MIDLANDS TECHNICAL COLLEGE
Corporate and Continuing Education

THE Midlands’ Guide for Training
January • February • March • April 2015
midlandstech.edu/cce

Need specialized training to match your organization’s needs?

MTC Business Solutions offers custom Corporate Training and Consulting Programs.
Call (803) 691-3907 to see how we can help.
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.

Quick, easy, affordable payment options.

Learn more about our loans, veterans programs and our payment plans by visiting midlandstech.edu/cce/finaid.htm or call (803) 732-0432.

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

Special Accommodations

The college requests students notify Counseling Services (803-822-3505) of any special accommodation needs at least 30 working days prior to the first day of class. This notification will help ensure quality and availability of services needed.

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.

We can bill your company!

To bill your company, furnish a purchase order number, a credit card number, a company check, or a letter of authorization to bill on company letterhead. The letter should have an authorized signature and the company Federal Tax ID number. Send this letter along with a completed registration form.

www.midlandstech.edu/cce/RegistrationForm.pdf

CHANGE NOTIFICATION

Midlands Technical College reserves the right to make necessary changes in 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.

Early registration is recommended as courses fill early or are canceled due to lack of enrollment.

Training Guide Web Links and Web Information

In Fall Semester 2014, Midlands Technical College launched a new website. Some web links and website information included in this training guide may have changed at that time. Please call (803) 732-0432 if you need assistance accessing any website information referenced in this guide.
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<td>WPLAW: WP Law, Inc.</td>
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</tbody>
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- New courses are identified throughout the catalog by this symbol.
- Coursepower programs are identified throughout the catalog by this symbol.
- Program approved for Chapter 31 benefits are identified throughout the catalog by this symbol.

To register: midlandstech.edu/cce • (803) 732-0432 • see page 2
Learn to be competitive
Make yourself employable fast

- Start a new career or move up to a better one.
- Fast-paced Continuing Education programs offer Career Training.
- Despite the current economy, there is still a demand for skilled workers in SC.
- Industry experts agree that 70% of jobs projected through 2016 will require specific or occupational training, not a four-year degree.
- QuickJobs programs have been developed for fields where job growth is expected.
- Many programs can be completed in less than three months.
- Some programs have annual earning potentials over $60,000.
- You may be eligible for tuition assistance.

Pick up a paycheck sooner than you think!
Take a look at the QuickJobs training MTC offers:

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<td>Photographe ........................</td>
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<td>Computer Technician ........</td>
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<td>Database Analyst ........</td>
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Interested in something else?
There are hundreds of other certificates, programs, and even online courses offered by MTC. Check them out at midlandstech.edu/cce/programs.

Start now. Don’t wait.
To begin, go to midlandstech.edu/cce/quickjobs or call (803) 732-0432 for more information.

Additional assistance for those receiving unemployment benefits or eligible for WIA
The Midlands Workforce Development Board works in partnership with Midlands Technical College to help job seekers build the skills they need for jobs that are in demand. Call your nearest SC Works Center in Columbia, Lexington or Winnsboro and ask about the Workforce Investment Act (WIA) and tuition assistance for QuickJobs training as well as other training available at MTC. In Columbia, call (803) 737-0206. If you live closer to the Lexington Workforce Center, call (803) 359-6131 or go by and ask to speak to a WIA case manager. In Winnsboro, call (803) 815-0627 and ask about WIA.

For expanded course descriptions and additional class dates, go to midlandstech.edu/cce.
Senior Enrichment
If you are 60 years of age or older, you are eligible for a 10% discount on most Midlands Technical College Corporate and Continuing Education courses.

Click to your classroom.

MTC ONLINE LEARNING.
ANYTIME. ANYWHERE.

Register now! Visit midlandstech.edu/cce or call (803) 732-0432.

Testing Center for Certifications & Licensures

Midlands Technical College offers a wide variety of certifications and licensures in its multipurpose testing center. Testing is open to anyone needing to take any of the hundreds of exams that are offered. Tests include high-stakes certifications and licensures by Microsoft, CompTIA, Cisco, ASWB, ASE and FSOT as well as many other national and state licensures.

The testing center is located at the Harbison Campus and offers weekday and Saturday hours for most exams. For a complete listing of all certifications and licensures offered, visit one of the following websites or call one of the numbers listed below.

- ceriport.com
- vue.com
- castleworldwide.com
- comiratesting.com
- isoqualitytesting.com

FREE Practice Exams (A+, Network+, Security+, and Microsoft Office)

For more information about any of MTC’s testing services, or to schedule a test or practice exam, please call the Testing Center at (803) 732-5342 or (803) 732-5337.

To register: midlandstech.edu/cce • (803) 732-0432 • see page 2
Tuition Assistance
Military tuition assistance is dependent primarily upon your command. All of our VA-approved programs 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
Our courses, certificates, and QuickJobs are approved for Chapter 31 Benefits. To find out more about these benefits go to: http://www.vba.va.gov/bln/vre/index.htm.

GI Bill and Other VA Education Benefit Programs
Midlands Technical College Corporate and Continuing Education has several programs approved for your VA benefits.

BUSINESS MANAGEMENT
• FastTrac New Venture
• Human Resource (SHRM) Exam Review for PHR and SPHR
• Lean Six Sigma Green Belt

COMPUTERS
• A+ IT Technician
• Cisco Certified Entry Network Technician
• Cisco Certified Network Associate (CCNA)
• Database Analyst Certificate
• Desktop and Server Administrator
• Front-End Web Developer
• Network+ Technician
• Security+ Technician
• Office Administrative Specialist

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

INDUSTRIAL/MANUFACTURING
• Machinist and CNC Operator
• NCCER Pipefitter
• South Carolina Manufacturing Certification (SCMC)
• Truck Driver/CDL*
• Welder – Basic, Intermediate, and Advanced

The number and scope of these programs are expanding, so check back frequently at midlandstech.edu/cce/va.


*This program is offered in partnership with Florence-Darlington Technical College (FDTC). For questions about the program, call 843-413-2715 to speak to an FDTC representative.

Contact MTC’s Veterans Affairs Office at (803) 738-7717 for more information on courses or on how to apply for your benefits.

Midlands Technical College does not discriminate in admissions, educational programs or employment on the basis of race, sex, national origin or ethnic group, color, age, religion, disability, genetic information, military service, or pregnancy. The compliance officer for Affirmative Action, Equal Employment Opportunity and Disability Action can be reached at (803) 822-3261.
For information about MTC graduation rates, the median debt of students who completed their programs, and other information, please visit our website at midlandstech.edu/gep.
More than 450 online courses are currently being offered, and new topics are always being added. Go to midlandstech.edu/cce for the latest list of course offerings and to register.

10 Top TEN Most Popular Online Courses:

- Business Analysis
- Business Math
- Accounting Essentials
- Payroll Preparation Essentials
- QuickBooks
- Financial Strategies for Successful Retirement
- Protecting Your Hard Earned Assets in Volatile Times
- A-Z Grant Writing
- Accounting Fundamentals I
- Accounting Fundamentals II
- Bookkeeping with QuickBooks
- Employment Law Fundamentals
- Introduction to Access
- Project Management
- Purchasing Fundamentals
- Real Estate Investing
- Understanding the HR Function

**Business Analysis: The Analyst’s Role During the Software Development Life Cycle (SDLC)**

An in-depth look into Business Analysis, the Role of Business Analysts and their relationships to all of the major stakeholders in the SDLC. Learn the important aspects of being a successful analyst including effective listening, logical and critical thinking and problem solving. Course objectives are aligned with the IIBA objectives. $1799

- **Prerequisites:** Business Analysis: The Analyst’s Role During the Software Development Life Cycle (SDLC).

**Course Details:**

- **Mar 30-Apr 3**
  - **MTWTh:** 9 am-4:30 pm
  - **NEAST CEBAA 500 01**
  - **F:** 9 am-1 pm

- **Apr 13-Apr 17**
  - **MTWTh:** 9 am-4:30 pm
  - **NEAST CEBAA 501 01**
  - **F:** 9 am-1 pm

- **Apr 27-May 1**
  - **MTWTh:** 9 am-4:30 pm
  - **NEAST CEBAA 502 01**
  - **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 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), Business Analysis: Use Cases to Functional Requirements, and basic windows and file management skills.

**Course Details:**

- **Apr 13-Apr 17**
  - **MTWTh:** 9 am-4:30 pm
  - **NEAST CEBAA 501 01**
  - **F:** 9 am-1 pm

**Finance & Accounting**

**Business Math**

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

- **Jan 6-Jan 8**
  - **TTh:** 6 pm-10 pm
  - **HARB CFIN 512 58**

**Accounting Essentials**

Master basic record-keeping procedures including: journalizing transactions, posting to a ledger and preparing a trial balance and financial statement. The accounting cycle will also be covered in detail. Students will gain an understanding of key financial and operational measures. $649

- **Jan 13-Mar 26**
  - **TTh:** 6 pm-9 pm
  - **HARB CEOF 623 73**

**Payroll Preparation Essentials**

Aspiring payroll professionals learn the fundamentals needed to excel in this constantly changing field. The course also will appeal to existing payroll professionals as a way to refresh their knowledge and bring them up to date. $149

- **Apr 7-Apr 9**
  - **TTh:** 6 pm-9 pm
  - **HARB CEOF 624 72**

- **QuickBooks**

Set up a general ledger and chart of accounts, customize forms, create invoices, and learn how QuickBooks can assist with automating your payroll. Prerequisites: Accounting Essentials and Payroll Preparation Essentials or equivalent knowledge of basic accounting principles. $349

- **Jan 26-Feb 3**
  - **MT:** 6 pm-9 pm
  - **HARB CEOF 622 83**

- **Apr 6-Apr 7**
  - **MT:** 9 am-4 pm
  - **HARB CEOF 622 15**

- **Apr 20-Apr 28**
  - **MT:** 6 pm-9 pm
  - **HARB CEOF 622 84**

**Financial Strategies for Successful Retirement**

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

- **Mar 3-Mar 24**
  - **T:** 6 pm-8:30 pm
  - **NEAST CEPFP 514 34**

- **Mar 4-Mar 25**
  - **W:** 6 pm-8:30 pm
  - **HARB CEPFP 514 35**

**Protecting Your Hard Earned Assets in Volatile Times**

Develop a master plan for a worry-free retirement. Will my nest egg survive this volatile market and the coming storms (increased taxes, inflation, market volatility, health care costs, and the debt crisis here and...
BUSINESS MANAGEMENT

Finance & Accounting

in Europe? How long will my money last? Learn helpful strategies for a confident financial future in an uncertain economy. $59
Feb 24-Mar 3  T  6 pm-8 pm  NEAST  CEPFP 698 07
Mar 19-Mar 26  Th  6 pm-8 pm  HARBN  CEPFP 698 08

In-Business Tax Workshop
This In-Business Tax Workshop will concentrate on topics specifically to help the entrepreneur who has started their business and is looking for a refresher or help to understand the following topics: what you need to know about federal taxes when hiring employees/contractors, how to manage your payroll, and what you need to know when you run your business out of your home. $35
Feb 5  Th  6 pm-9 pm  NEAST  CESMB 576 07

Accounting & Payroll Specialist

This program is designed to provide training for an entry level accounting and/or payroll specialist position. The certificate earned will indicate to an existing or prospective employer that the participant has both the manual and computerized exposure to basic accounting principles, together with other essential knowledge and skills.

<table>
<thead>
<tr>
<th>Hours</th>
<th>Costs</th>
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<tbody>
<tr>
<td>Accounting Essentials ..........................66</td>
<td>$649</td>
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<tr>
<td>Payroll Preparation Essentials ..............6</td>
<td>$149</td>
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<td>QuickBooks ............................................12</td>
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<td>Introduction to Computers ...........................6</td>
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<td>Excel, Introduction ................................12</td>
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<td>Excel, Intermediate ..............................12</td>
<td>$289</td>
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<tr>
<td>Business Math..........................................8</td>
<td>$199</td>
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<td>*Outlook, Introduction ............................12</td>
<td>$289</td>
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Total: 140 - 146 hrs $2,531-$2,641*

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

Human Resources

Employee Relations Law
The certificate in Employee Relations Law series is designed to provide a comprehensive, practical, convenient, and cost-effective way to acquire knowledge about complex employment laws that impact virtually every employment-related decision. In addition to Continuing Education credit, your completion of this program may be applied to recertification credit for HR professionals through the Human Resource Certification Institute (HRCI). Class meets the second Thursday of each month. Dates are listed below. $749
Mar 12  Th  8 am-12 pm  NEAST  CEHRS 510 08
Apr 9  Th  8 am-12 pm
May 14  Th  8 am-12 pm
Jun 11  Th  8 am-12 pm
Jul 9  Th  8 am-12 pm
Aug 13  Th  8 am-12 pm
Sep 10  Th  8 am-12 pm
Oct 8  Th  8 am-12 pm
Nov 12  Th  8 am-12 pm
Dec 10  Th  8 am-12 pm

SHRM Certification Review VA
This new program will assist you in preparing for the SHRM Certification Exam. Receive the study materials needed to help you earn your SHRM-CPT and SHRM-SCPT, the new credential for HR professionals. Students are asked to register two weeks before the class starts. $1,199
Feb. 16-May 4  6 pm-9 pm  NEAST  EHRS 534 01

SHRM Essentials of HR
Use this human resource management basics course to increase your HR knowledge and reduce your company’s exposure to costly HR-related lawsuits. Managers will also benefit by enhancing their knowledge of employment law, recruiting and selection, compensation, and employee training and orientation. $519
Feb 24-Feb 25  TW  8:30 am-5 pm  NEAST  CEHRS 500 33

For expanded course descriptions and additional class dates, go to midlandstech.edu/cce.
BUSINESS MANAGEMENT

Foundations of Project Management

This 12-class series is designed to provide a solid foundation in the tools and techniques of project management. The material in this series is consistent with the fifth edition of “A Guide to the Project Management Body of Knowledge (PMBOK® Guide).”

YOU WILL BENEFIT FROM THIS TRAINING SERIES IF:

- You desire to improve or learn new project management skills.
- You are preparing for professional certification (PMP or CAPM).
- You are a professional project manager seeking PDUs for recertification.

A student manual and handouts are provided, but each student should bring a personal copy of the PMBOK® Guide. Register today by calling (803) 732-0432 or visit midlandstech.edu/cce.

