



TCTC

Tri-County Technical College

Corporate &
Community
Education

Summer 2023 Course Schedule | 864-646-1700 | tctc.edu/LEARN



The Workforce Is **Waiting!**

**Fast, Focused
and Flexible** Training That Works

WELCOME TO TCTC CCE!

WHAT IS CCE?

The Corporate and Community Education Division (CCE) at Tri-County Technical College offers **fast, flexible, focused** training programs to promote and support student success, workforce development, our community, and our local economy.

Some of our most popular programs are listed in this booklet, but to see everything available to you and to get updates, visit www.tctc.edu/learn.

Scholarship opportunities are available. Call 864-646-1700 for details.

WHY ENROLL?

The CCE program offerings include courses in professional development, short courses, seminars, workshops,

apprentice opportunities, and nationally recognized certification programs called **QuickJobs** training. The training programs are designed to help you gain hands-on experience, career advancement, obtain or maintain professional certification or licensure, and/or to secure and sustain employment. The courses offered provide a variety of formats including in-class, on-site, hybrid, and online courses.

QUICKJOBS CERTIFICATES:

These short-term certificate programs provide training for high-demand jobs, designed to lead to immediate employment within 6 months or less. The QuickJobs training program includes compressed training usually

tied to a national, state, and/or third-party criteria/requirements so that when you achieve your certificate(s), it is meaningful to employers in our area and beyond.

PERSONAL ENRICHMENT:

These courses will allow you to explore new interest, develop skills and/or further your passion.

CUSTOMIZED TRAINING:

For companies interested in workforce development, we offer fully customized courses that are developed and designed to strengthen your teams, motivate your employees and help your business succeed. We can offer the training at our College or bring it to you, on-site, to help save you time and money.



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WAYS TO REGISTER

- 1. ONLINE:** Search for courses, register, and pay with a credit or debit card online at www.tctc.edu/Learn.
- 2. IN PERSON:** Stop by the Industrial & Business Development Center on our Pendleton Campus (7900 Hwy 76, Pendleton, SC) to register and pay in person: Monday–Thursday: 8 a.m.–5 p.m., Friday: 8 a.m.–2 p.m. (Accepted forms of in-person payments are cash, personal & cashier's check, and money order.)

CHANGE NOTIFICATION

Due to the COVID-19 pandemic, the Corporate and Community Education Division reserves the right to make the necessary revisions, as needed, to accommodate students affected by course and schedule changes and curricula delivery method. This includes but not limited to canceling or rescheduling courses. Please visit tctc.edu/Learn for course updates.

ICONS



QuickJobs Certificates are the most in-demand programs in our area. Designed to train you and get you into the workforce within 6 months or less. Class locations vary by program.



VA Approved: Many courses in this catalog have been approved for the GI Bill program by the state approving agency. Contact us for more information.

FOR UP-TO-THE-MOMENT INFORMATION ON OUR SPECIAL EVENTS, SCHOLARSHIPS, COURSES AND MORE, FIND US ON FACEBOOK AT WWW.FACEBOOK.COM/TCTC.CCE.

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1 In about ONE MONTH:

- Certified Fiber Optics Technician
- Truck Driving (CDLA, CDLB or Dump Truck Driver)
- Real Estate Professional (First Year Sales, Post Licensing)
- Pre-Highway Inspector: SCDOT Asphalt Roadway/Earthworks Certification
- SHRM® Essentials of Human Resource Management Certificate
- Flagger
- Certified Nursing Assistant (CNA)
- Customer Service Representative
- Certified Sales Professional
- Material Handler-Certified Logistics Associate (MSSC)



2 In about TWO MONTHS:

- Certified Production Technician (MSSC)
- Electrical Wiring, Residential
- Heavy Equipment Operator
- Certified Logistics Technician
- Electrocardiograph Technician (EKG)
- Personal Trainer



3 In about THREE MONTHS:

- Computer Service Technician
- Network Support Specialist
- Phlebotomy Technician
- Power Line Worker
- SHRM Learning System® for SHRM-CP and SHRM-SCP Certifications



5 In about FIVE MONTHS:

- Bookkeeping Accounting Clerk
- Business Office Support Specialist (BOSS)
- Culinary Certificate
- Medical Office Administrative Specialist with Essentials of Billing & Coding



6 In about SIX MONTHS:

- Emergency Medical Technician (EMT)
- Mechatronics
- Medical Billing and Coding Specialist



4 In about FOUR MONTHS:

- Electrical Wiring, Commercial
- CNC Operator



The Workforce Is **Waiting!**

College-Wide Open House

TCTC Anderson Campus

511 Michelin Boulevard
Anderson, SC

Tuesday, April 25, 2-6 p.m.

Join us to learn about programs in business, computers, heavy equipment, manufacturing, powerline work, transportation and more.

We will have experts on-hand from career services and financial aid, as well as community partners who can help you make your academic and training goals a reality!

Let us know you're coming at tctc.edu/openhouse or drop by anytime between 2 and 6 p.m.

« Dr. Rick Cothran, dean of TCTC's Corporate and Community Education division, discusses opportunities with Open House attendees.



SCHOLARSHIPS ARE AVAILABLE!

ADVANCED MANUFACTURING

Manufacturing careers are for the “why and how” people – the ones constantly looking to perfect a process, the ones inclined to question the status quo, the ones seeking to build a better world. The manufacturing sector in our area represents a booming industry in a variety of fields – and Tri-County offers the training and education needed for you to be successful!

CNC OPERATOR



Students are introduced to basic CNC processes (including basic setup) and operations of a CNC mill and lathe. The course will also cover basic feeds and speeds, troubleshooting problems, measuring equipment, work holding practices, along with identification and use of various cutting tools. Basic math and blueprint reading for machining purposes are also covered. Call for dates.



Biomedical Device Certification



Tri-County Technical College is collaborating with SC Biotechnology Innovation Organization (SCBIO) to offer a short-term certification program that will give attendees an overview of the Life Sciences Industry AND a potential opportunity for interviews at some of the most recognizable companies in our area. Classroom and skills training will focus on the manufacturing of medical devices, such as pacemakers, sutures, etc. Topics will include:

- Introduction to quality system regulations for medical devices (ISO 13485)
- Emphasis on basic industrial measuring tools
- Focus on 21st century skills needed in the medical device manufacturing industry

This 36-hour program is funded by SCBIO for residents of Anderson, Oconee and Pickens counties. Registrations accepted on a first-come, first-served basis. Space will be limited. Previous industry experience not necessary.

