, and set up the CNC equipment to produce parts to specifications from your own CNC program. Prerequisite: Principles of CNC Operator/Programming $795

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<tr>
<td>May 8-Jun 19</td>
<td>T/W/Th</td>
<td>9 am-12 pm</td>
<td>NEAST</td>
<td>CEMFG 580 65</td>
</tr>
<tr>
<td>May 8-Jun 19</td>
<td>T/W/Th</td>
<td>1 pm-4 pm</td>
<td>NEAST</td>
<td>CEMFG 580 66</td>
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<tr>
<td>May 8-Jun 19</td>
<td>T/W/Th</td>
<td>5 pm-8 pm</td>
<td>NEAST</td>
<td>CEMFG 580 67</td>
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</tbody>
</table>

### Industrial Maintenance

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

<table>
<thead>
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</thead>
<tbody>
<tr>
<td>Jul 8-Aug 6</td>
<td>M/T/W/Th</td>
<td>8 am-12 pm</td>
<td>AIRPT</td>
<td>CEEIM 699 14</td>
</tr>
</tbody>
</table>

### Shaft Alignment
This course covers types of misalignment and aligning couplings using conventional and laser alignment techniques. How to measure shaft sag, perform vertical alignment, and align machinery trains is discussed. Causes of vibration, vibration monitoring, vibration test equipment, and how to field balance machines are included. Prerequisite: Pumps. $1309

<table>
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<tbody>
<tr>
<td>May 6-Jun 6</td>
<td>M/T/W/Th</td>
<td>8 am-12 pm</td>
<td>AIRPT</td>
<td>CEEIM 697 10</td>
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</tbody>
</table>

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

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<tbody>
<tr>
<td>Jun 12-Jun 27</td>
<td>M/T/W/Th</td>
<td>8 am-12 pm</td>
<td>AIRPT</td>
<td>CEEIM 698 10</td>
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</table>

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

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<tr>
<td>Aug 27-Sep 26</td>
<td>T/Th</td>
<td>6 pm-9 pm</td>
<td>AIRPT</td>
<td>CEEEM 580 31</td>
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<tr>
<td>Jun 10-Jun 20</td>
<td>M/T/W/Th</td>
<td>8 am-12 pm</td>
<td>AIRPT</td>
<td>CEEEM 580 32</td>
</tr>
</tbody>
</table>

### 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

<table>
<thead>
<tr>
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<tr>
<td>Jun 4-Jul 9</td>
<td>T/Th</td>
<td>6 pm-9 pm</td>
<td>AIRPT</td>
<td>CEEEM 552 37</td>
</tr>
</tbody>
</table>

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

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### Mastering CNC Programming
An application-based course covering the knowledge and skills acquired from the Fundamentals and Principles classes. You will utilize your new knowledge to write CNC programs, select tooling, and set up the CNC equipment to produce parts to specifications from your own CNC program. Prerequisite: Principles of CNC Operator/Programming $795

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<td>May 8-Jun 19</td>
<td>T/Th</td>
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<tr>
<td>May 8-Jun 19</td>
<td>T/Th</td>
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<td>NEAST</td>
<td>CEMFG 580 67</td>
</tr>
</tbody>
</table>
INDUSTRIAL TECHNOLOGIES, TRADES, AND MANUFACTURING

POOL OPERATOR

SC CERTIFIED POOL OPERATOR
Prepares individuals responsible for operating and/or managing swimming pools or spas in SC to sit for the CPO Exam and covers pertinent topics. A calculator is needed. Topics include SC rules and regulations, legal requirements, water chemistry, filtration and circulation disinfection techniques, water testing, troubleshooting, problem prevention, and safety. The SC CPO exam is administered through Applied Measurement Professionals (AMP) and details are discussed in class. 1.800.345.6559 or www.goamp.com. The exam will not be taken in class. $129
May 8 W 9 am-4 pm HARBN CECPO 500 54
Jun 12 W 9 am-4 pm HARBN CECPO 500 55

SAFETY AND ENVIRONMENTAL

ASBESTOS INSPECTOR REFRESHER
Upon successful completion of the course, students will receive certificates of re-accreditation that may be used for licensing purposes. $159
Aug 5 M 8:30 am-12:30 pm NEAST CEASB 501 43

