

# Corporate and Continuing Education

## QuickJobs Information Sheets



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# Table of Contents

## Healthcare

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|   |    |
|---|----|
| Cardiac Care Technician .....                     | 1  |
| Clinical Massage Therapist.....                   | 3  |
| Medical Office Billing and Coding Specialist..... | 5  |
| Patient Care Technician .....                     | 7  |
| Phlebotomy Technician.....                        | 9  |
| Certified Nurse Assistant (CNA).....              | 11 |
| EKG Technician.....                               | 13 |
| Emergency Medical Technician (EMT).....           | 15 |

## Business

---

|  |    |
|--|----|
| Customer Relations Specialist .....    | 17 |
| Accounting and Payroll Specialist..... | 19 |
| Office Administration Specialist.....  | 21 |
| Project Manager.....                   | 23 |

## Computer Technology

---

|   |    |
|---|----|
| Computer Technician .....   | 25 |
| Microsoft Certified Information Technology Professional: Server Administrator ..... | 27 |
| Database Manager .....  | 29 |
| Desktop Publisher/Document Specialist.....  | 31 |
| Desktop and Server Administrator.....   | 33 |
| Certified Internet Web Professional.....  | 35 |

## Special Programs

---

|                            |    |
|----------------------------|----|
| Audio Engineer .....       | 37 |
| Cake Decorator .....       | 39 |
| Floral Designer .....      | 41 |
| Interior Decorator .....   | 43 |
| Locksmith .....            | 45 |
| Photographer.....          | 47 |
| Veterinary Assistant ..... | 49 |

## Industrial Trades

---

|                               |    |
|-------------------------------|----|
| NCCER Pipefitting .....       | 51 |
| Welding (day program).....    | 53 |
| Welding (night program) ..... | 55 |

## Manufacturing

---

|                                 |    |
|---------------------------------|----|
| Machinist/CNC Operator.....     | 57 |
| Lean Six Sigma Green Belt ..... | 59 |

## Construction and Trades

---

|   |    |
|---|----|
| BPI Building Analyst Professional .....         | 61 |
| BPI Insulation & Air Sealing Professional ..... | 63 |
| Building Construction Manager .....             | 65 |
| Industrial Electrician.....                     | 67 |
| Residential Electrician .....                   | 69 |
| Landscape/Horticulturist.....                   | 71 |
| Small Engine Mechanic .....                     | 73 |
| Truck Driver/CDL .....                          | 75 |

# Cardiac Care Technician



**Description:** The program is designed to prepare students for entry-level positions in hospitals, doctors' offices or clinics.

**Skills/Abilities:** Walking, standing, and sitting for long periods of time.

**Where Employed:** Large hospitals or companies specializing in cardiac monitoring.

**Job Duties:** Cardiac Care Technicians view patient EKG readings by monitoring test results via computer screen or by paper documentation. They are responsible for reading and interpreting the EKGs and notifying the appropriate personnel should a problem become apparent.

**Certification:** MTC Certificate

**Tuition:** \$838

**Duration:** 19 weeks

**Average Wage (per hour):** \$12.25

## Prerequisites

**Education:** High School Diploma

**WorkKeys Scores:** Reading for Information: n/a Locating Information: n/a Applied Math: n/a

**Specific Courses:** Medical Terminology

**Background Check:** SLED – clean for 10 years

**Immunizations/Titers:** Two-step TB within 6 months and complete immunization record.

**Physicals:** n/a

## Required Classes

| Class                   | Price | # of Hours |
|-------------------------|-------|------------|
| Medical Terminology     | \$419 | 48         |
| Cardiac Care Technician | \$419 | 46         |

For class dates call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

## Books/Materials

| Class               | Book/Material                                | Cost     |
|---------------------|--|----------|
| Medical Terminology | Medical Term F/Hlth Prof, Ehrlich, (SP), 6th | \$107.70 |
| Cardiac Care Tech   | Basic Arrhythmias                            | \$ 90.80 |

## Equipment and/or Special Clothing

| Class               | Equipment/Special Clothing  |
|---------------------|---|
| Medical Terminology | Business casual (no jeans, T-shirts, tank tops, flip flops or shorts) |
| Cardiac Care Tech   | White scrubs, closed toe shoes.                                       |

## **Benefits of Attending**

---

**Retake Policy:** None

**Nationally Certified Programs:** Not required but may be obtained through Cardiac Credentialing International.

**Courses:** Can be taken individually or as part of a QuickJobs program.

**Job Placement Services:** No job placement services.

**Experience:** Over 30 years of providing affordable and high-quality education and career training programs to adults

**Accredited Programs:** Not accredited

**Internships:** Internship provided during class

**Other:**

## **Contact Us**

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Call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

# Clinical Massage Therapist



Midlands  
Technical  
College

**Description:** The program is designed to prepare students for entry-level positions in sports medicine, chiropractic, neonatal, geriatrics, and health spas.

**Skills/Abilities:** Walking, standing, bending, and patient contact.

**Where Employed:** Massage therapy jobs are usually divided into two categories: location/setting and type of massage administered. Spa type jobs are typically found in resorts, salons, vacation destinations, day spas and hotels. Therapeutic massage jobs are usually found in hospitals, private homes, corporate settings, rehabilitation centers and elder care facilities.

**Job Duties:** Manipulate the soft tissues of the body. Consists of manual techniques that include applying fixed or movable pressure, holding, and/or causing movement of or to patients' bodies.

**Certification:** National certification agency

**Tuition:** \$7,495

**Duration:** Nine months

**Average Wage (per hour):** \$15.56

## Prerequisites

**Education:** High School Diploma and Instructor Interview; college entrance exam - ACT or SAT

**WorkKeys Scores:** Reading for Information: n/a Locating Information: n/a Applied Math: n/a

**Specific Courses:** n/a

**Background Check:** n/a

**Immunizations/Titers:** n/a

**Physicals:** n/a

## Required Classes

| Class   | Price | # of Hours |
|---|-------|------------|
| Anatomy & Physiology & Kinesiology                  | n/a   | 125        |
| Massage & Bodywork Assessment, Theory & Application | n/a   | 200        |
| Advanced Clinical Massage & Bodywork                | n/a   | 125        |
| Pathology   | n/a   | 40         |
| Ethics/Business Practices                           | n/a   | 10         |
| Allied & Adjunct Modalities                         | n/a   | 92         |
| CPR   | n/a   | 8          |

For class dates call (803) 732-5218 or visit [mtctraining.com](http://mtctraining.com)

## Books/Materials

| Class                    | Book/Material  | Cost    |
|--------------------------|--|---------|
| Clinical Massage Therapy | Mosby's Fund of Therapeutic Massage, Fritz, 4th      | \$61.95 |
|                          | Illust. Essential Musculoskeletal Anatomy, Sieg, 4th | \$45.20 |
|                          | Structure & Funct. of Body W/CD, Thibodeau, 3rd      | \$48.95 |

## Equipment and/or Special Clothing

---

| Class                    | Equipment/Special Clothing |
|--------------------------|----------------------------|
| Clinical Massage Therapy | n/a                        |

## Benefits of Attending

---

**Retake Policy:** None

**Nationally Certified Programs:** Obtained through National Certification Board for Therapeutic Massage and Bodywork and then by the South Carolina Department of Labor, Licensing and Regulation for state licensure.

**Courses:** Can be taken as part of a QuickJobs program.

**Job Placement Services:** No job placement services.

**Experience:** Over 30 years of providing affordable and high-quality education and career training programs to adults

**Accredited Programs:** Approved by state as an approved massage therapy program.

**Internships:** Clinicals are provided during class

**Other:** Approved for VA benefits.

## Contact Us

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# Medical Office Billing and Coding Specialist



**Description:** This program is designed to provide training for jobs in hospitals' and doctors' offices coding procedures, itemizing diagnostic services and equipment/supply usage and billing patients so that clinicians are paid accordingly.

**Skills/Abilities:** Typing, filing, good communication skills, good listening skills and sitting for long periods of time.

**Where Employed:** Hospitals, private doctors' offices and clinics, nursing homes, home health care businesses and some government agencies.

**Job Duties:** Use extensive computer and coding skills to sort and submit all types of medical insurance claims, including private, Medicare, Medicaid and insurance fraud. Also requires handling confidential patient files and collections for overdue accounts.

**Certification:** MTC Certification

**Tuition:** \$2,095

**Duration:** 15 months

**Average Wage (per hour):** \$12.15

## Prerequisites

**Education:** High School Diploma

**WorkKeys Scores:** Reading for Information: n/a Locating Information: n/a Applied Math: n/a

**Specific Courses:** Medical Terminology and Anatomy & Physiology

**Background Check:** n/a

**Immunizations/Titers:** n/a

**Physicals:** n/a

## Required Classes

| Class                | Price | # of Hours |
|----------------------|-------|------------|
| Medical Terminology  | \$419 | 48         |
| Anatomy & Physiology | \$419 | 48         |
| CPT/HCPCS            | \$419 | 30         |
| ICD-9 Coding         | \$419 | 36         |
| Medical Billing      | \$419 | 30         |

For class dates call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

## Books/Materials

| Class                | Book/Material   | Cost     |
|----------------------|---|----------|
| Medical Terminology  | Medical Term F/Health Prof, Ehrlich, 6th                        | \$105.15 |
| Anatomy & Physiology | Mader's Understand Human Anat & Phys, Longenbaker, 6th          | \$137.35 |
|                      | Or  |          |
|                      | Fundamentals of Anatomy & Physiology, Rizzo, 3rd (online class) | \$101.35 |

|                 |   |           |
|-----------------|---|-----------|
| CPT/HCPCS       | Professional Edition, AMA, 1st                      | \$103.95  |
|                 | HCPCS Level II, Professional Edition, Buck, 1st     | \$ 96.95  |
|                 | Step by Step Medical Coding, Buck, 1st              | \$ 83.95  |
| ICD-9 Coding    | ICD-9-CM Coding Handbook w/out Answers, Brown       | \$ 86.95  |
|                 | ICD-9-CM Hospitals Vol 1, 2, & 3 Pro, Buck, 1st AMA | \$104.95  |
| Medical Billing | Insurance HDBK F/Medical Office Fordney, 10th       | \$ 92.950 |
|                 | Insurance HDBK F/Medical Office Wkbk S/GDE Fordney  | \$ 35.95  |

## **Equipment and/or Special Clothing**

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None required

## **Benefits of Attending**

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**Retake Policy:** None

**Nationally Certified Programs:** Through AAPC.

**Courses:** Can be taken individually or as part of a QuickJobs program.

**Job Placement Services:** No job placement services.

**Experience:** Over 30 years of providing affordable and high-quality education and career training programs to adults

**Accredited Programs:** Not accredited.

**Internships:** Not available.

**Other:**

## **Contact Us**

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# Patient Care Technician



**Description:** The program is designed to prepare students for entry-level positions in medical offices, hospitals or other healthcare settings.