Certified Production Technician

**INTERVIEW WITH LOCAL
MANUFACTURING COMPANIES IN AS
FEW AS THREE WEEKS!**

This four-week course offers complete training to enable you to build the core knowledge and skills needed in modern manufacturing. You will learn the essential skills in Safety, Quality Practices & Measurement, Manufacturing Processes, and Production & Maintenance Awareness that will contribute to your ability to land in demand and high wage jobs. When you successfully pass the four modular assessments, you will receive a nationally recognized Certified Production Technician certification offered through the Manufacturing Skill Standards Council (MSSC). Employers are interviewing and hiring out of this class!



Employee and Leadership Development

We offer customized training and services to manufacturing & industrial settings, service industries, government agencies and employees on topics such as supervision, management and team building, as well as upgrading skills in a variety of areas.

- Conflict Resolution
- Leadership Development
- OSHA Industry Standards
- Problem-Solving
- LEAN Training & Implementation
- Supervisor Certification
- Workplace Communication

INDUSTRIAL ELECTRICIAN

Basic Industrial Electrical I

Learn the basics of electrical theory and its application in the Basic Industrial Electrical I course. You will learn how to select, use, and interpret the correct testing instruments for various situations you may encounter as an Industrial Electrician.

Basic Industrial Electrical II

Expand your knowledge of industrial electricity through the Basic Industrial

ADVANCED MANUFACTURING

Electrical II course. Test, replace, and repair components such as motors and transformers in addition to learning a multitude of other electrical concepts.

OSHA 10-Hour, OSHA General Industry Standards

Designed for industry personnel, the 10-Hour OSHA General Industry Standards course provides you detailed insight into OSHA standards and how those are applied to the workplace.

We offer a variety of other safety courses for construction, manufacturing and mining industries. See page 15 for details.

Operator Driven Reliability

This course is an industry-led, standards-based training, assessment and certification system focused on the core skills and knowledge needed by the nation's advanced manufacturing workforce. The program provides proof of an individual's ability to perform a wide range of hands-on technical skills and comprehensive knowledge in electronic, electrical, fluid power, and mechanical systems to immediately be productive.

Powered Industrial Truck Train the Trainer

Learn to conduct training for operators of forklifts and other powered industrial trucks in the Powered Industrial Truck Train the Trainer course.

Supervisor Certification

Sharpen your skills as a supervisor with the Supervisor Certification course. You will learn the necessary skills for your leadership position as well as how to address the culture of the manufacturing industry in today's world. This course addresses the most critical challenges in business today, such as globalization, transitional and temporary employees, virtual employees, outsourcing, and downsizing. Special attention to diversity and ethics also helps students develop a better sense of real-world situations. This course also covers communication, decision making, conflict resolution, and other essential supervisory skills.

MAINTENANCE RELIABILITY TECHNICIAN

Maintenance Reliability Technician courses combine various skills to teach students a comprehensive approach to developing solutions for work-specific applications. The curriculum provides a host of hands-on integrated skills such as Motor Controls, Fluid Power, and PLCs that can be applied towards a wide variety of job contexts in the manufacturing industry.

Managing Maintenance Plans and Scheduling

The most immediate way to ensure critical assets remain in optimum working condition is to implement a maintenance management plan that works. An effective Maintenance Plans and Scheduling Program is the foundation from which world class maintenance compliance is achieved.

This course teaches you to:

- Explain the business case for work management
- Build a work management process flow chart and responsibility matrix
- Draft a work management strategy
- Develop governing principles and procedures for CMMS use
- Explain how equipment criticality and risk management influence maintenance strategy
- Integrate the Planner into the Root Cause and Failure Data analysis efforts
- Outline a Management of Change Process for job plans
- Define a disciplined approach to managing workloads during a scheduled shutdown.

With a well-managed P&S function in place, you will experience:

- More efficient use of labor hours
- Reduced equipment downtime
- Lower spare parts holdings
- Faster execution of jobs
- Cost savings
- Improved workflow
- Reduced injuries and stress

ROOT CAUSE ANALYSIS

Are you looking to apply a process for root cause analysis, establish a culture of continuous improvement, and create a proactive environment? Want to learn to ask the right questions, establish triggers that drive you to the RCA process, and perform cost benefit analysis? Then this course is for you and your company.

This course teaches you to:

- Outline triggers for RCA efforts based on business case thinking.
- Define RCA roles and responsibilities.
- Define program goals, measures, and standards Select and apply a range of RCA tools to solve different problems.
- Use an A3 tool to visually manage and track activities, report on, and communicate RCA results.
- Outline a six step root cause analysis process that promotes critical thinking, creative collaboration, countermeasure analysis, and solution verification.

BUSINESS TECHNOLOGY



Planning, organizing, directing and evaluating business functions essential to efficient and productive business operations. Our business technology programs will help you master how business works, while fulfilling your potential starts by building a foundation of solid business-related skills. To learn more about specific start dates, scan the QR code or visit TCTC.edu/BusinessTechnology.

ACCELERATION LEARNING CENTER FOR OFFICE PROFESSIONALS

THE ACCELERATION LEARNING CENTER FOR OFFICE PROFESSIONALS, LOCATED AT THE PENDLETON CAMPUS, IS A UNIQUE LEARNING EXPERIENCE.

Instead of taking your classes in a traditional classroom with one instructor teaching one course at a time, you will take your classes in a lab setting where you will work on one class at a time independently.

An instructor-mentor is assigned to the lab and is available to assist you. Online access allows you to work from anywhere, enabling you to accelerate your course/program completion. This can accelerate your course/program completion. You may take individual courses (provided the prerequisite requirements are met) or you may take a series of specific courses to complete a number of various certificate programs. In addition, national certification opportunities are available.

The ALC features:

- Mentored learning
- Blended/Hybrid format
- Flexible, continuous start dates
- The ability to work at your own pace
- Online learning in the ALC lab or at home/office



For more information, call 864-646-1700 or visit tctc.edu/alc.



Choose a Career Certificate Option Below (Continuous Start Dates):

- **Digital Literacy Certificate:** Master the digital skills needed today in the workplace and in everyday life. Cost, \$299, includes course materials.
- **Customer Service Certificate:** Prepares customer service professionals with the core skills needed to serve their customers — every day! Includes national certification. Cost, \$199.
- **Bookkeeping Clerk Certificate:** Learn how to support the finance, payroll, and/or accounting operations in an organization. Cost, \$2,500, includes cost materials.
- **Business Office Support Specialist (BOSS) Certificate:** Be a BOSS and learn the essentials for working in a technologically driven work environment. Cost, \$2,500, includes course materials.
- **Medical Office Administrative Specialist with Essentials of Billing & Coding Certificate:** Learn the essentials for an entry-level position in physicians' offices, clinics, hospitals, or a multitude of other healthcare industries. Cost, \$2,850, includes course materials.