Projects and Project Management
Learn the difference between projects and project management in the context of the project management framework from the PMBOK® Guide (5th Edition). Students will be introduced to the elements of the framework, which includes 10 knowledge areas, 47 processes, and five process areas. $149
Jan 27 T 6 pm-9 pm NEAST CEPMG 548 59

Project Integration Management
Learn about six of the processes in this knowledge area. Using content consistent with the PMBOK® Guide (5th Edition), class will focus on Develop Project Charter, Develop Project Management Plan, Direct and Manage Project Execution, Monitor and Control Project Work, Perform Integrated Change Control, and Close Project or Phase. $149
Jan 29 Th 6 pm-9 pm NEAST CEPMG 549 56

Project Scope Management
Learn the five project management processes in the Project Scope Management knowledge area. Using content consistent with the PMBOK® Guide (5th Edition), this class will emphasize Collect Requirements, Define Scope, Create WBS, Verify Scope, and Control Scope. $149
Feb 3 T 6 pm-9 pm NEAST CEPMG 550 56

Project Time Management
Time management is critical for project success. Students will review six processes in the Project Time Management knowledge area. Using content consistent with the PMBOK® Guide (5th Edition), this class will emphasize Define and Sequence Activities, Estimate Activity Resources and Durations, and Develop and Control Schedule. $149
Feb 5 Th 6 pm-9 pm NEAST CEPMG 551 56

Project Cost Management
In this session, students will review three processes in the Project Cost Management knowledge area. Using content consistent with the PMBOK® Guide (5th Edition), this class will cover Estimate Costs, Determine Budget and Control Costs. $149
Feb 17 T 6 pm-9 pm NEAST CEPMG 552 56

Earned Value Management
Prepare for the PMP exam by tackling this difficult topic. Hands-on exercises will teach you how to calculate earned value, variances, indices, forecasts, and more. $149
Feb 19 Th 6 pm-9 pm NEAST CEPMG 553 56

Project Quality Management
Gain insight into the three processes in the Project Quality Management knowledge area: Plan Quality Management, Perform Quality Assurance, and Control Quality. Use tools like Ishikawa diagrams and mind mapping tools to perform root cause analysis. $149
Feb 24 T 6 pm-9 pm NEAST CEPMG 554 56

Project Human Resource Management
Feb 26 Th 6 pm-9 pm NEAST CEPMG 555 56

Project Communication Management
Don’t let communications derail your project. Gain insight into the processes in the Project Communication Management knowledge area as outlined in the PMBOK® Guide - 5th Edition: Plan, Manage and Control Communications. $149
Mar 10 T 6 pm-9 pm NEAST CEPMG 556 56

Project Risk Management
Learn the six processes in the Project Risk Management knowledge area: Plan Risk Management, Identify Risks, Perform Qualitative Risk Analysis, Perform Quantitative Risk Analysis, Plan Risk Responses, and Monitor & Control Risks. This session includes a classroom exercise related to developing a risk exposure model. $149
Mar 12 Th 6 pm-9 pm NEAST CEPMG 557 56

Project Procurement Management
Learn the processes in the Project Procurement Management knowledge area as outlined in the PMBOK® Guide - 5th Edition. The processes are Plan Procurement Management, Conduct, Control and Close Procurements. $149
Mar 17 T 6 pm-9 pm NEAST CEPMG 558 56

Project Stakeholder Management
Learn the processes in the Project Stakeholder Management NEW knowledge area in the PMBOK® Guide - 5th Edition. The processes are Identify Stakeholders, Plan Stakeholder Management, and Manage and Control Stakeholder Management. $149
Mar 19 Th 6 pm-9 pm NEAST CEPMG 559 56

To register: midlandstech.edu/cce • (803) 732-0432 • see page 2
BUSINESS MANAGEMENT

Project Manager

**Microsoft Project, Introduction**
Create your first Microsoft Project schedule by adding tasks and resources, creating a baseline and viewing the critical path. $329
Mar 24-Mar 26 TTh 6 pm-9 pm NEAST CEPMG 560 53

**Microsoft Project, Advanced**
Bring your deliverables in on time using project calendars, tracking and updating project progress. Advanced features such as working with reports and multiple projects will also be discussed. $329
Mar 31-Apr 2 TTh 6 pm-9 pm NEAST CEPMG 561 53

PMP/CAPM Exam Prep Boot Camp
Let us help you earn the PMP or CAPM certification with classes taught by industry experts who are PMPs. The same curriculum is used by PMI chapters to prepare their members for the PMP exam. Workbooks and practice exams included. Bring your PMBOK to class with you! Classes conducted in partnership with the Midlands PMI Chapter. $1595
Mar 2-Mar 5 MTWTh 8 am-6 pm NEAST CEPMG 547 07

Project Management Fundamentals
In this course, students will identify effective project management best practices including an overview of the project management field. $399
Feb 11-Feb 12 WTh 9 am-4 pm NEAST CEPMG 532 16

Looking for a new insight into your business enterprise? FastTrac® may be exactly what you need!

Be the entrepreneur you want to be! Midlands Technical College offers FastTrac® NewVenture™ and FastTrac® GrowthVenture™.

- FastTrac® GrowthVenture™
- FastTrac® NewVenture™ for Boomers
- FastTrac® NewVenture™

For more information, please contact Tom Ledbetter at 803-691-3885.

Quality

Looking for ways to upgrade your skills to become more valuable to your employer or in the marketplace?

Look no further than the Center for Quality at MTC. We offer a competitive range of Quality programs to meet your needs, ranging from quality systems training (ISO 9001, AS9100, TS 16949, ISO 14000, etc.) to Lean, and Lean Six Sigma Certification programs. See below for a listing of our training programs.

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

For complete course lists, descriptions and the next available class dates, please visit our website at midlandstech.edu/cce/centerforquality or call (803) 732-0432.

Real Estate

**Property Management OPL019004**
This 32-hour, pre-licensing course must be successfully completed prior to taking the SC Real Estate Commission’s Property Management Exam. Text included. Students will need to download the Real Estate License Law from http://www.scstatehouse.gov/code/t40c057.php $399
Jan 24-Jan 25 SSu 8:30 am-5 pm NEAST CERLE 504 13
Feb 7-Feb 8 SSu 8:30 am-5 pm NEAST CERLE 504 14
Apr 18-Apr 26 SSu 8:30 am-5 pm NEAST CERLE 504 14

For expanded course descriptions and additional class dates, go to midlandstech.edu/cce.
COMPUTERS

COMPUTER ONLINE COURSES:
NEW FOR SPRING
• Understanding the Cloud
• Mobile and Desktop Web Developer
• C++ for the Beginner
• C# Programming for the Beginner
• Computer Skills for the Workplace
• Creating Web Pages with HTML
• Excel, Introduction
• Java, Introduction
• PHP and MySQL
• PowerPoint, Introduction
• SQL, Introduction
• Word, Introduction

More than 450 online courses are currently being offered, and new topics are always being added.
Go to midlandstech.edu/cce for the latest list of course offerings and to register.

Top TEN Most Popular Online Courses:

Apple

Mastering the Mac
This is the perfect course to make sure you get the most from your Mac. Learn how to use and customize your Mac so that you maximize its potential. This introductory course will help you learn the basics quickly and effectively and unleash the power of the OS X operating system. $149
Feb 11-Feb 12 WTh 6 pm-9 pm NEAST CEMAC 503 01

iMovie
Learn to create high-quality video using iMovie. This course covers importing existing movies, creating a new project, adding effects and sharing your finished product on social media sites. $99
Feb 26 Th 6 pm-9 pm NEAST CEMAC 501 52

iPhoto
Learn to organize, edit and share photos using Apple’s iPhoto. A comprehensive look that starts with importing photos from various sources through sharing those photos using print and social media. $99
Feb 24 T 6 pm-9 pm NEAST CEMAC 500 52

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
Feb 6-Feb 13 F 9 am-12 pm HARBN CEBEG 525 12

Computer Typing for Everyone
If you use a desktop computer or laptop, typing is an invaluable skill that can open doors and enhance your career opportunities. This class will help you get started. $249
Jan 9-Jan 30 F 9 am-12 pm FFQJ CEBEG 519 37
Feb 2-Feb 23 M 1 pm-4 pm NEAST CEBEG 519 38
Feb 2-Feb 23 M 6 pm-9 pm NEAST CEBEG 519 75

Introduction to Computers
Perfect for beginners who want to become computer literate. Course topics include hardware, software, Internet and email. $179
Jan 5 M 9 am-4 pm FFQJ CEBEG 582 23
Jan 7 W 9 am-4 pm NEAST CEBEG 582 24
Jan 20 T 9 am-4 pm BATES CEBEG 582 22
Jan 28 W 9 am-4 pm HARBN CEBEG 582 25
Mar 2 M 9 am-4 pm NEAST CEBEG 582 26
Jan 21-Jan 22 WTh 6 pm-9 pm HARBN CEBEG 582 58
Feb 4-Feb 5 WTh 6 pm-9 pm NEAST CEBEG 582 59

Organizing Computer Files
Do you have trouble organizing digital photos, documents, and downloads on your computer? Learn to use file management in the Windows environment. The topics include creating and working with folders, finding files, cut, copy, paste, and more. $179
Jan 8 Th 9 am-4 pm NEAST CEBEG 534 42
Jan 29 Th 9 am-4 pm HARBN CEBEG 534 43
Feb 17-Feb 18 TW 6 pm-9 pm NEAST CEBEG 534 69

To register: midlandstech.edu/cce • (803) 732-0432 • see page 2
## Desktop & Server Administrator

**MCSA (Microsoft Certified Systems Associate)**

This certificate program provides you with the skills necessary to implement, administer, and troubleshoot a Microsoft domain based network. This includes setting up and configuring Windows-based client operating systems and managing Windows servers. The skills learned will make you competitive in today’s job market with both large and small IT employers.

### COMPTIA COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Exam(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>A+ IT Technician (Ten days)</td>
<td>CompTIA A+ 801 and 802</td>
</tr>
<tr>
<td>Network+ (Five days)</td>
<td>CompTIA Network+ 005</td>
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</table>

### MICROSOFT COURSES

<table>
<thead>
<tr>
<th>Course</th>
<th>Exam(s)</th>
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<tbody>
<tr>
<td>Installing and Configuring Windows Server 2012 (Five days)</td>
<td>Exam 70-410: Installing and Configuring Windows Server 2012</td>
</tr>
<tr>
<td>Administering Windows Server 2012 (Five days)</td>
<td>Exam 70-411: Administering Windows Server 2012</td>
</tr>
<tr>
<td>Application Server Administration (SQL, SharePoint, Exchange) (Five days)</td>
<td>No Exam</td>
</tr>
</tbody>
</table>

*Courses should be taken in the order listed

**Save $1,096 – Enroll in the certificate program today.**

Course cost including CompTIA/MCSA exams if taken separately .................. $9,495

Package Price – with discount ................................................................. $8,399

Includes books, materials, practice and certification exams, and the opportunity to retake the course within one year at no cost.

## Advanced Desktop & Server Administrator

**MCSA – Security+ (CompTIA)**  
**Cisco (Certified Entry Network Technician)**

This advanced certificate takes the Desktop and Server Administrator Certificate to the next level by adding additional credentials in information security and network configuration. With a greater understanding of how to configure and protect sophisticated networks, you will have the skills to work with the largest and most complete corporate networks.

### COMPTIA COURSES

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</tr>
</thead>
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<tr>
<td>Network+ (Five days)</td>
<td>CompTIA Network+ 005</td>
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<tr>
<td>Security+ (Five days)</td>
<td>CompTIA Security+ 301</td>
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### MICROSOFT COURSES

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<td>Exam 70-411: Administering Windows Server 2012</td>
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<tr>
<td>Application Server Administration</td>
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### CISCO COURSES

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<tr>
<th>Course</th>
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</thead>
<tbody>
<tr>
<td>CISCO ICND Part 1 (Five days)</td>
<td>ICND1</td>
</tr>
</tbody>
</table>

*Courses should be taken in the order listed

**Save $2,694 – Enroll in the certificate program today.**

Course cost including CompTIA/MCSA/Cisco exams if taken separately .................. $12,493

Package Price – with discount ................................................................. $9,799

Includes books, materials, practice and certification exams, and the opportunity to retake the course within one year at no cost.
COMPUTERS

Computer Support

A+ IT Technician
The perfect course for those who are or want to be entry-level computer service technicians. Learn to install, remove, upgrade, maintain, and troubleshoot computer hardware. Prepare for the A+ exams 801 and 802.

$1999

Jan 5-Jan 16 MTWTh 9 am-4:30 pm HARBN CEDST 528 12
Feb 16-Feb 27 MTWTh 9 am-4:30 pm NEAST CEDST 528 13
Apr 13-Apr 24 MTWTh 9 am-4:30 pm HARBN CEDST 528 14

Network+
Acquire the fundamental skills and concepts that are used on the job in any type of networking career. You will be able to work with the major networking technologies and systems in use in modern PC-based computer networks as you also prepare for the Network+ certification exam.

$1499

Jan 26-Jan 30 MTWTh 9 am-4:30 pm HARBN CENET 724 11
Mar 2-Mar 6 MTWTh 9 am-4:30 pm NEAST CENET 724 12
Apr 27-May 1 MTWTh 9 am-4:30 pm HARBN CENET 724 13
Jan 5-Jan 15 MTWTh 6 pm-9:45 pm HARBN CENET 724 55

Installing and Configuring Windows Server 2012
Learn to implement a core Windows Server 2012 infrastructure in an existing enterprise environment. This course is part one of a three-part series and focuses on the initial implementation and configuration of core services including Active Directory Domain Services (AD DS), networking services, and Microsoft Hyper-V Server 2012 configuration.

$1999

Feb 9-Feb 13 MTWTh 9 am-4:30 pm HARBN CEMCS 713 06
Mar 9-Mar 13 MTWTh 9 am-4:30 pm NEAST CEMCS 713 07
Jan 26-Feb 5 MTWTh 6 pm-9:45 pm NEAST CEMCS 713 55

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

$1999

Feb 16-Feb 20 MTWTh 9 am-4:30 pm HARBN CEMCS 714 06
Mar 16-Mar 20 MTWTh 9 am-4:30 pm NEAST CEMCS 714 07
Feb 9-Feb 19 MTWTh 6 pm-9:45 pm NEAST CEMCS 714 55

Application Server Administration
Students will learn the fundamentals of administration of Microsoft Exchange Server and SharePoint Server. Additionally students will learn to create SQL queries and the basics of SQL Administration.

$1999

Feb 23-Feb 27 MTWTh 9 am-4:30 pm HARBN CEMCS 717 05
Mar 23-Mar 27 MTWTh 9 am-4:30 pm NEAST CEMCS 717 06
Mar 2-Mar 12 MTWTh 6 pm-9:45 pm NEAST CEMCS 717 52

Security+
Prepare to implement and monitor security on networks, applications, and operating systems, and respond to security breaches, as you also prepare for the Security+ exam.

$1499

Mar 9-Mar 13 MTWTh 9 am-4:30 pm HARBN CESC 664 11
Apr 6-Apr 10 MTWTh 9 am-4:30 pm NEAST CESC 664 12
Mar 23-Apr 2 MTWTh 6 pm-9:45 pm NEAST CESC 664 56

Cisco ICND Part 1
This class prepares you to take the Cisco 100-101 Interconnecting Cisco Networking Devices Part 1 (ICND1) exam which validates your ability to install, operate, and troubleshoot a small enterprise branch network; including basic network security. A CCENT will have the skills required for entry-level network support.

$1499

Apr 13-Apr 17 MTWTh 9 am-4:30 pm NEAST CECIS 668 07
Feb 9-Feb 19 MTWTh 6 pm-9:45 pm NEAST CECIS 668 55
Apr 20-Apr 30 MTWTh 6 pm-9:45 pm NEAST CECIS 668 54

Cisco ICND Part 2
This class prepares you to take the Cisco 100-101 Interconnecting Cisco Networking Devices Part 2 (ICND2) exam associated with the CCNA Routing and Switching certification. (**Note that we strongly recommend that you pass the CCENT 100-101 exam before taking this class**). $1499

Mar 2-Mar 12 MTWTh 6 pm-9:45 pm NEAST CECIS 666 56

Computer Technician

A computer technician is a person who repairs and maintains computers and network servers. The technician’s responsibilities may extend to include building or configuring new hardware, installing and updating software packages, and creating and maintaining computer networks. Computer repair technicians work in a variety of settings, encompassing both the public and private sectors. Get the skills you need to succeed.

Required Courses:
- A+ IT Technician: 60 Hours
- Network+: 30 Hours
Total Hours: 90 Hours
Total Cost: $3,498
**Computers**

**Databases**

**Crystal Reports, Introduction**
Crystal Reports is a database report writer and is used for analyzing and presenting database information. You will learn to create and modify reports, apply formatting and formulas. $599

- Apr 1-Apr 2  WTh  9 am-4 pm  HARBN CEDBS 588 37
- Apr 13-Apr 16  MTWTh  6 pm-9 pm  HARBN CEDBS 588 53

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

- Feb 23  M  9 am-4 pm  HARBN CEDBS 614 42

**Database Productivity Lab**
At the end of the Database Design and Management Certificate Program, students design a working database, queries, forms, and reports. This hands-on session provides the review and practical application needed to pull it all together and fine-tune your new database management skills. $199

- Apr 20  M  9 am-4 pm  HARBN CEDBS 626 24

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

- Feb 24-Feb 25  TW  9 am-4 pm  NEAST CEDBS 590 46
- Mar 4-Mar 12  WTh  6 pm-9 pm  HARBN CEDBS 590 54

**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

- Apr 7-Apr 9  TWTh  9 am-4 pm  HARBN CESQL 609 21

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**Database Analyst**

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

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

**Total: 90 hrs $2,962**

**Prerequisites:** Basic understanding of computers and Windows, together with an interest in data-gathering techniques and data analysis.