**Skills/Abilities:** Walking, standing, bending, and patient contact.

**Where Employed:** Hospitals, nursing homes, home health care/staffing businesses and private families.

**Job Duties:** Provide basic-to-advanced care to patients including bathing, dressing, feeding, checking vital signs, performing CPR and First Aid, and assisting in medical examinations, performing electrocardiograms (EKGs), basic laboratory procedures, and phlebotomy.

**Certification:** CNA and Phlebotomy have certification agencies.

**Tuition:** \$2,611

**Duration:** 40 weeks

**Average Wage (per hour):** \$13.08

## Prerequisites

**Education:** High School Diploma

**WorkKeys Scores:** Reading for Information: n/a Locating Information: n/a Applied Math: n/a

**Specific Courses:** n/a

**Background Check:** CNA, CCT, EKG, SLED – clean record for 10 years within 30 days of first class.

**Immunizations/Titers:** Two-step TB (within 30 days for CNA and 9 months for CCT, EKG and Phlebotomy) and complete immunization record or titers

**Physicals:** n/a

## Required Classes

| Class                   | Price | # of Hours |
|-------------------------|-------|------------|
| CNA                     | \$745 | 102        |
| Medical Terminology     | \$419 | 48         |
| Phlebotomy              | \$549 | 51         |
| Cardiac Care Technician | \$419 | 46         |
| EKG                     | \$479 | 56         |

For class dates call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

## Books/Materials

| Class               | Book/Material                                  | Cost     |
|---------------------|--|----------|
| CNA                 | Nursing Assistant Care                         | \$ 50.45 |
| Medical Terminology | Medical Term F/Health Prof, Ehrlich, (SP), 6th | \$105.15 |
| Phlebotomy          | The Phlebotomy Workbook, Garza                 | \$ 66.15 |
| CCT                 | Basic Arrhythmias                              | \$ 96.00 |
| EKG                 | The Only EKG Book You'll Ever Need (Thayler)   | \$ 61.95 |

## Equipment and/or Special Clothing

---

| Class               | Equipment/Special Clothing  |
|---------------------|---|
| CNA                 | White scrubs, closed toe shoes, watch with second hand                |
| Medical Terminology | Business casual (no jeans, T-shirts, tank tops, flip flops or shorts) |
| Phlebotomy          | White scrubs, closed toe shoes  |
| EKG                 | White scrubs, closed toe shoes  |
| CCT                 | White scrubs, closed toe shoes  |

## Benefits of Attending

---

**Retake Policy:** None

**Nationally Certified Programs:** **CNA:** Through NACES.

**EKG:** Not required but may be obtained through Cardiac Credentialing International

**Phlebotomy:** May be obtained through ASCP after completing a minimum of 100 blood draws and 120 hours of clinical work in CLIA approved laboratory

**Courses:** Can be taken individually or as part of a QuickJobs program.

**Job Placement Services:** No job placement services.

**Experience:** Over 30 years of providing affordable and high-quality education and career training programs to adults

**Accredited Programs:** Not accredited.

**Internships:** Clinicals are provided during CNA, CCT, and EKG classes.

**Other:**

## Contact Us

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Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

# Phlebotomy Technician



**Description:** The program is designed to prepare students for entry-level positions in hospitals, doctors' offices and clinics.

**Skills/Abilities:** Walking, standing, bending, and patient contact.

**Where Employed:** Hospitals, doctors' offices and laboratories performing patient blood work.

**Job Duties:** Draw blood samples from a variety of patient types including children

**Certification:** Phlebotomy has a national certification agency.

**Tuition:** \$968

**Duration:** 16 weeks

**Average Wage (per hour):** \$12.66

## Prerequisites

**Education:** High School Diploma

**WorkKeys Scores:** Reading for Information: n/a Locating Information: n/a Applied Math: n/a

**Specific Courses:** Medical Terminology with minimum grade of "C."

**Background Check:** n/a

**Immunizations/Titers:** Two-step TB (within nine months of class) and complete immunization record or titers

**Physicals:** n/a

## Required Classes

| Class               | Price | # of Hours |
|---------------------|-------|------------|
| Medical Terminology | \$419 | 48         |
| Phlebotomy          | \$549 | 51         |

For class dates call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

## Books/Materials

| Class               | Book/Material                                | Cost     |
|---------------------|--|----------|
| Medical Terminology | Medical Term F/Hlth Prof, Ehrlich, (SP), 6th | \$105.15 |
| Phlebotomy          | The Phlebotomy Workbook, Garza               | \$66.15  |

## Equipment and/or Special Clothing

| Class               | Equipment/Special Clothing  |
|---------------------|---|
| Medical Terminology | Business casual (no jeans, T-shirts, tank tops, flip flops or shorts) |
| Phlebotomy          | White scrubs, closed toe shoes  |

## Benefits of Attending

**Retake Policy:** None

**Nationally Certified Programs:** May be obtained through ASCP after completing a minimum of 100 blood draws and 120 hours of clinical work in CLIA approved laboratory

**Courses:** Can be taken individually or as part of a QuickJobs program.

**Job Placement Services:** No job placement services.

**Experience:** Over 30 years of providing affordable and high-quality education and career training programs to adults

**Accredited Programs:** Not accredited.

**Internships:** Not available.

**Other:**

## **Contact Us**

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Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

# Certified Nurse Assistant (CNA)



**Description:** The program is designed to prepare students for entry-level positions in hospitals, nursing homes, home health and doctors' offices.

**Skills/Abilities:** Walking, standing, bending, and patient contact.

**Where Employed:** Hospitals, nursing homes, home health care/staffing businesses and private families.

**Job Duties:** Provide basic-to-advanced care to patients including bathing, dressing, feeding, checking vital signs, and performing CPR and First Aid when necessary.

**Certification:** National certification exam.

**Tuition:** \$745

**Duration:** Five weeks

**Average Wage (per hour):** \$9.77

## Prerequisites

**Education:** High School Diploma or GED

**WorkKeys Scores:**

**Specific Courses:** n/a

**Background Check:** CNA SLED - clean record for 10 years within 30 days of first class

**Immunizations/Titers:** Two-step TB (within nine months of class) and complete immunization record or titers

**Physicals:** n/a

## Required Classes

| Class | Price | # of Hours |
|-------|-------|------------|
| CNA   | \$745 | 102        |

For class dates call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

## Books/Materials

| Class | Book/Material          | Cost    |
|-------|------------------------|---------|
| CNA   | Nursing Assistant Care | \$50.45 |

## Equipment and/or Special Clothing

| Class | Equipment/Special Clothing                             |
|-------|--|
| CNA   | White scrubs, closed toe shoes, watch with second hand |

## Benefits of Attending

**Retake Policy:** None

**Nationally Certified Programs:** Through NACES.

**Courses:** Can be taken individually or as part of a QuickJobs program.

**Job Placement Services:** No job placement services.

**Experience:** Over 30 years of providing affordable and high-quality education and career training programs to adults

**Accredited Programs:** Not accredited but facility is approved by DHHS

**Internships:** Clinicals are provided during class.

**Other:**

## **Contact Us**

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Call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

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# EKG Technician



**Description:** The program is designed to prepare students for entry-level positions in hospitals, doctors' offices or clinics.

**Skills/Abilities:** Walking, standing, stooping, bending, pushing machine and patient contact.

**Where Employed:** Large hospitals or companies specializing in cardiac monitoring.

**Job Duties:** Operate EKG machines and perform EKG tests on patients to detect and record the electronic impulses transmitted by the heart during and between heartbeats. May be required to move heavy testing equipment, interpret arrhythmias, and alert medical personnel as needed.

**Certification:** MTC Certificate

**Tuition:** \$1,317

**Duration:** 23 weeks

**Average Wage (per hour):** \$13.06

## Prerequisites

**Education:** High School Diploma

**WorkKeys Scores:** Reading for Information: n/a Locating Information: n/a Applied Math: n/a

**Specific Courses:** Medical Terminology and Cardiac Care Technician

**Background Check:** CCT, EKG and SLED – Clean for 10 years

**Immunizations/Titers:** Two-step TB (within nine months of class) and complete immunization record or titers

**Physicals:** n/a

## Required Classes

| Class                   | Price | # of Hours |
|-------------------------|-------|------------|
| Medical Terminology     | \$419 | 48         |
| Cardiac Care Technician | \$419 | 46         |
| EKG                     | \$479 | 56         |

For class dates call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

## Books/Materials

| Class               | Book/Material                                | Cost     |
|---------------------|--|----------|
| Medical Terminology | Medical Term F/Hlth Prof, Ehrlich, (SP), 6th | \$105.15 |
| CCT                 | Basic Arrhythmias                            | \$ 96.00 |
| EKG                 | The Only EKG Book You'll Ever Need (Thayler) | \$ 61.95 |

## Equipment and/or Special Clothing

---

| Class               | Equipment/Special Clothing  |
|---------------------|---|
| Medical Terminology | Business casual (no jeans, T-shirts, tank tops, flip flops or shorts) |
| EKG                 | White scrubs, closed toe shoes.                                       |
| CCT                 | White scrubs, closed toe shoes.                                       |

## Benefits of Attending

---

**Retake Policy:** None

**Nationally Certified Programs:** Not required but may be obtained through Cardiac Credentialing International.

**Courses:** Can be taken individually or as part of a QuickJobs program.

**Job Placement Services:** No job placement services.

**Experience:** Over 30 years of providing affordable and high-quality education and career training programs to adults

**Accredited Programs:** Not accredited.

**Internships:** Provided during class.

**Other:**

## Contact Us

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Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

# Emergency Medical Technician (EMT)



**Description:** The program is designed to prepare students for entry-level positions in hospitals, private ambulance services, local government agencies and some industrial settings.

**Skills/Abilities:** Bending, standing, stooping, squatting, lifting, walking, driving and patient contact.

**Where Employed:** Emergency response organizations, private companies specializing in patient transport, some government agencies.

**Job Duties:** Provide emergency care to patients in need. They may also be required to drive ambulances and/or other transport vehicles as well as participate in additional emergency operations.

