

Continuing Education

New Courses – Spring 2010

Check out these exciting new courses and sign up for one that interests you today!



Midlands
Technical
College

mtctraining.com

Computer Technology



Desktop Publisher/Document Specialist Certificate

Desktop publishers or document specialists use computer software to format and combine text, data, photographs, charts and other graphic art or illustrations into prototypes of pages and other documents that are to be printed. The classes in this certificate program are designed to get you started!

IC3

The Internet and Computing Core Certification (IC3) program covers basic computing and Internet knowledge and skills: computer fundamentals, key applications and living online.

Jan 13 - Mar 11	WTH	9 AM - 4 PM
\$2299	NEAST	CEBEG 543 01P

Jan 26 - Apr 28	TW	6 PM - 9 PM
\$2299	NEAST	CEBEG 543 50P

Shortcuts, Tips & Tricks

Develop keyboard and mouse skills and shortcuts to be a more effective computer user.

Feb 18	TH	9 AM - 12 PM
\$59	HARBN	CEBEG 541 01

Apr 15	TH	9 AM - 12 PM
\$59	HARBN	CEBEG 541 02

Health, Safety & Your PC

Learn to recognize and prevent common computer health and safety issues.

Feb 18	TH	1 PM - 4 PM
\$59	HARBN	CEBEG 542 01

Apr 15	TH	1 PM - 4 PM
\$59	HARBN	CEBEG 542 02

Excel Formulas & Function

Work with basic math formulas and then conditional, lookups, date and time, financial, statistical and conversation examples. Learn to protect and hide formulas and to create user-defined functions.

Jan 19	T	9 AM - 4 PM
\$149	HARBN	CESDS 630 01

Mar 2	T	9 AM - 4 PM
\$149	HARBN	CESDS 630 02

Excel Pivot Tables

Learn to use pivot tables to summarize large amounts of data and analyze it in a variety of ways.

Jan 29	F	9 AM - 12 PM
\$59	HARBN	CESDS 631 01

Financial Analysis Using Excel

Learn about tools used to analyze numbers so that formulas in one worksheet can reference data on another worksheet.

Jan 22	F	9 AM - 12 PM
\$59	HARBN	CESDS 632 01

Budgets & Cash Flow with Excel

Use Excel to track your spending daily, weekly, monthly, and more.

Mar 26	F	9 AM - 12 PM
\$59	HARBN	CESDS 633 01

Time Value of Money with Excel

Use Excel to understand monetary present value, future value and differentiating between alternative compounding periods.

Apr 6	T	9 AM - 12 PM
\$59	HARBN	CESDS 634 01

Fireworks

Design effective, high-quality images for the web; customize the environment; create and modify vector shapes; duplicate and merge shapes; and create and apply custom colors, gradients, and export graphics for the web.

Mar 24 - Mar 25	WTH	9 AM - 4 PM
\$329	NEAST	CEWDA 527 01

Web Design Productivity Lab

At the end of the Web Design Tools certificate program, students will design a web site using various techniques.

Apr 29	TH	9 AM - 4 PM
\$149	NEAST	CEWDA 528 01

C# Programming

Learn the fundamental skills needed to design and develop object-oriented applications for the web and Windows by using Microsoft Visual C# .NET and the Microsoft Visual Studio .NET development environment.

Feb 8 - Feb 12	MTWTH	8:30 AM - 5 PM
	F	8:30 AM - 1:30 PM
\$1629	HARBN	CEPRO 687 01P

CRM

Learn about the user interface and application functionality: sales, marketing automation, service and service scheduling. Perfect for individuals who will implement, use, maintain, or support CRM.

Feb 8 - Feb 10	MTW	8:30 AM - 4:30 PM
\$999	NEAST	CECTC 500 01P

Construction and Industry Trades



Basic Math for Electricians

The course provides students with a review of basic math, as well as higher level math and trigonometry functions commonly used in electrical calculations.

Feb 22 - Mar 8 MW 6 PM - 8 PM
\$119 AIRPT CEEEM 566 01

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, but not required, prerequisite for the Everything You Need to Know About Heat Pumps class.

Jan 7 - Feb 4 TH 6 PM - 9 PM
\$299 AIRPT CEHVA 520 01

HVAC Technician Customer Service

This course will help HVAC technicians become a valuable part of any company that seeks to develop a culture of professional service, increasing profits through better customer retention, upselling, and better productivity by reducing employee stress. This course will cut through the clutter and focus on key tactical behaviors which enable a technician to provide world-class service. Textbook included in tuition.

Apr 6 - Apr 20 TTH 6 PM - 8 PM
\$229 NEAST CEHVA 521 01

DOT HazMat Awareness Level Training

This course provides training in compliance with DOT requirements under 172.700 (formerly HM 126-HM 126F). It provides instruction for people who ship, receive or transport hazardous materials. Topics include packaging classes of materials, placarding, labeling and emergency response plans. Training also includes topics covered in 49CFR171-173 (Rail), 49CFR175 (Aircraft, FAA, IATA, IMDG) and 49CFR176-177 (Highway). A special emphasis is placed on handling suspicious and/or unmarked packages.