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
Jul 15-Jul 19 MTWThF 8:30 am-4:30 pm NEAST CEASB 505 27

ASBESTOS SUPERVISOR REFRESHER
Reviews the initial AHERA Asbestos Supervisor course required for asbestos abatement supervisors in schools, and public and commercial buildings, and meets the annual refresher training requirements for OSHA Class I and II Competent person and SC-DHEC Asbestos Supervisor licensees. Students will receive certificates used for licensing. $199
Jul 22 M 8:30 am-4:30 pm NEAST CEASB 506 26

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

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 or call 803.732.0432.

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

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:
- Forklift Operator | 1 day
- Industrial Electrical Technician | 12 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

More info on these and other programs at MIDLANDSTECH.EDU/QuickJobs
INDUSTRIAL TECHNOLOGIES, TRADES, AND MANUFACTURING

COURSE SPOTLIGHT

METALLURGY

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

METALLURGY 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: June 24-28, September 9-13
To register, call 440.338.5418

MACHINIST/CNC OPERATOR

CAREER SPOTLIGHT

MACHINIST/COMPUTER NUMERICAL CONTROL (CNC) OPERATOR

Do you have what it takes?

Machinists and Computer Numerical Control (CNC) Operators work in small, medium, and large facilities manufacturing parts for almost everything you see in your daily life. Anything from a part for a kitchen appliance to a machined part for your car was created by a machinist or a CNC operator.

Machinists and CNC operators are enjoying a strong job market with full-time and part-time employment opportunities and varied working hours available. High-volume manufacturers typically run their machining centers 24/7. Salaries range from $15-$22 per hour with proficient CNC programmers making from $50,000-$60,000 based on expertise. If you are good with your hands and technically inclined, this could be a career path for you.

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

Note: Classes must be taken in the order listed.

COURSE

<table>
<thead>
<tr>
<th>COURSE</th>
<th>COST</th>
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<tbody>
<tr>
<td>Blueprint Reading and Basic Measuring Tool</td>
<td>$549</td>
</tr>
<tr>
<td>Introduction to Mills</td>
<td>$549</td>
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<tr>
<td>Introduction to Lathes</td>
<td>$549</td>
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<tr>
<td>Fundamentals of CNC Operator/Programmer Training</td>
<td>$849</td>
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<tr>
<td>Principles of CNC Programming</td>
<td>$949</td>
</tr>
<tr>
<td>Mastering CNC Programming</td>
<td>$795</td>
</tr>
</tbody>
</table>

Total: $4240
Salary ranges between $28,000 and $85,000 in Columbia

"I've learned a lot in welding at MTC. I can't wait to use my new skills and own my own business."

Jennifer Eubanks | STUDENT
**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

<table>
<thead>
<tr>
<th>Course Start</th>
<th>Course End</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
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<tr>
<td>Jun 4-Jul 30</td>
<td>MTWTh</td>
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<td>Jun 4-Jul 30</td>
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<td>Aug 12-Oct 7</td>
<td>MTWTh</td>
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<td>CEWLD 619 53</td>
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</tbody>
</table>

**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); SAW 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

<table>
<thead>
<tr>
<th>Course Start</th>
<th>Course End</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jun 4-Jul 30</td>
<td>MTWTh</td>
<td>7 am-5:30 pm</td>
<td>FF</td>
<td>CEWLD 602 80</td>
</tr>
<tr>
<td>Aug 12-Oct 7</td>
<td>MTWTh</td>
<td>7 am-5:30 pm</td>
<td>FF</td>
<td>CEWLD 602 81</td>
</tr>
<tr>
<td>Jun 4-Jul 30</td>
<td>MTWTh</td>
<td>7 am-5:30 pm</td>
<td>AIRPT</td>
<td>CEWLD 602 85</td>
</tr>
<tr>
<td>Aug 12-Oct 7</td>
<td>MTWTh</td>
<td>7 am-5:30 pm</td>
<td>AIRPT</td>
<td>CEWLD 602 86</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Course Start</th>
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<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 28-Jul 30</td>
<td>MTWTh</td>
<td>7 am-5:30 pm</td>
<td>FF</td>
<td>CEWLD 601 78</td>
</tr>
<tr>
<td>Aug 5-Oct 7</td>
<td>MTWTh</td>
<td>7 am-5:30 pm</td>
<td>FF</td>
<td>CEWLD 601 79</td>
</tr>
<tr>
<td>May 28-Jul 30</td>
<td>MTWTh</td>
<td>7 am-5:30 pm</td>
<td>AIRPT</td>
<td>CEWLD 601 83</td>
</tr>
<tr>
<td>Aug 5-Oct 7</td>
<td>MTWTh</td>
<td>7 am-5:30 pm</td>
<td>AIRPT</td>
<td>CEWLD 601 84</td>
</tr>
</tbody>
</table>

