



Continuing Education Programs

Midlands Technical College

Let us modify any of our standard classes or create a custom course for your organization.

For more information contact:

Amy Scully, (803) 691-3880

scullya@midlandstech.edu

Insurance

Utilities

Government

Education

Other Service Organizations

Becky Garnett, (803) 691-3881

garnettb@midlandstech.edu

Healthcare

Finance Institutions

Legal

Industrial

Engineering

Ed Koehne, (803) 691-3865

koehnee@midlandstech.edu

Manufacturing

Construction

Distribution/Logistics





Continuing Education Programs

Midlands Technical College

Business

Accounting & Finance

Accounting Essentials
Payroll Preparation Essentials
QuickBooks & Excel
Business Math

Business Writing

Business Grammar
Business Letter Writing
Editing and Proofreading
Email Essentials
Fundamentals of Technical Writing
Minutes and Meetings
Written Communication Skills
Writing Grants That Win!

Customer Service

Customer Relations Specialist Certificate
Becoming a Customer Service Star
Customer Service: Communicating Effectively
Dealing Effectively with the Angry Customer
Telephone Skills: Connecting with the Customer Service Plus (DDI)

DACUM (Developing a Curriculum)

Professional Development

A New Attitude: Building a Positive Career
Adapting to Change (DDI)
Bringing Out the Best in Yourself
Communicating for Results
Conflict on the Job: Solutions & Strategies
Creative Problem-Solving and Decision-Making
Creativity: Thinking Outside the Box
Critical Thinking Skills
Discovering Your Personality Style
Eat That Frog: Conquering Procrastination
Effectively Working with Others
Enhancing Your Professionalism
FISH!
Forging Productive Relationships
Getting Results without Authority
Giving and Receiving Feedback
Group Dynamics and Effective Meeting Management
Humor for the Health of It
If I Had a Hamper – Work-Life Balance
Improve Your Memory
Improving Interpersonal Communications
Invest in Yourself
Leading Successful Meetings (DDI)

Making Diversity Work
Managing Job Stress
Myers-Briggs Type Indicator (MBTI)
Non-Verbal Communication Skills
Partnerships for Improvement (DDI)
Proactive Listening Skills
Professional Presentation Skills
Prospering in Workplace Change
Start Right Stay Right!
Staying Productive & Composed Under Pressure
Successful Assertiveness Skills in the Workplace
Successful Goal Setting: The Key to Productivity
Time Management Techniques
Time and Stress: Working for You
True Colors – Keys to Personal Success
Winning Support for Your Ideas
Working Through Conflict (DDI)
Working with Difficult People

Engineering

Professional Engineer Professional Development Hours (PDH)

Human Resources

SHRM Essentials of HR Management
SHRM Human Resource Certification Exam Review
Selecting for Success: The Value of the Interviewing Process
Succession Planning
The Legal Side of Leadership
Talking About My Generation

Leadership

AchieveGlobal
Facilitating for Results
Leadership for Results
Team Effectiveness
Team Leadership

DDI
Group Effectiveness
Getting Business Results
Interaction Management: Strategies for Effective Leadership
Interaction Management: Tactics for Effective Leadership
Personal Effectiveness
Targeted Selection

Leadership Assessments
Supervisory Training Needs Assessment



Continuing Education Programs

Midlands Technical College

Myers-Briggs Type Indicator
Assessment

C.P.M. Module 3: Value Enhancement
C.P.M. Module 4: Management

Supervisory Certificate

Finding the Supervisor Within
Communicating for Impact
Developing and Retaining Talent
Managing the Process
Leading for Desired Results

tompeters!company

Leadership is Everyone's Business
The Leadership Challenge

Franklin Covey

The 7 Habits of Highly Successful
People

Miscellaneous Classes

Building Trust
Emotional Intelligence Know-How
Jump Start for New Supervisors
Jump Start for Team Leaders
Managing Distance Workers
Managing Multiple Projects, Priorities,
and Deadlines
Mentoring Training
Strategic Diversity
A Strong Work Ethic, Self-Confidence,
and Initiative: The Cornerstone of
Leadership
Understanding My Management Style
Walk the Talk

Materials Management

CPIM Exam Reviews
Basics of Supply Chain Management
Master Planning of Resources
Detailed Scheduling and Planning
Execution and Control of Operations
Strategic Management of Resources
Certified Supply Chain Professional [CSCP]

