



TriCounty
TECHNICAL COLLEGE

CORPORATE AND COMMUNITY EDUCATION

Fall 2021 Course Schedule | 864-646-1700 | www.tctc.edu/LEARN

Zero To Career

IN 16 WEEKS OR LESS!

See Back Page For Details



FAST, FOCUSED, 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 for updates, visit www.tctc.edu/learn. Course schedules and prices listed in the schedule booklet are subject to change without notice.

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.

QUICKJOB 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.

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 our Pendleton campus to register and pay in person: Monday–Thursday: 8 am–5 pm, Friday: 8 am–2 pm. (Accepted forms of payment are cash, personal & cashier's check, and money order.)

PENDLETON CAMPUS: 7900 Hwy 76, Pendleton, SC (Industrial & Business Development Center)

MISSION: The Corporate and Community Education Division is a catalyst for the economic and lifelong development of the citizens and organizations of Anderson, Oconee and Pickens counties.

VISION: The Corporate and Community Division will be the role model for training and educational services through dedication to high standards, a nurturing environment, community alliances, and innovative leadership.



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

QJ QuickJobs Certificates are the most in-demand programs in our area and designed to train you and help you enter the workforce within 6 months or less. Class locations vary by program.



National Certification: These programs incorporate a national exam, which if passed, will result in a certificate that is recognized nationally.



Acceleration Learning Center for Office Professionals: Course is held at the Acceleration Learning Center for Office Professionals.



Online Course: Course is offered online.



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.

LEGENDS AND ABBREVIATIONS

M = MONDAY **F** = FRIDAY
T = TUESDAY **S** = SATURDAY
W = WEDNESDAY **U** = SUNDAY
R = THURSDAY

Anderson County—1428 Pearman Dairy Rd, Anderson

Anderson QJC—Anderson QuickJobs Center, 512 Michelin Blvd, Anderson

Anderson—Anderson Campus, 511 Michelin Blvd, Anderson

AnMed—AnMed Health, Anderson

Cannon—Cannon Memorial Hospital, Pickens

Easley—Easley Campus, 1774 Powdersville Rd, Easley

BUSINESS ADMINISTRATION

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Oconee—Oconee Campus, 552 Education Way, Westminster

Oconee QJC—Oconee QuickJobs Center, 104 Vocational Dr, Seneca

OMH—Oconee Medical Hospital, Seneca

Pendleton—Pendleton Campus, 7900 Hwy 76, Pendleton

Pickens QJC—Pickens QuickJobs Center, 1774 Powdersville Rd, Easley

ITC—Industrial Technology Center, Sandy Springs, 5321 Highway 76, Pendleton

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

GET STARTED

YOU'RE MERE MONTHS FROM A NEW CAREER!

IN ABOUT

1

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)

IN ABOUT

2

MONTHS

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

IN ABOUT

3

MONTHS

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

IN ABOUT

4

MONTHS

- Electrical Wiring, Commercial
- CNC Operator

IN ABOUT

5

MONTHS

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

IN ABOUT

6

MONTHS

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

QUICKJOBS

FAST, FLEXIBLE, FOCUSED TRAINING

QuickJobs Training Programs are six months or less, and some are as short as a few weeks. These short-term certificate programs provide training for high-demand jobs, and while they are designed to lead to immediate employment, many of the courses will transfer for credit toward Tri-County Technical College's academic programs. QuickJobs Training Programs have been developed for fields where there is strong local job growth.

TRAINING SCHOLARSHIPS AVAILABLE!

EVENINGS, WEEKENDS, HYBRID CLASSES AND ONLINE CLASSES!

LEARN ABOUT OUR VA APPROVED PROGRAMS!



This is a great opportunity to utilize your educational and training benefits to transition into a new career. Look for the VA Approved icon next to our course listings.