**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

<table>
<thead>
<tr>
<th>Course Start</th>
<th>Course End</th>
<th>Days</th>
<th>Time</th>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>May 11-Jun 22</td>
<td>S</td>
<td>8 am-1 pm</td>
<td>AIRPT</td>
<td>CEWLD 870 06</td>
</tr>
</tbody>
</table>

**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

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<th>Days</th>
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<th>Location</th>
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<tbody>
<tr>
<td>May 11-Jun 22</td>
<td>S</td>
<td>8 am-1 pm</td>
<td>AIRPT</td>
<td>CEWLD 880 07</td>
</tr>
</tbody>
</table>
**INDUSTRIAL TECHNOLOGIES, TRADES, AND MANUFACTURING**

**WELDER EVENING PROGRAM 🕐**

**SMAW (SHIELDED METAL ARC WELDING)**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Prerequisite</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BASIC SHIELDED METAL ARC WELDING AND OXY-FUEL CUTTING</strong></td>
<td>CEWLD 810 Gas Metal and Flux Core Arc Welding.</td>
<td>$1249</td>
</tr>
</tbody>
</table>
| 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. | Jul 29-Sep 25 MTWTh 6 pm-9 pm AIRPT CEWLD 800 16  
May 20-Jul 18 MTWTh 6 pm-9 pm AIRPT CEWLD 800 18 |        |

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Prerequisite</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADVANCED SHIELDED METAL ARC WELDING</strong></td>
<td>CEWLD 801 Advanced Shielded Metal Arc Welding.</td>
<td>$1399</td>
</tr>
</tbody>
</table>
| 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. | Jul 29-Sep 25 MTWTh 6 pm-9 pm AIRPT CEWLD 801 16  
May 20-Jul 18 MTWTh 6 pm-9 pm AIRPT CEWLD 801 18 |        |

**TIG (GAS TUNGSTEN ARC WELDING)**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Prerequisite</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GAS TUNGSTEN ARC WELDING</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<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.</td>
<td>CEWLD 820 16</td>
<td>$1299</td>
</tr>
</tbody>
</table>
| Prerequisite: CEWLD 820 Gas Tungsten Arc Welding. | Jul 31-Sep 25 MTWTh 6 pm-9 pm AIRPT CEWLD 820 16  
May 22-Jul 18 MTWTh 6 pm-9 pm AIRPT CEWLD 820 18 |        |

**MIG (GAS METAL ARC WELDING)**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Prerequisite</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GAS METAL AND FLUX CORE ARC WELDING</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<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&quot; to 3/8&quot; thick material for GMAW welding and 3/8&quot; to 1&quot; for FCAW welding in various positions.</td>
<td>CEWLD 801 Advanced Shielded Metal Arc Welding.</td>
<td>$1249</td>
</tr>
</tbody>
</table>
| Prerequisite: CEWLD 810 Gas Metal and Flux Core Arc Welding. | Aug 5-Sep 25 MTWTh 6 pm-9 pm AIRPT CEWLD 810 16  
May 28-Jul 18 MTWTh 6 pm-9 pm AIRPT CEWLD 810 18 |        |