Project Management

Project Management Certificate Programs
PMP & CAPM Exam Review
Microsoft Project

Purchasing

Purchasing Fundamentals Certificate
Fundamentals of Purchasing
Effective Contracting I
Strategic Planning for Purchasing
Effective Contracting II
Contract Issues
C.P.M. Exam Reviews
C.P.M. Module 1: Purchasing Process
C.P.M. Module 2: Supply Environment

Quality

ASQ Exam Reviews

Certified Quality Auditor (CQA)
Certified Quality Engineer (CQE)
Certified Quality Improvement
Associate (CQIA)
Certified Manager of
Quality/Organizational Excellence
Certified Quality Technician (CQT)
Certified Six Sigma Black Belt
ASQ Recertification Credits

Quality Systems Implementation

ISO 9001
Internal Auditor (ISO 9001 & TS16949)
ISO/TS 16949
ISO 14000
Malcolm Baldrige
Lean - Manufacturing & Service
5S
Value Stream Mapping
Lean Office
Set-up Reduction (SMED)
Mistake Proofing
Value Stream Mapping
Lean Kaizen Events

Six Sigma

Executive Overview
Six Sigma Deployment Training
Leader/Champion
Yellow Belt
Green Belt [Mfg. & Service classes]
Green Belt to Black Belt [Mfg. &
Service classes]
Black Belt [Mfg. & Service classes]
Black Belt Advanced Tools
Project Consultation
ASQ Certified Six Sigma Black Belt
Exam Review
Six Sigma Consulting and Facilitation

Statistical Methods Training & Consulting
Statistical Process Control (SPC) I & II
Short Run SPC
SPC for Service
Design of Experiments (DOE) I & II
Measurement System Assessment
(MSA) I & II
Statistical Analysis for Process
Improvement

Planning and Improvement Tools & Methods
Advanced Product Quality Planning
(APQP)
Benchmarking
Diagnostic Troubleshooting



Continuing Education Programs

Midlands Technical College

Geometric Dimensioning &
Tolerancing (GD&T)
Process & Design FMEA

Production Part Approval Process
(PPAP)
Project Management
Quality Function Deployment
Team Problem Solving

Corporate Universities
Kepner-Tregoe
Problem Solving & Decision Making
Analytic Troubleshooting

Teams
Team member certificate
Team leader certificate
Teambuilding

Training
Train-the-Trainer

OJT Train-the-Trainer
Facilitation Skills
Training Design and Development

CAREERS

Animal Control

Professional Development Part I & II

Auction

Auction Laws Update (CE)
E Bay the Right Way
School of Auctioneering

Audio Engineering

Advanced Level Studio Recording
Church Music Director Course
Church Sound Production
Commercial Music Theory
Intro to Audio Engineering
Live Sound Production
Music Business
Studio Recording

Certified Pool Operator

Certified Pool Operator

CFP™ Certification Education Program

Comprehensive Examination Review
Estate Planning
Fundamentals of Financial Planning
Income Tax Planning
Insurance Planning
Investment Planning
Retirement Planning and Employee Benefits
Planning

Child Development

Cognitive
Curriculum
Growth & Development
Guidance
Health & Safety

No Place Like Home
Other (meets state requirements)
Professional Development
Program Administration
Specific Issues

Cosmetology

Hair Trends and Waxing
Braiding

Financial Planning

Certified Divorce Financial Analyst

Floral Design

Floral Arranging, Advanced
Floral Arranging Certificate Program

Forklift Training

Forklift Training

Insurance

Insurance-Life, Accident and Health Pre-licensing
Course On-Line

Interior Decorating

Interior Decorating Certificate Program

Landscape & Horticulture

Soil Management
Woody Plants and Shrubs
Pests in the Landscape
Landscape Management
Plant Growth and Development
Landscape Construction
Landscape Design
Arboriculture



Continuing Education Programs

Midlands Technical College

Nursery Production, Plant Propagation and Greenhouse Management
Irrigation
Annuals and Perennials
Lawn Care
Making Your Business Profitable
Home Vegetable Gardening

Photography

Photography Certificate
Basic Photography
Darkroom Photography
Digital Photography
Flash Photography
Light And Filtration
Marketing Your Own Photographs
Portrait Lighting
Wedding Photography