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**Microsoft Office**

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

- Jan 12-Jan 13  MT  9 am-4 pm  NEAST CEDBS 620 36
- Jan 28-Feb 5  WTh  6 pm-9 pm  HARBN CEDBS 620 70

**Access, Intermediate**
Learn about database normalization, relationships, referential integrity and how to analyze tables. Explore complex queries with joins, calculated fields and summarizing and grouping values. Learn to enhance forms, create customized reports, labels, charts, and PivotTables and PivotCharts. $289

- Feb 11-Feb 12  WTh  9 am-4 pm  NEAST CEDBS 623 28
- Feb 16-Feb 19  MTWTh  6 pm-9 pm  HARBN CEDBS 623 64

**Access, Advanced**
Learn to query with SQL statements and attach SQL queries to Access controls. Create crosstab, parameter and action queries. Create, run and attach macros to the events of database objects. Import, export and link objects and interact with XML documents. Optimize database resources, set options and properties to protect the database. $289

- Mar 9-Mar 10  MT  9 am-4 pm  NEAST CEDBS 624 25
- Mar 18-Mar 26  WTh  6 pm-9 pm  NEAST CEDBS 624 63

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

- Apr 30  Th  9 am-4 pm  NEAST CEMSO 516 01

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For expanded course descriptions and additional class dates, go to midlandstech.edu/cce.
Microsoft Office

Transitioning to Office 2013
Explore the new features in Microsoft’s newest release of Word, Excel, PowerPoint and Outlook. Students should have training or experience in a previous version of Microsoft Office. $169
Jan 12 M 9 am-4 pm HARBN CEMSO 513 07

PowerPoint, Introduction
Your presentations can be show stopping. Create slide shows using PowerPoint’s most commonly used features. $289
Mar 23-Mar 24 MT 9 am-4 pm NEAST CEPDP 629 27

PowerPoint Advanced
Import from other applications, create photo albums, share presentations, and create templates. Use multimedia effects including sound and video to produce professional, effective presentations. $289
Mar 30-Mar 31 MT 9 am-4 pm NEAST CEPDP 650 05

Outlook, Introduction
Make the most of your email communications. Learn to work with contacts and distribution lists. Find out how Outlook tasks can help you get organized and use the Outlook calendar to keep up with your busy schedule. $289
Mar 3-Mar 4 TW 9 am-4 pm NEAST CESCH 708 26
Mar 30-Mar 31 MT 9 am-4 pm FFQJ CESCH 708 27
Apr 20-Apr 29 MW 6 pm-9 pm HARBN CESCH 708 53

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. $169
Apr 6 M 9 am-4 pm NEAST CESCH 702 26

Creating a Simple Excel Spreadsheet
Learn to create a simple Excel spreadsheet complete with formats and easy formulas. $89
Apr 3 F 9 am-12 pm NEAST CESDS 628 24

Excel Formulas and Functions
Work with basic math formulas and progress to conditional, lookups, date and time, financial, statistical, and conversion examples. Protect and hide your formulas and create user-defined functions. $169
Apr 13 M 9 am-4 pm HARBN CESDS 630 20

Excel Graphs
Graphs are very powerful tools for visually representing your important numeric data. Learn how simple it is to create in Excel. $89
Jan 23 F 9 am-12 pm HARBN CESDS 629 14

Excel Macros
Enjoy the efficiency of macros as you learn to record mouse clicks and keystrokes for playback later or to record a sequence of commands you use to perform repetitive tasks in Excel. Get the basics in this class. $89
Apr 24 F 9 am-12 pm HARBN CESDS 640 16

Excel Pivot Tables
Learn to use Pivot Tables to summarize large amounts of data and analyze it in a variety of ways. $89
Apr 23 Th 9 am-12 pm HARBN CESDS 631 19

Excel, Introduction
Excel is used in most offices. Learn how to create effective and efficient worksheets using formatting, printing, formulas, common functions, and charts. $289
Jan 14-Jan 15 WTh 9 am-4 pm NEAST CESDS 602 30
Jan 26-Jan 27 MT 9 am-4 pm HARBN CESDS 602 31
Feb 24-Feb 25 TW 9 am-4 pm NEAST CESDS 602 32
Mar 16-Mar 17 MT 9 am-4 pm FFQJ CESDS 602 33
Jan 5-Jan 14 MW 6 pm-9 pm HARBN CESDS 602 77

Excel, Intermediate
Students will learn how to use multiple worksheets and workbooks efficiently, and they will start working with more advanced formatting options including themes, backgrounds, and watermarks. They will also learn how to create outlines and subtotals, how to create and apply cell names, and how to work with lists and tables. Students will save workbooks as Web pages, insert and edit hyperlinks, and save a workbook as a PDF file. This course also covers worksheet auditing and protection, file sharing and merging, and workbook templates. $289
Mar 2-Mar 3 MT 9 am-4 pm HARBN CESDS 610 02
Mar 16-Mar 17 MT 9 am-4 pm NEAST CESDS 610 03
Feb 9-Feb 17 MT 6 pm-9 pm HARBN CESDS 610 71

Excel, Advanced
Students will work with more advanced functions including logical, date, time, statistical and financial, as well as lookup functions such as VLOOKUP, MATCH, and INDEX. In addition, students will learn about array formulas, data validation and database functions such as DSUM. They will learn how to import and export data. Finally, students will learn about the analytical features of Excel (such as Goal Seek) and how to automate Excel using macros. $289
Apr 1-Apr 2 WTh 9 am-4 pm NEAST CESDS 611 32

Word, Introduction
Learn everything you need to get started creating and editing documents, formatting, proofing, controlling page setup, and more. $289
Jan 26-Jan 27 MT 9 am-4 pm NEAST CEWDP 593 16
Feb 11-Feb 12 WTh 9 am-4 pm HARBN CEWDP 593 15
Mar 9-Mar 10 MT 9 am-4 pm FFQJ CEWDP 593 17
Mar 11-Mar 19 WTh 6 pm-9 pm NEAST CEWDP 593 72

Word, Intermediate
Enhance your proficiency with Word using tables, styles, templates, graphics, section breaks and columns. $289
Mar 16-Mar 17 MT 9 am-4 pm HARBN CEWDP 594 28
Apr 1-Apr 9 WTh 6 pm-9 pm NEAST CEWDP 594 62

Word, Advanced
Create top-notch documents using forms, sharing documents, and document revisions. In addition, you will work with long document features, such as table of contents, indexes, bookmarks, master documents, mail merge and macros. $289
Apr 13-Apr 14 MT 9 am-4 pm NEAST CEWDP 595 26

Word, Introduction for Seniors
A class especially for those age 60 and older who want to learn the basics of Microsoft Word, including creating and editing documents, formatting, printing, and more. $99
Mar 6-Mar 13 F 9 am-12 pm NEAST CEWDP 597 22

To register: midlandstech.edu/cce • (803) 732-0432 • see page 2
Microsoft Office

Office Administrative Specialist

Build an effective office career by developing your technical expertise and communication skills.

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

<table>
<thead>
<tr>
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<tr>
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<td>Business Letter Writing</td>
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<tr>
<td>Enhancing Your Professionalism</td>
<td>3</td>
<td>$99</td>
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Total: 105 hrs $2,628

Microsoft Office Certifications • Microsoft Office Specialist – MOS

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

Exams can be scheduled by calling (803) 732-5337. Corporate and Continuing Education students can take free practice exams in the testing center at the Harbison Campus to further prepare for the exams.

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<tr>
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<tr>
<td>Word, Introduction</td>
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<td>Excel, Introduction</td>
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<td>Excel, Advanced</td>
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<tr>
<td>PowerPoint, Introduction</td>
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<td>PowerPoint, Advanced</td>
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<tr>
<td>Access, Introduction</td>
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<td>6</td>
<td>$169</td>
</tr>
</tbody>
</table>

Total: 162 hrs $3,906

Mobile Devices & Applications

iPad Basics

Learn to use your iPad to get the most from your mobile device. We’ll cover tricks and traps as well as some of our favorite applications. This is a hands-on class, so you’ll need to bring your own iPad. $89

Jan 23 F 9 am-12 pm NEAST CEAPP 503 22

For expanded course descriptions and additional class dates, go to midlandstech.edu/cce.
**SharePoint**

**SharePoint Foundation**

Use, create, and edit content in a team site. You will also create and perform basic management of a team site using SharePoint Foundation 2010. This course is designed for individuals who will need to access information on a Microsoft SharePoint team site or for individuals who may need to create and manage a team site. $479

- Jan 21-Jan 22  WTh  9 am-4 pm  NEAST CESPT 514 11
- Mar 18-Mar 19  WTh  9 am-4 pm  HARBN CESPT 514 12

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**Validate your knowledge and experience with an IT Certification**

**MTC IT Certifications:**

- Cover relevant information in today’s changing IT marketplace
- Make a perfect fit if you are:
  - New to technology
  - Changing jobs
- Help you use evolving technologies
- Fine-tune your troubleshooting skills
- Improve your job satisfaction
- Demonstrate to your employers, peers and customers that you are committed to advancing your skills

Register today – call (803) 732-0432 or visit midlandstech.edu/cce

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**Social Media**

**Social Media Business Basics**

What is social media and how can it help my business? Learn the fundamentals and history of the main social networking sites, and how to incorporate different types of social media outlets into your personal career search or business marketing plan. This class is for business professionals who have little or no experience with social media. $199

- Feb 11  W  9 am-4 pm  NEAST CESOC 521 18

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**Web Development & Print Media**

**Photoshop, Introduction**

Make your graphics shine. Incorporate color techniques and filters. Understand and work with layers; including creating masks, painting layers, adjusting layers, and other tools. Also includes a brief introduction to creating web-ready graphics. If you are a Mac user, call 803.732.0432 to reserve an iMac for use in class. $359

- Feb 16-Feb 17  MT  9 am-4 pm  NEAST CEGPH 601 34

**InDesign Fundamentals**

You can design and produce professional print documents and layouts. Learn how to manipulate text, shapes, colors, and frames to create eye-catching print products using Adobe InDesign. If you are a Mac user, call 803.732.0432 to reserve an iMac for use in class. $359

- Jan 28-Jan 29  WTh  9 am-4 pm  NEAST CEPDP 626 33

**Dreamweaver**

Design and produce high-impact websites with Dreamweaver. Learn to create, link, and enhance web pages that make a difference. If you are a Mac user, call 803.732.0432 to reserve an iMac for use in class. $699

- Jan 5-Jan 8  MTWTh  9 am-4 pm  NEAST CEWDA 537 05

**CSS3 – Cascading Style Sheets**

Learn to apply local styles, style sheets, and to create classes to control the appearance of your websites by separating visual presentation from content. Learn CSS basics to build effective navigation and page layouts, and then move on to work with typography, colors, backgrounds, and white space. Explore how the four major browsers affect CSS. Prerequisite: HTML5 or equivalent experience. $359

- Jan 20-Jan 21  TW  9 am-4 pm  NEAST CEWDV 551 06

**CSS3 – Cascading Style Sheets, Advanced**

CSS3 is a growing technology. In this class you will study advanced selectors and styling, gradients, shadows, transitions, and rounded corners, and the font-family 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. $359

- Jan 26-Jan 27  MT  9 am-4 pm  NEAST CEWDV 556 02

**HTML5**

Learn to use HTML5 to structure Web content. Create semantically meaningful page structures. Work with lists and tables, links, and images. Explore effective web site planning and authoring principles, learn how to create a semantic document structure, and how to build interactive forms, apply native data validation, and embed HTML5 audio and video. $359

- Jan 13-Jan 14  TW  9 am-4 pm  NEAST CEWDV 550 07

**JavaScript**

Learn the fundamental concepts of the JavaScript language. You will learn how to use JavaScript to communicate with users, modify the Document Object Model (DOM), control program flow and validate forms. You will also learn the fundamentals of JSON. Prerequisites: HTML5 and CSS3 equivalent knowledge. $1199

- Feb 2-Feb 10  MTW  9 am-4 pm  NEAST CEWDV 557 02
COMPUTERS

Web Development & Print Media

Search Engine Optimization (SEO)
Learn about ETHICAL ORGANIC search engine optimization (SEO) and how you can start using it to increase your website’s visibility to search engines to attract the right kind of traffic. You will learn how to implement basic optimization strategies, like conducting keyword research, implementing website coding changes, and the importance of other utilities, such as social media, testimonials and blogging sites. $199
Jan 12 M 9 am-12 pm NEAST CEWDV 558 02

Visual Studio
Visual Studio Express provides a free development environment to develop applications for the latest platforms. Students will learn the foundational skills for creating and editing different software languages in the latest release of Visual Studio Express. $149
Jan 12 M 9 am-12 pm NEAST CEWDV 558 02

Website Production Lab
At the end of the Front-End Web Developer Certificate program, students will design a simple website. Students will complete a Photoshop lab and develop the site using HTML5, CSS3, JavaScript, HTML forms, and SEO. This hands-on session will showcase and demonstrate the web design skills acquired in the program. Grades will be given in the Website Production Lab. To receive a Front-End Web Developer Certificate, you must earn a grade of C or better. $599
Feb 23-Feb 25 MTW 9 am-4 pm NEAST CEWDV 553 04

Front-End Web Developer [Applied Computing]
For students who want to be sophisticated users of computing technology in their field of study, from insurance, to healthcare, to the arts; coursepower provides the foundational computing skills needed for your profession.

<table>
<thead>
<tr>
<th>Course</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Visual Studio</td>
<td>3</td>
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<tr>
<td>HTML5</td>
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<td>CSS3-Cascading Style Sheets</td>
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<td>CSS3, Advanced</td>
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<td>JavaScript</td>
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<td>Search Engine Optimization (SEO)</td>
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<td>Social Media Business Basics</td>
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<tr>
<td>Photoshop, Introduction</td>
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<tr>
<td>Website Production Lab</td>
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Grades will be given in the Website Production Lab. To receive a Front-End Web Developer Certificate, you must earn a grade of C or better.

For more information about coursepower, visit www.midlandstech.edu/coursepower.

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

Windows

Windows 8 Introduction
Get comfortable with Microsoft Windows 8’s operating system. Learn this “metro” interface and its new capabilities. Whether you are new to computers or have used them previously, this “hands-on” class will teach you how to easily navigate, customize, launch, house, and secure applications. Learn to use Internet Explorer 10 also. $279
Jan 21-Jan 22 WTh 9 am-4 pm HARBN CEWIN 582 09
Apr 21-Apr 22 TW 9 am-4 pm NEAST CEWIN 582 10

For expanded course descriptions and additional class dates, go to midlandstech.edu/cce.
CREATIVE CAREERS

Top TEN Most Popular Online Courses:

More than 450 online courses are currently being offered, and new topics are always being added. Go to midlandstech.edu/cce for the latest list of course offerings and to register.

10

Veterinary Assistant Certificate

Become a competent veterinary assistant learning receptionist duties, laboratory procedures, medical terminology, Animal CPR, and customer skills. Successful completion of this certificate program will qualify you for an entry-level position as a veterinary assistant. All materials included. $799

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Audio Engineer

Audio Engineering Internship

Audio Engineering students will arrange an internship with their advisor in the field of studio recording, live sound or music business. Classes meet at Midlands Audio Institute, 207 S. Prospect St., Columbia, SC 29205. (803) 782-6910. $399

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Digital Music Production

Learn how to use standard types of audio equipment – microphones, mixing consoles, compressors, EQ’s, reverbs, and power amps will be covered with live demonstration during classes. Classes will also cover maintenance and troubleshooting. Classes meet at Midlands Audio Institute. (803) 782-6910. $399

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Responsible Bartending – TIPS Certification

Must be 21 years old to attend. T.I.P.S. is a nationally recognized program that will help you become a responsible bartender. T.I.P.S. certification is normally required by an establishment before an employee can work behind the bar. Certification upon completion of test at end of class. $100

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Follow us on:
CREATIVE CAREERS

Cake Decorator

Cake Decorator Professional Certificate
This 18-hour certificate program prepares you for all aspects of cake decorating – personal pleasure, the workplace, or starting your own business. Bring to the first class: Tips, bags, couplers, spatula or spoons, and practice board. A list of all required supplies will be handed out at the first class. See the “Materials list” on the website for all supply requirements. Learn the perfect techniques in creating beautiful flowers using royal icing, piping and piping gel in transferring patterns. Find out how the experts create beautiful cakes. Meets at Spring Valley High School. No class on March 31, 2015. $159
Jan 27-Mar 3  T  6 pm-9 pm  CEOFS CEKIT 522 20
Mar 17-Mar 24  T  6 pm-9 pm  CEOFS CEKIT 522 21
Apr 7-Apr 28  T  6 pm-9 pm

Child Development

Curriculum
Take this opportunity to gather creative ideas to strengthen the curriculum at your center. Check the website for specific topic. $20
Feb 7  S  8 am-1:30 pm  HARBN CEABC 501 15

Growth and Development
This program focuses on physical, emotional, social, cognitive, and language development. Check the website for specific topic. $20
Jan 24  S  8 am-1:30 pm  HARBN CEABC 503 12

Event Planner

Event & Wedding Planning I
Part one of a three-course certificate program. Master the scope of duties, personal interest and aptitude, potential career paths, self-preparation to begin a business, and the components of a basic event planning client consultation. Participation in an assigned class event is required for certificate completion. $339
Jan 26-Feb 9  MT  6 pm-9 pm  HARBN CEEVT 514 03

Event & Wedding Planning II
Part two of a three-course certificate program. You will receive step-by-step instructions, worksheets and checklists, guidance for selecting venues/vendors, contract negotiation skills, protocol/etiquette, dealing with VIPs, security issues, etc. Prerequisite: Event and Wedding Planning I. All materials included in price. $339
Feb 10-Feb 24  MT  6 pm-9 pm  HARBN CEEVT 515 03

Event & Wedding Planning III
It all comes together in this course which offers guidance and resources for the event professional and wedding consultant who is ready to put knowledge into action. This class covers all aspects of starting a business, creating a business plan, and marketing. Prerequisites: Event Planning I and II. All materials included in price. $339
Mar 9-Mar 17  MT  6 pm-9 pm  HARBN CEEVT 512 05

Floral Designer

Floral Design Certificate
The fundamentals of floral arranging will give students enough basic skills to seek entry level positions in the floral business. Introduction to materials and equipment, principles of good design, color, and specialized designs are covered. Master the skills with the included text. $399
Jan 26-Mar 2  M  6 pm-9 pm  HARBN CEFLC 501 11
Feb 24-Mar 3  T  6 pm-9 pm

Interior Decorator

Designing Your Way
Learn to navigate the many options for today’s savvy decorating consumer using your computer and new technology to visualize and create your dreams. Use the most current tips, trends, and techniques to achieve your personal aesthetic goals. $239
Feb 3-Feb 17  TTh  6 pm-9 pm  HARBN CEDCP 543 03
Feb 19  Th  6 pm-9 pm  CEOFS

Home Staging
Home staging is the most important tool for home sales. Master up-to-date techniques to accent the uniqueness of your space through lecture/video format and hands-on training. Class will meet both on and off campus, dates and locations TBD once the class meets. $219
Feb 24-Feb 26  TTh  6 pm-9 pm  HARBN CEDCP 538 07
Mar 3-Mar 10  TTh  6 pm-9 pm  CEOFS
Mar 12  Th  6 pm-9 pm  HARBN

For expanded course descriptions and additional class dates, go to midlandstech.edu/cce.

