

Spring/Summer 2020

# ONLINE TRAINING COURSES



## THE UPSIDE OF ALL THIS DOWNTIME

In the interest of health and safety, MTC's courses and programs have temporarily moved online. Learn about some of the options below, or contact us for more information.

**Corporate training can be more successful than ever while everyone is working from home.**

We have four types of online courses to meet your needs:

### MTC SELF-PACED ONLINE LEARNING

Accessible 24/7 | Taught by local MTC instructors  
Same great format you've counted on in the past.

### CONTRACT COURSES OFFERED THROUGH VIDEO CONFERENCING

Same great MTC instructors and content | Can be customized to your needs just like before.

### SHORT TOPICS

Such as lunch and learns or webinars  
Offered through video conferencing, led by local MTC instructors.

### SELF-PACED ONLINE LEARNING FROM MTC'S TRAINING PARTNERS

Accessible 24/7 | Taught by qualified national instructors.

## MTC SELF-PACED ONLINE LEARNING

These are traditional, online courses taught by local MTC instructors. Enroll at [MIDLANDSTECH.EDU/schools](http://MIDLANDSTECH.EDU/schools)

### INFORMATION TECHNOLOGY/BUSINESS

Accounting Essentials  
Business Analyst  
Business Math  
Cloud+  
Excel Advanced  
Excel, Intermediate  
Excel, Introduction  
Fundamentals of Lean  
Lean Six Sigma Green Belt  
Lean Six Sigma Yellow Belt

Network+  
Outlook, Introduction  
Payroll Preparation Essentials  
PMP/CAPM Exam Prep Boot Camp  
QuickBooks

### PROFESSIONAL DEVELOPMENT

Facilitating Career Development

### HEALTH CARE

Cardiac Care Technician  
EKG specialist  
EMT Basic  
Medical Billing  
Medical Coding ICD-10 CM  
Medical Terminology

## CONTRACT COURSES OFFERED THROUGH VIDEO CONFERENCING

These are MTC-instructor-led courses. We can also create new topics to fit your needs.

Enroll your team by contacting MTC Business Solutions.

### Creative Careers

Launch Your Own Business, Part 1

### Employee and Leadership

Business Writing Essentials

Critical Thinking and Problem Solving

Dealing with Difficult People

Essential Skills for Success

Invest in Yourself

Leading Effective Meetings

Learn to Lead

Managing Distant Workers

Managing Multiple Projects, Priorities, & Deadlines

Personal Accountability and Professionalism

Pre-Supervisory People Skills

Principles of Teamwork, Collaboration, and Trust

Problem Solving & Decision Making

So You're Working From Home

Staying Productive & Composed Under Pressure

Taking Charge of Change

Time Management & Organizational Skills

Verbal Communication Skill

Working With Difficult People

### Industrial and Trades

Hazmat

Safety

### Information Technology

Business Analyst

PMP/CAPM Exam Prep Boot Camp

Project Management Fundamentals

Security + Certification

SQL

Tableau

### Organizational Performance

Lean Six Sigma Green Belt

Lean Six Sigma Overview

Lean Six Sigma Yellow Belt

### Professional Development

Diversity and Inclusion – HR Professionals

Fast Trac Entrepreneurial

Stress Management

## Help Your Business Reach New Levels

### Online Organizational Performance Briefings

Learn practical knowledge to improve your organization's performance while video-networking with business and industry leaders from the Midlands.

#### **BRIEFING 1: How Continuous Improvement Efforts Deliver Financial Results**

Wednesday, April 22 | 9 – 10:30 a.m. | \$29

#### **BRIEFING 2: Improving Your Organizational Performance – What approach is best for you?**

Wednesday, May 13 | 9 – 10:30 a.m. | \$29

#### **BRIEFING 3: An Executive Overview of Lean Six Sigma to Improve Your Bottom Line**

Wednesday, June 3 | 9 – 10:30 a.m. | \$29

#### **BRIEFING 4: How to Successfully Implement and Sustain a Continuous Improvement Initiative**

Wednesday, June 24 | 9 – 10:30 a.m. | \$29

### Bundle and save!

Register for all four Organizational Performance Briefings for just \$99.

Register online or contact the CCE Registration Office at 803.732.0432 or [cce@midlandstech.edu](mailto:cce@midlandstech.edu).

## SHORT-TOPIC CONTRACT COURSES OFFERED THROUGH VIDEO CONFERENCING

These are MTC-instructor-led courses that are perfect for a quick boost during the day.

Enroll your team by contacting MTC Business Solutions.

### Employee and Leadership

11 Commandments of Customer Service

Avoiding the Lucy Syndrome – Meeting

Communications – Looking Under the Hood

Dealing with Difficult People

Don't Look Now, But Your Attitude is Showing

Five Simple Editing Tips

I Can't Handle All These Problems, Please

Leadership Lessons of Santa

Lifestyles of the Frazzled and Frustrated

Little Things Mean A Lot

Managing Time to Manage Your Life

Meeting with Confidence

Open Mic for Speakers

Pass the Twinkies

Say What? (All About Questions)

Stress: A Disease of Choice

Take This Job and Love It

True Colors

Work and Life Balance

Looking for something else?