**Certification:** National certification exam.

**Tuition:** \$929

**Duration:** 28 weeks

**Average Wage (per hour):** \$14.13

## Prerequisites

**Education:** High School Diploma

**WorkKeys Scores:** Reading for Information: 3      Locating Information: 3      Applied Math: 3

**Specific Courses:** n/a

**Background Check:** Only before taking National Registry.

**Immunizations/Titers:** n/a

**Physicals:** n/a

## Required Classes

| Class | Price | # of Hours |
|-------|-------|------------|
| EMT   | \$929 | 200        |

For class dates call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

## Books/Materials

| Class | Book/Material                               | Cost     |
|-------|---|----------|
| EMT   | Basic Life Support for Healthcare Providers | \$ 14.70 |
| EMT   | Emergency Care (12 ed.) Book and Workbook   | \$121.00 |
|       | PocketMask w/O <sub>2</sub> inlet           | \$ 10.00 |

## Equipment and/or Special Clothing

| Class | Equipment/Special Clothing  |
|-------|---|
| EMT   | Black polo shirt (long or short sleeve), black khaki or cargo pants (no jeans), black leather shoes and black belt. CPR face shield with O <sub>2</sub> port and pen light. |

## Benefits of Attending

---

**Retake Policy:** None

**Nationally Certified Programs:** Must take practical exam and written exam for state licensure by DHEC

**Courses:** Can be taken individually or as part of a QuickJobs program.

**Job Placement Services:** No job placement services.

**Experience:** Over 30 years of providing affordable and high-quality education and career training programs to adults

**Accredited Programs:** Not accredited but facility is approved through DHEC.

**Internships:** Not available.

**Other:**

## Contact Us

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Call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

# Customer Relations Specialist



**Description:** This program of study is designed to prepare students for entry level positions in the customer service field.

**Skills/Abilities:** Strong communication skills, good knowledge of computers.

**Where Employed:** Customer contact centers and call centers for national and global organizations located in the Midlands. Jobs can be found in fields such as insurance, utilities, telecommunications, and banking. Customer service jobs exist in both large and small businesses, as well as in some government agencies that operate call centers.

**Job Duties:** The type of work ranges from call center responsibilities to front desk receptionist tasks. Most customer relations jobs involve helping customers find answers and solutions to their problems, either in person, on the phone, or via written email communications. Therefore, verbal and written communication skills are extremely important to these jobs. Customer service jobs often involve locating information on computer screens and inputting data. Some jobs require calculating payment information. Customer service jobs are typically measured by how effectively and efficiently customer calls are handled by employees.

**Certification:** MTC Certification

**Tuition:** \$479

**Duration:** Six weeks

**Average Wage (per hour):** \$13.14

## Prerequisites

**Education:** None.

**WorkKeys Scores:** Reading for Information: n/a Locating Information: n/a Applied Math: n/a

**Specific Courses:** n/a

**Background Check:** n/a

**Immunizations/Titers:** n/a

**Physicals:** n/a

## Required Classes

| Class                         | Price | # of Hours |
|-------------------------------|-------|------------|
| Customer Relations Specialist | \$479 | 36         |

### Modules included as a part of the class:

The Basics of Customer Service: Roles and Responsibilities of Customer Relations Staff

Essential Service Skills and Behaviors

Telephone Skills and Techniques

How to Project a Professional Image

Successful Communication Skills

Active Listening Skills

Effective Business Writing – Part One

Effective Business Writing – Part Two

Professional Email Communications

Time Management Techniques  
Dealing with the Angry Customer  
Managing Stress on the Job

For class dates call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

## Books/Materials

---

None required

## Equipment and/or Special Clothing

---

None required

## Benefits of Attending

---

**Retake Policy:** None

**Nationally Certified Programs:** No

**Courses:** Can only be taken as part of a QuickJobs program.

**Job Placement Services:** Are available through Student Employment Services.

**Experience:** Over 30 years of providing affordable and high-quality education and career training programs to adults

**Accredited Programs:** Not accredited.

**Internships:** Not available.

**Other:**

## Contact Us

---

Call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

**Description:** This program is designed to provide training for an entry-level accounting and/or payroll specialist position.

**Skills/Abilities:** Computer literate, detail-oriented and good math skills.

**Where Employed:** You typically find the position of bookkeeper in small businesses. In large corporations bookkeepers are present, but instead of “bookkeeper” the titles are often “accounting clerk” and “accounting technician.”

**Job Duties:** Records the daily transactions of a business or organization including: sales, payment of bills, and use of inventory. Makes sure all transactions are recorded properly. Usually works with an accountant regularly to keep a multitude of transactions flowing smoothly.

**Certification:** MTC Certificate

**Tuition:** \$2,032 - \$2,142\*

**Duration:** 16 weeks

**Average Wage (per hour):** \$15.63

\* Price varies depending on which elective is chosen

## Prerequisites

**Education:** n/a

**WorkKeys Scores:** Reading for Information: n/a    Locating Information: n/a    Applied Math: n/a

**Specific Courses:** n/a

**Background Check:** n/a

**Immunizations/Titers:** n/a

**Physicals:** n/a

## Required Classes

To earn this certificate, students must successfully complete the following courses within a two-year period. Courses should be taken in the order listed below.

| Class                                | Price | # of Hours |
|--------------------------------------|-------|------------|
| Accounting Essentials                | \$599 | 66         |
| Intro to Computers                   | \$219 | 12         |
| Intro to Excel                       | \$259 | 12         |
| QuickBooks                           | \$299 | 12         |
| Payroll Prep Fundamentals            | \$89  | 6          |
| Business Math                        | \$199 | 8          |
| <b>Elective Classes (choose two)</b> |       |            |
| Computer Typing                      | \$219 | 12         |
| Organizing Computer Files            | \$149 | 6          |
| Intermediate Excel                   | \$259 | 12         |

For class dates call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

## Books/Materials

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None required

## Equipment and/or Special Clothing

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None required

## Benefits of Attending

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**Retake Policy:** Students are allowed to audit a class for up to 12 months.

**Nationally Certified Programs:** Not applicable.

**Courses:** Can be taken individually or as part of a QuickJobs program.

**Job Placement Services:** Are available through Student Employment Services.

**Experience:** Over 30 years of providing affordable and high-quality education and career training programs to adults

**Accredited Programs:** Yes.

**Internships:** Not available.

**Other:** Personal advisement with real faculty, small class sizes and short course formats.

## Contact Us

---

Call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

# Office Administration Specialist



**Description:** 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, which are vital tools in the workplace.

**Skills/Abilities:** Computer literate, detail-oriented and good typing skills.

**Where Employed:** Hospitals, small and large business settings, government agencies, or legal and medical offices.

**Job Duties:** Office administration specialists perform a variety of administrative and clerical duties necessary to help run an organization efficiently. Typically, they use office equipment, such as computers, fax machines, photocopiers, scanners, and telephone systems. Additional job titles in this field include administrative assistant, secretary and clerical assistant, among others.

**Certification:** MTC Certificate

**Tuition:** \$1,681

**Duration:** Eight weeks

**Average Wage (per hour):** \$19.24

## Prerequisites

**Education:** n/a

**WorkKeys Scores:** Reading for Information: 3      Locating Information: 4      Applied Math: 4

**Specific Courses:** n/a

**Background Check:** n/a

**Immunizations/Titers:** n/a

**Physicals:** n/a

## Required Classes

| Class                            | Price | # of Hours |
|----------------------------------|-------|------------|
| Introduction to Word             | \$259 | 12         |
| Introduction to Excel            | \$259 | 12         |
| Organizing Computer Files        | \$149 | 6          |
| Introduction to Outlook          | \$259 | 12         |
| Computer Typing                  | \$219 | 12         |
| Becoming a Customer Service Star | \$159 | 6          |
| Business Grammar                 | \$149 | 6          |
| Business Letter Writing          | \$149 | 6          |
| Enhancing Your Professionalism   | \$79  | 3          |

For class dates call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

## Books/Materials

None required

## Equipment and/or Special Clothing

---

None required

## Benefits of Attending

---

**Retake Policy:** Students are allowed to audit a class for up to 12 months.

**Nationally Certified Programs:** Not applicable.

**Courses:** Can be taken individually or as part of a QuickJobs program.

**Job Placement Services:** Are available through Student Employment Services.

**Experience:** Over 30 years of providing affordable and high-quality education and career training programs to adults

**Accredited Programs:** Yes.

**Internships:** Not available.

**Other:** Personal advisement with real faculty, small class sizes and short course formats.

## Contact Us

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Call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

# Project Manager



**Description:** This program offers general business knowledge while also teaching the project management processes, techniques and tools and interpersonal communication skills that are vital to every project management career.

**Skills/Abilities:** Strong communication skills, detailed oriented.

**Where Employed:** In numerous fields including information technology, engineering, construction and many more.

**Job Duties:** Managing the resources of large projects and making sure a project is completed within a certain set of restraints. These restraints usually involve time, money, people and materials. The project must then be completed to a certain level of quality.

**Certification:** MTC Certification

**Tuition:** \$2,621

**Duration:** Six months

**Average Wage (per hour):** \$36.13

## Prerequisites

**Education:** n/a

**WorkKeys Scores:** Reading for Information: n/a    Locating Information: n/a    Applied Math: n/a

**Specific Courses:** n/a

**Background Check:** n/a

**Immunizations/Titers:** n/a

**Physicals:** n/a

## Required Classes

To earn this certificate, students must successfully complete the following courses within a two-year period. Courses should be taken in the order listed below.

| Class                                | Price | # of Hours |
|--------------------------------------|-------|------------|
| Project Initiation                   | \$399 | 12         |
| Project Planning                     | \$399 | 12         |
| Project Execution, Control & Closure | \$399 | 12         |
| Microsoft Project, Introduction      | \$169 | 6          |
| Microsoft Project, Intermediate      | \$329 | 12         |
| Microsoft Project, Advanced          | \$329 | 12         |
| <b>Electives: (Choose 3)</b>         |       |            |
| Managing Project Teams               | \$199 | 6          |
| Multigenerational Project Teams      | \$199 | 6          |
| Project Portfolio Management         | \$199 | 6          |
| Project Team Leadership              | \$199 | 6          |
| Strategic Project Skills             | \$199 | 6          |

For class dates call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

## Books/Materials

---

None required

## Equipment and/or Special Clothing

---

None required

## Benefits of Attending

---

**Retake Policy:** Students are allowed to audit a class for up to 12 months.

**Nationally Certified Programs:** Not applicable.

**Courses:** Can be taken individually or as part of a QuickJobs program.

**Job Placement Services:** Are available through Student Employment Services.

**Experience:** Over 30 years of providing affordable and high-quality education and career training programs to adults

**Accredited Programs:** Yes.

**Internships:** Not available.

**Other:** Personal advisement with real faculty, small class sizes and short course formats.

## Contact Us

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Call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

# Computer Technician



**Description:** Computer technicians help people use computers. When something goes wrong, technicians figure out why and make repairs or adjustments. Many support specialists answer questions over the phone or by e-mail. Some help people face-to-face. They also install printers, software, and other computer tools. Some technicians check computer systems every day to make sure they are working well. To be good at these jobs, workers need to be good listeners and good at solving problems.

**Skills/Abilities:** Good knowledge of computers.

**Where Employed:** For a company that creates computer software or for a business that uses certain computer software. Most computer technicians work in offices or computer labs.