Real Estate

Home Inspector
L-1 Principles of Residential Appraisal #80-L1-003
L-2 Market Data Analysis #80-L2-002
L-3 Uniform Standards of Appraisal #86-L3-NSC

Property Management OPLO19004
Unit 1 Pre-Licensing – OPL19001
Preparing Your House to Sell With an Inspection

Small Business

Small Business Tax Workshop

Entrepreneurship

FastTrac GrowthVenture
FastTrac New Venture

Truck Driver Training

Truck Driver Training

Wedding Consultant

Wedding Consultant Certificate Program

Writing

Creative Writing for Novels and Short Stories
Fiction Writing I, II, & III
How to be a Published Writer
Memoirs: Your Life Story

Computer Technology

Introduction to Computers
Keyboarding
Windows
Databases
Spreadsheets
Word Processing
QuickBooks
Presentation Graphics
Desktop Publishing
E-Mail & Scheduling
Microsoft Project
AutoCAD
Print/Web Graphics
Web Applications
Web Development
Programming
 .NET, VB.NET, JavaScript, C#
Cisco CCNA
SQL Server
Crystal Reports
Microsoft SharePoint
Microsoft CRM – Customer Relationship Mgmt.
Microsoft Certified IT Professional – Server Admin.
PC Maintenance & Networking
 A+, Network+, Security+

Manufacturing Technology

Blueprint Reading and Measuring Tools
Introduction to Lathes
Introduction to Mills
Fundamentals of CNC Operator/Programmer Training
Principles of CNC Programming
Mastering CNC Programming
CNC Programmer Certificate
Conversational CNC Programming
Metallurgy - Fundamentals
Precision Measuring Tools
GD&T
Advanced GD&T
Siemens Automation & Energy [840D, S5 and S7 controls]
GE Fanuc Training Classes [CNC and PLC courses]
Esprit Training Classes
Allen Bradley SLC [Basic and Advanced] Programming with RS Logic -5
Allen Bradley SLC [Basic and Advanced] Programming with RS Logix-500

Transportation and Logistics

Introduction to International Logistics

Granite & Marble Fabrication

Basic Fabrication & Edge Polishing for Natural Stone

Quality

See Complete List Under Business Heading



Continuing Education Programs

Midlands Technical College

HEALTHCARE & SAFETY

Certified Nursing Assistant

Clinical Massage Therapy

Emergency Preparedness

WMD Awareness for Health professionals
Intro to Emergency Management & Homeland Security

Human Services

(Counseling - Social Work - Long-Term Care)

Topics change each semester.

General areas include:

Basic Management Skills for Administrators
Self Esteem Development
Anger Management
Stress Management
Psychiatric Trauma Management
Adolescent Behavior/Management Techniques
Cognitive Therapy
Marriage and Family Therapy
Recruiting and Retaining Good Staff
Developing and Improving Staff Performance
Motivating Staff
Understanding the Elderly/Related Issues
Managing Problem Behaviors in the Elderly
Psychotropic Medications
Commonly Used Medications and the Elderly
Alternative Healthcare Therapies
Working with Special Needs Clients
Ethics for Human Services Professionals
Residents Rights

Medical Information Management

Prerequisites:

Anatomy & Physiology
Anatomy & Physiology (online)
Medical Terminology
Medical Terminology (online)

Billing and Coding Certificate

Prerequisites and:

CPT & HCPCS Coding
CPT & HCPCS Coding (online)
ICD-9 Coding
ICD-9 Coding (online)
Medical Billing
Medical Billing (online)
Coder Exam Preparation
Electronic Health Records

Medical Transcription Certificate

Prerequisites and:

Intro to Medical Transcription
Medical Transcription I
Medical Transcription II
Medical Transcription Internship
Certified Medical Transcription Prep