Stackable Credential Opportunities

Ask us about becoming nationally certified in:

- Microsoft Office Specialist (MOS)
- Customer Service Certification (PACE)
- Certified Medical Administrative Assistant (CMAA)

BUSINESS TECHNOLOGY

ACCOUNTING

Accounting Fundamentals In this online course, you'll learn the basics of double-entry bookkeeping, as well as how to analyze and record financial transactions. You'll get hands-on experience with handling accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities. We'll cover all the bases, from writing checks to preparing an income statement and closing out accounts at the end of each fiscal period. For more information, visit www.tctc.edu/ed2go or call 864-646-1700. Cost, \$155.

BUSINESS START-UP

Are you interested in starting your own business or nonprofit? If so, the **STEPS TO STARTING A BUSINESS** course is the right class for you. In this course, offered ONLINE via Zoom, you will learn all about startup funding, financial tools, business plan essentials, marketing considerations, and more. Visit www.tctc.edu/start. This course is free!

CONSULTATIVE SELLING

Consultative Selling is the heart of the sales process. This **Certified Sales Professional** course will provide you with the resources and instruction to radically change your sales approach. Learn the fundamental skills

of building relationships, gaining interest, understanding needs, presenting solutions, and closing for commitment. One in four open job postings requires customer-focused sales skills, so enroll today in this exciting instructor-led on-campus program. Includes course manual and certification exam. Cost, \$1,185. Visit tctc.edu/sales for more details.

HUMAN RESOURCES

SHRM® Essentials of Human Resource Management Certificate

Whether you are new to the field of HR or in a professional position with HR responsibilities, this Society for Human Resource Management (SHRM) course is for you. In this face-to-face instructor-led course, you will cover topics such as talent acquisition, learning and development, as well as performance management. Includes the SHRM® Essentials of HR Management textbook and online learning resources (\$460 value). Cost, \$599. Visit tctc.edu/SHRM for more details.

SHRM LEARNING SYSTEM® for SHRM-CP and SHRM-SCP Certifications

The HR profession is no longer just about what you know – but how you do your job.



Establish yourself as a globally-recognized human resource expert by earning the SHRM Certified Professional (SHRM-CPT™) or the SHRM Senior Certified Professional (SHRM-SCP™) credential. These professional certifications can open doors for advancement in the HR field. Price includes the SHRM® Online Learning System plus textbooks (\$1,150 value). Cost, \$1,699. Visit tctc.edu/SHRM for more details.



MICROSOFT SUITE

Microsoft Office Value Suite – Online

Learn to use the basic features of Microsoft Word, Microsoft Excel, and Microsoft PowerPoint, three of the most fundamental software programs used in educational and professional settings. New classes start each month! Cost, \$349. Stand-alone classes are offered every month for \$155 each.

For more information, visit tctc.edu/ed2go or call 864-646-1700.

Microsoft Office classes are also offered in our Acceleration Learning Center for Office Professionals. Visit tctc.edu/alc.

BUSINESS TECHNOLOGY

ONLINE CAREER PROGRAMS



Our online career programs can start you on a path to an in-demand profession or help advance your current career with industry certification. You may begin these programs at any time and learn at your own pace. Upon successful completion of all coursework, you will receive a certificate of completion. All materials are included in the program fees. Each course has an instructor assigned to answer questions and solve student problems.

- Certified Bookkeeper
- Certified Electronic Health Records Specialist
- Certified Medical Administrative Assistant with Medical Billing and Coding (voucher included)
- Cisco CCNA Certification Training (voucher included)
- CompTIA A+, Network+, and Security+ (voucher included)
- ICD-10 Medical Coding
- Medical Billing and Coding (voucher included)
- Purchasing and Supply Chain Management
- And more!

FOR MORE INFORMATION, VISIT [TCTC.EDU/JUMPSTART](https://tctc.edu/jumpstart).



REAL ESTATE

Real Estate I: First Year Sales-Pre-License

Get ready for a great career in Real Estate! This instructor-led, on-campus 60-hour course is the first step for those who want to list, sell, purchase, exchange, lease, or dispose of real estate for others in the state of South Carolina. Topics to be discussed are real estate sales, real property law, agency, federal/ state laws and regulations,



pricing of real property, contracts, finance, and mathematics. Cost, \$499. Visit tctc.edu/realestate for more details.

Advanced Principles in Real Estate

Through this face-to-face course, you will learn about relevant Advanced Principles in Real Estate. You will cover relevant and essential Real Estate topics such as agency and property disclosure, contracts, ethics, and much more. This 30-hour required real estate course is designed to be interactive and presented via multi-media. Topics include agency and property disclosure, contracts, ethics in real estate, real world fair housing, and measuring and valuation. Successful completion of this class meets the requirements developed by the South Carolina Real Estate Commission and will put you on a path to success in your chosen profession of real estate. Cost, \$325. Visit tctc.edu/realestate for more details.

ONLINE FUNDAMENTAL COURSES



OVER 300 OFFERED!

Our instructor facilitated online courses are informative, fun, convenient, and highly interactive. Our instructors are famous for their ability to create warm and supportive communities of learners. Most courses run for six weeks (with a ten day grace period at the end). Courses are project oriented and include lessons, quizzes, hands on assignments, discussion areas, supplementary links, and more. You can complete any of these courses entirely from your home or office and at any time of the day or night.

OUR TOP 20 ONLINE COURSES ARE:

1. Speed Spanish
2. Introduction to Microsoft Excel
3. Accounting Fundamentals
4. A to Z Grant Writing

5. Discover Sign Language
6. Introduction to QuickBooks Online
7. Accounting Fundamentals II
8. Stocks, Bonds, and Investing: Oh, My!
9. Computer Skills for the Workplace
10. Grammar Refresher
11. Introduction to SQL
12. Project Management Fundamentals
13. Speed Spanish II
14. Fundamentals of Supervision and Management
15. Introduction to Python 3 Programming
16. Introduction to Interior Design
17. Medical Terminology: A Word Association Approach
18. Intermediate Microsoft Excel
19. Drawing for the Absolute Beginner
20. Effective Business Writing

LEARN MORE AND REGISTER AT [TCTC.EDU/ED2GO](https://tctc.edu/ed2go).

COMPUTERS AND INFORMATION TECHNOLOGY



If you're curious about which IT certification will provide the most job opportunities and help launch your tech career, look no further! We offer a large selection of programs. For more information or to register for any of these courses, visit www.tctc.edu/IT.



Computer Service Technician/A+ Certification Prep **QJ**

In this hands-on, instructor-led course, get ready for a career as an entry-level information technology (IT) professional or personal computer (PC) service technician. The CompTIA A+ Certification course is the first step in your preparation. This course will build on your existing user-level knowledge and experience with personal computer software and hardware to present fundamental skills and concepts that you will use on the job. This class will help prepare you for the CompTIA A+ certification exam. Continuous start dates. Cost, \$2,195. Exam voucher included.