**Interior Decorator Certificate**

Students complete projects applying color and pattern relationships, floor-planning skills, window treatments, furniture selection, blueprint reading, cost estimations, associations, electrical and lighting, and the decorator/client business relationship. **SAVE AND ENROLL IN THE CERTIFICATE CLASS. $699**

- **Jan 21-Apr 29**  W  6 pm-9 pm  NEAST CEDCP 529 07
- **Feb 12**  Th  6 pm-9 pm  CEOFS
- **Mar 19**  Th  CEOFS
- **Apr 23**  Th  8 am-5 pm  CEOFS

**Interior Decorating, Beginning**

Fundamental theories of decorating are introduced enabling students to apply beginning skills. Lessons include floor-plan drafting, traffic flow, space and furniture arranging, furniture history and period styles, and a beginning analysis of color and pattern relationships. Students will complete a project based on skills learned. **$239**

- **Jan 21-Feb 18**  W  6 pm-9 pm  HARBNE CEDCP 502 06
- **Feb 12**  Th  6 pm-9 pm  CEOFS

**Interior Decorating, Intermediate**

Prerequisite: Beginning Interior Decorating. Color and pattern, window treatments, fabric applications, carpet and oriental rugs, wall coverings, and painted finishes are covered. Estimate and calculate yardage for window treatments, carpet and wallpaper. Apply floor-planning skills to a project. Thursday field trip meets during the day. **$239**

- **Feb 25-Mar 25**  W  6 pm-9 pm  NEAST CEDCP 504 06
- **Apr 15**  Th  8 am-5 pm  CEOFS

**Interior Decorating, Advanced**

Prerequisite: Intermediate Interior Decorating. Final theories include blueprint reading, electrical and lighting, accessories and trends, cost estimations and the decorator/client business relationship. The final project utilizes all skills to prepare a furniture and color/pattern layout, and cost schedule. Thursday field trip meets during the day. **$239**

- **Apr 1-Apr 29**  W  6 pm-9 pm  NEAST CEDCP 504 06
- **Apr 23**  Th  8 am-5 pm  CEOFS

**Landscaper & Horticulturist**

**Arboriculture**

Learn how to care for and maintain trees and other woody plants used in urban, residential, recreational, park, and street plantings. Learn how to properly care for and use tools, equipment and other materials in the maintenance of woody plants. The assets and liabilities of woody plants will also be discussed. **$169**

- **Apr 20-Jun 15**  M  6 pm-9 pm  NEAST CEHOR 527 08

**Home Vegetable Gardening**

Learn home vegetable growing and reap the rewards of food freshness, family participation, and improving our environment. Covered subjects are site selection, soil preparation, kind and varieties of vegetables, cultural practices, and vegetable preparation. **$205**

- **Mar 5-Apr 2**  Th  6 pm-9 pm  NEAST CEHOR 533 09

**Irrigation**

Examine the use of irrigation in the landscape industry with emphasis on design, equipment suitability, water application procedures, and construction. Design projects and job bidding are also included. **$209**

- **Jan 13-Mar 3**  T  6 pm-9 pm  WPLAW CEHOR 507 13

**Landscape Design**

Learn the principles of landscape design including form, function, symmetry vs. asymmetry, balance, texture, light and shadow, composition, and development of your own style. Study hardscapes, lighting plans, designing commercial properties, color theory, spatial arrangements, and water features. **$189**

- **Mar 17-Mar 19**  TTh  6 pm-9 pm  NEAST CEHOR 530 15

**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 bids procedures. **$169**

- **Mar 11-Apr 29**  W  6 pm-9 pm  NEAST CEHOR 522 13

**Nursery Production, Greenhouse Management & Propagation**

Study techniques involved in plant production. Practical instructions on methods of propagation are given in a greenhouse. Become familiar with nursery and greenhouse operations. Includes a field trip to a local nursery or greenhouse. Emphasis will be placed on production and sales of container and field-grown plants. **$189**

- **Jan 15-Mar 5**  Th  6 pm-9 pm  NEAST CEHOR 527 08

**Pests in the Landscape**

Learn to identify and control insects, diseases and weeds that are pests of landscape plants. **$189**

- **Jan 14-Mar 4**  W  6 pm-9 pm  NEAST CEHOR 526 11

**Plant Growth & Development**

Learn the morphology, anatomy and physiology of higher plants. Emphasis is on plant structure, functions of plant parts, plant processes, plant growth and development, and plant inheritance. **$169**

- **Mar 10-Apr 28**  T  6 pm-9 pm  NEAST CEHOR 524 10

**Soil Management**

Learn about soils and plant nutrition. Emphasis will be placed on physical and chemical properties, water, organic matter, and microorganisms in soils. Materials and methods for supplying nutrients to horticulture plants are also discussed in this course. **$169**

- **Feb 9-Mar 30**  M  6 pm-9 pm  NEAST CEHOR 520 11

**To register:** midlandstech.edu/cce • (803) 732-0432 • see page 2
Landscaper & Horticulturist

Your Program – Your Way
You can earn a Midlands Technical College certificate in Landscaping and Horticulture by completing the seven core courses and two electives. Or you can pick and choose just the courses that interest you and take them at your leisure.

Required Core Courses
- Soil Management
- Woody Plants & Shrubs
- Pests in the Landscape
- Landscape Management
- Plant Growth and Development
- Landscape Construction
- Landscape Design

Electives
- Arboriculture
- Nursery Production, Greenhouse Management, and Plant Propagation
- Irrigation
- Annuals & Perennials
- Lawn Care
- Home Vegetable Gardening

For complete course descriptions, visit midlandstech.edu/cce or call (803) 732-0432.

Personal Trainer Certification
Six-week education program covers hands-on practical training preparing you to work with clients one-on-one in fitness facilities. Students participate in lectures including anatomy, exercise physiology, and nutrition. Prior to obtaining the Personal Trainer certification, students must get an Adult CPR/AED certification and complete a 30-hour internship not included as part of this class. Afternoon session is held at Hampton Hills Fitness Center. $699
Feb 21-Mar 28  MTh  9 am-12 pm  BLTN  CEPYT 600 07
S  1 pm-4 pm  CEOFS

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 a workshop in digital photo editing using Photoshop Elements. A SLR or DSLR camera is required. $749
Jan 22-Feb 12  MTh  6 pm-9 pm  HARBN  CEPIC 542 02
Feb 23-Mar 19  MTh  6 pm-9 pm
Mar 23-Mar 26  M WTh  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 SLR or DLSR camera is recommended, but not necessary. $179
Jan 22-Feb 12  MTh  6 pm-9 pm  HARBN  CEPIC 538 06

Editing Your Digital Images
Improve your existing photographs through digital editing techniques. Learn to use generic editing tools to alter your images. Working knowledge of computers is required. Though computers are provided, students may also bring their own laptops with any photo editing software installed. $99
Mar 2-Mar 9  MW  6 pm-9 pm  NEAST  CEPIC 525 10

Great Photography – Quick
Improve your photography in less than a week. No matter what type of camera you have, you will gain creative and compositional tips to build compelling images. Focus on the image, not the camera. Composition, visual elements, creative approach, and personal style will be discussed. Text included. $159
Feb 16-Feb 18  M TW  6 pm-9 pm  HARBN  CEPIC 528 17

Learning Camera Basics
This course will teach you how, when, and why to change the settings in your digital camera. Learn how to identify particular camera settings and when to use them for given effects. Students should bring their cameras (and manuals) for individual coaching. $99
Mar 23-Mar 30  MW  6 pm-9 pm  NEAST  CEPIC 541 05
Business Grammar
Prevent embarrassing errors and increase your writing success with this intensive one-day program. Gain important tips on correct use of the English language and grammar rules. $169
Jan 22 Th 9 am-4 pm BATES CEWC5 500 21
Feb 26 Th 9 am-4 pm NEAST CEWC5 500 24
Mar 26 Th 9 am-4 pm NEAST CEWC5 500 25

Business Letter Writing
Learn to write business letters that get results. This course will help you write clear, concise, and well-organized letters that present a positive, professional image of you and your organization. $169
Jan 15 Th 9 am-4 pm NEAST CEWC5 501 76
Feb 19 Th 9 am-4 pm NEAST CEWC5 501 75

Editing and Proofreading
Every piece of correspondence makes a statement about individuals and their organizations. Written mistakes are not only embarrassing; they can also be very costly. This program will help you develop effective editing and proofreading techniques to ensure effectiveness, accuracy, and efficiency in your written materials. $169
Feb 12 Th 9 am-4 pm NEAST CEWC5 502 35
Mar 19 Th 9 am-4 pm NEAST CEWC5 502 36

The Art of Photography
Learn the finer points in photography and create an image that will have “impact.” Frame the photograph so that the eye travels as intended and arrange all the components in the photograph harmoniously for a properly composed image. You will also learn what role colors and textures play in creating a lasting impression. $99
Apr 20-Apr 30 MTh 6 pm-9 pm HARBN CEPI5 534 07

Sports Photography
Take the same great sports pictures as the pros. Learn when and where to position yourself, what to consider and the protocols you need to know from a professional sports photographer. Come and learn how to do it right. $99
Feb 2-Feb 9 MW 6 pm-9 pm NEAST CEPIC 535 02

Career Development Facilitator
This program is comprised of 120 hours of coursework based on a nationally accepted curriculum. The program is designed to standardize the knowledge and experience of individuals who are working in workforce training programs and other career development services. Three onsite sessions are required. The first two onsite sessions, held at the Northeast Campus, will be on the first Friday (5-10 PM) and first Saturday (8:30 AM-4:30 PM) after start date. The third onsite session is graduation and determined by you and your instructor at a later date. Book and DVD are included. Instructor, Beth Lengel, Lengel Vocational Services. $915
Jan 9-Apr 9 NEAST CECDF 600 82
Feb 20-May 20 NEAST CECDF 600 83
Mar 19-Jun 13 NEAST CECDF 600 84
Apr 10-Jul 10 NEAST CECDF 600 85
**EMPLOYEE & LEADERSHIP DEVELOPMENT**

**Customer Service**

**Becoming a Customer Service Star**
Don’t just talk about providing exceptional customer service; make it happen. Becoming a Customer Service Star will help you develop a service mindset and gain skills to boost your service performance. Examine your own customer service attitudes and relationships, both internally and externally, and explore opportunities for improvement. $169  
Feb 11  W  9 am-4 pm  NEAST  CECUS  523 84

**Call Center Professional**
A well-trained call center is the heart of any operation. This comprehensive training will equip the potential employee with the customer service and technical skills needed to enter the workforce with confidence and the ability to listen and to ask and answer questions to ensure a happy customer. $899  
Apr 6-Apr 24  M T W Th  9 am-4 pm  F  9 am-1 pm  NEAST  CECUS  573 08

**Legal**

**SC Court Interpreter Certification Program Two-Day Orientation**
(Prerequisite to Oral Examination): The Two-Day Orientation workshop is the only required course offered, related to and mandatory for South Carolina Court Interpreter Certification. This course covers the interpreter’s role, modes of interpreting, legal terminology, and professional ethics. Candidates must successfully complete this course and must ALSO successfully pass the Written Examination in order to register and sit for the Oral Examination. A photo I.D. is required. Check-in time is 8:00-8:30 AM. No senior citizen discount. A boxed lunch is included. $250  
Mar 14-Mar 15  S Su  8:30am-5pm  NEAST  CECIT-607-03

**SC State Constable Training Program: Basic Course**
State constables are commissioned by SLED and support SC law enforcement in times of emergency and/or crisis. Prior to registering, candidates must take application to SLED and receive approval to receive the training. Must pass a comprehensive test and qualify with firearms. Yearly in-service training updates are required. See website for detailed schedule. $599  
Mar 4-Apr 15  M W  6pm-10pm  HARBN  CECON-501-07  
Mar 7-Mar 8  S Su  8am-6pm  CEOFS  
Mar 21-Mar 22  S Su  8am-6pm  CEOFS

**Constable Training Update**
For currently licensed State Constables. Changes in laws and new legislation will be discussed. Includes Criminal Domestic Violence (CDV) and Blood Borne Pathogens (BBP). Afternoon session focuses on firearm safety and re-qualification on firing range. SLED requires a yearly update completed by June 30. Class location: A. Lewis McCarty Firearms Training Center, 357 Landfill Lane, Lexington, SC 29073. $99  
April 18  S  8am-6pm  CEOFS  CECON-511-13

**Legal Lessons: A Series for the Public**
Sponsored by the S.C. Bar Pro Bono Program, Legal Lessons: A Series for the Public is a seven-week program designed to give the public an overview of the South Carolina legal system and insight into common legal problems people face. $45  
Feb 12-Mar 26  T  6 pm-9 pm  NEAST  CELAW  505 02

**Personal Development**

**Enhancing Your Professionalism**
Building and maintaining a professional image is key to your success. Learn how to build self-confidence, present yourself professionally, and communicate more effectively. Take away the top traits of true professionalism. $99  
Feb 18  W  9 am-12 pm  NEAST  CECDS  564 68  
Mar 25  W  9 am-12 pm  NEAST  CECDS  564 69

**Happiness on the Job**
What makes you happy at work? Do you drive in to work dreading the day, or are you eagerly anticipating working with your manager, coworkers, and the public? In this workshop, we will take a look at how we determine our level of happiness on the job, and how we can take charge of our own attitudes towards ourselves, other people, and the job itself. $99  
Jan 21  W  9 am-12 pm  NEAST  CECDS  755 02

**Improve Your Memory**
Are you struggling with your memory or retaining information? This three-hour program provides an array of tips and techniques to expand the power of your mind. You will gain tools to help you retain more information, such as names, numbers and important facts and details. This class is based on information from “Memory Dynamics” by Evelyn Wood. $99  
Feb 10  T  9 am-12 pm  HARBN  CECDS  633 19

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Celebrate Administrative Professionals Week

**Back by popular demand: Judi Gatson, Conference Emcee**

**Administrative Professionals Conference**
Empowering conference for everyone who works in an administrative role. Gain essential skills to reach your highest potential. Register early at $199. After March 18, registration is $229. Held at the Columbia Metropolitan Convention Center, 1101 Lincoln Street, Columbia SC. Registration includes parking, continental breakfast and luncheon.  
Apr 23  Th  9 am-4 pm  CCCOL  CEDAM  500 08

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For expanded course descriptions and additional class dates, go to midlandstech.edu/cce.
21st Century Workforce Skills
Are you equipped for the future?