**TAKE STEPS
TOWARDS
A NEW
JOB!**



**REGISTER
TO ATTEND
AN OPEN HOUSE!**

**SECURE YOUR SPOT ON A DATE THAT
WORKS BEST FOR YOU!**

**DATES: AUGUST 31 · SEPTEMBER 14 · SEPTEMBER 28 · OCTOBER 12 ·
NOVEMBER 2 · NOVEMBER 16 · NOVEMBER 30**

CHOOSE A SESSION: 9-10 AM OR 4:30-5:30 PM

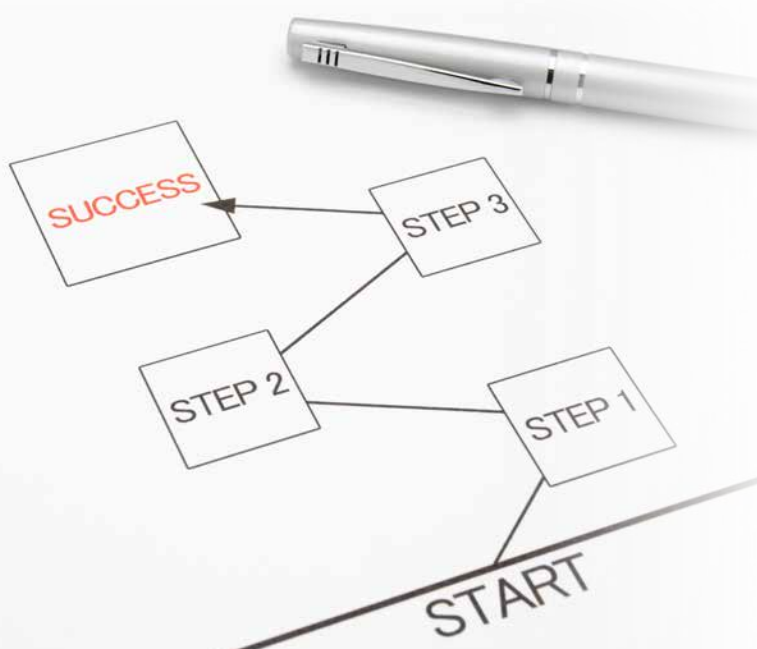
**LOCATION: PENDLETON CAMPUS, INDUSTRIAL AND BUSINESS
DEVELOPMENT CENTER**

**SPACE IS LIMITED! TO REGISTER OR FOR
MORE INFORMATION, CALL (864) 646-1700 OR
VISIT WWW.TCTC.EDU/LEARN.**

**QUICKJOBS TRAINING
SCHOLARSHIPS ARE
AVAILABLE!**

QuickJobs Training Scholarships are available to individuals who meet the eligibility requirements through Tri-County Technical College's Corporate & Community Education (CCE) Division QuickJobs training programs. Gain a state or nationally recognized credential in as little as 3 days to 15 weeks. Employer connections available.

For updates, visit our Facebook page at facebook.com/TCTC.CCE or call 864-646-1700.



BUSINESS ADMINISTRATION

ACCOUNTING FUNDAMENTALS

ACCOUNTING FUNDAMENTALS

In this 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.**

Starts 9/15ONLINE\$139

Starts 10/13ONLINE\$139

Starts 11/17ONLINE\$139

Starts 12/5ONLINE\$139

ONLINE QUICKBOOKS

Learn to manage the financial aspects of your small business quickly and efficiently using Quickbooks. Online courses start each month and last six weeks for a total of 12 (2 hour) lessons!

Starts 9/15ONLINE\$149

Starts 10/13ONLINE\$149

Starts 11/17ONLINE\$149

Starts 12/5ONLINE\$149

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

MICROSOFT OFFICE VALUE SUITE

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!



Starts 9/15ONLINE\$349

Starts 10/13ONLINE\$349

Starts 11/17ONLINE\$349

Starts 12/5ONLINE\$349

Also, individual classes are offered every month for \$155 each.

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

SEE OUR ACCELERATION LEARNING CENTER FOR OFFICE PROFESSIONALS INFO ON PAGES 10-11 FOR DETAILS ON THE BUSINESS OFFICE SUPPORT SPECIALIST (BOSS) CERTIFICATE PROGRAM.

Quick. Affordable. Effective.

Online Courses

Bundled to Save You \$\$!



SUITE & SERIES DISCOUNTED BUNDLES

Suite and Series Bundles allow you to take multiple courses at a discounted price while gaining an in-depth understanding of the subject area.