ONLINE IT PROGRAMS

We offer many online career programs in the Computers & Information Technology field. For each of these online courses, an instructor is available to guide students. Each course has continuous start dates.

CompTIA IT Fundamentals+ (ONLINE) **QJ**

Stand out in the digital workplace with a certification that proves your knowledge of CompTIA IT Fundamentals like networking and hardware basics. Cost, \$895. Exam voucher included.

CompTIA A+ Certification Training (ONLINE) **QJ**

CompTIA A+ certification is the industry standard for validating the skills of entry-level computer technicians. Cost, \$2,195. Exam voucher included.

Cisco CCNA Certification Training (Online) **QJ**

Start your career in cyber security with this highly sought-after credential. Cost, \$2,495. Exam voucher included.

CompTIA Network+ (Online) **QJ**

Start working now toward your career as a network technician by obtaining a CompTIA™ Network+ certification. In this course you will master basic networking concepts and learn about network design, security, routing and switching, cloud computing, IPv6 and forensics, and common security practices. Cost, \$2,095. Exam voucher included.

CompTIA Security+ (Online) **QJ**

Cloud computing and mobile devices have forever changed organizational IT security structure. Keep up with the times with CompTIA Security+, a certification that prepares you to meet the growing demands of an increasingly developing virtual world. Cost, \$2,095. Exam voucher included.

Certified Ethical Hacker (Online) **QJ**

The Certified Ethical Hacker (CEH) course is the core of the most desired information security training system any information security professional will ever want to be in. Exam voucher included. Continuous start dates. Cost, \$2,895. Exam voucher included.

Adobe Certified Professional in Web Design (Online) **QJ**

First impressions can create interest, grab attention, and a well-designed website can encourage clients to return. So, if you are interested in obtaining the skills to get started in web design, this is the course for you! You'll learn three Adobe programs that focus on web design: Dreamweaver, Animate, and Photoshop. Also, you'll be prepared to take the Adobe Certified Professional exam for each. Cost, \$1,895. Exam voucher included.

Online Suites and Series

QUICK, AFFORDABLE, EFFECTIVE – AND BUNDLED TO SAVE YOU MONEY!

These Suite and Series Bundles allow you to take multiple courses at a discounted price while gaining an in-depth understanding of the subject area. Bundles feature 24-hour access, online discussion areas, a six-week format, expert instruction and monthly starts.

SERIES

- Accounting Fundamentals
- Grammar Refresher
- HTML and CSS
- Medical Terminology
- Microsoft Excel
- Microsoft Word
- PMP
- QuickBooks
- Speed Spanish
- Supervision and Management
- Vet Assistant

SUITES

- Administrative Assistant
- Basic Computer Skills
- Computer Networking
- Grant Writing
- Microsoft Office
- Project Management
- Web Design
- Writing and Editing

TO REGISTER OR LEARN MORE, VISIT TCTC.EDU/ONLINEBUNDLES.

HEALTH CARE

Health care careers are in high demand. In fact, over the next 25 years, the number of people aged 65 and older in South Carolina is expected to double. This aging trend, plus the development of new technology, will increase the need for health care professionals allowing for health care positions to always be available. We offer a wide range of options, each leading to an exciting and rewarding career.

DIRECT PATIENT CARE



American
Heart
Association®

AUTHORIZED
TRAINING
CENTER

CPR / Basic Life Support Skills Assessment

Composed of an online portion and a hands-on skills assessment, this course uses dramatizations, eSimulations, animations, self-directed learning, and interactive activities that will focus on meaningful skills practice, debriefing, team scenarios, discussions of local protocols, and skills testing. Cost: \$99, includes assignment of online portion.

CPR / Basic Life Support / Healthcare Provider

Taught by the American Heart Association's trained instructors, the CPR/Basic Life Support/ Healthcare Provider course trains participants to recognize cardiac arrest, give high-quality chest compressions,

deliver ventilations, and provide early use of an Automated External Defibrillator (AED) for adults, children, and infants. Cost: \$79, with a \$20 book fee.

Electrocardiograph Technician (ECG) Certificate QJ

ECG Technicians are responsible for performing electrocardiograph tests in hospitals and physician offices. These tests are used to monitor and record electrical impulses transmitted by the heart. This course provides the student with instructions for collecting information and data about a patient's heart using electrocardiography. Topics include: identifying heart rhythms, operation of a 12-lead electrocardiograph machine, treadmill stress tests and use of a Holter monitor, as well as legal and professional aspects of patient contact. Course includes 45 hours of classroom & lab, plus clinical experience. Clinical hours will vary. Prerequisite of Medical Terminology

with Anatomy & Physiology, Healthcare Professionalism and CPR-Basic Life Support/ Healthcare Providers are required. Cost: \$1,350, includes national certification exam fee and book(s). The material fee is an additional \$10.

Emergency Medical Technician Certificate QJ VA

Emergency Medical Technicians (EMTs) provide emergency care to the critically ill and injured at an emergency scene. Our EMT program is certified and regulated by the SC Department of Health and Environmental Control (DHEC). Successful completion qualifies you to take the National Registry certification examination and become certified in South Carolina. This 200-hour program meets the current National Registry and SCDHEC/EMS standards. Prerequisites include satisfactory scores on EMS Testing. Cost: \$1,700, and \$243.60 in books and materials. The NREMT Practical exam is included in the cost of tuition.

HEALTHCARE PROFESSIONALISM



Being effective in the health care profession requires particular sets of

knowledge, like the key elements of professionalism, work ethic, communication skills, cultural competence, and more. Cost, \$278, with a \$75 book fee. Note: Healthcare Professionalism is a prerequisite course for Electrocardiograph Technician (ECG) Certificate, Nurse Aide Certificate, and Phlebotomy Certificate.



HEALTH CARE



PERSONAL TRAINER

QJ The National Academy of Sports Medicine (NASM) is the premier certification for Personal Trainers in the United States. This is a 78-hour course, with 32 of those hours being online and 46 hours being a mixture of class, lab and experiential training. Workplace options can range from fitness and recreational centers to civic and social organizations, and hospitals and rehabilitation centers to self-employment. Students who successfully complete this course can become certified with a NASM Personal Trainer Certificate, as well as receive a NASM Certificate of Distinction for successfully completing the program through Tri-County Technical College. Prerequisite of CPR-Basic Life Support/Healthcare Providers required. Testing is included in the cost of tuition. Cost: \$1720.



IV Therapy

Designed for the education of current health care professionals, the IV Therapy course trains participants in the principles and practice of intravenous (IV) therapy. Cost, \$349.