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

Jan 26-Mar 2 M 6 pm-9 pm NEAST CECDS 763 23
Mar 7 S 9 am-4 pm

Mar 9-Mar 12 MTWTh 9 am-4 pm NEAST CECDS 763 24
Mar 20-Apr 10 F 9 am-4 pm FFQJ CECDS 763 25

Supervisory & Leadership

Coaching and Counseling – Part 1
Learn methods of distinguishing coaching from counseling and how to provide positive feedback for improvement. $99
Mar 19 Th 6 pm-9 pm AIRPT CELSD 660 33

Coaching and Counseling – Part 2
A continuation of the Part 1 course in which you learn to recognize, overcome concerns, and practice counseling skills. $99
Mar 26 Th 6 pm-9 pm NEAST CELSD 690 31

Effective Delegation
Participants will uncover the skills needed to delegate effectively. This includes determining what should be delegated, how to delegate to get results, who to delegate to, and how to follow-up. $99
Jan 20 T 1:30 pm-4:30 pm NEAST CELSD 698 31

Getting Things Done Under Pressure
Have you ever felt overwhelmed by your to-do list? Interruptions keeping you from getting things done? In this course, participants will gain knowledge in how to separate the urgent from not urgent and the important from not important, while establishing good organizational skills. $99
Feb 5 Th 6 pm-9 pm NEAST CELSD 580 50

Productive Partnerships
It is not often that we can work isolated from others. Participants explore the need to collaborate and to form partnerships that enhance their productivity and work environment. $99
Jan 27 T 1:30 pm-4:30 pm NEAST CELSD 697 35

The Challenge of Leadership – Legally Speaking
Being aware of key legislation and ensuring compliance throughout the organization is a major responsibility for both human resources (HR) and for line supervisors/managers. $99
Jan 13 T 1:30 pm-4:30 pm NEAST CELSD 577 34

Understanding Personality Types
Every workplace includes people with very different backgrounds, personalities, perspectives, skills, and styles of interacting. The workforce of the future will be even more diverse. Finding ways to make these differences work, rather than letting them get in the way, is essential to success for any organization and the people in it. $99
Jan 22 Th 6 pm-9 pm NEAST CELSD 517 39

Understanding Your Communication Style
Participants learn the communication process, how to identify barriers to communication, and practice developing messages for professional and personal use. $99
Apr 7 T 1:30 pm-4:30 pm NEAST CELSD 535 37

Valuing Diversity
The course will explore the topic of diversity by describing what valuing diversity means, by analyzing one’s own perception of diversity, and by identifying key factors for managing diversity. $99
Feb 3 T 1:30 pm-4:30 pm NEAST CELSD 699 29

Working in an Ethical Manner
Discuss, identify, analyze, and apply methods to ensure respect of ethics, values, and behaviors. $99
Jan 29 Th 6 pm-9 pm NEAST CELSD 518 26
EMPLOYEE & LEADERSHIP DEVELOPMENT

Supervisory & Leadership

SUPERVISORY PROGRAM

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 roles. $329

Jan 15-Feb 12  Th  6 pm-9 pm  NEAST CELSD 511 46
Feb 24-Mar 24  T  1:30 pm-4:30 pm  NEAST CELSD 511 47

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. $329

Feb 26-Mar 26  Th  6 pm-9 pm  NEAST CELSD 512 44
Apr 7-May 5    T  1:30 pm-4:30 pm  NEAST CELSD 512 45

Supervisory Unit 3: Developing and Retaining Talent
 Begins in May 2015.

Supervisory Unit 4: Managing the Process
 Begins in June 2015.

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. $329

Jan 13-Feb 10   T  1:30 pm-4:30 pm  NEAST CELSD 515 42

Healthcare

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

Jan 23  F  12 pm-4 pm  HARBN CEMED 601 07
Mar 20  F  12 pm-4 pm  HARBN CEMED 601 08

HEALTHCARE & HUMAN SERVICES

HEALTHCARE & HUMAN SERVICES ONLINE COURSES: NEW FOR SPRING

• Certified Professional Coder Exam Prep — Online

10 Top TEN Most Popular Online Courses:

• Medical Terminology Online
• EMT Hybrid
• Anatomy and Physiology Online
• CPT & HCPCS Coding Online
• Medical Billing Online
• ICD-10 Online
• Mental Health Care Career Prep
• Administrative Dental Assistant
• Legal Nurse Consulting
• Become a Physical Therapy Aide

More than 450 online courses are currently being offered, and new topics are always being added. Go to midlandstech.edu/cce for the latest list of course offerings and to register.

Healthcare

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

Jan 23  F  12 pm-4 pm  HARBN CEMED 601 07
Mar 20  F  12 pm-4 pm  HARBN CEMED 601 08

For expanded course descriptions and additional class dates, go to midlandstech.edu/cce.
HEALTHCARE & HUMAN SERVICES

Healthcare

CPR
BLS Healthcare Provider CPR/AED for adult, child and infant is taught using the most current guidelines for healthcare providers and emergency response personnel. Qualification is good for two years. $85

Jan 10 S 8 am-5 pm AIRPT CEMED 522 29
Jan 24 S 8 am-5 pm AIRPT CEMED 522 30
Feb 7 S 8 am-5 pm AIRPT CEMED 522 31
Feb 21 S 8 am-5 pm AIRPT CEMED 522 32
Mar 7 S 8 am-5 pm AIRPT CEMED 522 33
Mar 21 S 8 am-5 pm AIRPT CEMED 522 34
Apr 4 S 8 am-5 pm AIRPT CEMED 522 35
Apr 11 S 8 am-5 pm AIRPT CEMED 522 36
Apr 25 S 8 am-5 pm AIRPT CEMED 522 37

Cardiac Care Technician
The ability to read and recognize heart rhythms is the main function of the cardiac care technician. Students will receive hands-on experience in interpreting heart rhythms and arrhythmias. White scrubs and white closed-toe shoes must be worn to all classes/clinicals. Clinical hours will vary. Prerequisite: Medical Terminology with a grade of “C” or better. $549

Jan 10-Feb 28 S 10 am-4 pm HARBN CEMED 500 10
Jan 12-Apr 1 MW 8 pm-10 pm BLTN CEMED 500 09
Jan 13-Mar 31 TTh 8 am-10 am HARBN CEMED 500 13
Feb 23-May 11 MW 9 am-11 am HARBN CEMED 500 14
Mar 2-May 18 MW 6 pm-8 pm FFQJ CEMED 500 17
Apr 7-Jun 23 TTh 8 am-10 am HARBN CEMED 500 15
Apr 21-Jul 7 TTh 8 am-10 pm BLTN CEMED 500 11

Certified Nurse Assistant (CNA)
Students receive 107 hours of training in basic nursing care through a combination of classroom lecture, simulated laboratory care, and hands-on clinical experience in a local long-term-care facility. This DHHS-approved course prepares students to sit for the Nurse Aide Competency Evaluation Services Exam (800-475-8290). Day classes will meet Monday-Friday 8 am-1 pm the first week only. On the last day of class, meeting time is 8 am-4 pm. $809

Jan 5-Mar 4 MTW Th 6 pm-10 pm FFQJ CEMED 613 61
Jan 5-Feb 9 MTW Th 8 am-1 pm HARBN CEMED 613 69
Jan 12-Mar 16 MTW Th 6 pm-10 pm AIRPT CEMED 613 96
Jan 12-Feb 12 MTW Th 8 am-1 pm RSDI CEMED 613 97
Jan 26-Feb 26 MTW Th 8 am-1 pm AIRPT CEMED 613 90
Feb 2-Mar 5 MTW Th 8 am-1 pm FFQJ CEMED 613 64
Feb 16-Mar 19 MTW Th 8 am-1 pm HARBN CEMED 613 70
Feb 23-Mar 26 MTW Th 8 am-1 pm RSDI CEMED 613 75
Feb 23-Apr 23 MTW Th 6 pm-10 pm AIRPT CEMED 613 97
Mar 9-Apr 9 MTW Th 8 am-1 pm AIRPT CEMED 613 76
Mar 23-May 20 MTW Th 6 pm-10 pm FFQJ CEMED 613 60
Mar 30-Apr 30 MTW Th 8 am-1 pm HARBN CEMED 613 71
Apr 6-May 7 MTW Th 8 am-1 pm RSDI CEMED 613 74
Apr 6-Jun 8 MTW Th 6 pm-10 pm AIRPT CEMED 613 90
Apr 20-May 21 MTW Th 8 am-1 pm AIRPT CEMED 613 81

Clinical Massage Therapist
Massage therapy provides not only stress relief to patients/clients but also health benefits. Swedish massage, deep tissue massage, reflexology, acupressure, sports massage, and neuromuscular massage are just a few of the many approaches to massage therapy.

Employment for massage therapists is expected to increase 20 percent from 2014 to 2020, faster than average for all occupations. Let us help you gain the skills necessary to begin your career as a Clinical Massage Therapist.

For more information about this exciting career, visit midlandstech.edu/cce/massage or call (803) 732-5218.

Plan ahead and register now. Classes start September 2015. $7645
Textbook included in price.

Follow us on: Facebook Twitter LinkedIn

To register: midlandstech.edu/cce • (803) 732-0432 • see page 2
HEALTHCARE & HUMAN SERVICES

Healthcare

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></th>
<th>Hours</th>
<th>Cost</th>
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<tbody>
<tr>
<td>Certified Nurse Assistant (CNA)</td>
<td>107</td>
<td>$809</td>
</tr>
<tr>
<td>Medical Terminology</td>
<td>48</td>
<td>$529</td>
</tr>
<tr>
<td>Phlebotomy</td>
<td>51</td>
<td>$639</td>
</tr>
<tr>
<td>Cardiac Care Technician</td>
<td>46</td>
<td>$549</td>
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<tr>
<td>EKG Specialist</td>
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<td>$549</td>
</tr>
</tbody>
</table>
| **Total:**                         | **308 hrs** | **$3,075* **

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. $549

Injections for Medical Assistants

This course provides medical assistants with training for performing successful injections. Students must have completed or be enrolled in a medical assisting curriculum. $55

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<thead>
<tr>
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<tbody>
<tr>
<td>Jan 23</td>
<td>F</td>
<td>4 pm-6 pm</td>
</tr>
<tr>
<td>Mar 20</td>
<td>F</td>
<td>4 pm-6 pm</td>
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</tbody>
</table>

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 clinics included. $639

Anatomy and Physiology

This 48-contact-hour, all-lecture course is a general introduction to the anatomy and physiology of the human body. This course is a prerequisite for other courses and certificate programs. $569

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<td>TTh</td>
<td>9 am-12 pm</td>
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<td>Feb 3-Mar 31</td>
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<td>6 pm-9 pm</td>
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<tr>
<td>Feb 16-Mar 16</td>
<td>MWM</td>
<td>6 pm-10 pm</td>
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<td>Apr 6-Jun 8</td>
<td>MW</td>
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<tr>
<td>Apr 14-Jun 9</td>
<td>TTh</td>
<td>6 pm-9 pm</td>
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</tbody>
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Anatomy and Physiology Online

This 48-contact-hour, online course is a general introduction to the anatomy and physiology of the human body. This course is a prerequisite for other courses and certificate programs. Must have PC availability. Mandatory attendance for orientation, mid-term and final exam. $569

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<tr>
<td>Mar 20-May 8</td>
<td>AIRPT</td>
<td>CEMPR 501 061</td>
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First Aid

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

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<tr>
<td>Feb 6</td>
<td>F</td>
<td>6 pm-10 pm</td>
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<tr>
<td>Mar 6</td>
<td>F</td>
<td>6 pm-10 pm</td>
</tr>
<tr>
<td>Apr 10</td>
<td>F</td>
<td>6 pm-10 pm</td>
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</tbody>
</table>

For expanded course descriptions and additional class dates, go to midlandstech.edu/cce.
HEALTHCARE & HUMAN SERVICES

Healthcare

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. $529

Jan 6-Feb 26 TTh 6 pm-9 pm AIRPT CEMPR 524 45
Jan 12-Mar 9 MW 9 am-12 pm AIRPT CEMPR 524 55
Jan 12-Mar 9 MW 2 pm-5 pm RSIDI CEMPR 524 56
Jan 26-Mar 18 MW 9 am-12 pm HARBN CEMPR 524 52
Jan 26-Mar 18 MW 9 am-12 pm BATES CEMPR 524 53
Feb 2-Mar 25 MW 6 pm-9 pm NEAST CEMPR 524 49
Feb 17-Apr 9 TTh 6 pm-9 pm BATES CEMPR 524 54
Mar 28-Apr 18 S 9 am-12:30 pm NEAST CEMPR 524 50
Mar 10-Apr 30 TTh 9 am-12 pm HARBN CEMPR 524 51
Apr 6-Jun 1 MW 6 pm-9 pm AIRPT CEMPR 524 43

Medical Terminology Online (델)
Students will learn medical terminology by analyzing the prefix, suffix, word roots, and combinations used in medical terms. This course is a prerequisite for other courses and medical certificate programs. This course may be used for exemption of AHS 102. Mandatory attendance for orientation, mid-term, and final exam. Must have PC availability. $529

Jan 9-Feb 27 AIRPT CEMPR 525 101
Mar 6-Apr 24 AIRPT CEMPR 525 091

Medical Information Management

CPT and HCPCS Coding
CPT is a coding method used to bill for procedures and services performed by physicians. HCPCS is a coding system that represents procedures (other than those described in CPT) that might be provided in a medical setting. This course uses case studies to provide a basic understanding of the principles and guidelines used in CPT and HCPCS coding. Prerequisites: High school diploma or GED. Anatomy & Physiology and Medical Terminology with minimum grade of C. $769

Jan 7-Mar 11 W 6 pm-9 pm AIRPT CEMIM 563 05
Mar 25-May 27 W 6 pm-9 pm AIRPT CEMIM 563 06

CPT and HCPCS Coding Online (델)
CPT is a coding method used to bill for procedures and services performed by physicians. HCPCS is a coding system that represents procedures (other than those described in CPT) that might be provided in a medical setting. This course uses case studies to provide a basic understanding of the principles and guidelines used in CPT and HCPCS coding. Prerequisites: High school diploma or GED. Anatomy & Physiology and Medical Terminology with minimum grade of C. Must have computer access. Mandatory attendance for orientation, mid-term and final exam. $769

Jan 16-Mar 20 HARBN CEMIM 564 051
Apr 3-Jun 5 HARBN CEMIM 564 061

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/cce/hs/Cehealthform.pdf. Immunization records may be attached to this form. If vaccination records are not available, then titer levels demonstrating immunity may be used in lieu of having the immunizations re-administered.

Certified Nurse Assistant, EKG, Cardiac Care Technician and Phlebotomy Students:
• Two-Step TB test – please see date range specifics for each course.
• SLED background check – please see date range specifics for each course. (Not required for Phlebotomy.)
• Clean drug screen (five-panel minimum) taken within 30 days of start of class.