Mar 19 F 8 AM - 5 PM
\$195 NEAST CESAF 637 02

Eight-Hour OSHA Hazwoper

This eight-hour refresher training program includes updates of state and federal regulations, site entry and control, case studies, decontamination, hazardous materials chemistry, identification, handling, and emergency response procedures. Additional topics are biohazards, risk assessments, risk management plans, medical surveillance and exposure guidelines. Hands-on demonstrations, response scenarios and a dress-out exercise are used to improve skills.

Feb 22 M 8 AM - 5 PM
\$195 NEAST CESAF 639 01

24-Hour OSHA Hazwoper

This program provides competencies and training skills development for hazmat team members. Course objectives include the organization of an incident command system, regulatory compliance, informational systems, specific chemical response techniques, site surveys and fundamental safety practices. A full range of response topics including biohazards is reviewed; mutual aid, role of regulatory personnel, site work plans and monitoring are all addressed. Dress-out scenarios are used to support classroom instruction.

Feb 22 - Feb 24 MTW 8 AM - 5 PM
\$450 NEAST CESAF 642 01

40 Hour OSHA Hazwoper

This program covers all topics in the 24-hour program and includes additional competencies in PPE selection and health and medical issues, as well as incident management. Other topics are drum handling, containment, safety and health, contamination and decontamination, written plans and reports, chemical protective clothing, and terrorism attack preparation. At least five dress-out scenarios are used to support classroom instruction.

Feb 22 - Feb 26 MTWTHF 8 AM - 5 PM
\$695 NEAST CESAF 638 01P

Biological Wastewater Treatment Exam Certification Review Level C/D

This course is compliant with SCLLR performance objectives and is designed to provide the participants with the knowledge and skills to perform job duties in the biological treatment industry. Students are directed through review materials that will prepare them for the SCLLR certification examination by the use of lectures, videos/DVDs, practice questions and hands-on demonstrations. Participants will be guided in this course with handout documents and training outlines from the latest volume of the Sacramento Manual. Example study questions will be used to evaluate the student's progress and to provide a solid foundation for a wastewater career. The materials covered in this program are considered the fundamental core training skills needed for advancement to higher level certification and job advancement. The required textbook can be purchased at the Beltline Campus Bookstore.

Apr 12 - Apr 14 MTW 8 AM - 5 PM
\$420 NEAST CESAF 645 01

Languages



Command Spanish Online Courses

Occupational Spanish language training program for non-Spanish speakers who communicate with Spanish-speakers in the workplace. Classes offered: Command Spanish for Supervisors, Dental Hygienists, Dentist, Emergency Medical Services, Financial Institutions, Hospital Nurses, Law Enforcement Officers, Library Personnel, Medical Office Nurses, Pharmacy Personnel, Real Estate Sales, Respiratory Therapists, Retail Sales, School Teachers, Community, Workforce, and Travel. Visit mtctraining.com for more information on these programs.

Italian II

This class is a full immersion of Italian language: learning songs, food recipes, and commenting on movies, political events or anything you like. The course will be conducted fully in Italian with minimal to no English words spoken to allow the students to perfect their pronunciation. Pre-requisite: Italian I.

Feb 9 – Mar 11 TTH 6 PM - 8 PM
\$129 NEAST CELNG 541 01

Arabic

Learn the basics of Arabic as you explore both the way of life and language of this unique culture. You'll begin to understand and communicate using short phrases as you learn the 28-letter alphabet. Textbook may be required.

Feb 2 - Apr 8 TTH 6 PM - 8 PM
\$199 HARBN CELNG 513 01

Community Interest



Digital Scrapbooking

No idea what to do with your digital pictures? Discover how Digital Scrapbooking can help you create a visual memory – the perfect gift for any occasion including weddings and vacations. Instruction will cover the basic how-to along with organizational tips for getting started. This is not a digital workshop, but will provide students with the skills necessary to create their own storybooks from home.

Feb 2 - Feb 3 TW 6:30 PM - 9 PM
\$59 HARBN CEPIC 527 03

Mastering Digital Photography

Students will learn the difference between ordinary and extraordinary photography. Completed photography assignments will be critiqued.

Jan 25 - Feb 1 MW 6 PM - 9 PM
\$89 BLTLN CEPIC 530 01

Basics of Good Home Design

Plan your dream home while learning the basics of good architectural design! This one and one-half hour, six-session course will cover designing a custom home that fits your lifestyle, reading architectural plans, adhering to residential building codes, and effectively communicating with builders, subcontractors, architects, and designers. You'll also hear from a builder, an interior decorator and other building professionals. Students will have the opportunity to receive constructive feedback about their plans. The course includes one site visit.

Feb 9 - Mar 16 T 6:30 PM - 8 PM
\$99 HARBN CEDCP 536 01



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