**Job Duties:** Assist other employees at a company or the customers of that company.

**Certification:** Certificate: A+ and Network +

**Tuition:** \$3,498

**Duration:** Three weeks

**Average Wage (per hour):** \$20.89

## Prerequisites

**Education:** n/a

**WorkKeys Scores:** Reading for Information: n/a Locating Information: n/a Applied Math: n/a

**Specific Courses:** n/a

**Background Check:** n/a

**Immunizations/Titers:** n/a

**Physicals:** n/a

## Required Classes

To earn this certificate, students must successfully complete the following courses within a two-year period. Courses should be taken in the order listed below.

| Class                        | Price   | # of Hours |
|------------------------------|---------|------------|
| A+ IT Technician             | \$1,999 | 70         |
| Network + Network Technician | \$1,499 | 35         |

For class dates call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

## Books/Materials

None required

## Equipment and/or Special Clothing

None required

## Benefits of Attending

**Retake Policy:** Students are allowed to audit a class for up to 12 months.

**Nationally Certified Programs:** Not applicable.

**Courses:** Can be taken individually or as part of a QuickJobs program.

**Job Placement Services:** Are available through Student Employment Services.

**Experience:** Over 30 years of providing affordable and high-quality education and career training programs to adults

**Accredited Programs:** Yes.

**Internships:** Available for some programs.

**Other:**

## **Contact Us**

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Call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

# Microsoft Certified Information Technology Professional: Server Administrator



**Description:** This program is designed to provide training for jobs troubleshooting and maintaining computers and network servers.

**Skills/Abilities:** Good knowledge of computers.

**Where Employed:** In a variety of environments, including large corporations, small businesses, and government organizations.

**Job Duties:** Design, install, and support an organization’s computer systems. Install and maintain network hardware and software, analyze problems, and monitor networks to ensure their availability to users and gather data to evaluate a system’s performance, identify user needs, and determine system and network requirements.

**Certification:** MTC Certification

**Tuition:** \$7,995\*

**Duration:** 4 - 6 months

**Average Wage (per hour):** \$31.88

\* Price reflects discounted package rate.

## Prerequisites

**Education:** High School Diploma

**WorkKeys Scores:** Reading for Information: n/a Locating Information: n/a Applied Math: n/a

**Specific Courses:** n/a

**Background Check:** n/a

**Immunizations/Titers:** n/a

**Physicals:** n/a

## Required Classes

To earn this certificate, students must successfully complete the following courses within a two-year period. Courses should be taken in the order listed below.

| Class  | Price   | # of Hours |
|--|---------|------------|
| A+ IT Technician   | \$1,999 | 70         |
| Network+ Technician  | \$1,499 | 35         |
| Windows Server 2008, Active Directory, Part I              | \$1,499 | 35         |
| Windows Server 2008, Active Directory, Part II             | \$1,499 | 35         |
| Windows Server 2008 Network Infrastructure & Configuration | \$1,499 | 35         |

For class dates call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

\* Prices reflect discounted package rate.

## Books/Materials

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None required

## Equipment and/or Special Clothing

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None required

## Benefits of Attending

---

**Retake Policy:** Students are allowed to audit a class for up to 12 months.

**Nationally Certified Programs:** Yes.

**Courses:** Can be taken individually or as part of a QuickJobs program. Prices listed reflect a discounted package rate.

**Job Placement Services:** Are available through Student Employment Services.

**Experience:** Over 30 years of providing affordable and high-quality education and career training programs to adults.

**Accredited Programs:** Yes.

**Internships:** Available for some programs.

**Other:** Approved for VA benefits.

## Contact Us

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Call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

# Database Manager



**Description:** This program is designed to prepare students for successful careers as database managers.

**Skills/Abilities:** Strong communication skills, good knowledge of computers, be able to think logically and concentrate and pay close attention to detail.

**Where Employed:** In a variety of industries—most often in an office setting.

**Job Duties:** Work with database software to find ways to store, organize and manage data. To do this, they identify user needs, set up computer databases, and test systems. They ensure that systems perform as they should and add users to the system as needed. Database managers often plan security measures. Data integrity, backup, and security are critical parts of the job.

**Certification:** MTC Certification

**Tuition:** \$2,692

**Duration:** 4 - 6 months

**Average Wage (per hour):** \$33.53

## Prerequisites

**Education:** n/a

**WorkKeys Scores:** Reading for Information: n/a Locating Information: n/a Applied Math: n/a

**Specific Courses:** n/a

**Background Check:** n/a

**Immunizations/Titers:** n/a

**Physicals:** n/a

## Required Classes

To earn this certificate, students must successfully complete the following courses within a two-year period. Courses should be taken in the order listed below.

| Class                         | Price | # of Hours |
|-------------------------------|-------|------------|
| Access, Introduction          | \$259 | 12         |
| Access, Intermediate          | \$259 | 12         |
| Database Design               | \$169 | 6          |
| SQL, Introduction             | \$399 | 12         |
| Access, Advanced              | \$259 | 12         |
| Crystal Reports, Introduction | \$499 | 12         |
| SQL Server Express            | \$699 | 18         |
| Database Productivity Lab     | \$149 | 6          |

For class dates call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

## Books/Materials

None required

## Equipment and/or Special Clothing

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None required

## Benefits of Attending

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**Retake Policy:** Students are allowed to audit a class for up to 12 months.

**Nationally Certified Programs:** No.

**Courses:** Can be taken individually or as part of a QuickJobs program.

**Job Placement Services:** Are available through Student Employment Services.

**Experience:** Over 30 years of providing affordable and high-quality education and career training programs to adults.

**Accredited Programs:** Yes.

**Internships:** Not Available.

**Other:**

## Contact Us

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Call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

# Desktop Publisher/ Document Specialist



**Description:** This program prepares students for jobs using computer software to format and combine text, data, photographs, charts and other graphic art or illustrations into prototypes of pages that are to be printed.

**Skills/Abilities:** Strong communication skills, good knowledge of computers.

**Where Employed:** In a variety of industries—most often in an office setting.

**Job Duties:** Design and create the graphics that accompany text, find and edit photographs and other digital images, and manipulate the text and images to display information in an attractive and readable format. Design page layouts, develop presentations and advertising campaigns, and do color separation of pictures and graphics material. May write some of the text or headlines used in newsletters or brochures.

**Certification:** MTC Certification

**Tuition:** \$1,583

**Duration:** Three months

**Average Wage (per hour):** \$17.59

## Prerequisites

**Education:** n/a

**WorkKeys Scores:** Reading for Information: n/a    Locating Information: n/a    Applied Math: n/a

**Specific Courses:** n/a

**Background Check:** n/a

**Immunizations/Titers:** n/a

**Physicals:** n/a

## Required Classes

To earn this certificate, students must successfully complete the following courses within a two-year period. Courses should be taken in the order listed below.

| Class   | Price          | # of Hours |
|---|----------------|------------|
| Word, Introduction                            | \$259          | 12         |
| Word, Intermediate                            | \$259          | 12         |
| Word, Advanced                                | \$259          | 12         |
| Publisher or InDesign Fundamentals (Choose 1) | \$259 or \$329 | 12         |
| Page Layout and Design                        | \$159          | 6          |
| Acrobat Fundamentals                          | \$159          | 6          |
| Acrobat Advanced                              | \$159          | 6          |

For class dates call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

## Books/Materials

None required

## Equipment and/or Special Clothing

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None required

## Benefits of Attending

---

**Retake Policy:** Students are allowed to audit a class for up to 12 months.

**Nationally Certified Programs:** No.

**Courses:** Can be taken individually or as part of a QuickJobs program.

**Job Placement Services:** Are available through Student Employment Services.

**Experience:** Over 30 years of providing affordable and high-quality education and career training programs to adults.

**Accredited Programs:** Yes.

**Internships:** Not Available.

**Other:**

## Contact Us

---

Call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

# Desktop and Server Administrator



**Description:** This program is designed to prepare students for jobs configuring, repairing, and maintaining computers and setting up and troubleshooting networks.

**Skills/Abilities:** Strong communication skills, good knowledge of computers.

**Where Employed:** In a variety of environments, including large corporations, small businesses, and government organizations.

**Job Duties:** Maintain network hardware and software, monitor networks to ensure availability to all system users and perform necessary maintenance to support network availability. May plan, coordinate, and implement network security measures.

**Certification:** MTC Certification

**Tuition:** \$4,999

**Duration:** Seven weeks

**Average Wage (per hour):** \$20.89

## Prerequisites

**Education:** n/a

**WorkKeys Scores:** Reading for Information: n/a    Locating Information: n/a    Applied Math: n/a

**Specific Courses:** n/a

**Background Check:** n/a

**Immunizations/Titers:** n/a

**Physicals:** n/a

## Required Classes

To earn this certificate, students must successfully complete the following courses within a two-year period. Courses should be taken in the order listed below.

| Class                                  | Price   | # of Hours |
|--|---------|------------|
| A+ IT Technician                       | \$1,999 | 70         |
| Network+ Technician                    | \$1,499 | 35         |
| Server 2008, Active Directory, Part I  | \$1,499 | 35         |
| Server 2008, Active Directory, Part II | \$1,499 | 35         |
| Server 2008 Networking                 | \$1,499 | 35         |
| Server 2008 Administration             | \$1,499 | 35         |

For class dates call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

## Books/Materials

None required

## Equipment and/or Special Clothing

None required

## Benefits of Attending

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**Retake Policy:** Students are allowed to audit a class for up to 12 months.

**Nationally Certified Programs:** Yes.

**Courses:** Can be taken individually or as part of a QuickJobs program.

**Job Placement Services:** Are available through Student Employment Services.

**Experience:** Over 30 years of providing affordable and high-quality education and career training programs to adults.

**Accredited Programs:** Yes.

**Internships:** Available for some programs.

**Other:**

## Contact Us

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Call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

# Certified Internet Web Professional



**Description:** This program of study is designed to prepare students for jobs as website designers.

**Skills/Abilities:** Good knowledge of computers, strong communication skills, good eye for page layout and design.

**Where Employed:** In most industries—most often in an office setting.

**Job Duties:** Turn words and art into Internet sites that people can use; make sure that people with different types of computers and varying software can use a web site; try to make sites work faster; and test web sites by watching people using a site to see if there are any parts that are hard to use.

**Certification:** MTC Certification

**Tuition:** \$3,598

**Duration:** 3 - 4 months

**Average Wage (per hour):** \$36.13

## Prerequisites

**Education:** n/a

**WorkKeys Scores:** Reading for Information: n/a Locating Information: n/a Applied Math: n/a

**Specific Courses:** n/a

**Background Check:** n/a

**Immunizations/Titers:** n/a

**Physicals:** n/a

## Required Classes

To earn this certificate, students must successfully complete the following courses within a two-year period. Courses should be taken in the order listed below.

| Class                     | Price   | # of Hours |
|---------------------------|---------|------------|
| CIW Web Specialist        | \$1,799 | 42         |
| CIW E-Commerce Specialist | \$1,799 | 42         |

For class dates call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

## Books/Materials

None required

## Equipment and/or Special Clothing

None required

## Benefits of Attending

**Retake Policy:** Students are allowed to audit a class for up to 12 months.

**Nationally Certified Programs:** No.

**Courses:** Can be taken individually or as part of a QuickJobs program.

**Job Placement Services:** Are available through Student Employment Services.

**Experience:** Over 30 years of providing affordable and high-quality education and career training programs to adults.

**Accredited Programs:** Yes.

**Internships:** Not Available.

**Other:**

### **Contact Us**

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Call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

# Audio Engineer



**Description:** This program prepares students for entry level positions working in recording studios, churches, theaters and/or working with bands.