Uniform policy:
• All CNA, EKG, Cardiac Care Tech, and Phlebotomy students must wear white scrubs and white closed-toe shoes to all classes and clinicals.
Medical Information Management

Certified Professional Coder Exam Prep
This course prepares students to sit for the American Academy of Professional Coders Exam (AAPC). Students will fine-tune their knowledge of ICD-9, CPT, and HCPC coding for physician, hospital, and outpatient settings and learn about the different coding books, the layout of each book and how to use each. Prerequisites: Medical Billing with a minimum grade of C. $409
Prerequisites: High school diploma or GED, Anatomy & Physiology, and Medical Terminology with a minimum grade of C. $729
Jan 5-Mar 30 M 6 pm-9 pm HARBN CEMIM 514 04
Mar 3-May 19 T 2 pm-5 pm HARBN CEMIM 514 05
Apr 6-Jun 29 M 6 pm-9 pm AIRPT CEMIM 514 06

Certified Professional Coder Exam Prep–Online
This course prepares students to sit for the American Academy of Professional Coders Exam (AAPC). Students will fine-tune their knowledge of ICD-9, CPT, and HCPC coding for physician, hospital, and outpatient settings and learn about the different coding books, the layout of each book and how to use each. Prerequisites: Medical Billing with a minimum grade of C. Books are not included. Mandatory attendance for orientation, midterm and final exam. $409
Prerequisites: High school diploma or GED, Anatomy & Physiology, and Medical Terminology with a minimum grade of C. Mandatory attendance for orientation, midterm and final exam. $729
Jan 9-Mar 27 CEONL CEMIM 515 11
Feb 6-Apr 24 CEONL CEMIM 515 10
Apr 10-Jun 26 CEONL CEMIM 515 09

Electronic Health Records
Learn the concepts of recording a patient’s record in digital format that can be shared across different health care settings. The EHR is a complete record of a clinical patient encounter as well as supporting other care-related activities. $469
Prerequisites: High school diploma or GED, Anatomy & Physiology, CPT/HCPCS Coding, and ICD-10 Coding. Mandatory attendance for orientation, midterm and final exam. $559
Jan 5-Mar 16 M 6 pm-9 pm AIRPT CEMIM 510 08
Apr 6-Jun 15 M 6 am-9 pm AIRPT CEMIM 510 09

ICD-10 Coding Online
The international classification of diseases (ICD) is a standardized coding system that correlates diseases and diagnosis. Understanding ICD codes is essential for anyone working in medical records, patient billing and insurance forms, and admitting. This course teaches the principles and guidelines for assigning the appropriate codes to diagnostic conditions. $409
Prerequisites: High school diploma or GED, Anatomy & Physiology, and Medical Terminology with a minimum grade of C. Mandatory attendance for orientation, midterm and final exam. $409
Jan 5-Mar 30 M 6 pm-9 pm HARBN CEMIM 514 04
Mar 3-May 19 T 2 pm-5 pm HARBN CEMIM 514 05
Apr 6-Jun 29 M 6 pm-9 pm AIRPT CEMIM 514 06

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 & Physiology, ICD-10, and CPT/HCPCS Coding with a grade of “C” or better. $559
Jan 5-Mar 16 M 6 pm-9 pm AIRPT CEMIM 510 08
Apr 6-Jun 15 M 6 am-9 pm AIRPT CEMIM 510 09

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 & Physiology, CPT/HCPCS Coding, and ICD-10 Coding. Mandatory attendance for orientation, midterm and final exam. $559
Jan 23-Mar 27 HARBN CEMIM 511 05I
Apr 17-Jun 19 HARBN CEMIM 511 06I

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

<table>
<thead>
<tr>
<th>Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enhancing Your Professionalism</td>
<td>3</td>
</tr>
<tr>
<td>Word, Introduction</td>
<td>12</td>
</tr>
<tr>
<td>Organizing Computer Files</td>
<td>6</td>
</tr>
<tr>
<td>Electronic Health Records</td>
<td>24</td>
</tr>
<tr>
<td>Medical Terminology</td>
<td>48</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>93</strong></td>
</tr>
</tbody>
</table>

For expanded course descriptions and additional class dates, go to midlandstech.edu/cce.
Medical Information Management

Medical Billing and Coding Specialist

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

Prerequisites: Hours Cost
Medical Terminology 48 hrs $529
Anatomy & Physiology 48 hrs $569

Core classes: Hours Cost
CPT and HCPCS Coding 30 hrs $769
ICD-10 Coding 36 hrs $729
Medical Billing (final class) 30 hrs $559

TOTAL 192 $3,155

INDUSTRIAL, TRADES, & MANUFACTURING

INDUSTRIAL, TRADES, & MANUFACTURING ONLINE COURSES: NEW FOR SPRING

Top TEN Most Popular Online Courses:

- HVAC
- Wastewater Treatment
- Distributions & Logistics Management
- Purchasing Fundamentals
- Supply Chain Management Fundamentals
- Solar Power Professional
- Manufacturing Fundamentals
- Freight Broker/Agent Training
- Manufacturing Applications
- Growing Plants for Fun & Profit

More than 450 online courses are currently being offered, and new topics are always being added. Go to midlandstech.edu/cce for the latest list of course offerings and to register.

Construction

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
Jan 5-Feb 9 MW 6 pm-9 pm AIRPT CECLR 515 18

Residential Builder Exam Prep

Prepares experienced residential trades people to pass the SC Home Builders Exam. Emphasis is on study methods, test taking procedures, and highlighting the reference materials recommended by the examiners. State exam references are surveyed and recommendations made concerning study, tabbing, and highlighting key information. $249
Apr 14-May 12 T 6 pm-9 pm AIRPT CECLR 523 09

Residential Building, Framing and Finishing

Learn to frame floors, walls, ceilings, and roofs; build stairs; and install roof coverings, siding, windows and doors, interior wall coverings, cabinets, and trim. Emphasis is placed on construction-industry approved building methods and estimating procedures. Training prepares students for the SC Home Builders Exam. $289
Mar 10-Apr 7 T 6 pm-9 pm AIRPT CECLR 508 09

Residential Contractor Business and Law

This course helps prepare you for the Business and Law portion of the SC Home Builders Exam. This class will also help individuals who plan to build their own home, as well as currently licensed contractors and home inspectors to understand legal and management issues involved in construction. $249
Mar 12-Apr 30 Th 6 pm-9 pm AIRPT CECLR 53 209

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
Jan 8-Feb 26 Th 6 pm-9 pm AIRPT CECLR 53 109

To register: midlandstech.edu/cce • (803) 732-0432 • see page 2
Basic Electronics
Learn basic electronics principles, components and functions including atomic structure of conductors, insulators, and semiconductors; characteristics of current flow and resistor construction; semiconductor construction and basic diode types. Basic Math for Electricians, Electrical Fundamentals I, II & II are pre-requisites for this course. $499

Mar 10-Apr 9 TTh 6 pm-9 pm AIRPT CEEEM 562 10

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. $169

Feb 24-Mar 10 TTh 6 pm-8 pm AIRPT CEEEM 566 06

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. $699

Mar 17-Apr 30 TTh 6 pm-9 pm AIRPT CEEEM 563 16

Electrical Fundamentals III
Learn about three-phase circuits, circuit impedance, and the effects of capacitance/inductance in RCL series and parallel circuits, including single-phase transformers, three-phase wye and delta connections, transformers, DC generators, DC motors, three-phase alternators, single motors, and three-phase motors. Prerequisite: Electrical Fundamentals II. $499

Jan 13-Feb 12 TTh 6 pm-9 pm AIRPT CEEEM 551 14

Total: 132 $1,744

Building Construction Manager

<table>
<thead>
<tr>
<th>REQUIREMENTS</th>
<th>HOURS</th>
<th>COSTS</th>
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<tbody>
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<td>Print Reading for Construction</td>
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<tr>
<td>Residential Building, Site Preparation and Foundations</td>
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<td>$289</td>
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<td>Residential Contractor Business and Law</td>
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</tr>
<tr>
<td>Residential Builder Exam Prep</td>
<td>15</td>
<td>$249</td>
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</tbody>
</table>

Prerequisite: High School Diploma or GED. 75% attendance and a 70% test score average are required for successful completion of the courses.

Electrical

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

Feb 10-Mar 12 TTh 6 pm-9 pm BLTLN CEEEM 502 09

Industrial Electrical Technician
Gain good fundamental knowledge of the theory and skills that are required of an electrical technician in the industrial arena. For complete course details, and prerequisites, visit midlandstech.edu/cce/ic/IndustrialElectrical.htm. Books are included in tuition. For questions, call (803) 732-0432.

Basic Electronics
Learn basic electronics principles, components and functions including atomic structure of conductors, insulators, and semiconductors; characteristics of current flow and resistor construction; semiconductor construction and basic diode types. Basic Math for Electricians, Electrical Fundamentals I, II & II are pre-requisites for this course. $499

Mar 10-Apr 9 TTh 6 pm-9 pm AIRPT CEEEM 562 10

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. $169

Feb 24-Mar 10 TTh 6 pm-8 pm AIRPT CEEEM 566 06

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. $699

Mar 17-Apr 30 TTh 6 pm-9 pm AIRPT CEEEM 563 16

Electrical Fundamentals III
Learn about three-phase circuits, circuit impedance, and the effects of capacitance/inductance in RCL series and parallel circuits, including single-phase transformers, three-phase wye and delta connections, transformers, DC generators, DC motors, three-phase alternators, single motors, and three-phase motors. Prerequisite: Electrical Fundamentals II. $499

Jan 13-Feb 12 TTh 6 pm-9 pm AIRPT CEEEM 551 14

Electrical Motor Controls
Learn to work with relays, timers, push buttons, magnetic starters, fuses overloads and wiring practices, all of which are related to industry and motor control. Students will physically connect three-phase motors and control circuits as part of the course. Basic Math for Electricians, Electrical Fundamentals I, II & II are pre-requisites for this course. $499

Mar 17-Apr 16 TTh 6 pm-9 pm AIRPT CEEEM 505 15

Electrical Print Reading
Learn to read and interpret electrical blueprints and schematics used in residential and industrial settings. Emphasis will be on hands-on applications of print reading, circuit knowledge and troubleshooting circuits through the use of prints. Basic Math for Electricians, Electrical Fundamentals I, II & II are pre-requisites for this course. $269

Feb 24-Mar 5 TTh 6 pm-9:15 pm AIRPT CEEEM 579 05

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. Basic Math for Electricians, Electrical Fundamentals I, II & II are pre-requisites for this course. $499

Jan 27-Feb 26 TTh 6 pm-9 pm AIRPT CEEEM 552 14
Apr 21-May 21 TTh 6 pm-9 pm AIRPT CEEEM 552 17

Prerequisite: High School Diploma or GED. 75% attendance and a 70% test score average are required for successful completion of the courses.

For expanded course descriptions and additional class dates, go to midlandstech.edu/cce.
Service technicians – enhance your service and repair abilities. Learn the

**HVAC**

**Basic Air Conditioning, Electrical Controls and Troubleshooting**
This course includes basic information on air conditioning, electrical wiring, and control circuits. The student will also learn fundamental troubleshooting techniques. This course is an excellent prerequisite for the “Everything You Need to Know About Heat Pumps” class. $299
Feb 14-Mar 7 S 8 am-11:45 am HARBN CEHVA 520 13

**Heat Pumps – Everything You Need to Know**
Service technicians – enhance your service and repair abilities. Learn the

**Industrial Maintenance**

**Applied Math**
Illustrates how math is used in Industrial Maintenance. Begin with basic math functions, explains decimal-fraction, conversions and the metric system. Review basic geometry, ratios and proportions, basic algebra, area, volume, circumference and tables. Explains right triangle trigonometry and other triangular applications in the trade. $749
Jan 12-Jan 29 M TW Th 12:30 pm-4:30 pm AIRPT CEIMT 687 03

**Basic Mechanical Components**
This course identifies couplings, chain drives, bearings, mechanical and other seals, gaskets and O-rings. It covers the function and advantages of each and teaches how to select and install or remove the proper component. Fan and blower types and operation are also discussed. Safety & Rigging Fundamentals is a prerequisite for this course. $1329
Jan 12-Feb 23 M TW Th 12:30 pm-4:30 pm AIRPT CEIMT 693 02

**Bearings and Lubrication**
Explains lubrication safety, storage, classifications, selecting lubricants, additives, lubrication equipment, and lubricating charts. Introduces plain, ball, roller, thrust, guide, flanged, pillow-block, and take-up bearings, and also explains bearing materials and bearing designations. Basic Mechanical Components is a prerequisite for this course. $899
Mar 2-Mar 24 M TW Th 8 am-12 pm AIRPT CEIMT 694 02

**Blueprint Reading**
The course explains different types of blueprint drawings (civil, architectural, structural, mechanical, plumbing/piping, electrical), how to interpret them, and teaches field sketching. It explains orthographic projection, isometric, and schematic drawings used to show electrical, piping, hydraulic, and pneumatic systems. Precision Measuring is a prerequisite for this course. $1149
Mar 23-Apr 21 M TW Th 12:30 pm-4:30 pm AIRPT CEIMT 691 03

inner workings of heat pump systems from refrigerant circuits and components to defrost controls and troubleshooting. $299
Mar 21-Apr 11 S 8 am-11:45 am HARBN CEHVA 500 12

**NATE Heat Pump Certification**
Prepare for NATE certification in four areas: heat pump installation, heat pump servicing, air conditioner installation, and air conditioner servicing. Taught by (NATE) proctor. $379
Apr 20-May 4 M Th 6 pm-9 pm NEAST CEHVA 510 09

**Fasteners & Anchors**
This class describes the various threaded and non-threaded fasteners used in Industrial Maintenance. Students will learn how to select the correct fastener and the proper methods of installation. Prerequisite: Applied Math. $169
Feb 3-Feb 5 T W Th 12:30 pm-4:30 pm AIRPT CEIMT 688 03

**Gearboxes**
Identifies and explains gearboxes and their uses. Explains how they operate and various types of gears. Troubleshooting and repair of gearboxes will be demonstrated. Shows wear patterns and proper backlash and adjustment. Bearings & Lubrication is a prerequisite for this course. $329
Apr 2-Apr 9 M TW Th 8 am-12 pm AIRPT CEIMT 695 02

**Hand & Power Tools**
This class introduces students to various hand and power tools that are used in Industrial Maintenance applications. It explains basic hand tool safety and procedures for selecting, inspecting, using, and maintaining the tools. Introduces different types of power tools and teaches procedures for selecting, using & maintaining these tools. Fasteners & Anchors is a prerequisite for this course. $749
Feb 10-Feb 26 M TW Th 12:30 pm-4:30 pm AIRPT CEIMT 689 03

**Precision Measuring**
Covers the concept of measurement, starting with rulers and levels. The class includes precision measuring tools such as calipers, micrometers, height gauges, surface plates and dial indicators. It explains how to read the various precision measuring instruments. Learn how to select, use and care for precision measuring tools. Hand & Power Tools is a prerequisite for this course. $329
Mar 9-Mar 16 M TW Th 12:30 pm-4:30 pm AIRPT CEIMT 690 03
INDUSTRIAL MAINTENANCE TECHNICIAN PROGRAMS

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.*

This program focuses on preparing students with solid entry level skills for a mechanical and electrical industrial maintenance career.

Industrial employers are finding that the supply of experienced industrial maintenance technicians is shrinking due to an aging workforce, and an increasing demand due to an increase in industry moving into the Midlands area. This creates a gap between the need for qualified technicians and their availability to employers. This generates an excellent opportunity for successful students in this program to find high-paying jobs in this field.

The curriculum in this program is geared toward providing participants with the entry level skills they need to be employed as industrial maintenance technicians. The curriculum includes approximately 880 hours of training in the following topics.

### Classes should be taken in the order they are listed.

<table>
<thead>
<tr>
<th>Mechanical Program Courses</th>
<th>Hours</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Applied Math</td>
<td>44</td>
<td>$ 749</td>
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<tr>
<td>Fasteners &amp; Anchors</td>
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<td>$ 169</td>
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<tr>
<td>Hand &amp; Power Tools</td>
<td>44</td>
<td>$ 749</td>
</tr>
<tr>
<td>Precision Measuring</td>
<td>20</td>
<td>$ 329</td>
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<tr>
<td>Blueprint Reading</td>
<td>72</td>
<td>$1,149</td>
</tr>
<tr>
<td>Safety &amp; Rigging Fundamentals</td>
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<td>$ 329</td>
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<tr>
<td>Basic Mechanical Components</td>
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<tr>
<td>Bearings and Lubrication</td>
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<tr>
<td>Gearboxes</td>
<td>20</td>
<td>$ 329</td>
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<tr>
<td>Pumps</td>
<td>40</td>
<td>$ 659</td>
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<tr>
<td>Shaft Alignment</td>
<td>76</td>
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<tr>
<td>Valves &amp; Piping</td>
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<td>$ 659</td>
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<tr>
<td>Hydraulics &amp; Pneumatics</td>
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<td><strong>Total Program</strong></td>
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<td><strong>$9,747</strong></td>
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<tr>
<th>Electrical Program Courses</th>
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<th>Cost</th>
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</thead>
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<td>Basic Math for Electricians</td>
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<td>$ 169</td>
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<tr>
<td>Electrical Fundamentals I</td>
<td>42</td>
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<tr>
<td>Electrical Fundamentals II</td>
<td>36</td>
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<tr>
<td>Electrical Fundamentals III</td>
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<td>$ 499</td>
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<tr>
<td>Electrical Print Reading</td>
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<td>$ 269</td>
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<tr>
<td>Electrical Motor Controls</td>
<td>30</td>
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<tr>
<td>Variable Frequency Drives</td>
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<tr>
<td>Programmable Logic Controls</td>
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<td>$ 499</td>
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<tr>
<td>Troubleshooting</td>
<td>30</td>
<td>$ 499</td>
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<tr>
<td>Basic Electronics</td>
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<td>$ 499</td>
</tr>
<tr>
<td><strong>Total Program</strong></td>
<td><strong>284</strong></td>
<td><strong>$4,730</strong></td>
</tr>
</tbody>
</table>

*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 these companies’ teams. We have dedicated training programs that can range in length from one to two years. Combine this training with your talent and commitment, and your opportunities could be life-changing.