SUITES

- Administrative Assistant Suite
- Basic Computer Skills Suite
- Computer Networking Suite
- Grant Writing Suite
- Microsoft Office Value Suite
- Project Management Suite

- Web Design Value Suite
- Writing and Editing Value Suite

SERIES

- Accounting Fundamentals Series
- Grammar Refresher Series
- HTML and CSS Series
- Medical Terminology Series

- Microsoft Excel Series
- Microsoft Word Series
- PMP Series
- QuickBooks Series
- Speed Spanish Series
- Supervision and Management Series
- Vet Assistant Series

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners and offer new course sessions monthly.

Course Features:

- 24-Hour Access
- Online Discussion Areas
- 6 Week Format
- Expert Instructor
- Monthly start sessions

Call or visit our website to view course descriptions, start dates and enroll:

864-646-1700

www.tctc.edu/OnlineBundles



HUMAN RESOURCES

SHRM® ESSENTIALS OF HUMAN RESOURCE MANAGEMENT CERTIFICATE

SHRM Essentials is ideal for those who are: 1) New to HR, 2) Small business owners, and 3) Managers and professionals with HR responsibilities. Included in the program is a printed reference book and web-based study tools and resources to help you master HR concepts.

Topics covered in this course include:

- Human Resource Management
- Talent Acquisition
- Total Rewards
- Learning and Development
- Performance Management

Includes course manual and access to the web-based software for 18 months from the date of purchase. For more information, visit www.tctc.edu/shrm.

9/13–10/25..... M.....6–8:30 pm
Pendleton..... \$599

SHRM LEARNING SYSTEM® FOR SHRM-CP AND SHRM-SCP CERTIFICATIONS

This 36-hour course, designed primarily as preparation for SHRM's Certified Professional (CP) and Senior Certified Professional (SCP) examinations, combines expert instruction with the 2020 SHRM Learning System. The hybrid format helps participants to

work at a manageable pace, and ideally encourages a more comprehensive, and better retained, learning experience. In addition to administering formal learning materials, the instructor will provide real-world examples, and peer discussion is encouraged. Classes are offered within a condensed evenings schedule, to help meet the needs of busy professionals. The classroom sessions also provide an excellent opportunity for participants to network with other HR professionals. Who Should Enroll? Professionals who enroll in this course have typically worked in human resource positions for at least two years. Includes all materials.

9/16–12/9..... R.....6–9 pm
Pendleton..... \$1,595

OPERATIONS

SIX SIGMA LEAN

Learn Six Sigma and gain the knowledge and tools necessary to help analyze data, improve business processes and control the future process to be more efficient and with minimal errors. Both programs are offered completely online to be taken at your own pace.

LEAN SIX SIGMA GREEN BELT ONLINE (EXAM COST INCLUDED)

Start Anytime. Hours: 120\$1,895

In this program, you will learn Lean Six Sigma process improvement projects from start to finish. As a Green Belt, you can deliver measurable, sustainable improvement by finding the root causes

of problems and streamlining processes. Visit www.tctc.edu/OnlineSixSigma.

LEAN SIX SIGMA BLACK BELT WITH 1-ON-1 PROJECT COACHING ONLINE (EXAM COST INCLUDED)

Start Anytime. Hours: 75.....\$2,695

Further develop your process improvement, project management and leadership skills using clear language and plenty of practical examples. You'll also receive 1-on-1 project coaching with a Master Black Belt to ensure that your project is completed properly and efficiently. Visit www.tctc.edu/OnlineSixSigma.



SMALL BUSINESS/ ENTREPRENEUR

STEPS TO STARTING A BUSINESS ONLINE

This workshop provides basic information for anyone considering starting a small business or non-profit. Topics include:

- Myths and realities of being an entrepreneur
- Marketing considerations–customer targets, pricing, promotion, etc.
- Start-up funding
- Financial and accounting tool
- Business plan essentials

9/16.....5:30–7:30 pm Zoom

10/21.....5:30–7:30 pm Zoom

12/16.....5:30–7:30 pm Zoom

**TRI-COUNTY
TECHNICAL COLLEGE**

SALES INSTITUTE

CONSULTATIVE SELLING: CERTIFIED SALES PROFESSIONAL

Every business needs satisfied customers to be successful. **One in four open job postings requires sales or customer-facing skills.** Consultative Selling is the heart of the sales process. Sales is not pushing things on people; sales is connecting people's needs with the products and services of your organization.