Nurse Aide Certificate with Alzheimer's & Dementia **QJ VA**

The Nurse Aide is the primary direct caregiver in long-term care, home health, hospitals, and private duty services. This course, approved by the South Carolina Department of Health and Human Services (SCDHHS), contains a combination of classroom lecture, simulated laboratory care, and hands-on clinical experience in a long-term care facility which qualifies you to take the SC Nurse Aide Competency Exam, which is required to work in a variety of health care facilities and organizations. This course also includes the Alzheimer's and Dementia seminar. Prerequisite of American Heart Association CPR / Basic Life Support required. Cost: \$1,475. Includes national certification fees. Book fees: \$103

Phlebotomy Technician Certificate **QJ**

Phlebotomists are specialized clinical support assistants who collect blood and other samples from patients for examination in laboratories, the results of which provide valuable information for diagnosing illness. Duties include collection and preparation of specimens, maintenance of collection areas and equipment and supplies, and performance of record keeping duties. Upon successful completion of program requirements, students will be able to sit for the phlebotomy certification with ASCP. Course includes 60 hours of classroom and lab, and 100 hours of clinical experience. Clinical hours will vary. Prerequisites of Medical Terminology with Anatomy & Physiology, Healthcare Professionalism and CPR- Basic Life Support/Healthcare Providers are required. Cost: \$1320, includes certification exam. Book fees: \$210.



HEALTH INFORMATION MANAGEMENT

Medical Billing and Coding **QJ**

The main role of medical billing and coding specialists is to ensure health providers are paid for medical services rendered. They are responsible for the accurate flow of medical information and patient data between physicians, patients and third-party payers. Without them, health care businesses could not function efficiently. This course includes ICD-10, CPT, HCPCS and Health Insurance & Billing. Prerequisite of Medical Terminology with Anatomy & Physiology required. Cost: \$1,660, with \$360 in books.

HEALTH CARE



Medical Office Administrative Specialist with Essentials of Billing & Coding Certificate

Offered through our Acceleration Learning Center (see page 8 for details). In this program, you'll learn the essentials for an entry-level position in physicians' offices, clinics, hospitals, or a multitude of other health care industries.

Medical Terminology w/ Anatomy & Physiology

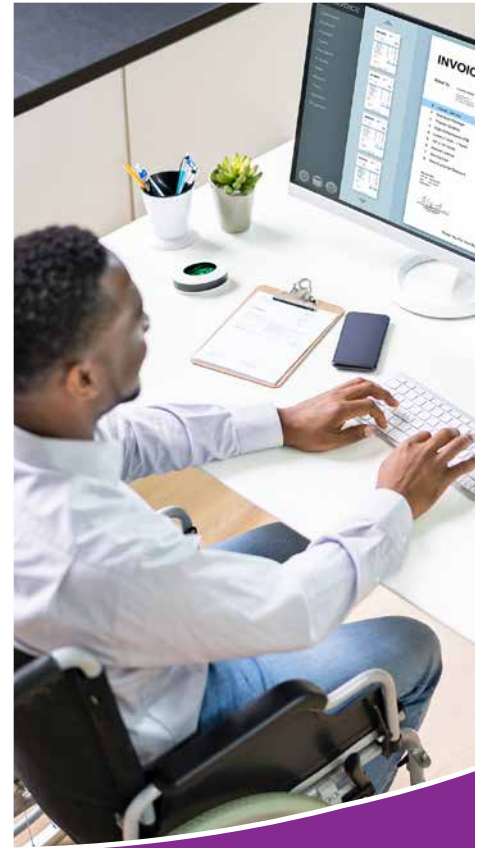
This course provides instruction in the skills needed for the proper building and dissecting of medical terminology to have a clear understanding of standard rules using word parts to form medical terminology, to have an overview of medical terms in the context of basic anatomy and

physiology, and to understand Latin and Greek word parts to interpret unfamiliar words. Cost: \$510, with \$140 in books. NOTE: This course is a prerequisite for Electrocardiograph Technician (ECG) Certificate, Phlebotomy and Medical Billing and Coding.

HEALTH CARE-RELATED ONLINE COURSES

Patient Care Technician

Take your health care profession to the next level with the Patient Care Technician course. Starting with a solid basis of health-care knowledge (including Nurse Aide, Phlebotomy, ECG, CPR/Basic Life Support, Medical Terminology, and Healthcare Professionalism), you will have the opportunity to earn a nationally recognized certification for this in-demand position. Cost, \$613.



PHARMACY TECHNICIAN

Pharmacy Technicians work side by side with pharmacists in every pharmacy setting to aid in prescription preparation, customer service, and pharmacy management. Students 18 years or older having graduated High School or completed a GED program, will learn the skills necessary for prescription preparation and basic pharmacy management which requires studies in pharmacy calculations, aseptic and non sterile compounding, state and federal pharmacy law, medication safety and use, and communications. Students experience the various aspects of pharmacy practice not only in the classroom but also in simulation laboratories and experiential education opportunities.

The Pharmacy Technician Program at TCTC is a Pharmacy Technician Certification Board (PTCB) – Recognized Education Training Program and is accredited through The American Society of Health system Pharmacists (ASHP). Completing the Pharmacy Technician Program and passing the PTCB exam meets the South Carolina Board of Pharmacy's requirements for State Certified Pharmacy Technician. PTCB certification is renewed every 2 years after completing 20 CE hours. Average growth is expected in this field up to 7% with a median income of \$36,330 in South Carolina.

TCTC is also a PTCB recognized Sterile Compounding Education and Training site for Sterile Compounding and Aseptic Technique (SCAT).

Cost: \$6,100. Cost includes books, lab fees, and ASHP Certification Exam. New class starts soon!



LOGISTICS, SUPPLY CHAIN, DISTRIBUTION, WAREHOUSE



TO LEARN ABOUT SPECIFIC START DATES AND COSTS OF ANY OF THESE PROGRAMS, SCAN THE QR CODE OR VISIT [TCTC.EDU/LDW](https://tctc.edu/LDW).



Certified Logistics Associate 4.0 (CLA 4.0)[®] Certificate – Foundational Level

The Certified Logistics Associate (CLA 4.0) program provides students with the foundational broad knowledge they will need to understand the world of supply chain and related core competencies.

Topics include: the global supply chain, the logistics environment, safety, safe equipment operation, material handling equipment, quality control, workplace communication, teamwork and problem solving and using computers. Cost, \$950.

Certified Logistics Technician 4.0 (CLT 4.0)[®] Certificate – Mid-Level

Take logistics to the next level and expand your knowledge of logistics with the advanced MSSC Certified Logistics Technician (CLT) course. Topics include product receiving, order processing, inventory control, and more. Prerequisite: Certified Logistics Associate 4.0 (CLA 4.0)[®] Certificate. Cost, \$950.