**Skills/Abilities:** Interest in music

**Where Employed:** In managing the business aspects of a band, running sound for artists or theaters, producing sound and troubleshooting a PA system in a church or direction of a church music group.

**Job Duties:** Properly setting up musical instruments, sound systems and recording equipment to play and record.

**Certification:** MTC Certification

**Tuition:** \$3,192

**Duration:** 12 months

**Average Wage (per hour):** \$13.26

Audio Engineering is not part of, nor associated with, the Engineering Technology or Engineering Transfer Programs at Midlands Technical College. Audio Engineering is not an ABET accredited program.

## Prerequisites

**Education:** n/a

**WorkKeys Scores:** Reading for Information: n/a    Locating Information: n/a    Applied Math: n/a

**Specific Courses:** n/a    **Background Check:** n/a    **Immunizations/Titers:** n/a    **Physicals:** n/a

## Required Classes

| Class                                    | Price | # of Hours |
|--|-------|------------|
| Audio Engineering, Introduction          | \$399 | 16         |
| Commercial Music Theory                  | \$399 | 16         |
| Digital Music Production                 | \$399 | 18         |
| Live Sound Production                    | \$399 | 18         |
| Music Business                           | \$399 | 16         |
| Studio Recording I                       | \$399 | 18         |
| Studio Recording II                      | \$399 | 18         |
| Recording & Mixing w/ Pro Tools          | \$399 | 18         |
| *Audio Engineering Internship (optional) | \$399 | 16         |

For class dates call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

## Books/Materials

Included in the class cost and will be provided the first night of class.

## Equipment and/or Special Clothing

None required

## Benefits of Attending

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**Retake Policy:** Students are allowed to audit a class for up to 12 months.

**Nationally Certified Programs:** No.

**Courses:** Can be taken individually or as part of a QuickJobs program.

**Job Placement Services:** Are available through Student Employment Services.

**Experience:** Over 30 years of providing affordable and high-quality education and career training programs to adults.

**Accredited Programs:** No.

**Internships:** Not Available.

**Other:**

## Contact Us

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Call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

# Cake Decorator



**Description:** This program of study prepares students for entry level jobs in cake decorating.

**Skills/Abilities:** Good eye for design, desire to work with hands.

**Where Employed:** In restaurants, hospitals, schools, caterers, grocery stores, or through self-employment.

**Job Duties:** Bake and decorate cakes by carving and creating decorations with icing.

**Certification:** MTC Certification

**Tuition:** \$139

**Duration:** Eight weeks

**Average Wage (per hour):** \$9.35

## Prerequisites

**Education:** n/a

**WorkKeys Scores:** Reading for Information: n/a    Locating Information: n/a    Applied Math: n/a

**Specific Courses:** n/a    **Background Check:** n/a    **Immunizations/Titers:** n/a    **Physicals:** n/a

## Required Classes

| Class                        | Price | # of Hours |
|------------------------------|-------|------------|
| Cake Decorating Professional | \$139 | 18         |

For class dates call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

## Books/Materials

None

## Equipment and/or Special Clothing

A cake decorating supplies list will be distributed at first class. Students will bring cakes and frosting to specific classes.

## Benefits of Attending

**Retake Policy:** None

**Nationally Certified Programs:** Through AHDI.

**Courses:** Can be taken individually or as part of a QuickJobs program.

**Job Placement Services:** No job placement services.

**Experience:** Over 30 years of providing affordable and high-quality education and career training programs to adults

**Accredited Programs:** Not accredited.

**Internships:** Internships are provided during class.

**Other:**

## Contact Us

Call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.



# Floral Designer



**Description:** This program prepares students in the fundamentals of floral arranging and will give students the basic skills needed to seek entry level positions in the floral business.

**Skills/Abilities:** Good eye for design, desire to work with hands.

**Where Employed:** In flower shops, grocery stores with floral designers, flower distributors or through self-employment.

**Job Duties:** Design and prepare floral arrangements.

**Certification:** MTC Certification

**Tuition:** \$349

**Duration:** Six weeks

**Average Wage (per hour):** \$9.60

## Prerequisites

**Education:** High School Diploma preferred

**WorkKeys Scores:** Reading for Information: n/a Locating Information: n/a Applied Math: n/a

**Specific Courses:** n/a **Background Check:** n/a **Immunizations/Titers:** n/a **Physicals:** n/a

## Required Classes

| Class                       | Price | # of Hours |
|-----------------------------|-------|------------|
| Floral Designer Certificate | \$349 | 24         |

For class dates call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

## Books/Materials

Materials are included in tuition.

## Equipment and/or Special Clothing

None required

## Benefits of Attending

**Retake Policy:** None

**Nationally Certified Programs:** Through AHDI.

**Courses:** Can be taken individually or as part of a QuickJobs program.

**Job Placement Services:** No job placement services.

**Experience:** Over 30 years of providing affordable and high-quality education and career training programs to adults

**Accredited Programs:** Not accredited.

**Internships:** Internships are provided during class.

**Other:**

## Contact Us

Call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.



# Interior Decorator



**Description:** This program provides students with the necessary skills to compete successfully for entry level positions in interior decorating.

**Skills/Abilities:** Good eye for design, desire to work with hands.

**Where Employed:** In furniture stores, interior decorating firms, real estate industries, or through self-employment.

**Job Duties:** Work with clients and companies to apply concepts of color and pattern relationships, as it relates to floor planning, window treatments, furniture selection, cost estimations, accessories, and electrical and lighting overlaps.

**Certification:** MTC Certification

**Tuition:** \$699

**Duration:** Four months

**Average Wage (per hour):** \$18.66

## Prerequisites

**Education:** High School Diploma preferred

**WorkKeys Scores:** Reading for Information: n/a    Locating Information: n/a    Applied Math: n/a

**Specific Courses:** n/a    **Background Check:** n/a    **Immunizations/Titers:** n/a    **Physicals:** n/a

## Required Classes

| Class                           | Price | # of Hours |
|---------------------------------|-------|------------|
| Interior Decorating Certificate | \$699 | 54         |

For class dates call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

## Books/Materials

\$25 Supply Fee

## Equipment and/or Special Clothing

Supply list will be distributed at first class.

## Benefits of Attending

**Retake Policy:** Students are allowed to audit a class for up to 12 months.

**Nationally Certified Programs:** No.

**Courses:** Can be taken individually or as part of a QuickJobs program.

**Job Placement Services:** Are available through Student Employment Services.

**Experience:** Over 30 years of providing affordable and high-quality education and career training programs to adults.

**Accredited Programs:** No.

**Internships:** Not Available.

**Other:**

## Contact Us

Call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.



# Locksmith



**Description:** This program of study prepares students to install, repair and replace mechanical and electronic locks; install, repair and adjust safes, vault doors and vault components; open locks and keep records of company locks and keys.

**Skills/Abilities:** Standing, sitting, squatting, stooping, and desire to work with hands.

**Where Employed:** In private, public or government companies/agencies or through self-employment

**Job Duties:** Key cutting, lock disassembly and reassembly and lock pinning.

**Certification:** MTC Certification

**Tuition:** \$999

**Duration:** Six weeks

**Average Wage (per hour):** \$14.02

## Prerequisites

---

**Education:** High School Diploma

**WorkKeys Scores:** Reading for Information: 3 Locating Information: 3 Applied Math: 3

**Specific Courses:** n/a

**Background Check:** Current SLED background check required, \$25, due at first class.

**Immunizations/Titers:** n/a

**Physicals:** n/a

## Required Classes

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| Class                 | Price | # of Hours |
|-----------------------|-------|------------|
| Locksmith Certificate | \$999 | 24         |

For class dates call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

## Books/Materials

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Included in the class cost and will be provided the first night of class.

## Equipment and/or Special Clothing

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None required

## Benefits of Attending

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**Retake Policy:** Students are allowed to audit a class for up to 12 months.

**Nationally Certified Programs:** No.

**Courses:** Can be taken individually or as part of a QuickJobs program.

**Job Placement Services:** Are available through Student Employment Services.

**Experience:** Over 30 years of providing affordable and high-quality education and career training programs to adults.

**Accredited Programs:** No.

**Internships:** Not Available.

**Other:**

## **Contact Us**

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Call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

# Photographer



**Description:** This program is designed to prepare students for entry level jobs as photographers.

**Skills/Abilities:** Good eye for photography.

**Where Employed:** Portrait studios, corporate photography, newspapers, magazines, or self-employment options exist.

**Job Duties:** Creatively posing subjects to appropriately capture images of products, people and places; may specialize in portraiture, wedding, corporate, product photography or even photo-journalism.

**Certification:** MTC Certification

**Tuition:** \$679

**Duration:** Six weeks

**Average Wage (per hour):** \$13.09

## Prerequisites

**Education:** High School Diploma preferred

**WorkKeys Scores:** Reading for Information: n/a Locating Information: n/a Applied Math: n/a

**Specific Courses:** n/a **Background Check:** n/a **Immunizations/Titers:** n/a **Physicals:** n/a

## Required Classes

| Class                   | Price | # of Hours |
|-------------------------|-------|------------|
| Photography Certificate | \$699 | 44         |

For class dates call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

## Books/Materials

Materials included.

## Equipment and/or Special Clothing

Digital Camera, 256 MB travel drive, USB 2.0 flash drive

## Benefits of Attending

**Retake Policy:** Students are allowed to audit a class for up to 12 months.

**Nationally Certified Programs:** No.

**Courses:** Can be taken individually or as part of a QuickJobs program.

**Job Placement Services:** Are available through Student Employment Services.

**Experience:** Over 30 years of providing affordable and high-quality education and career training programs to adults.

**Accredited Programs:** No.

**Internships:** Not Available.

**Other:**

## Contact Us

Call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.



# Veterinary Assistant



**Description:** This program of study prepares students to become entry level veterinary assistants.

**Skills/Abilities:** Desire to work with animals, sitting, standing, stooping and squatting.

**Where Employed:** Veterinary offices and hospitals.

**Job Duties:** Receptionist duties, laboratory procedures, or otherwise assist veterinarians as they work to heal sick or injured animals.