Students in Consultative Selling will build and hone the fundamental skills necessary for effective sales and customer support conversations. Students will learn to build relationships, gain interest, understand needs, present solutions (not pitches), close for true commitment, and handle genuine customer objections. In the real

world, everyone wants to be comfortable with making decisions, and they value the sales or support person who helped them achieve that comfort. Consultative Selling students will learn the exact same sales skills that have been taught to sales professionals worldwide. Graduates of Consultative Selling will be highly prepared to get hired and perform well in sales careers.

CONSULTATIVE SELLING: CERTIFIED SALES PROFESSIONAL

9/27–9/29 MTW 8:30 am–5 pm
Pendleton..... \$1,185
10/25–10/28 MWR..... 8:30 am–5 pm
Pendleton..... \$1,185
12/6–12/8 MTW 8:30 am–5 pm
Pendleton..... \$1,185



**FOR MORE INFORMATION, CALL
864-646-1700 OR VISIT WWW.
TCTC.EDU/SALES.**

REAL ESTATE

Considering a career in real estate? Classes are available for individuals interested in First Year Sales and Post Licensing. Visit www.tctc.edu/RealEstate for more information.

RLS500 REAL ESTATE I: FIRST YEAR SALES–PRE LICENSE*

9/7–9/16 M–F..... 8:30 am–5:30 pm
Pendleton..... \$499 NO CLASS 9/6, 9/17
10/4–10/14 M–R..... 8:30 am–5:30 pm
Pendleton..... \$499
11/8–11/18 M–R..... 8:30 am–5:30 pm
Pendleton..... \$499



RLS501 ADVANCED PRINCIPLES IN REAL ESTATE*

9/20–9/23 M–R..... 8:30 am–5:30 pm
Pendleton..... \$325
9/20–10/20 MW 6–8:40 pm
Pendleton..... \$325
10/18–10/21..... M–R..... 8:30 am–5:30 pm
Pendleton..... \$325
11/29–12/2 M–R..... 8:30 am–5:30 pm
Pendleton..... \$325

**Real Estate course prices subject to change.*

FINANCIAL WELLNESS DECISIONS, DECISIONS

TAKE CONTROL OF YOUR FINANCES!

Gain financial security for yourself and your family. End the cycle of living paycheck to paycheck!

- Are you tired of living paycheck to paycheck?
- Are you tired of not having the money you need to plan your future?
- Do you know what you need to do to take control of your finances?
- Do you have a plan to get out of debt?

If you answered yes to any of these questions, enroll now to learn how to save or make money to build wealth for you and your family. Topics include:

- Budgeting
- Handling Credit
- Home Ownership
- Savings and Investment
- Services of a Bank
- Buying Insurance
- Income Taxes
- Social Security and Medicare

9/7–9/9 TR 8 am–Noon
Pendleton..... \$139
10/5–10/14 TR 6–9 pm
Pendleton..... \$139
11/8–11/10 M–W 8 am–Noon
Pendleton..... \$139
12/7–12/16 TR 6–9 pm
Pendleton..... \$139

To register, call (864) 646-1700 or visit www.tctc.edu/learn.

**FOR MORE INFORMATION ON
ANY OF OUR BUSINESS
ADMINISTRATION PROGRAMS,
VISIT WWW.TCTC.EDU/LEARN.**

COMPUTERS AND INFORMATION TECHNOLOGY

If you're curious about which IT certifications will provide the most job opportunities and help launch your tech career, look no further! According to online IT job postings, here are the top in-demand IT Certifications.

COMPUTER TECHNICIAN/A+ CERTIFICATION PREP QJ (EXAM VOUCHER INCLUDED)

Learn the essentials of installing software, building, upgrading, repairing, configuring, troubleshooting, optimizing, diagnosing, preventive maintenance, customer service, and communication skills. Also, this class will prepare students for the CompTIA® A+® National Certification Exams.