**PIPE WELDING**

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Prerequisite</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>BASIC PIPE WELDING</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Learn basic methods and technique for welding 6&quot; 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.</td>
<td>CEWLD 830 16</td>
<td>$1249</td>
</tr>
</tbody>
</table>
| Prerequisite: CEWLD 820 Gas Tungsten Arc Welding. | Aug 5-Sep 25 MTWTh 6 pm-9 pm AIRPT CEWLD 830 16  
May 28-Jul 18 MTWTh 6 pm-9 pm AIRPT CEWLD 830 18 |        |

<table>
<thead>
<tr>
<th>Course Description</th>
<th>Prerequisite</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ADVANCED PIPE WELDING</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Learn advanced methods and technique for welding 6&quot; 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.</td>
<td>CEWLD 831 16</td>
<td>$1299</td>
</tr>
</tbody>
</table>
| Prerequisite: CEWLD 830 Basic Pipe Welding. | Jul 31-Sep 25 MTWTh 6 pm-9 pm AIRPT CEWLD 831 16  
May 22-Jul 18 MTWTh 6 pm-9 pm AIRPT CEWLD 831 18 |        |

**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

> Beginning Writer’s Workshop
> Drawing for the Absolute Beginner
> Speed Spanish
> Stocks, Bonds and Investing, Oh My!

ART

ACRYLIC PAINTING FOR FUN
Painting with acrylics is exciting, versatile, and easy as you learn to use the basic supplies and techniques to create extraordinary paintings. Instructor will lead step-by-step demonstrations from a photo of yours or one that is supplied. References will include a variety of dynamic landscapes from seaside to mountains. Demos will include how to paint flowers, clouds, grasses, water, and more for an excellent foundation in acrylic painting. See the online materials list for supplies. $149
Jul 1-Jul 29 M 6 pm-9 pm HARBN CEART 559 17

CALLIGRAPHY SCRIPT
Enjoy learning to write in traditional Italic Script with a calligraphy fountain pen. In the class, you'll form the alphabet, address a formal envelope, make a thank you card, make a place card, and write a short quote. See the online materials list for supplies. $39
Jul 11 Th 6 pm-9 pm HARBN CEART 570 04

CONSUMER EDUCATION

DISCOUNT AND COUPONING STRATEGIES
Finding values with discounts and coupons is easier than you think. Make the most of your financial resources without wasting money. Coupons and discounting are a great start to living a frugal life. We will discuss many ways and tips to save money, stretch the dollars, and reduce your spending painlessly. $29
Jun 10 M 6 pm-8:30 pm HARBN CECED 566 20
Aug 26 M 6 pm-8:30 pm HARBN CECED 566 21

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
May 7-May 8 TW 6 pm-10 pm HARBN CEDDC 500 04
May 18 S 8 am-5 pm NEAST CEDDC 500 11
May 28-May 29 TW 6 pm-10 pm NEAST CEDDC 500 14
Jun 4-Jun 5 TW 6 pm-10 pm HARBN CEDDC 500 16
Jun 15 S 8 am-5 pm NEAST CEDDC 500 17
Jun 25-Jun 26 TW 6 pm-10 pm HARBN CEDDC 500 18
Jul 9-Jul 10 TW 6 pm-10 pm HARBN CEDDC 500 19
Jul 20 S 8 am-5 pm NEAST CEDDC 500 20
Jul 30-Jul 31 TW 6 pm-10 pm HARBN CEDDC 500 21
Aug 6-Aug 7 TW 6 pm-10 pm HARBN CEDDC 500 22
Aug 17 S 8 am-5 pm NEAST CEDDC 500 23
Aug 27-Aug 28 TW 6 pm-10 pm NEAST CEDDC 500 24

FLORAL

WEDDING BOUQUETS AND BOUTONNIERES
Are you looking for a way to trim your wedding budget, or have you always wanted to know how to make the lavish bouquets featured in bridal magazines? In this do-it-yourself course, you will learn all you need to know to make exquisite hand-tied bouquets, stylized bouquets, boutonnieres, and wrist or general corsages. All materials are included in the course fee. $125
May 6-May 7 MT 6 pm-9 pm HARBN CEFLC 521 05
# PERSONAL ENRICHMENT

## 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

**Jun 15 S 10 am-11:30 am** HARBN CECED 594 03

### DECORATING CUPCAKES FOR FUN-PARENT AND CHILD WORKSHOP

Join this fun class for parent and child to experience decorating cupcakes together while each creating their own masterpieces! Learn basic cupcake design, how to decorate and pipe. The child must be at least 10 years old. All supplies included in the price. $29 per person.