Register now for classes that start on January 12 and February 24.
**Industrial Maintenance**

**High-Tech, High-Paying Jobs**
in Manufacturing and Industrial Maintenance

Local employers are hiring...

*However, many are having trouble finding people with the right training to fill their open positions.*

Train with MTC for these in-demand jobs!

Visit us online at midlandstech.edu/cce or call (803) 732-0432.

**Pumps**

This course explains pumps and their operation. It covers reciprocating pumps and various kinds of rotary pumps. A lesson on special-purpose pumps describes diaphragm pumps and pumps used for corrosive and abrasive materials. Also covered is the maintenance of pumps, including the replacement of packing glands, seals, and bearings. Gearboxes is a prerequisite for this course. $659

Apr 15-Apr 30 MTWTh 8 am-12 pm AIRPT CEMFG 696 02

**Safety and Rigging Fundamentals**

Learn how to work and rig loads safely. It includes personal protective equipment, how to perform basic construction tasks safely, and what to do if an accident occurs. Covers the slings, hardware, hoists, and hitches used in rigging operations. Highlights critical safety issues and accepted rigging techniques and practices. Blueprint Reading is a prerequisite for this course. $329

Jan 6-Jan 13 MTWTh 8 am-12 pm AIRPT CEMFG 692 02

Apr 27-May 4 MTWTh 12:30 pm-4:30 pm AIRPT CEMFG 692 03

**Locksmithing Certificate**

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

Jan 20-Feb 25 TW 5:30 pm-7:30 pm HARBN CELKS 503 10

**Manufacturing**

**Fundamentals of CNC Operator/Programmer Training**

Gain the knowledge to become a CNC operator/programmer. Topics covered: shop math, right angle trig., English/Metric conversion tooling for mills and lathes, CNC offsets, cutting speed and feed calculations, inter-working, and functionality of the actual CNC machine components. Prerequisite: Blueprint Reading, Mills and Lathe classes. $770

Jan 6-Feb 24 MTWTh 9 am-12 pm NEAST CEMFG 572 49

Jan 6-Feb 24 MTWTh 5 pm-8 pm NEAST CEMFG 572 51

**Principles of CNC Programming**

Transform blueprints into CNC machine programs by designing your own generated CNC programs on computer based simulators in the classroom. Topics covered include: machine language (G & M codes), work coordinates, various types of offsets, cutter compensation, canned cycles, etc. Prerequisite: Fundamentals of CNC Operator/Programmer. $770

Mar 10-May 5 MTWTh 9 am-12 pm NEAST CEMFG 571 46

Mar 10-May 5 MTWTh 5 pm-8 pm NEAST CEMFG 571 48

**SC Manufacturing Certification (SCMC)**

The South Carolina Manufacturing Certification is a South Carolina certification program covering the skills needed by manufacturing workers. The credential is awarded upon successfully completing the Safety, Quality Practices and Measurement, Manufacturing Processes and Production, and Maintenance Awareness assessments. In addition we will be providing 40 hours of hands-on simulation training to reinforce the manufacturing skills taught in the classroom. $2119

Jan 12-Mar 20 MTWThF 8 am-12 pm AIRPT CEMFG 635 16

**Pipefitter**

NCCE Pipefitting the NCCER Core, Pipefitting Level One and Pipefitting Level Two. This course teaches entry level skills required for hire by Chicago Bridge & Iron. Personal equipment needs will be discussed at the first class (an additional student cost of $30). Books will be supplied with tuition. $4815

Feb 2-Mar 26 MTWTh 7 am-5:30 pm FFQ J CEPIP 500 21

Apr 6-Jun 1 MTWTh 7 am-5:30 pm FFQ J CEPIP 500 22

To register: midlandstech.edu/cce • (803) 732-0432 • see page 2
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- 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.

<table>
<thead>
<tr>
<th>Course</th>
<th>Fee</th>
</tr>
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<tbody>
<tr>
<td>Blueprint Reading &amp; Basic Measuring Tool</td>
<td>$465</td>
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<tr>
<td>Introduction to Mills</td>
<td>$465</td>
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<tr>
<td>Introduction to Lathes</td>
<td>$465</td>
</tr>
<tr>
<td>Fundamentals of CNC Operator/Programmer Training</td>
<td>$715</td>
</tr>
<tr>
<td>Principles of CNC Programming</td>
<td>$770</td>
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<tr>
<td>Mastering CNC Programming</td>
<td>$660</td>
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</tbody>
</table>

For more information, please visit midlandstech.edu/cce or call (803) 732-0432.

Make a Name for Yourself in Manufacturing with a South Carolina Manufacturing Certification

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

Next class begins January 12. Classes scheduled every 10 weeks. To enroll in a scholarship information session go to midlandstech.edu/cce/scholarship.

For more information, please visit midlandstech.edu/cce or call (803) 732-0432.

Pool Operator

SC Certified Pool Operator

Prepares individuals responsible for operating and/or managing swimming pools or spas in SC to sit for the CPO Exam, and covers pertinent topics. A calculator is needed. The SC CPO exam is administered through Applied Measurement Professionals (AMP) and will not be taken in class. Call toll free 1-800-345-6559 or visit www.goamp.com. $129

<table>
<thead>
<tr>
<th>Date</th>
<th>Day</th>
<th>Time</th>
<th>Location</th>
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<tbody>
<tr>
<td>Mar 4</td>
<td>W</td>
<td>9 am-4 pm</td>
<td>HARBN CECPO 500 36</td>
</tr>
<tr>
<td>Apr 1</td>
<td>W</td>
<td>9 am-4 pm</td>
<td>HARBN CECPO 500 37</td>
</tr>
</tbody>
</table>
Asbestos Inspector
Federal and state regulations require specific training for personnel involved in asbestos management. This inspector course is designed for individuals who inspect for the presence of asbestos. SC-DHEC and NC-DHHS approved. Requires pre-notification to regulatory authorities and may be used for NC and SC licensing. $525
Feb 9-Feb 11 MTW 8:30 am-5:30 pm NEAST CEASB 508 09

Asbestos Inspector Refresher
Upon successful completion of the course, students will receive certificates of re-accreditation that may be used for licensing purposes. $150
Jan 26 M 8:30 am-12:30 pm NEAST CEASB 501 21
Apr 13 M 8:30 am-12:30 pm NEAST CEASB 501 22

Asbestos Management Planner Refresher and Asbestos Inspector Refresher
This course combines the four-hour Asbestos Inspector Refresher Training and the four-hour Asbestos Management Planner Refresher training. It reviews the initial Asbestos Inspector course and the Asbestos Management Planner course. Students will receive certificates of re-accreditation that may be used for licensing purposes. $215
Jan 26 M 8:30 am-5:30 pm NEAST CEASB 507 17
Apr 13 M 8:30 am-5:30 pm NEAST CEASB 507 18

Asbestos O&M Worker
This course meets SC-DHEC and EPA AHERA/ASHARA requirements for operations and maintenance workers performing clean-up or repair activities on friable asbestos-containing materials in schools, municipal water facilities, industrial manufacturing, and electrical generating facilities. Requires annual refresher. $245
Mar 25-Mar 26 WTh 8:30 am-5:30 pm NEAST CEASB 510 10

Asbestos O&M Worker Refresher
Reviews the initial Asbestos Operations and Maintenance Worker course. Students will receive certificates of re-accreditation used for licensing, SC-DHEC, NC-DHHS, and OSHA approved asbestos abatement training. Requires pre-notification to authorities and may be used for NC and SC licensing as an asbestos abatement professional. $195
Mar 24 T 8:30 am-5:30 pm NEAST CEASB 509 15

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. $700
Mar 16-Mar 20 MTWThF 8:30 am-4:30 pm NEAST CEASB 505 14

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. $195
Mar 23 M 8:30 am-4:30 pm NEAST CEASB 506 13

Asbestos Worker
This course meets SC-DHEC and EPA AHERA/ASHARA accreditation requirements for abatement workers disturbing friable asbestos in schools and in public and commercial buildings. The course meets the requirements of OSHA 1926.1101. Course completers receive a certificate of accreditation used for licensing purposes. $475
Mar 9-Mar 12 MTWTh 8:30 am-4:30 pm NEAST CEASB 503 09

Asbestos Worker Refresher
This course reviews the initial AHERA Asbestos Worker course required for asbestos abatement workers in schools and public and commercial buildings. The course meets the annual refresher training requirements for OSHA Class I asbestos workers and SC-DHEC Asbestos Worker licensees. Students receive certificates for licensing purposes. $195
Mar 24 T 8:30 am-4:30 pm NEAST CEASB 504 13

Lead Dust Sampling Technician
This course is approved by the US EPA and HUD to teach individuals how to conduct non-abatement lead dust clearance testing. $225
Mar 4 W 8:30 am-5:30 pm NEAST CELED 504 10

Lead Renovation, Repair and Painting
EPA rules apply to contractors who renovate or repair housing, child-care facilities or schools built before 1978. Trained contractors and workers must follow lead-safe work practice standards to reduce potential exposure to dangerous levels of lead during renovation and repair work. These standards are taught in this course. $230
Jan 6 T 8:30 am-5:30 pm NEAST CELED 500 26
Feb 23 M 8:30 am-5:30 pm NEAST CELED 500 27

Lead Safe Weatherization
In addition to the EPA certification requirements for lead renovators, workers performing weatherization in pre-1978 housing funded by the US Department of Energy (DOE) must have training in Lead Safe Weatherization. $195
Apr 22 W 8:30 am-5:30 pm NEAST CELED 505 11

Lead Supervisor
Skills to manage a lead abatement project are taught in this EPA-approved Lead Supervisor course. Learn how to interpret lead specifications and supervise workers performing abatement work. Some states require on-the-job experience prior to licensure. This training may be used to perform work until experience requirements are met. $695
Feb 24-Feb 27 TWThF 8:30 am-5:30 pm NEAST CELED 503 09

*Student must complete the initial training class and have a certificate of completion as proof when they attend this class. Certificates must be current. If the certificate is expired, the student must retake the initial class before taking the refresher class. The student must have taken his or her last refresher class or initial class in that same discipline within the last two years.

To register: midlandstech.edu/cce • (803) 732-0432 • see page 2

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# INDUSTRIAL, TRADES, & MANUFACTURING

## Safety & Environmental

### 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*

Courses Offered:

<table>
<thead>
<tr>
<th>Program</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>DOT Awareness Level</strong></td>
<td>$725</td>
</tr>
<tr>
<td>Training 49 CFR 172.700</td>
<td>$895</td>
</tr>
<tr>
<td><strong>Hazmat/HAZWOPER</strong></td>
<td>$1125</td>
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<tr>
<td>- 40-, 24-, and 8-Hour HAZWOPER Training</td>
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<td>- Annual Refresher</td>
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<td>- Accident Investigations</td>
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<td>- Written Safety Plans</td>
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<td>- Hazardous Chemical Handling, Storage, and Transportation</td>
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<td>- Worksite Audits</td>
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<td>- Employee/Employer Training</td>
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<td><strong>NFPA 70E-ARC Flash Protection</strong></td>
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<td>OSHA</td>
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<tr>
<td>- 10-Hour General Industry/Construction Standard Training</td>
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<tr>
<td>- 30-Hour General Industry/Construction Standard Training</td>
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<td>- Safety Audits</td>
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<td>- Written Safety Plans</td>
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<td>- Specialized Training</td>
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<td>- Equipment Training and Testing</td>
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<td>- Operator of Records</td>
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<td>- Investigations</td>
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<td>- Troubleshooting</td>
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<td><strong>Wastewater/Water</strong></td>
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<tr>
<td>- Physical/Chemical Certification Exam Review</td>
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<tr>
<td>- Physical/Chemical Recertification – Review Unit Operations</td>
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<tr>
<td>- Physical/Chemical Recertification – Review Chemistry</td>
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<tr>
<td>- Biological Certification Exam Review</td>
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<tr>
<td>- Biological Recertification Review Audits</td>
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<tr>
<td>- Site Start-Up Planning/Design</td>
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<tr>
<td>- Sample Testing</td>
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</table>

Courses are in accordance with: OSHA, EPA, DOT, and NFPA Regulations

@ **Green and Environmental Online Classes**

Alternate Energy Operation (Industrial) (CEPTN 674) ............$725  
Certified Environmental Specialist (CEPTN 615) ...............$895  
Certified Indoor Air Quality Manager  
(CIAQM) (CEPTN 506) .................................................$1125  
Certified Indoor Environmentalist (CIE) (CEPTN 617).......$1325  
Certified Microbial Investigator (CMI) (CEPTN 618)...........$1325  
Commercial Energy Auditor (CEPTN 619) .........................$845  
Energy Efficient Design for Architects (CEPTN 620) ..........$1495  
Fundamentals of Sustainable Buildings (CEPTN 621) ..........$1595  
Green Building Sales Professional (CEPTN 622) ...............$525  
Green Building Technical Professional (CEPTN 623) ..........$525  
Home Energy Auditor (CEPTN 626) ....................................$795  
Solid Waste Operations Certificate (CEPTN 630) ..............$999  
Weatherization Energy Auditor (BPI) (CEPTN 513) ............$1145

For course descriptions, visit midlandstech.edu/cce
INDUSTRIAL, TRADES, & MANUFACTURING

Small Engine Mechanic

Gain a working knowledge of types and operation of small engines, engine service and repair of outdoor power equipment, engine tune-up procedures and troubleshooting methods, engine failure analysis, engine performance measurement, engine system and engine rebuild procedures. See www.midlandstech.edu/cce for required tools. Lots of hands on learning. $529

Jan 7-Mar 2  MW  6 pm-9 pm  AIRPT  CESME 506 16
Apr 6-May 27  MW  6 pm-9 pm  AIRPT  CESME 506 17

Truck Driver/CDL

This course is taught by Florence-Darlington Technical College (FDTC) at MTC’s Airport Campus and includes classroom and highway instruction. Graduates will receive a Class A Commercial Driver’s License. Prior to registrations, students must complete an interview with a certified admissions representative. CDL Permit must be obtained before class starts. $3895

For an interview and to discuss class start dates, call (843) 413-2715 or (843) 661-8385 to speak to a representative.

Welding

Become a welding professional through Midlands Technical College’s comprehensive day or modular evening welding programs.

- Classes are taught in accordance with AWS D1.1 standards and ASME (American Society of Mechanical Engineers) Section IX standards.
- Personal equipment needs will be discussed at the first class (an additional student cost of approximately $300).
- 85% attendance, 70% test score average and satisfactory proficiency test performance are required for successful completion of all welding courses.
- Official AWS Certifications are available for an additional fee.