9/14–12/7 T 5:30–9:30 pm
Pendleton..... \$1,995 NO CLASS 11/3

COMPTIA IT FUNDAMENTALS+ ONLINE QJ (EXAM VOUCHER INCLUDED)

Prove that you know today's technologies with CompTIA IT Fundamentals. From networking and cyber security essentials to hardware and software basics, IT Fun-

damentals demonstrates your readiness for the digital workplace. Certification: CompTIA IT Fundamentals+

ONLINE–Start Anytime...100 hours...\$895 CISCO CCNA CERTIFICATION TRAINING ONLINE QJ (EXAM VOUCHER INCLUDED)

One of the most sought after entry-level cyber security credentials. If you want to gain the foundational knowledge you need to enter the networking business, becoming a Cisco Certified Network Associate (CCNA) is an excellent career move.

ONLINE–Start Anytime...225 Hours...\$2,495 COMPTIA NETWORK+ ONLINE QJ (EXAM VOUCHER INCLUDED)

Learn the fundamentals you need to obtain a CompTIA™ Network+ certification and start a career as a network technician. You'll master basic networking concepts and learn about network design, security,

routing and switching, cloud computing, IPv6 and forensics, and common security practices.

ONLINE–Start Anytime...110 Hours...\$1,895 COMPTIA SECURITY+ ONLINE QJ (EXAM VOUCHER INCLUDED)

IT security is paramount to organizations as cloud computing and mobile devices have changed the way we do business. With the massive amounts of data transmitted and stored on networks throughout the world, it's essential to have effective security practices in place. That's where CompTIA Security+ comes in to prepare candidates to fulfill these responsibilities. Get the Security+ certification to show that you have the skills to secure a network and deter hackers and you're ready for the job.

ONLINE–Start Anytime...80 Hours...\$1,895

FOR MORE INFORMATION ON ANY OF OUR IT PROGRAMS OR WEB DESIGN CERTIFICATES, VISIT WWW.TCTC.EDU/IT OR WWW.TCTC.EDU/WEB.



ONLINE CAREER TRAINING PROGRAMS

Our online 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.

Features:

- 6-18 month self-paced, start anytime
- Textbook and materials included
- Prepare for industry certification
- Certification exam vouchers are included
- Financial assistance available
- Student advisors provide you coaching, motivation, and career readiness support

JUMP START YOUR CAREER OR FIND A NEW ONE

- CPC Medical Billing and Coding (Exam Voucher Included)
 - Certified Bookkeeper
 - Human Resources Professional
 - Certified Medical Administrative Assistant (CCMA)(Exam Voucher Included)
 - Certified Outpatient Coder (Exam Voucher Included)
 - Professional Bookkeeping with QuickBooks, Software Included
 - Web Applications Developer
 - Payroll Practice and Management (Exam Voucher Included)
 - SSCP Systems Security Certified Practitioner (Exam Voucher Included)
 - CompTIA Security+ Certification Training (Exam Voucher Included)
 - CompTIA A+ Certification Training (Exam Voucher Included)
 - ICD-10 Medical Coding
 - CompTIA Healthcare IT Technician
 - Certified Information Systems Security Professional (CISSP)
 - Grant Writing
 - Advanced Hospital Coding and CCS Prep
 - CNA: Routing and Switching (Exam Voucher Included)
 - Medical Billing and Coding (Exam Voucher Included)
- AND MANY MORE!**

For more information, visit www.tctc.edu/JumpStart or call (864) 646-1700.

ACCELERATION LEARNING CENTER FOR OFFICE PROFESSIONALS



The **Acceleration Learning Center for Office Professionals**, located at the Pendleton Campus, is a unique learning experience.

Courses are offered under the guidance of an instructor-mentor in the following formats:

- **Mentored Learning Computer Lab.** Instead of taking your classes in a traditional classroom setting with one instructor teaching one course at a time, you will take your classes in a computer lab setting where you will work on one class at a time independently with access to an instructor-mentor. Computer lab hours are Monday–Wednesday, 8 am to Noon.
- **Mentored Online Learning.** Or, instead of physically coming to campus, you may take your classes online with access to an instructor-mentor.
- **Combination of Computer Lab & Online.** Or, you may create a learning plan that uses a combination both classroom/computer lab and online.