**Certification:** MTC Certification and American Red Cross Animal CPR Certificate

**Tuition:** \$799

**Duration:** Six weeks

**Average Wage (per hour):** \$10.07

## Prerequisites

**Education:** High School Diploma

**WorkKeys Scores:** Reading for Information: 3      Locating Information: 3      Applied Math: 3

**Specific Courses:** n/a      **Background Check:** n/a      **Immunizations/Titers:** n/a      **Physicals:** n/a

## Required Classes

| Class                  | Price | # of Hours |
|------------------------|-------|------------|
| Veterinary Certificate | \$799 | 36         |

For class dates call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

## Books/Materials

American Red Cross Dog First Aid Certification and book are included.

## Equipment and/or Special Clothing

None required

## Benefits of Attending

**Retake Policy:** Students are allowed to audit a class for up to 12 months.

**Nationally Certified Programs:** American Red Cross Animal CPR Certificate

**Courses:** Can be taken individually or as part of a QuickJobs program.

**Job Placement Services:** Are available through Student Employment Services.

**Experience:** Over 30 years of providing affordable and high-quality education and career training programs to adults.

**Accredited Programs:** No.

**Internships:** Not Available.

**Other:**

## Contact Us

Call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.



# NCCER Pipefitting



**Description:** This program is designed to prepare students for entry-level jobs installing and repairing both high- and low-pressure pipe systems used in manufacturing, in the generation of electricity, and in the heating and cooling of buildings. For more in-depth course descriptions, visit [www.mtctraining.com](http://www.mtctraining.com).

**Skills/Abilities:** Bending, squatting, lifting, standing, physical strength, stamina, mathematical calculations, measurement and physical dexterity.

**Where Employed:** In industrial and power plants. Pipefitters are employed in the petroleum and chemical industries to maintain the pipes that carry industrial liquids and gases. Demand for pipefitters and steamfitters will be driven by maintenance and construction of places such as power plants, water and wastewater treatment plants, office buildings, and factories, all of which have extensive pipe systems.

**Job Duties:** Install and repair both high-pressure and low-pressure pipe systems used in manufacturing, in the generation of electricity, and in the heating and cooling of buildings; as well as install automatic controls that are increasingly being used to regulate these systems.

**Certification:** NCCER Certifications

**Tuition:** \$4,495

**Duration:** Eight weeks

**Average Wage (per hour):** \$15.31

## Prerequisites

**Education:** High School Diploma or GED

**WorkKeys Scores:** Reading for Information: 3      Locating Information: 4      Applied Math: 4

**Specific Courses:** n/a

**Background Check:** n/a

**Immunizations/Titers:** n/a

**Physicals:** n/a

## Required Classes

| Class              | Price   | # of Hours |
|--------------------|---------|------------|
| NCCER Pipe Fitting | \$4,495 | 320        |

For class dates call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

## Books/Materials

| Class              | Book/Material            | Cost  |
|--------------------|--------------------------|-------|
| NCCER Pipe Fitting | NCCER Core               | \$53  |
|                    | NCCER Pipefitter Level 1 | \$71  |
|                    | NCCER Pipefitter Level 2 | \$101 |

## Equipment and/or Special Clothing

Safety glasses, face shield, and safety gloves.

## **Benefits of Attending**

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**Retake Policy:** Students are allowed to audit a class for up to 12 months.

**Nationally Certified Programs:** NCCER

**Courses:** Can only be taken as part of a QuickJobs program.

**Job Placement Services:** Are available through Student Employment Services.

**Experience:** Over 30 years of providing affordable and high-quality education and career training programs to adults.

**Accredited Programs:** No.

**Internships:** Not Available.

**Other:**

## **Contact Us**

---

Call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

# Welding (day program)



**Description:** This program teaches comprehensive entry level welding skills in MIG, TIG, and Stick welding methods. All welding competencies are taught in accordance with AWS D1.1 and ASME Section IX standards. For more in-depth course descriptions, visit [www.mtctraining.com](http://www.mtctraining.com).

**Skills/Abilities:** Bending, squatting, lifting, standing, physical strength, stamina, dexterity and fabrication.

**Certification:** AWS and ASME Certification Testing.

**Where Employed:** Welders may work in a wide variety of industries, from car racing to manufacturing. About 65 percent of welding jobs were found in manufacturing. Jobs are concentrated in fabricated metal product manufacturing, transportation equipment manufacturing, machinery manufacturing, architectural and structural metals manufacturing, and construction.

**Job Duties:** Welding is the most common way of permanently joining metal parts. In this process, heat is applied to metal pieces, melting and fusing them to form a permanent bond. Welders and cutters may work outdoors, often in inclement weather, or indoors, sometimes in a confined area designed to contain sparks and glare. Outdoors, they may work on a scaffold or platform high off the ground. In addition, they may be required to lift heavy objects and work in a variety of awkward positions while bending, stooping, or standing to perform work overhead.

**Certification:** AWS or MTC Certification in accordance with AWS and ASME procedures.

**Tuition:** \$7,285

**Duration:** 21 weeks

**Average Wage (per hour):** \$15-18

## Prerequisites

**Education:** n/a

**WorkKeys Scores:** Reading for Information: 3      Locating Information: 3      Applied Math: 3

**Specific Courses:** n/a

**Background Check:** n/a

**Immunizations/Titers:** n/a

**Physicals:** n/a

## Required Classes

| Class   | Price   | # of Hours |
|---|---------|------------|
| Basic Welding<br>QuickJobs Day Program        | \$2,995 | 360        |
| Intermediate Welding<br>QuickJobs Day Program | \$2,995 | 320        |
| Advanced Welding<br>QuickJobs Day Program     | \$1,595 | 160        |

For class dates call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

## Books/Materials

**Cost:** \$304

## **Equipment and/or Special Clothing**

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Notebook, pen, pencil, safety glasses, cutting/oxy fuel welding glasses/visor, work gloves, closed toe shoes, striker, tip cleaner, pliers (MIG) or other type of clamp grip, soap stone, welding jacket/apron set, automatic reactive welding helmet or static lens set, welding gauntlets (TIG/MIG gloves), chipping hammer, wire brush, and 12' tape measure.

## **Benefits of Attending**

---

**Retake Policy:** None.

**Nationally Certified Programs:** AWS Certifications available.

**Courses:** Can be taken individually or as part of a QuickJobs program.

**Job Placement Services:** Are available through Student Employment Services.

**Experience:** Over 30 years of providing affordable and high-quality education and career training programs to adults.

**Accredited Programs:** No.

**Internships:** Not Available.

## **Contact Us**

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Call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

# Welding (night program) Midlands Technical College

**Description:** This program teaches comprehensive entry level welding skills in MIG, TIG, and Stick welding methods. All welding competencies are taught in accordance with AWS D1.1 and ASME Section IX standards. For more in-depth course descriptions, visit [www.mtctraining.com](http://www.mtctraining.com).

**Skills/Abilities:** Bending, squatting, lifting, standing, physical strength, stamina, dexterity and fabrication.

**Certification:** AWS and ASME Certification Testing.

**Where Employed:** Welders may work in a wide variety of industries, from car racing to manufacturing. About 65 percent of welding jobs were found in manufacturing. Jobs are concentrated in fabricated metal product manufacturing, transportation equipment manufacturing, machinery manufacturing, architectural and structural metals manufacturing, and construction.

**Job Duties:** Welding is the most common way of permanently joining metal parts. In this process, heat is applied to metal pieces, melting and fusing them to form a permanent bond. Welders and cutters may work outdoors, often in inclement weather, or indoors, sometimes in a confined area designed to contain sparks and glare. Outdoors, they may work on a scaffold or platform high off the ground. In addition, they may be required to lift heavy objects and work in a variety of awkward positions while bending, stooping, or standing to perform work overhead.

**Certification:** AAWS or MTC Certification in accordance with AWS and ASME procedures.

**Tuition:** \$5,391

**Duration:** 12 months

**Average Wage (per hour):** \$15.68

## Prerequisites

**Education:** n/a

**WorkKeys Scores:** Reading for Information: 3      Locating Information: 3      Applied Math: 3

**Specific Courses:** n/a

**Background Check:** n/a

**Immunizations/Titers:** n/a

**Physicals:** n/a

## Required Classes

| Class                     | Price | # of Hours |
|---------------------------|-------|------------|
| Basic SMAW                | \$599 | 60         |
| Intermediate SMAW         | \$599 | 60         |
| Advanced SMAW             | \$599 | 60         |
| Basic TIG                 | \$599 | 60         |
| Advanced TIG              | \$599 | 60         |
| GMAW (MIG)                | \$599 | 60         |
| Basic Pipe Welding        | \$599 | 60         |
| Intermediate Pipe Welding | \$599 | 60         |
| Advanced Pipe Welding     | \$599 | 60         |

For class dates call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

## **Books/Materials**

---

**Cost:** \$304

## **Equipment and/or Special Clothing**

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Notebook, pen, pencil, safety glasses, cutting/oxy fuel welding glasses/visor, work gloves, closed toe shoes, striker, tip cleaner, pliers (MIG) or other type of clamp grip, soap stone, welding jacket/apron set, automatic reactive welding helmet or static lens set, welding gauntlets (TIG/MIG gloves), chipping hammer, wire brush, and 12' tape measure.

## **Benefits of Attending**

---

**Retake Policy:** None.

**Nationally Certified Programs:** AWS Certifications available.

**Courses:** Can be taken individually or as part of a QuickJobs program.

**Job Placement Services:** Are available through Student Employment Services.

**Experience:** Over 30 years of providing affordable and high-quality education and career training programs to adults.

**Accredited Programs:** No.

**Internships:** Not Available.

**Other:**

## **Contact Us**

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Call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

# Machinist/CNC Operator



Midlands  
Technical  
College

**Description:** This program of study is designed to prepare students for careers in production Machining and Computer Numerical Control (CNC) operations.

**Skills/Abilities:** Technically inclined, likes to work with hands.

**Where Employed:** Machine shops and manufacturing operations.

**Job Duties:** Operating a manual or CNC mill and/or lathe, loading and unloading material and completed parts, performing machine set-up and tooling changes.

**Certification:** MTC Certification

**Tuition:** \$3,222

**Duration:** 10 months

**Average Wage (per hour):** \$15.22

## Prerequisites

**Education:** High School Diploma

**WorkKeys Scores:** Reading for Information: 4      Locating Information: 4      Applied Math: 4

**Specific Courses:** n/a

**Background Check:** n/a

**Immunizations/Titers:** n/a

**Physicals:** n/a

## Required Classes

| Class                                   | Price | # of Hours |
|---|-------|------------|
| Blueprint Reading/Measuring Tool        | \$425 | 24         |
| Introduction to Mills                   | \$425 | 30         |
| Introduction to Lathe                   | \$425 | 30         |
| Fundamentals of CNC Operator/Programmer | \$649 | 54         |
| Principles of CNC Operator/Programmer   | \$699 | 60         |
| Mastering CNC Operator/Programming      | \$599 | 48         |

For class dates call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

## Books/Materials

None required

## Equipment and/or Special Clothing

None required

## Benefits of Attending

**Retake Policy:** Students are allowed to audit a class for up to 12 months.

**Nationally Certified Programs:** No.

**Courses:** Can be taken individually or as part of a QuickJobs program.

**Job Placement Services:** Are available through Student Employment Services.

**Experience:** Over 30 years of providing affordable and high-quality education and career training programs to adults.

**Accredited Programs:** No.

**Internships:** Not Available.

**Other:**

## **Contact Us**

---

Call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

# Lean Six Sigma Green Belt



**Description:** Gain the knowledge to lead Lean Six Sigma teams through this intensive 10-day course. Focus is on providing a comprehensive understanding of how to use the Lean Six Sigma DMAIC project methodology to eliminate waste and implement data-driven process improvements. Concepts are emphasized by the extensive use of workshops and exercises. Upon successful completion, participants will be able to support Black Belts on project teams or lead Six Sigma projects that do not require Black-Belt level tools. Green Belts have the option of undertaking a Six Sigma Project as part of their course work. Excel™ and Minitab™ are used to facilitate statistical analysis.