Forklift Operations & Safety



Through practice on forklift simulators and on various forklifts (including sit down, stand-up, and varying reach), the Forklift Operations & Safety course will prepare you to be an even greater asset to the logistics industry. Cost, \$599. Visit tctc.edu/forklift for more details.

Freight Broker/Agent Training (ONLINE)

This course provides you with the comprehensive training needed to gain valuable knowledge for building a successful freight brokerage or freight brokerage agency. Continuous start dates. For more information or to register visit tctc.edu/freight. Cost, \$1,995.

Lean for Warehouse/ Distribution

Take your career in Logistics to the next level by earning the Lean for Warehouse/ Distribution certificate.

Topics include Introduction to 5S (Sort, Set, Shine, Standardize & Sustain) and Visual Control into Practice. Cost, \$199.

MSSC Logistics Industry 4.0

Tri-County Technical College's Logistics program includes the Manufacturing Skill Standards Council (MSSC) career-specific credentials for prospective and front-line employees working in factories, warehouses, transport, and distribution centers. To enhance the competency of the

supply chain/logistics workforce, MSSC[®] has now embedded Industry 4.0 into its technologies in its Industry 4.0 Edition of its National Logistics Standards. These technologies are now integrated into our logistics certification programs:

- 5G
- Artificial Intelligence (AI)
- Industrial Internet of Things (IIOT)
- Biometrics
- Autonomous Robots
- Augmented Reality
- Data Analytics
- Nanomanufacturing
- Remote Learning



Safety

A variety of safety courses for the construction, manufacturing, and mining industries are available to help you stay safe in the workplace, avoid safety-related accidents and downtime, and fulfill your annual safety training requirements.

- American Heart Association CPR/First Aid
- Forklift Operations and Safety
- MSHA New Miner
- MSHA Annual Refresher
- OSHA Construction Standards (10- and 30-hour)
- OSHA General Industry Standards (10- and 30-hour)
- SCDOT Workzone Flagger Certification

To obtain more information about our available safety courses or to schedule a customized safety course for your employees, scan the QR code, visit tctc.edu/safety or contact conted@tctc.edu.



American Heart Association.



SKILLED TRADES

A skilled trade is any occupation that requires a particular skill set, knowledge, or ability. These careers are all about applying hands-on, highly focused, relevant talent to keep industries running, our homes and offices heated and cooled, our vehicles in solid condition and more. Working in a skilled trade career can offer less debt, lucrative pay, job stability, and overall good quality of life.

Basic Plumbing Certificate **QJ**

Gain the skills of a beginner plumber who can help plumbers install, maintain, and repair plumbing systems. TCTC's Plumbing Certificate program is designed in cooperation with local residential and commercial plumbers to ensure the training meets current industry needs. Visit tctc.edu/plumbing.

ELECTRICAL WIRING

Electrical Wiring Certificate (Electrical I, II, IV)

Complete all four of the Electrical Wiring courses in this individual Electrical Wiring Certificate program. Save money and stay focused by taking each of the courses consecutively. Cost, \$2,500.

Electrical Wiring I: Residential

Start your journey toward becoming an electrician with Electrical Wiring I, the first course in a series of four. You will learn the basics of electrical wiring, electrical theory, Ohm's Law, and the types of services available for residential applications. Cost, \$599.

Electrical Wiring II: Residential

Build upon the foundation you built in Electrical Wiring I: Residential with Electrical Wiring II: Residential. You will dive deeper into your understanding of the National Electrical Codes, calculations, wiring devices, and troubleshooting. Cost, \$599.

Electrical Wiring III: Commercial

Continue to develop your understanding of electrical wiring with the Electrical Wiring III: Commercial course. You will cover topics such as proper conductor sizing, voltage drops, electrical grounding, and more. Cost, \$599.

Electrical Wiring IV: Commercial

The Electrical Wiring IV: Commercial course concludes the series of electrical wiring courses and prepares you to enter the commercial field as a journeyman. You will learn concepts like sizing raceways, phase power, motor control circuits, refrigeration, and hermetic systems, and more. Cost, \$599.

Journeyman/Master Electrician Exam Prep

Study the National Electrical Code in preparation for the Journeyman/Master Electrician license examination. Cost, \$599, plus books.

FIBER OPTICS

Fiber Optics Certified Fiber Optic Technician (CFOT) **QJ**

Prepare for the Certified Fiber Optic Technician (CFOT) exam through this 3-day course designed to provide you theory and hands-on activities to engage you in the learning process. You will learn how

to identify fiber types, recognize various connectors used in fiber installation, and much more. Cost, \$1,100.

Certified Fiber Optic Specialist/Testing & Maintenance (CFOS/T) **QJ**

Further develop your understanding of fiber optics with the Certified Fiber Optic Specialist/Testing & Maintenance course. You will learn the intricacies of fiber optic testing standards, the equipment used in testing and splicing, and much more. Cost, \$1,000.

Certified Fiber Optic Specialist/Splicing (CFOS/S) **QJ**

Receive in-depth instruction and practical, hands-on experience in the Certified Fiber Optic Specialist/Splicing course. Gain a greater understanding in both fusion and mechanical splicing of either single or multimode fiber optic cables and more. Cost, \$1,000.

Pre-Highway Construction Inspector/Testing Technician – Asphalt Roadway **QJ VA**



Ditch the desk and become a Highway Construction Inspector! Gain the entry-level knowledge of equipment, concepts, specifications, and material testing procedures necessary to prepare for work as an asphalt roadway technician. Plus, you'll be able to take the exam for SCDOT Asphalt Roadway Technician certification. Duration, 2 weeks. Cost, \$2,500. More info available at tctc.edu/prehwy. Scholarships are available for those who qualify. Learn more at tctc.edu/cceaid.

Pre-Highway Construction Inspector/Testing Technician – Earthwork & Base Course **QJ VA**



Ditch the desk and become a Highway Construction Inspector! Gain the entry-level knowledge of equipment, concepts, specifications, and material testing procedures necessary to prepare for work as an earthwork and base course technician. Plus, you'll be able to take the exams for Nuclear Density Gauge HazMat certification and SCDOT Earthwork & Base Course Technician certification. Duration, 2 weeks. Cost, \$2,500. More info available at tctc.edu/prehwy. Scholarships are available for those who qualify. Learn more at tctc.edu/cceaid.

SKILLED TRADES

HEAVY EQUIPMENT, HEFTY OPPORTUNITY!



Heavy Equipment Operator: NCCER Core & HEO Level 1 + Skid Steer, Excavator QJVA

Prepare for a wide variety of career opportunities with the Heavy Equipment Operator course. Through the support of our local employer partners (some are listed below), we are able to offer training for the following equipment: skid steer, front-end loader, roller/compactor, and mini excavator. You will also receive relevant instruction in Basic Construction Skills to provide you the knowledge and experience you need to be successful in your career. Cost, \$4676.