An instructor-mentor is available to assist you whether you come to campus or take your class(es) online. With online access to your classes, you're able to work from home

or work, accelerating the pace of your course/program. 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. Below are the many options we have available.

CHOOSE A CERTIFICATE OPTION...

BOOKKEEPING ACCOUNTING CLERK

QJ **ALC** **CONTINUOUS START DATES**

This program is designed to provide training for an entry-level accounting and/or payroll specialist position. The certificate earned will indicate to an existing or prospective employer that you have both the manual and computerized exposure to basic accounting principles, together with other essential knowledge and skills. Courses include: Introduction to Accounting, Excel: Comprehensive, and Quickbooks.

BUSINESS OFFICE SUPPORT SPECIALIST (BOSS)

QJ **ALC** **CONTINUOUS START DATES**

This course is designed to help you prepare for employment in today's computerized offices. Administrative professionals are the largest segment of the office workforce! Today's skills include excellent customer service and proficient use of technology. You will use integrated computer software applications for organization and scheduling, document preparation, storage, retrieval, and bookkeeping with an emphasis on electronic record-keeping. Courses include Microsoft Word, Excel, PowerPoint, Customer Service, and QuickBooks (optional). For individuals who complete QuickBooks, they will be eligible to take the QuickBooks Certified User (QBCU) exams. Also, additional certification prep course options are available for individuals who would like to earn a Microsoft Office Specialist (MOS) Word, Excel, and/or PowerPoint Certification.



FAST, FOCUSED, FLEXIBLE

COURSES NOW OFFERED ONLINE OR IN A MENTORED CLASSROOM/COMPUTER LAB OR A COMBINATION OF BOTH!

CONTINUOUS START DATES!

MEDICAL OFFICE ADMINISTRATIVE SPECIALIST WITH ESSENTIALS OF BILLING & CODING

QJ **ALC** **CONTINUOUS START DATES**

This program prepares students for entry-level employment in physicians' offices, clinics, hospitals, billing companies, outpatient care centers, ambulatory healthcare services, state and local government agencies, medical and diagnostic laboratories, nursing care facilities, etc. Upon successful completion of this program, students will be trained and prepared to effectively and proficiently handle the administrative operations within a medical facility.

Topics include: Computer Skills, Word Processing, Medical Terminology, Professional and Career Responsibilities, Interpersonal Communications, Records Management, Written Communications, Financial Administration (Includes bookkeeping, procedure coding, diagnostic coding, insurance claim submissions), and Managing the Office.

Upon completion of the Medical Office Administrative Specialist Certificate program, you will be prepared to take the Certified Medical Administrative Assistant (CMAA) national certification exam, offered by National Healthcare Association (NHA).

ALSO AVAILABLE...

- Computer Concepts
- Customer Service Specialist

INDIVIDUAL CLASSES ALSO OFFERED!

Microsoft Office: Word, Excel & PowerPoint, QuickBooks, Keyboarding, Windows, Computer Basics, and More!

VALUE ADDED – STACKABLE CREDENTIALS

Ask us about other certification options!

- Microsoft Office Specialist (MOS)*
- Customer Service Certification (ICSA)
- Certified Medical Administrative Assistant (CMAA)
- QuickBooks Certified User (QBCU)*



FOR MORE INFORMATION, PLEASE CALL 864-646-1733 OR VISIT WWW.TCTC.EDU/ALC.

REGISTER TO ATTEND AN OPEN HOUSE! August 31, September 14,
September 28, October 12, November 2, November 16, November 30 • 9-10 AM or 4:30-5:30 PM

We look forward to your visit during one of our Open House Events! To register, visit www.tctc.edu/learn or call 864-646-1700. If we are unable to host the event on campus due to Coronavirus (COVID-19) concerns, we will invite you to join our Virtual Open House. See page 5 for more details.



Learn from the comfort of home!

Expert Instructor

24-Hour Access

Online Discussion Areas

6 Weeks of Instruction

Hundreds of courses to choose from

Monthly start sessions

Our instructor-led online courses are informative, fun, convenient, and highly interactive. We focus on creating warm, supportive communities for our learners. New course sessions begin monthly. Visit our website to view start dates for the courses that interest you.