**Skills/Abilities:** Technically inclined.

**Where Employed:** Manufacturing, service, insurance, communication and healthcare organizations.

**Job Duties:** Statistical analysis of problems and then implementing root cause corrective actions.

**Certification:** MTC Certification

**Tuition:** \$3,995

**Duration:** Two weeks

**Average Wage (per hour):** varies

## Prerequisites

**Education:** High School Diploma

**WorkKeys Scores:** Reading for Information: n/a Locating Information: n/a Applied Math: n/a

**Specific Courses:** n/a **Background Check:** n/a **Immunizations/Titers:** n/a **Physicals:** n/a

## Required Classes

| Class                                | Price   | # of Hours |
|--------------------------------------|---------|------------|
| Lean Six Sigma Green Belt Fast Track | \$3,995 | 80         |

For class dates call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

## Books/Materials

None required

## Equipment and/or Special Clothing

None required

## Benefits of Attending

**Retake Policy:** Students are allowed to audit a class for up to 12 months.

**Nationally Certified Programs:** No.

**Courses:** Can be taken individually or as part of a QuickJobs program.

**Job Placement Services:** Are available through Student Employment Services.

**Experience:** Over 30 years of providing affordable and high-quality education and career training programs to adults.

**Accredited Programs:** No.

**Internships:** Not Available.

**Other:**

## **Contact Us**

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Call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

# BPI Building Analyst Professional



**Description:** This program of study provides students with the knowledge and skills necessary to achieve BPI Building Analyst Professional certification and to prepare them for careers such as building analysts or energy auditors.

**Skills/Abilities:** Technically inclined, likes to work with hands.

**Where Employed:** Energy improvement companies, power companies, HVAC companies, electrical co-operatives.

**Job Duties:** Perform detailed, systematic energy audits to identify specific improvements necessary to conserve energy.

**Certification:** MTC Certification

**Tuition:** \$1,620

**Duration:** One week

**Average Wage (per hour):** \$25.57

## Prerequisites

**Education:** High School Diploma + 2 years min degree

**WorkKeys Scores:** Reading for Information: 4      Locating Information: 4      Applied Math: 4

**Specific Courses:** n/a

**Background Check:** n/a

**Immunizations/Titers:** n/a

**Physicals:** n/a

## Required Classes

| Class                | Price   | # of Hours |
|----------------------|---------|------------|
| BPI Building Analyst | \$1,620 | 42         |

For class dates call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

## Books/Materials

None required

## Equipment and/or Special Clothing

None required

## Benefits of Attending

**Retake Policy:** Students are allowed to audit a class for up to 12 months.

**Nationally Certified Programs:** No.

**Courses:** Can be taken individually or as part of a QuickJobs program.

**Job Placement Services:** Are available through Student Employment Services.

**Experience:** Over 30 years of providing affordable and high-quality education and career training programs to adults.

**Accredited Programs:** No.

**Internships:** Not Available.

**Other:**

## **Contact Us**

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Call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

# BPI Insulation & Air Sealing Professional



**Description:** The BPI Insulation & Air Sealing Professional Training will prepare students to implement measures to tighten the building envelope in order to both reduce energy loss from air leakage and to block the introduction of pollutants and allergens through air migration. This course will also prepare students to improve thermal comfort and energy efficiency through the proper installation of dense-pack insulation materials. This three-day training concludes with a fourth day of testing. If this testing is successfully completed, the student will earn BPI's Residential Building Envelope Accessible Areas Air Leakage Control Installer certification.

**Skills/Abilities:** Technically inclined, likes to work with hands.

**Where Employed:** Companies and state agencies performing weatherization services.

**Job Duties:** Air sealing, caulking, insulating, duct work repair and sealing, working in attics, around interior and exterior of homes, and working in crawl spaces.

**Certification:** MTC Certification

**Tuition:** \$1,350

**Duration:** One week

**Average Wage (per hour):** \$13.94

## Prerequisites

**Education:** High School Diploma

**WorkKeys Scores:** Reading for Information: n/a Locating Information: n/a Applied Math: n/a

**Specific Courses:** n/a

**Background Check:** n/a

**Immunizations/Titers:** n/a

**Physicals:** n/a

## Required Classes

| Class                                     | Price   | # of Hours |
|---|---------|------------|
| BPI Insulation & Air Sealing Professional | \$1,350 | 32         |

For class dates call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

## Books/Materials

None required

## Equipment and/or Special Clothing

None required

## Benefits of Attending

**Retake Policy:** Students are allowed to audit a class for up to 12 months.

**Nationally Certified Programs:** No.

**Courses:** Can be taken individually or as part of a QuickJobs program.

**Job Placement Services:** Are available through Student Employment Services.

**Experience:** Over 30 years of providing affordable and high-quality education and career training programs to adults.

**Accredited Programs:** No.

**Internships:** Not Available.

**Other:**

## Contact Us

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Call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

**Description:** This program provides a good understanding of residential construction practices and prepares students to take the SC Residential Contractor Exam and for management jobs in the construction industry. For more in-depth course descriptions, visit [www.mtctraining.com](http://www.mtctraining.com).

**Skills/Abilities:** Bending, stooping, squatting, lifting, standing, desire to work with hands, planning, calculations and personnel management.

**Where Employed:** In the construction industry or by architectural, engineering, and related services firms.

**Job Duties:** Construction managers may supervise an entire project or just part of one. They schedule and coordinate all design and construction processes, including the selection, hiring, and oversight of specialty trade contractors, such as carpentry, plumbing, or electrical, but they usually do not do any actual construction of the structure. They are responsible for obtaining all necessary permits and licenses and, depending upon the contractual arrangements, for directing or monitoring compliance with building and safety codes, other regulations, and requirements set by the project's insurers. They also oversee the delivery and use of materials, tools, and equipment; worker safety and productivity; and the quality of the construction.

**Certification:** MTC Certification

**Tuition:** \$1,744

**Duration:** 10 months

**Average Wage (per hour):** \$33.27

## Prerequisites

**Education:** High School Diploma

**WorkKeys Scores:** Reading for Information: 3      Locating Information: 3      Applied Math: 3

**Specific Courses:** n/a

**Background Check:** n/a

**Immunizations/Titers:** n/a

**Physicals:** n/a

## Required Classes

| Class  | Price | # of Hours |
|--|-------|------------|
| Residential Building Site Prep and Foundations | \$289 | 24         |
| Residential Building Framing and Finish        | \$289 | 24         |
| Residential Building Codes                     | \$289 | 24         |
| Residential Builder Business and Law           | \$249 | 15         |
| Residential Builder Exam Prep                  | \$249 | 15         |
| Print-Reading for Construction                 | \$379 | 30         |

For class dates call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

## Books/Materials

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Contractor's Guide to Quality Concrete Construction - \$73.10

Carpentry and Building Construction - \$88.30

Modern Masonry - \$60

SC Contractor's Guide to Business, Law and Mgt - \$45

International Residential Code, 2006 - \$68.40

Gypsum Construction Handbook - \$26.70

Building Component Safety Information BCSI 1-03 Booklet - \$16

Printreading for Residential and Light Commercial Construction - \$62

## Equipment and/or Special Clothing

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None required

## Benefits of Attending

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**Retake Policy:** Students are allowed to audit a class for up to 12 months.

**Nationally Certified Programs:** No.

**Courses:** Can be taken individually or as part of a QuickJobs program.

**Job Placement Services:** Are available through Student Employment Services.

**Experience:** Over 30 years of providing affordable and high-quality education and career training programs to adults.

**Accredited Programs:** No.

**Internships:** Not Available.

**Other:**

## Contact Us

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Call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

# Industrial Electrician



**Description:** This program prepares students to gain good fundamental knowledge of the electrical theory and skills that are required for entry level jobs as electrical technicians in the industrial or manufacturing arena. For more in-depth course descriptions, visit [www.mtctraining.com](http://www.mtctraining.com).

**Skills/Abilities:** Bending, stooping, squatting, lifting, standing, desire to work with hands, locating information, mathematical calculations and troubleshooting.

**Where Employed:** About 65 percent of wage and salary workers were employed by electrical contracting firms, and the remainder worked as electricians in a variety of other industries.

**Job Duties:** Reading blueprints—technical diagrams that show the locations of circuits, outlets, load centers, panel boards, and other equipment. Electricians in large factories do maintenance work such as repairing motors, transformers, generators, and electronic controllers on machine tools and industrial robots. They may also advise as to whether the continued operation of certain equipment could be hazardous. When working with complex electronic devices, they may consult with engineers, engineering technicians, line installers and repairers, or industrial machinery mechanics and maintenance workers.

**Certification:** MTC Certification

**Tuition:** \$2,872

**Duration:** 10 months

**Average Wage (per hour):** \$16.78

## Prerequisites

**Education:** High School Diploma

**WorkKeys Scores:** Reading for Information: 4      Locating Information: 4      Applied Math: 4

**Specific Courses:** n/a

**Background Check:** n/a

**Immunizations/Titers:** n/a

**Physicals:** n/a

## Required Classes

| Class                          | Price | # of Hours |
|--------------------------------|-------|------------|
| Basic Math for Electricians    | \$129 | 10         |
| Electrical Fundamentals I      | \$449 | 42         |
| Electrical Fundamentals II     | \$399 | 36         |
| Electrical Fundamentals III    | \$379 | 30         |
| Variable Frequency Drives      | \$379 | 30         |
| Electrical Motor Controls      | \$379 | 30         |
| Programmable Logic Controllers | \$379 | 30         |
| Basic Electronics              | \$379 | 30         |

For class dates call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

## Books/Materials

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Electrical Fundamentals I, II and III - Delmar's Standard Textbook of Electricity - \$173.70

VFDs - Electrician's Technical Reference, Variable Drives - \$95.95

PLCs - Introduction to Programmable Logic Controllers - \$159.70

Basic Electronics - Electronics for Electricians - \$19.35

## Equipment and/or Special Clothing

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TI-30X IIS Scientific Calculator - \$22

## Benefits of Attending

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**Retake Policy:** Students are allowed to audit a class for up to 12 months.