We offer and can create additional topics for your unique needs.



NEED FUNDING OPTIONS?

We can help your organization access a variety of resources.

CALL US TODAY | 803.691.3907



TRENDING NOW  
Timely Topics

- > Managing Distant Workers
- > So You're Working From Home
- > Stress Management

Contact us to learn how to enroll in these and other courses.

## SELF-PACED ONLINE LEARNING FROM MTC'S TRAINING PARTNERS

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Enroll in these courses at [www.ed2go.com/mtc](http://www.ed2go.com/mtc). To complete your registration, please call 803.732.0432.

### ARTS AND DESIGN

#### Animation

How to Get Started in Game Development

#### Graphic Arts

Drawing for the Absolute Beginner

Illustrator CS6, Introduction

InDesign CS6, Introduction

Intermediate InDesign CC

Photoshop CS6, Intermediate

Photoshop CS6, Introduction

#### Photography

Mastering Digital Photography: Photographing People

Secrets of Better Photography

#### Web Design

Designing Effective Websites

### BUSINESS

#### Administrative

Administrative Assistant Applications

Administrative Assistant Fundamentals

Computer Skills for the Workplace

#### Communication

Effective Business Writing

Get Assertive!

Interpersonal Communication

Keys to Effective Communication

Mastering Public Speaking

#### Finance

Personal Finance

Real Estate Investing I

Stocks, Bonds, and Investing: Oh, My!

#### Marketing and Sales

Effective Selling

Professional Sales Skills

Small Business Marketing on a Shoestring

Using Social Media in Business

#### Operations

A to Z Grantwriting

Creating a Successful Business Plan

Managing Customer Service

Mastery of Business Fundamentals

Purchasing Fundamentals

Supply Chain Management Fundamentals

Understanding the Human Resources Function

#### Project Management

Project Management @ e-Speed

#### Soft Skills

Achieving Success with Difficult People

Building Teams That Work

Fundamentals of Supervision & Management I

Individual Excellence

Leadership

Resume Writing Workshop

Skills for Making Great Decisions

### COMPUTER APPLICATIONS

#### Microsoft

Excel 2013, Advanced

Excel 2013, Intermediate

Excel 2013, Introduction

Intermediate Microsoft Word 2016

Introduction to Microsoft PowerPoint 2016

Introduction to Microsoft Word 2016

Outlook 2013, Introduction

Publisher 2013, Introduction

Word 2013, Intermediate

Word 2013, Introduction

#### Windows

Keyboarding

Oracle, Introduction

PC Troubleshooting, Introduction

Windows 10

### COMPUTER SCIENCE

#### Programming

C# Programming for the Absolute Beginner

C# Programming, Intermediate

C++ for the Absolute Beginner

Creating Mobile Apps with HTML5

Database Development, Introduction

Java for the Absolute Beginner

Java Programming, Intermediate

PHP and MySQL, Intermediate

PHP and MySQL, Introduction

Python 3 Programming, Introduction

Visual Basic, Introduction

Web Pages, Advanced

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### CONSTRUCTION AND TRADES

#### Alternative Medicine

Introduction to Natural Health and Healing

#### Medical

Handling Medical Emergencies  
Spanish for Medical Professionals

#### Wellness

Become a Physical Therapy Aide

### HOSPITALITY

#### Hospitality Service

Wow, What a Great Event!

### INFORMATION TECHNOLOGY

#### Security

Certification Prep  
PC Security, Introduction

### LANGUAGE

#### Languages

Beginning Conversational French  
Speed Spanish I  
Speed Spanish II

### LEGAL

#### Legal Studies

Employment Law Fundamentals  
Real Estate Law  
Workers' Compensation

### MATH AND SCIENCE

#### Mathematics and Science

Everyday Math

### TEACHER PROFESSIONAL DEVELOPMENT

#### Child Development

Creating Classroom Centers  
Creating the Inclusive Classroom: Strategies for Success  
The Creative Classroom  
Solving Classroom Discipline Problems  
Solving Classroom Discipline Problems II  
Survival Kit for New Teachers  
Teaching Students With ADHD  
Teaching Students With Autism: Strategies for Success

Understanding Adolescents

Working Successfully With Learning Disabled Students

### Classroom Technology

Using the Internet in the Classroom

### TEST PREP

#### Exam Prep

GRE Test Preparation - Course 1  
GRE Test Preparation - Course 2  
LSAT Test Preparation - Course 1  
LSAT Test Preparation - Course 2  
SAT/ACT Preparation - Part 1  
SAT/ACT Preparation - Part 2

### WRITING

#### Writing and Editing

Fundamentals of Technical Writing  
Grammar Refresher  
Grammar Refresher II  
Introduction to Journaling  
Publish and Sell Your E-Books  
Writing Essentials

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In the interest of health and safety, **MTC BUSINESS SOLUTIONS** is providing corporate training virtually while the college facilities are closed. Whether you have one employee or a group, we make it easy for you to access the training resources you need now more than ever before.