**Jun 22 S 2 pm-5 pm** HARBN CEKIT 591 02

## MOTORCYCLE

### 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

- **Jun 28-Jun 30**
  - F 6 pm-8 pm BLTLN CEMOT 501 01
  - SSu 8 am-5 pm

- **Jul 12-Jul 14**
  - F 6 pm-8 pm BLTLN CEMOT 501 02
  - SSu 8 am-5 pm

- **Aug 2-Aug 4**
  - F 6 pm-8 pm BLTLN CEMOT 501 03
  - SSu 8 am-5 pm

- **Aug 23-Aug 25**
  - F 6 pm-8 pm BLTLN CEMOT 501 04
  - SSu 8 am-5 pm

- **May 10-May 12**
  - F 6 pm-8 pm BLTLN CEMOT 501 97
  - SSu 8 am-5 pm

- **May 24-May 26**
  - F 6 pm-8 pm BLTLN CEMOT 501 98
  - SSu 8 am-5 pm

- **Jun 7-Jun 9**
  - F 6 pm-8 pm BLTLN CEMOT 501 99
  - SSu 8 am-5 pm

### MOTORCYCLE MAINTENANCE

This course will provide you with the knowledge to do routine preventive maintenance on your motorcycle. It will incorporate how to do pre-trip inspections and how to do limited roadside repairs. This course will include minor tune-ups, changing tires, changing oil, and changing lights. A motorcycle is needed for class. $159

**Jun 22-Jun 23**

- SSu 9 am-4 pm BLTLN CEMOT 502 27

### ADVANCED RIDER COURSE (ARC)

The ARC may be taken by riders using any type of motorcycle. It is a one-day course. There are 10 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

**May 4 S 8 am-5 pm** BLTLN CEMOT 900 01

## WRITING

### CREATIVE WRITING WORKSHOP

New and emerging writers will explore the various techniques and process of crafting short stories, novels, memoir, and creative nonfiction. $119

**May 1-Jun 5** W 6:30 pm-8:30 pm NEAST CEWRT 552 06
The most colorful seats in town.

HARBISON THEATRE
at MIDLANDS TECHNICAL COLLEGE

CATCH A SHOW OR RESERVE OUR SPACE FOR YOUR NEXT EVENT.
TICKETS AND RENTALS | HARBISONTHEATRE.ORG | 803.407.5011
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 MIDLANDSTECHEDU/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.

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.
Seven Campuses.
One Great College Experience.

Airport Campus
Batesburg-Leesville Campus
Beltline Campus
Fairfield Campus
Harbison Campus
Northeast Campus
Online

Academic programs are also available at Midlands Technical College. Explore our wide variety of career programs and earn credits that transfer to many four-year colleges and universities.

Get started today on your college degree.

TALK TO US ABOUT YOUR TRAINING NEEDS

Together, we’ll find a solution. Whether you are looking to enhance the skills of one employee or revamp your entire workforce, we can help you implement the right solution to meet your organizational goals.

REBECCA TAYLOR
Executive Director, Business Solutions
Rebecca leads the business solutions team and works with MTC leadership to ensure our services are meeting the needs of our local employer partners.

RYAN HEMBY
Business Solutions Director
Ryan serves clients in the areas of manufacturing, construction and engineering, distribution, transportation, and logistics.

JEREMY CATOЕ
Business Solutions Director
Jeremy serves clients in the areas of business services, energy, healthcare, finance and banking, information technology and telecommunications, insurance, legal services, military, and non-profits.

MICHAEL ROSS
Business Solutions Director
Michael serves clients in the areas of education and government to include city, county, state, and federal agencies.

CONTACT US TODAY.
MIDLANDSTECH.EDU/corporate | corporatetraining@midlandstech.edu | 803.691.3907