THE HEAVY EQUIPMENT OPERATOR CURRICULUM:

- **COURSE 1:** Basic Construction Skills (3 weeks) includes: NCCER Core Safety, OSHA 10, and American Heart Association (CPR).
- **COURSE 2:** Heavy Equipment Operator (7 weeks) includes Level 1 plus Skid Steer, Hydraulic Excavator, Compaction Roller, and Wheel Loader. Basic Construction Safety, Orientation to the Trade, Heavy Equipment Safety, Identification of Heavy Equipment, Basic Operational Techniques Utility Tractors, Introduction to Earth Moving, Grades, Part One Modules from Level 2 and 3 - Level 2 Skid Steer and Wheel Loader, Level 3 Hydraulic Excavators and Compaction Rollers
- **OPTIONAL** after obtaining the Heavy Equipment certification: Commercial Driver's License (CDL A). Cost, \$4,629.

Graduate Noah Garrell is pictured with HEO instructor, Pat Condon. Noah said...

"The transition from TCTC to my job was everything I imagined. It was almost like I was already working because all the exercises I did transferred right over to the real job site. My favorite part about coming to TCTC was not only running equipment but learning from the best instructor there is and establishing a bond with Mr. Condon. He's got a heck of a career under his belt, so he was very knowledgeable on a lot of things. He was more like a mentor to me and if I ever needed advice or had questions he was always there.

I would like for anyone to know that you don't have to have a lot of money to come do this training. All the advisors will help you get funding and will get everything straightened out. I don't know of many places where you could attend something like this for little to no money. TCTC has been a career-changing opportunity, no doubt."



POWER LINE WORKER CERTIFICATION

The Power Line Worker Certification program gives you everything you need to spark a career with top employers. Now is your time to become a Power Line Worker. TCTC offers a comprehensive training program that will prepare you for entry level line work positions. The Power Line Worker Program prepares you to enter the electric utility industry as an apprentice with a broad understanding of the skills, knowledge, safe work practices and physical ability required to perform line work. Cost, \$4879.

THE POWER LINE WORKER CURRICULUM:

- **COURSE 1:** Basic Construction Skills (3 weeks) includes: NCCER Core Safety, OSHA 10, and American Heart Association (CPR).
- **COURSE 2:** Power Line Worker (9 weeks) includes safety, introduction to electric current, introduction to electric theory, climbing wooden poles, climbing structures other than wood, tools of the trade, aerial framing, utility service equipment, rigging, setting and pulling poles, trenching, excavating and boring equipment, introduction to electrical test equipment, alternating current and three phase, cable and conductor install and removal.
- **OPTIONAL** after obtaining the Power Line certification: Commercial Driver's License (CDL A). Cost, \$4,629.

Scholarships are available for those who qualify. Community partnerships with Goodwill and SC Works WIOA offer possible tuition assistance for the CDL A.



MOTORCYCLE TRAINING

Basic Motorcycle Class (BC)

Perfect for those with little or no riding experience, this class teaches the basic techniques of riding a motorcycle. Students will ride small (100–350cc) training motorcycles provided by SC Rider Education. It's all about giving you a solid learning experience while having fun! Successful completion of the Basic Motorcycle Class qualifies you for a waiver on the SCDMV motorcycle license test. Cost, \$325.

Motorcycle Safety Training

Whether you are a seasoned rider or this will be your first time trying, the Motorcycle Safety Training course prepares you to ride the roads safely and in style.

SPONSORED BY



COMMERCIAL TRUCK DRIVING (CDL) QJ

With its flexible schedules and night course offerings, the Commercial Truck Driving (CDL) course makes your career transition a smooth ride. From in-person instruction to on the road training, you will have the opportunity to learn your truck inside and out.

CLASS A

In just 6 short weeks (or 10 weeks in the evening class) you can get your class “A” CDL! You will benefit from one week of classroom instruction and four weeks of intense, hands-on training and driving. Course requires 148 hours of classroom and hands-on training and testing. Training includes pre-trip vehicle inspection, vehicle control, range, and behind-the-wheel driving (required for skills testing). This program is licensed by the SC Department of Motor Vehicles/ Department of Public Safety. Cost, \$4,629.

CLASS B

In just 3 weeks of training you can get your class “B” CDL! Be ready to enter the world of truck driving. Course consists of 70 hours - classroom instruction, behind-the wheel driving and range experience and testing for licensure. This program is licensed by the SC Department of Motor Vehicles/ Department of Public Safety.) Cost, \$2,390.

DEFENSIVE DRIVING (POINT REDUCTION)

Earn four points back on your driver's record through the Defensive Driving course. You will learn essential skills for safe driving such as how to avoid accidents and how to react defensively. Cost, \$99.

We offer a variety of safety courses in skilled trades, construction, manufacturing, and mining industries. See page 15 for details.

LIFE AND LEISURE

PHOTOGRAPHY

Digital Photography I

Gain the skills you need to take great photos with your digital camera and never miss a memorable moment again. Learn how to set up your camera and stop using the automatic settings for more creative control of your photos. Learn exposure fundamentals and how to use the functions of your camera to create photographs you want others to see. Cost, \$325.

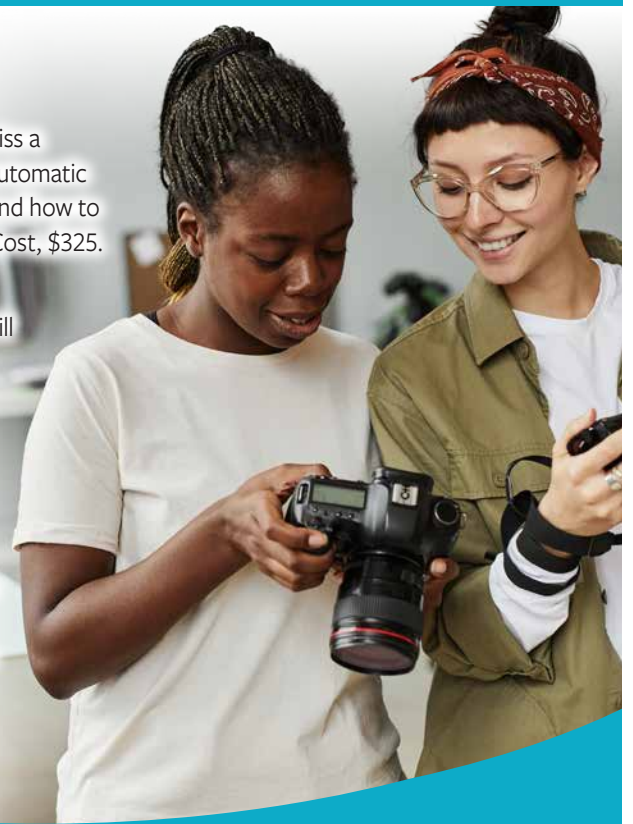
Digital Photography: Photoshop/Lightroom

Adobe Photoshop Lightroom is a fantastic tool for digital photographers at any skill level who need to manipulate and organize photos and images. This course will teach you how to prepare, edit, and organize photos quickly and effectively. Through hands-on exercises, you will learn to use Lightroom and perfect your digital photos. Cost, \$325.