Medical Response

CPR

EMT – Basic

EMT – Refresher

First Aid

First Responder

First Responder Refresher

Medical Technology

IV Therapy

Cardiac Care Technician

EKG Technician

Phlebotomy

Nursing – online courses only

Legal Nurse Consulting

Nursing Documentation: Protecting the Client and the Nurse

Certificate in Gerontology

Certificate in Complementary and Alternative Medicine

Certificate in Spirituality, Health, and Healing

Certificate in End of Life Care

Certificate in Growth and Development through the Lifespan

Certificate in Legal and Ethical Issues in Nursing

Certificate in Issues in Oxygenation

Certificate in Pain Assessment and Management

Certificate in Perinatal Issues

Safety

10 Hour OSHA General Safety and Health

30 Hour OSHA General Safety and Health

8 Hour Hazwoper Awareness

24 Hour Hazwoper Awareness

40 Hour Hazwoper Awareness

Asbestos Awareness

Back Safety

Biological Wastewater Treatment Exam Certification Review
Level C/D

Dangers

Defensive Driving

DOT Hazmat Awareness Level Training – 8 Hour



Continuing Education Programs

Midlands Technical College

Electrical Safety
Environmental Awareness
Fall Protection
Fire Safety
Forklift Training
Hazard Material Awareness
Hearing Protection
Indoor Cranes
Industrial Ergonomics
Lab Safety
Lead Renovation, Repair and Painting
Lockout/Tagout
NFPA 70E Qualified Persons Training
Office Safety

Personal Protective Equipment
Physical/Chemical Wastewater Exam Certification Review
Level C/D
Respiratory Protection
Safety Orientation
Stairways & Ladders
Trenching & Shoring
Walking & Working Surfaces

Sonography

Diagnostic General Sonography
Cardiovascular Sonography

INDUSTRIAL & CONSTRUCTION

Electrical

Basic Math for Electricians
Electrical Code Journeyman
Electrical Code Masters
Electrical Fundamentals I
Electrical Fundamentals II
Electrical Fundamentals III
Residential Wiring I
Residential Wiring II
Residential Wiring III
Electrical Test Equipment
Electrical Motor Controls

Electronics

Basic Electronics
Programmable Logic Controllers
Advanced Programmable Logic Controllers
Variable Frequency Drives

HVAC

Basic Air Conditioning, Electrical Controls and Troubleshooting
Heat Pumps – Everything You Need to Know
HVAC Tech – Customer Service
NATE Heat Pump Certification Exam Prep

Plumbing

Basic Plumbing Topics
Advanced Plumbing Topics

Residential Building

Residential Building Codes
Residential Builder Exam Prep
Residential Contractor Business & Law
Residential Building Site Preparation and Foundations
Residential Building Framing and Finishing

Printreading for Construction

Small Engine Repair

Small Engine Repair

Welding

SMAW – Basic, Intermediate and Advanced
MIG Welding
TIG Welding - Basic and Advanced
Pipe Welding – Basic, Intermediate and Advanced
Basic Welding (non-certification)
Blue print reading
Dye Penetrant Testing

Weatherization Training classes

BPI Building Analyst Professional
Building Analyst Professional
BPI Manufactured Housing Professional
Insulation & Air Sealing Technician
NRCERT Hot Climate Weatherization Training class

Industrial Maintenance

Construction Math – Intro, Intermediate and Advanced
Blueprint Reading – Intro, Intermediate and Advanced
Basic Safety and Rigging
Hand and Power Tools
Electrical Safety
Electrical Theory
Electrical Test Equipment
Intro to Electrical Blueprints
Introduction to the NEC
Alternating Current
Grounding
Hand Bending
Fasteners & Anchors
Conductors and Cables



Continuing Education Programs

Midlands Technical College

Conductor Terminations & Splices
 High-Voltage Terminations/Splices
 Circuit Breakers & Fuses
 Wiring: Commercial & Industrial
 Boxes & Fittings
 Cable Tray
 Installation of Electric Services
 Contactors & Relays
 Overcurrent Protection
 Standby & Emergency Systems
 Practical Applications of Lighting
 Basic Electronic Theory
 Control Systems and Fundamental Concepts
 Advanced Controls
 Programmable Logic Controllers
 Programmable Logic Controllers (Advanced)
 Motors: Theory & Application
 Motor Controls
 Motor Maintenance I & II
 Precision Measuring Tools
 Intro to Bearings
 Lubrication
 Installing Couplings
 Installing Mechanical Seals
 Installing Belt & Chain Drives
 Identifying, Installing & Maintaining Valves
 Installing Bearings
 Installing Seals
 Gaskets & Packing
 Copper & Plastic Piping Practices
 Ferrous Metal Piping Practices
 Piping Systems
 Troubleshooting & Repairing Gearboxes
 Setup and Operation of Machine Tools