To register: midlandstech.edu/cce • (803) 732-0432 • see page 2
## Basic Welding for Home Projects
Learn the various welding techniques you can use in home projects. Includes safe practices, brazing, and arc welding. Learn how to safely and effectively use a cutting torch, do minor non-structural repairs, or weld artwork. Personal equipment needs will be discussed at the first class (additional cost of approximately $100). $349

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<tr>
<th>Start Date</th>
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<tbody>
<tr>
<td>Jan 12-Mar 23</td>
<td>M</td>
<td>6 pm-9 pm</td>
<td>AIRPT CEWLD 511 28</td>
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<td>Apr 13-Jun 22</td>
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<td>6 pm-9 pm</td>
<td>AIRPT CEWLD 511 29</td>
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## 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). Students completing this course will have entry level skills needed for construction positions and for general fabrication shops or be ready for the Intermediate Welding Class, which is the next level of training in the Day QuickJobs program. $2695

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<td>Jan 5-Mar 9</td>
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<td>Jan 5-Mar 9</td>
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<td>7 am-5:30 pm</td>
<td>FFQJ CEWLD 601 37</td>
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<td>Mar 16-May 14</td>
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<td>7 am-5:30 pm</td>
<td>AIRPT CEWLD 601 38</td>
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<td>Mar 16-May 14</td>
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<td>7 am-5:30 pm</td>
<td>FFQJ CEWLD 601 39</td>
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## Intermediate Welding QuickJobs Day Program
This course is offered to students who completed the Basic Welding QuickJobs Day course and is open to persons demonstrating necessary welding skills to the instructor. Students are trained in the following: Personal safety (continuation); SMAW welding in non-standard positions-2 weeks; Gas Metal Arc Welding (GMAW) to include solid wire and dual shield flux cored wire in fillet and groove welding-2 weeks; Gas Tungsten Arc Welding (GTAW) in multiple positions and metals to include steel, aluminum and stainless steel-4 weeks. Students completing this course will have basic and intermediate skills required for employment in the construction industry and fabrication shops, high rise construction and maintenance welding and repairs. $2995

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<th>Start Date</th>
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<td>Mar 23-May 14</td>
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<td>Mar 23-May 14</td>
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<td>7 am-5:30 pm</td>
<td>FFQJ CEWLD 602 39</td>
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## Advanced Welding QuickJobs Day Program
This course is offered to students who completed the Basic and Intermediate Welding courses and is open to persons demonstrating advanced welding skills to the instructor. The student must show competency in Shielded Metal Arc Welding, Gas Tungsten Arc Welding and Gas Metal Arc Welding or have completed the Entry and Intermediate Welding courses. The student will be introduced to high-pressure pipe welding. During the course, the student will be required to weld root passes, hot passes and fill and cover passes to code requirements on various diameter pipe. This class is intense and prepares the student for testing to corporate standards such as the American Welding Society (AWS) and American Society of Mechanical Engineers (ASME) section IX. Students completing this course will possess skills required in the pipe welding and fabrication industry. $2995

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<tr>
<th>Start Date</th>
<th>End Date</th>
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<th>Time</th>
<th>Location</th>
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<td>7 am-5:30 pm</td>
<td>FFQJ CEWLD 619 02</td>
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<tr>
<td>Mar 23-May 14</td>
<td>M</td>
<td>7 am-5:30 pm</td>
<td>AIRPT CEWLD 619 03</td>
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<td>Mar 23-May 14</td>
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<td>7 am-5:30 pm</td>
<td>FFQJ CEWLD 619 04</td>
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Train now for employment at V.C. Summer Nuclear Station and other welding opportunities in business and industry.

MTC students can be ready to be employed in as little as four months and often earn $15-$25 per hour to start, in welding and pipefitting jobs.

Start your future now. Sign up for a class today.
midlandstech.edu/cce/welding • (803) 732-0432
INDUSTRIAL, TRADES, & MANUFACTURING

WELDER-EVENING PROGRAM

<table>
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<th>Course</th>
<th>Description</th>
<th>Prerequisites</th>
<th>Fee</th>
<th>Dates</th>
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<tbody>
<tr>
<td><strong>SMAW (Shielded Metal Arc Welding)</strong></td>
<td>Learn Shielded Metal Arc Welding (SMAW) for fabrication as well as production of standard and Code welding applications using various electrodes and joint configurations. Includes basic blueprint reading, basic weld symbols, equipment operation, and industrial safety.</td>
<td>$599</td>
<td>Jan 12-Feb 26 MTTh 6 pm-9 pm FFQ CESMA 700 11 Jan 13-Feb 25 TTh 6 pm-9 pm AIRPT CESMA 701 12 Mar 9-Apr 21 MTTh 6 pm-9 pm FFQ CESMA 701 13 Mar 10-Apr 22 TTh 6 pm-9 pm AIRPT CESMA 701 14</td>
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<tr>
<td><strong>Intermediate Shielded Metal Arc Welding</strong></td>
<td>A continuation of CESMA 700-Basic Shielded Metal Arc Welding (SMAW). Intermediate skills are developed in accordance with various codes and standards to include the AWS, ASME, and IL STDs. Prerequisite: Completion of CESMA 700-Basic Shielded Metal Arc Welding (SMAW) or permission of the instructor.</td>
<td>$599</td>
<td>Jan 12-Feb 26 MTTh 6 pm-9 pm FFQ CESMA 700 11 Jan 13-Feb 25 TTh 6 pm-9 pm AIRPT CESMA 701 12 Mar 9-Apr 21 MTTh 6 pm-9 pm FFQ CESMA 701 13 Mar 10-Apr 22 TTh 6 pm-9 pm AIRPT CESMA 701 14</td>
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<tr>
<td><strong>TIG (Gas Tungsten Arc Welding)</strong></td>
<td>Learn the entry-level aspects of the GTAW process. Instruction follows the guidelines set in the AWS entry-level welders program. Instruction on safety, equipment, materials selection, basic blueprint, and weld symbols is included.</td>
<td>$599</td>
<td>Jan 12-Feb 26 MTTh 6 pm-9 pm FFQ CETIG 700 11 Jan 13-Feb 25 TTh 6 pm-9 pm AIRPT CETIG 700 12 Mar 9-Apr 21 MTTh 6 pm-9 pm FFQ CETIG 700 13 Mar 10-Apr 22 TTh 6 pm-9 pm AIRPT CETIG 700 14</td>
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<tr>
<td><strong>Advanced Gas Tungsten Arc Welding (TIG)</strong></td>
<td>A continuation of CETIG 700-Basic Gas Tungsten Arc Welding (TIG), instruction includes advanced MIG/TIG welding of various metals, procedures and positions. Prerequisite: CETIG 700-Basic Gas Tungsten Arc Welding (TIG) or permission of the instructor.</td>
<td>$599</td>
<td>Jan 12-Feb 26 MTTh 6 pm-9 pm FFQ CETIG 700 11 Jan 13-Feb 25 TTh 6 pm-9 pm AIRPT CETIG 700 12 Mar 9-Apr 21 MTTh 6 pm-9 pm FFQ CETIG 700 13 Mar 10-Apr 22 TTh 6 pm-9 pm AIRPT CETIG 700 14</td>
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<tr>
<td><strong>MIG (Gas Metal Arc Welding)</strong></td>
<td>Learn the entry level aspects of the Gas Metal Arc Welding GMAW process. Instruction follows the guidelines set in the AWS Entry Level Welders Program. Instruction on safety, equipment, materials selection, basic blueprint, and weld symbols is included.</td>
<td>$599</td>
<td>Jan 12-Feb 26 MTTh 6 pm-9 pm FFQ CEWGM 700 11 Jan 13-Feb 25 TTh 6 pm-9 pm AIRPT CEWGM 700 12 Mar 9-Apr 21 MTTh 6 pm-9 pm FFQ CEWGM 700 13 Mar 10-Apr 22 TTh 6 pm-9 pm AIRPT CEWGM 700 14</td>
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<tr>
<td><strong>Pipe Welding</strong></td>
<td>A beginning course in the pipe-welding process, this course will be taught within the guidelines provided by ASME Section IX and AWS D 1.1 standards. Proficiency in shielded metal arc welding (SMAW) is a prerequisite.</td>
<td>$599</td>
<td>Jan 12-Feb 26 MTTh 6 pm-9 pm FFQ CEWPI 700 11 Jan 13-Feb 25 TTh 6 pm-9 pm AIRPT CEWPI 700 12 Mar 9-Apr 21 MTTh 6 pm-9 pm FFQ CEWPI 700 13 Mar 10-Apr 22 TTh 6 pm-9 pm AIRPT CEWPI 700 14</td>
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<tr>
<td><strong>Advanced Pipe Welding</strong></td>
<td>A continuation of CEWPI 701-Basic Pipe Welding, this course will be taught within the guidelines provided by ASME Section IX and AWS D 1.1 standards. Prerequisite: Completion of CEWPI 701-Basic Pipe Welding or permission of instructor.</td>
<td>$599</td>
<td>Jan 12-Feb 26 MTTh 6 pm-9 pm FFQ CEWPI 701 11 Jan 13-Feb 25 TTh 6 pm-9 pm AIRPT CEWPI 701 12 Mar 9-Apr 21 MTTh 6 pm-9 pm FFQ CEWPI 701 13 Mar 10-Apr 22 TTh 6 pm-9 pm AIRPT CEWPI 701 14</td>
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For expanded course descriptions and additional class dates, go to midlandstech.edu/cce.
To register: midlandstech.edu/cce • (803) 732-0432 • see page 2
## PERSONAL ENRICHMENT

### Languages

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<tr>
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<th>Description</th>
<th>Fee</th>
<th>Dates</th>
<th>Time</th>
<th>Location</th>
<th>Notes</th>
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<tbody>
<tr>
<td><strong>French I</strong></td>
<td>Do you need to communicate with French-speaking individuals? If so, this new direct approach to communicating with French-speaking individuals is for you. It’s fast paced, easy to comprehend, and fun. $129</td>
<td></td>
<td>Jan 20-Mar 10</td>
<td>T 6 pm-8:30 pm</td>
<td>BLTLN CELNG 554 13</td>
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<tr>
<td><strong>French II</strong></td>
<td>Build on skills learned in French I. $129</td>
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<td>Mar 17-May 5</td>
<td>T 6 pm-8:30 pm</td>
<td>BLTLN CELNG 558 06</td>
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<tr>
<td><strong>Spanish I</strong></td>
<td>Learn basic Spanish conversational skills needed to ask questions and understand the answers given. Text is included with tuition. $169</td>
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<td>Jan 20-Mar 12</td>
<td>TTh 6 pm-7:15 pm</td>
<td>HARBN CELNG 510 24</td>
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<tr>
<td><strong>Spanish II</strong></td>
<td>Increase your vocabulary, strengthen your pronunciation skills, and gain a more in-depth understanding of Spanish culture. $169</td>
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<td>Mar 17-May 7</td>
<td>TTh 6 pm-7:15 pm</td>
<td>HARBN CELNG 511 12</td>
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### Motorcycle

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<tr>
<th>Course</th>
<th>Description</th>
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<tr>
<td><strong>Beginner’s Motorcycle Class</strong></td>
<td>This course is for individuals who want to learn basic techniques. A valid driver’s license is required at the first class meeting. Includes 12 hours of riding on small (100-350 cc) training motorcycles. Must pass both a written and riding assessment to receive a completion certificate. $239</td>
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<td>Jan 23</td>
<td>F 6 pm-10 pm</td>
<td>BLTLN CEMOT 501 84</td>
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<td>Jan 24-Jan 25</td>
<td>F 6 pm-10 pm</td>
<td>BLTLN CEMOT 501 85</td>
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<td>Feb 6</td>
<td>F 6 pm-10 pm</td>
<td>BLTLN CEMOT 501 86</td>
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<td>Feb 7-Feb 8</td>
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<td>BLTLN CEMOT 501 87</td>
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<td>Feb 20</td>
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<td>BLTLN CEMOT 501 88</td>
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<td>Feb 21-Feb 22</td>
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<td>BLTLN CEMOT 501 89</td>
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<td>Mar 6</td>
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<td>Mar 7-Mar 8</td>
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<td>Mar 10-Mar 12</td>
<td>F 6 pm-10 pm</td>
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<td>Mar 20</td>
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<td>Apr 10</td>
<td>F 6 pm-10 pm</td>
<td>BLTLN CEMOT 501 94</td>
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<td>Apr 11-Apr 12</td>
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<td>Apr 25-Apr 26</td>
<td>F 6 pm-10 pm</td>
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<tr>
<td><strong>Intermediate Motorcycle Class</strong></td>
<td>Class is for the rider with minimum-to-moderate riding experience; includes seven hours of riding. Must have held a motorcycle learner’s permit for a minimum of 60 days. A fully licensed and insured motorcycle or scooter is required. No mopeds. $139</td>
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<td>Mar 13</td>
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<td>Mar 14</td>
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<td><strong>Experienced Motorcycle Class</strong></td>
<td>Class is a skills tune-up for the experienced rider with a motorcycle license. Students with a learner’s permit must have had the permit for a minimum of 60 days. Includes five hours of riding. A fully licensed and insured motorcycle or scooter is required. No mopeds. $79</td>
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<td>Mar 15</td>
<td>S 9 am-4 pm</td>
<td>BLTLN CEMOT 701 12</td>
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<td><strong>Motorcycle Repair, Introduction</strong></td>
<td>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. $149</td>
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<td>Mar 5-Mar 17</td>
<td>TTh 6 pm-9 pm</td>
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*Books and materials for Personal Enrichment program courses can be determined by looking up the course on midlandstech.edu/cce and clicking on “materials.”*
Sewing & Quilting

Beginner 2 Block Lap Quilt
Complete your first small quilt (42”x54”) as you learn to safely use a rotary cutter and mat, and piece two basic blocks—the nine patch and the friendship star. The teacher will walk you through the steps to complete and piece together blocks, add borders, sandwich the quilt, and do basic quilting. Sewing machine is required in class. $89
Feb 12-Mar 12 Th 6 pm-8 pm HARBN CESEW 542 03

Sewing I
Beginners and those with minimal experience will learn the practical basics and creative potential sewing offers. Learn straight and zigzag stitches, straight seams, curved seams, fabrics, and patterns. Students will complete a decorative pillow and a project with a pattern. Class will choose the final project. Sewing machine required. $179
Feb 3-Mar 10 T 6 pm-9 pm HARBN CESEW 533 06

Sewing II
Perfect your sewing skills in this follow-up to Sewing I. Students must be able to sew and operate their own sewing machines. Sewing machine is needed in class. $159
Mar 17-Apr 14 T 6 pm-9 pm HARBN CESEW 550 05

Sewing Patterns, Introduction to Making
Learn pattern-making techniques to create a dress, tunic, or shirt pattern. A sewing machine is required in class. $99
Apr 13-Apr 27 M 6 pm-9 pm HARBN CESEW 568 01

Sewing Patterns, Introduction to Altering
Hone your sewing skills and custom fit your creations. Learn to adjust patterns for a best fit and sew a muslin sample. Bring your pattern to alter and your sewing machine to class. $79
Mar 16-Mar 23 M 6 pm-9 pm HARBN CESEW 567 01

Wellness

Essential Oils for Health
Join this session to learn about essential oils – what they are, the history and how they work in our body. The session will include how to use essential oils to assist our bodies in healing joint pain, alleviating stomach aches, and other health-related issues. $29
Mar 4 W 6 pm-8 pm HARBN CECED 575 01

Fitness, Food and Losing Weight
Hear unique principles and secrets to losing weight permanently, naturally and without gimmicks in this engaging seminar. Be in control of your nutrition, health, and fitness. The three stages of permanent weight loss are Mind, Muscle, and Mouth. Learn the basics PLUS some Biggest Loser Secrets to turbo-charge weight loss efforts. $29
Feb 9 M 6 pm-8:30 pm HARBN CECED 567 02
Mar 18 W 6 pm-8:30 pm HARBN CECED 567 03

Healthy at 100 mph
You take care of your family, go to work, and maybe you even sneak in a dinner with friends or a hobby. So, how can you have time for exercise, healthy nutrition, and rest too? In this fun and enlightening class, you will learn how to find health and more energy in your everyday life. $29
Jan 22 Th 6 pm-8 pm NEAST CECED 563 02

The Five Habits of Younger Feeling People
Stay active, eat well, reduce stress, be more productive, and find activities you enjoy. Easier said than done, right? In this class, you will learn practical and easy strategies to engage in these five habits, so you feel better and younger. $29
Feb 19 Th 6 pm-8 pm NEAST CECED 564 02

Yoga
Feel calm, peaceful and centered as you learn yoga techniques. You’ll practice yoga postures, breathing exercises, meditation, deep relaxation along with lecture and discussion. Classes meet at Arsenal Hill Community Center, 1800 Lincoln Street, Columbia. Bring a yoga mat to class. $99
Jan 22-Mar 12 Th 5:30 pm-7 pm CEOFS CECED 537 07

Woodworking

Woodworking Practices and Principles
This class will give a broad introduction about woodworking with an emphasis on hand tools. Students will learn the principles of sharpening tools, using hand tools, woodworking joints, furniture construction, tool selection, and a brief introduction to woodworking machinery. No tools are necessary to take the course. Meets at Spring Valley High School. $129
Mar 3-Mar 24 T 6 pm-9 pm CEOFS CECED 561 04
Apr 4-Apr 14 T 6 pm-9 pm CEOFS

Writing

Write That Novel
Aspiring writers will learn to create engaging plots, vivid characters, riveting dialogue, and most importantly how to attract the interest of agents and editors. $159
Feb 3-Mar 24 T 6:30 pm-9 pm NEAST CEWRT 542 06

To register: midlandstech.edu/cce • (803) 732-0432 • see page 2
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