Digital Photography II

Build upon the techniques you learned in Digital Photography I to further advance creative techniques using motion control and depth of field. Emphasis is on composition, seeing light, using scene elements to express depth and dimension, creative exposure control, and continuing to improve both technique and knowledge of the photographic process. Cost, \$325.

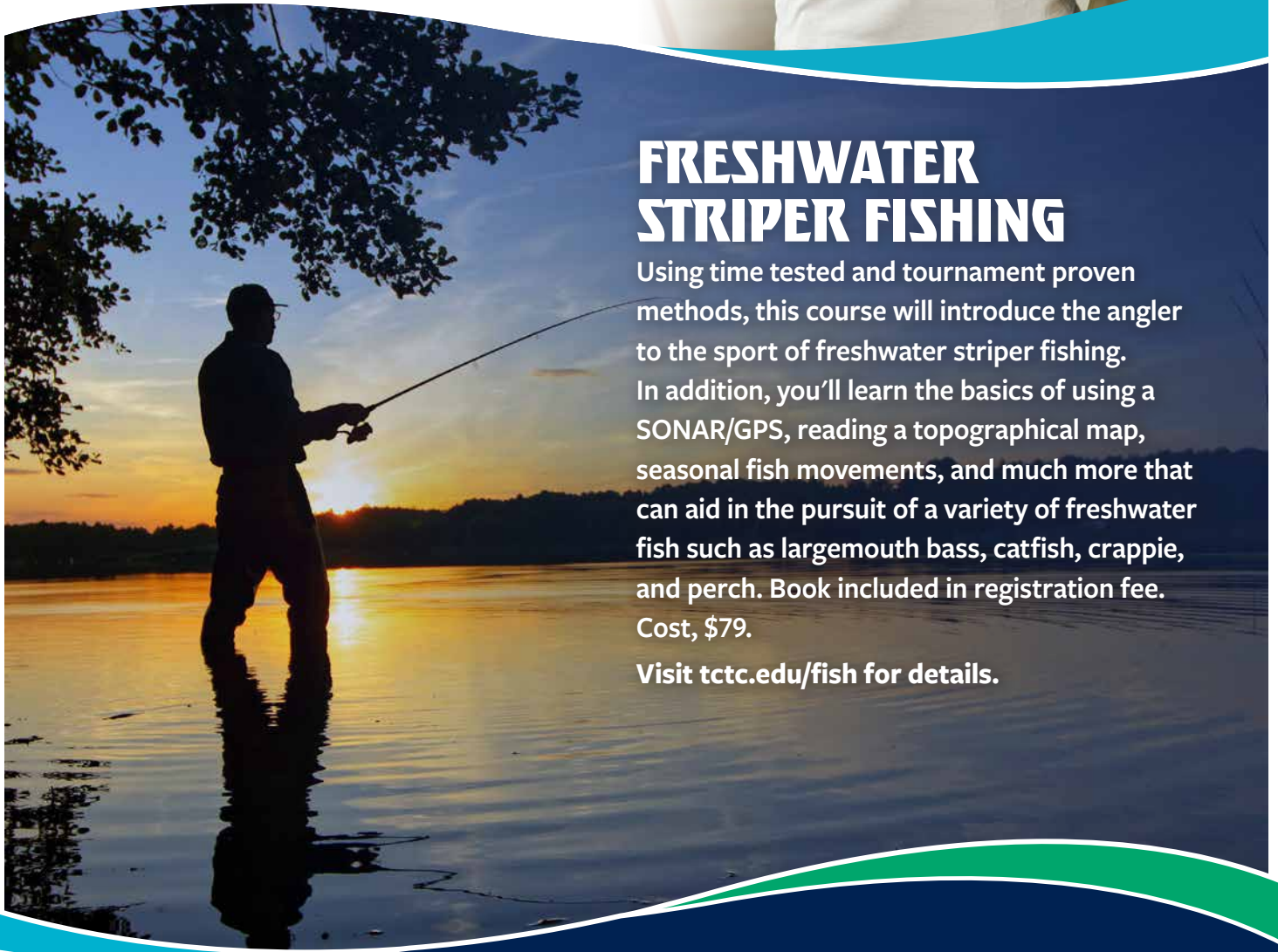
Visit tctc.edu/photo for details on our photography classes.



FRESHWATER STRIPER FISHING

Using time tested and tournament proven methods, this course will introduce the angler to the sport of freshwater striper fishing. In addition, you'll learn the basics of using a SONAR/GPS, reading a topographical map, seasonal fish movements, and much more that can aid in the pursuit of a variety of freshwater fish such as largemouth bass, catfish, crappie, and perch. Book included in registration fee. Cost, \$79.

Visit tctc.edu/fish for details.



Register To Attend an Open House!

For 2023, we are offering a virtual option.
Our next few Open Houses are shown
below to help you make plans to attend.

Tuesday, April 25

College Wide Open House
Anderson Campus
511 Michelin Blvd., Anderson, SC
2-6 p.m.

Tuesday, May 23

Pendleton Campus, IBDC Building
9 a.m. (Virtual) & 4:30 p.m. (In Person)

Tuesday, June 20

Pendleton Campus, IBDC Building
9 a.m. (In Person) & 4:30 p.m. (Virtual)

Tuesday, July 25

Pendleton Campus, IBDC Building
2-6 pm

To register, visit tctc.edu/OpenHouse
or call 864 646 1700.



Corporate Community Education
7900 Highway 76
Pendleton, S.C. 29670

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 - Computers & Information Technology
 - Construction: Residential, Commercial
 - Health Care
 - Heavy Equipment Operations
 - Highway Construction
 - Law Enforcement



- Leadership/Supervision
- Manufacturing/Industrial
- Powerline
- Safety
- Transportation/Truck Driving
- **Where you want it.** We'll deliver one course or a full program at your site, at an off site location, or at any of our facilities.
- **When you want it.** We'll offer courses any time day, evening, third shift, weekend, or even a blending of online and on site. Our flexible scheduling helps you minimize disruptions to your employees' work schedule.

Learn more at tctc.edu/custom.