Preventive & Predictive Maintenance
 Flow, Pressure, Level & Temperature
 Steam Traps
 Steam Systems
 Conventional Alignment
 Laser Alignment
 Vibration Analysis
 Pumps
 Troubleshooting & Repairing Pumps
 Basic Hydraulic Systems
 Troubleshooting & Repairing Hydraulic Equipment
 Basic Pneumatic Systems
 Troubleshooting & Repairing Pneumatic Equipment
 Commercial & Industrial Refrigeration
 Commercial Heating & Cooling Systems
 Electricity in HVAC Systems
 HVAC Controls
 Maintenance Welding Fundamentals
 SMAW Equipment and Setup
 GTAW Equipment and Setup
 Oxyfuel Cutting
 Distribution Equipment
 Instrument Drawings & Documents
 Process Control Theory

Industrial Maintenance (online with PRIMEed)

Manufacturing

See Complete List under Manufacturing Technology

Quality

See Complete List under Business

LANGUAGES

Conversational and Workplace Language

French

For the Workplace
Introduction, Conversational

German

For the Workplace
Introduction, Conversational

Russian

Introduction, Conversational

Sign Language

Level I, II, & III
American Sign Language I, II, III, IV

Vietnamese

Introduction

Conversational Spanish

Introduction
Intermediate
More



Continuing Education Programs

Midlands Technical College

Spanish for the Workplace

- Law Enforcement
- Corrections & Probation
- EMS & Firefighters
- Dental & Medical
- Education
- Business
- Industry

Italian for the Workplace

Japanese for the Workplace

LIFESTYLE

Arts & Music

- Acrylic Painting
- Calligraphy
- Drawing
- Guitar, Beginning & Intermediate
- Instant Piano for Hopelessly Busy People
- Tole Painting
- Watercolor

Etiquette

- Children's Etiquette for Today
- Reentering the Workplace
- Teen Etiquette for Today

Financial Planning

- Gaining Financial Control of Your Divorce
- Living Debt Free
- Successful Money Management

Home & Garden

- Accessorizing
- Cake Decorating, Advanced
- Cake Decorating, Beginning
- Chair Caning
- Culinary
- Entertaining for Success
- Feng Shui – Room by Room
- Furniture Arranging
- In-Home Decorating
- Intro to Feng Shui
- Landscaping Your Home I & II
- Pinestraw Basket Weaving
- Swimming Pool Maintenance
- Using Color in Your Home
- Window Treatments

Senior Enrichment Program

- Cooking Smaller
- Retirement Investment Strategy
- Uncomplicated Keyboarding
- Email Made Easy
- Surfing the Web
- CSI Police Investigations
- Fundamental Spanish
- Memoir Writing

Sewing

- Basic Sewing
- Drapes, Swags, and Jabots
- Garment Construction I
- Garment Construction II
- Home Fashion I
- Quilt in a Day

Special Interest

- Basic Photography
- Darkroom Photography
- Digital Photography
- Event Planning
- Golf I & II
- How to Plan a Wedding
- Law School for Non-Lawyers
- Wedding Director's Class

Travel

- Atlanta Decorative Arts Center Trip
- Costa Rica

Vehicle Safety

- Defensive Driving
- Motorcycle Rider Education
- Private Pilot Ground School



Continuing Education Programs

Midlands Technical College

ASSESSMENT & TESTING SERVICES

ACT (contact Barbara Streeter 732-5253 or streeterb@midlandstech.edu)

Vue (contact Barbara Streeter 732-5253 or streeterb@midlandstech.edu)

WorkKeys Assessments (contact Barbara Streeter 732-5253 or streeterb@midlandstech.edu)

Profiles (contact Donna Lawrence 732-5228 or lawrenced@midlandstech.edu)

Workplace Skills (contact Donna Lawrence 732-5228 or lawrenced@midlandstech.edu)

Reading for Information

Applied Mathematics

Locating Information

Applied Technology

Myers-Briggs Type Indicator Assessment (contact Donna Lawrence 732-5228 or lawrenced@midlandstech.edu)

DISC Assessment (contact Donna Lawrence 732-5228 or lawrenced@midlandstech.edu)