**Nationally Certified Programs:** No.

**Courses:** Can be taken individually or as part of a QuickJobs program.

**Job Placement Services:** Are available through Student Employment Services.

**Experience:** Over 30 years of providing affordable and high-quality education and career training programs to adults.

**Accredited Programs:** No.

**Internships:** Not Available.

**Other:**

## Contact Us

---

Call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

# Residential Electrician



**Description:** This program prepares students to gain good fundamental knowledge of the electrical theory and skills that are required for entry level jobs as electricians in the residential wiring field. Helps prepare individuals for Journeyman Electrician Exam. For more in-depth course descriptions, visit [www.mtctraining.com](http://www.mtctraining.com).

**Skills/Abilities:** Bending, stooping, squatting, lifting, standing, desire to work with hands, locating information, mathematical calculations and troubleshooting.

**Where Employed:** About 65 percent of wage and salary workers were employed by electrical contracting firms, and the remainder worked as electricians in a variety of other industries.

**Job Duties:** Reading blueprints—technical diagrams that show the locations of circuits, outlets, load centers, panel boards, and other equipment. Electricians specializing in construction primarily install wiring systems into factories, businesses, and new homes. Electricians who focus on residential work perform a wide variety of electrical work for homeowners. They may rewire a home and replace an old fuse box with a new circuit breaker box to accommodate additional appliances, or they may install new lighting and other electric household items, such as ceiling fans. These electricians also might do some construction and installation work.

**Certification:** MTC Certification

**Tuition:** \$2,114

**Duration:** Eight months

**Average Wage (per hour):** \$16.78

## Prerequisites

**Education:** High School Diploma

**WorkKeys Scores:** Reading for Information: 4      Locating Information: 4      Applied Math: 4

**Specific Courses:** n/a

**Background Check:** n/a

**Immunizations/Titers:** n/a

**Physicals:** n/a

## Required Classes

| Class                       | Price | # of Hours |
|-----------------------------|-------|------------|
| Basic Math for Electricians | \$129 | 10         |
| Electrical Fundamentals I   | \$449 | 42         |
| Electrical Fundamentals II  | \$399 | 36         |
| Residential Wiring I        | \$379 | 30         |
| Residential Wiring II       | \$379 | 30         |
| Residential Wiring III      | \$379 | 30         |

For class dates call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

## Books/Materials

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Electrical Fundamentals I and II - Delmar's Standard Textbook of Electricity - \$173.70

Residential Wiring I, II and III - Electrical Wiring: Residential - \$96

Residential Wiring I, II and III - National Electrical Code, 2008 - \$85

## Equipment and/or Special Clothing

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TI-30X IIS Scientific Calculator - \$22

## Benefits of Attending

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**Retake Policy:** Students are allowed to audit a class for up to 12 months.

**Nationally Certified Programs:** No.

**Courses:** Can be taken individually or as part of a QuickJobs program.

**Job Placement Services:** Are available through Student Employment Services.

**Experience:** Over 30 years of providing affordable and high-quality education and career training programs to adults.

**Accredited Programs:** No.

**Internships:** Not Available.

**Other:**

## Contact Us

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Call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

**Description:** This program is designed to prepare students for careers in the landscaping and horticulture industry. For more in-depth course descriptions, visit [www.mtctraining.com](http://www.mtctraining.com).

**Skills/Abilities:** Bending, stooping, squatting, lifting, standing and desire to work with hands.

**Where Employed:** In public or private companies as well as government agencies providing landscaping services to buildings and dwellings, installing and maintaining landscaping for parks, hospitals, and other public facilities. May also be self-employed, providing landscape maintenance directly to customers on a contract basis.

**Job Duties:** Create new functional outdoor areas and upgrade existing landscapes, but also may help maintain landscapes. Duties include planting bushes, trees, sod, and other forms of vegetation; edging, trimming, fertilizing, watering, and mulching lawns and grounds; grading property by creating or smoothing hills and inclines; installing lighting or sprinkler systems; and building walkways, terraces, patios, decks, and fountains.

**Certification:** MTC Certification

**Tuition:** \$1,471-1,511\*

**Duration:** 12 months

**Average Wage (per hour):** \$9.94

\* Price varies on which elective is chosen

## Prerequisites

**Education:** n/a

**WorkKeys Scores:** Reading for Information: 3      Locating Information: 3      Applied Math: 3

**Specific Courses:** n/a      **Background Check:** n/a      **Immunizations/Titers:** n/a      **Physicals:** n/a

## Required Classes

| Class   | Price | # of Hours |
|---|-------|------------|
| Soil Management   | \$159 | 24         |
| Woody Plants and Shrubs   | \$159 | 24         |
| Pests in the Landscape  | \$159 | 24         |
| Plant Growth and Development                                    | \$159 | 24         |
| Landscape Management  | \$159 | 24         |
| Landscape Construction  | \$159 | 24         |
| Landscape Design  | \$179 | 30         |
| <b>Electives: (Choose Two)</b>                                  |       |            |
| Arboriculture   | \$159 | 24         |
| Nursery Production, Plant Propagation and Greenhouse Management | \$159 | 24         |
| Irrigation  | \$199 | 24         |
| Annuals and Perennials  | \$159 | 24         |
| Lawn Care   | \$159 | 24         |
| Making Your Landscape Business Profitable                       | \$159 | 15         |

Home Vegetable Gardening

\$159

15

For class dates call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

### **Books/Materials**

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Pests in the Landscape - Category 3 Turf and Ornamental Pest Control - \$20

Landscape Design - Landscape Plants of the Southeast - \$60

Home Vegetable Gardening - Home Vegetable Gardening - \$10

### **Equipment and/or Special Clothing**

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None required

### **Benefits of Attending**

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**Retake Policy:** Students are allowed to audit a class for up to 12 months.

**Nationally Certified Programs:** No.

**Courses:** Can be taken individually or as part of a QuickJobs program.

**Job Placement Services:** Are available through Student Employment Services.

**Experience:** Over 30 years of providing affordable and high-quality education and career training programs to adults.

**Accredited Programs:** No.

**Internships:** Not Available.

**Other:**

### **Contact Us**

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Call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

# Small Engine Mechanic



**Description:** This program is designed to provide participants with a working knowledge of types and operation of small engines and to prepare them for jobs working with engine service and repair of outdoor power equipment. For more in-depth course descriptions, visit [www.mtctraining.com](http://www.mtctraining.com).

**Skills/Abilities:** Bending, stooping, squatting, lifting, standing and desire to work with hands.

**Where Employed:** By motor vehicle and parts dealers, retail lawn and garden equipment and supplies stores, repair and maintenance shops, or by wholesale distributors, equipment rental and leasing companies, and landscaping services.

**Job Duties:** Service power equipment ranging from jet skis to chainsaws; usually specializing in the service and repair of one type of equipment, such as motorcycles, motorboats, and outdoor power equipment, although they may work on closely related products. When a piece of equipment breaks down, mechanics use various techniques to diagnose the source and extent of the problem. The mark of a skilled mechanic is the ability to diagnose mechanical, fuel, and electrical problems and to make repairs quickly.

**Certification:** MTC Certification

**Tuition:** \$489

**Duration:** Seven and a half weeks

**Average Wage (per hour):** \$13.30

## Prerequisites

**Education:** n/a

**WorkKeys Scores:** Reading for Information: 3      Locating Information: 3      Applied Math: 3

**Specific Courses:** n/a

**Background Check:** n/a

**Immunizations/Titers:** n/a

**Physicals:** n/a

## Required Classes

| Class               | Price | # of Hours |
|---------------------|-------|------------|
| Small Engine Repair | \$489 | 45         |

For class dates call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

## Books/Materials

**Cost:** \$70

## Equipment and/or Special Clothing

Flat head and Phillips head screwdrivers

Allen wrenches

9-piece SAE and metric socket set

9-piece SAE and metric wrenches

1 pair of pliers

## Benefits of Attending

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**Retake Policy:** Students are allowed to audit a class for up to 12 months.

**Nationally Certified Programs:** No.

**Courses:** Can be taken individually or as part of a QuickJobs program.

**Job Placement Services:** Are available through Student Employment Services.

**Experience:** Over 30 years of providing affordable and high-quality education and career training programs to adults.

**Accredited Programs:** No.

**Internships:** Not Available.

**Other:**

## Contact Us

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Call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.

# Truck Driver/CDL



**Description:** This program provides students with classroom and highway instruction and prepares them for entry level jobs as Class A commercial truck drivers.

**Skills/Abilities:** Good driving record, able to sit for long periods of time and drug free. Classes will be conducted by Florence-Darlington Technical College at MTC's Airport Campus.

**Where Employed:** In large metropolitan areas or along major interstate roadways where trucking, retail, and wholesale companies tend to have their distribution outlets. Often working for the truck transportation industry, companies engaged in wholesale or retail trade, by other industries, including construction and manufacturing or through self-employment where you would either serve a variety of businesses independently or have your services leased.

**Job Duties:** Drivers are responsible for picking up and delivering freight from one place to another. In addition, drivers may be responsible for loading and unloading their cargo. They are also responsible for following applicable laws, keeping logs of their activities, and making sure that their equipment is in good working condition.

**Certification:** MTC Certification; Class A CDL License

**Tuition:** \$3,895

**Duration:** Four weeks

**Average Wage (per hour):** \$16.54

## Prerequisites

**Education:** n/a

**WorkKeys Scores:** Reading for Information: 3      Locating Information: 3      Applied Math: 3

**Specific Courses:** n/a

**Background Check:** yes - \$25 fee

**Immunizations/Titers:** n/a

**Physicals:** DOT physical

**Other:** Must be 18 years of age in SC (21 to drive in all states), possess a valid driver's license, pass a DOT physical and drug screen, have an acceptable criminal record, a good work history, provide a ten-year motor vehicle report and be able to converse in English.

## Required Classes

| Class                               | Price   | # of Hours |
|-------------------------------------|---------|------------|
| Truck Driver Training – CDL Class A | \$3,895 | 160-200    |

For class dates call (843) 413-2715 or visit [mtctraining.com](http://mtctraining.com)

## Books/Materials

None required

## Equipment and/or Special Clothing

None required

## Benefits of Attending

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**Retake Policy:** None.

**Nationally Certified Programs:** Class A CDL License

**Courses:** Can be taken individually or as part of a QuickJobs program.

**Job Placement Services:** Are available through Student Employment Services.

**Experience:** Over 30 years of providing affordable and high-quality education and career training programs to adults.

**Accredited Programs:** No.

**Internships:** Not Available.

**Other:**

## Contact Us

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Call (803) 732-0432 or visit [mtctraining.com](http://mtctraining.com)

Call Corporate and Continuing Education Registration at (803) 732-0432 to learn more.