Complete any of these courses entirely from your home or office and at any time of the day or night.

Prices start as low as: **\$139**

INSTRUCTOR-LED NON-CREDIT ONLINE COURSES

A to Z Grant Writing

Learn how to research and develop relationships with potential funding sources, organize grant writing campaigns, and prepare proposals.

Accounting Fundamentals

Give yourself skills that are in high demand by exploring corporate

Computer Skills for the Workplace

Gain a working knowledge of the computer skills you'll need to succeed in today's job market.

Creating Web Pages

Learn the basics of HTML so you can design, create, and post your very own site on the Web.

Effective Business Writing

Improve your career prospects by learning how to develop powerful written documents that draw readers in and keep them motivated to continue to the end.

Fundamentals of Supervision and Management

Learn the people skills required to motivate and delegate, and learn tools for solving problems and resolving conflicts.

Grammar Refresher

Gain confidence in your ability to produce clean, grammatically correct documents and speeches.

Intermediate Microsoft Excel

Take your Microsoft Excel skills to the next level as you master charts, PivotTables, Slicers, Sparklines, and other advanced Excel features.

Introduction to CSS3 and HTML5

Learn to create state-of-the-art Web sites using modern CSS3 and HTML5 techniques.

Introduction to Final Cut Pro X

Make the leap from home video enthusiast to professional video editor using Apple's revolutionary Final Cut Pro X editing software.

Introduction to Google Analytics

Learn how to track and generate traffic to your website, create reports, and analyze data with Google's free, state-of-the-art Web analytics tools.

Introduction to Microsoft Excel

Become proficient in Microsoft Excel and discover countless shortcuts, tricks, and features for creating and formatting worksheets quickly and efficiently.

Introduction to SQL

Gain a solid working knowledge of the most powerful and widely used database programming language.

Leadership

Gain the respect and admiration of others, exert more control over your destiny, and enjoy success in your professional and personal life.

Performing Payroll in QuickBooks

Learn how to use QuickBooks 2013 to create paychecks, pay tax liabilities, and produce forms and reports.

Writing Essentials

Master the essentials of writing so you can excel at business communications, express yourself clearly online, and take your creative literary talents to a new level.

Enroll Now!

www.tctc.edu/ed2go

864-646-1700

OVER 300 ONLINE COURSES AVAILABLE



Essentials of the Professional Kitchen

CULINARY CERTIFICATE



GET STARTED IN A CAREER IN CULINARY ARTS!

The Essentials of the Professional Kitchen Culinary Certificate Program is designed to equip you with basic skills in culinary arts for the professional kitchen. The program provides instruction in culinary concepts and terminology, kitchen safety and sanitation, equipment usage, basic nutritional guidelines, standard and metric measurements, food costing, and theory and practice in the production of culinary products. Topics emphasize

fundamental cooking techniques and preparation methods for hot foods, breakfast items, salads, sandwiches, dressings, breads and pastries.

You'll learn about the interesting, multi-faceted careers available in the restaurant industry. You'll be taught how restaurants run in both front and back of the house operations. You'll begin by developing knife skills and progress to learning

cooking methods for different foods and gain hands-on experience in a modern up-to-date kitchen. Also, you'll be certified in sanitation and will develop both individual and team culinary skills through small- and large-scale food production.

For more information or to be placed on the interest list, call 864-646-1700.

WORKFORCE SCHOLARSHIPS AVAILABLE!

9/13-3/7/22 MT 6-9 PM Pendleton..... \$2,750
NO CLASS 10/26, 12/13/21-1/2/22

LIFE AND LEISURE

DIGITAL PHOTOGRAPHY I

Do you know everything about your camera? Looking to learn how to be a great photographer? By taking this introductory course, you'll learn digital camera operation and photographic fundamentals. Topics include: Basic introduction to the features of the camera including an overview of the buttons on the outside of the camera and discussion about the most used menus in the camera. You'll learn how to set up your camera and get off the automatic setting for creative control of your pictures. In addition, you'll learn exposure fundamentals and how to use the functions of your camera to create photographs you want others to see. Additional class discussions include light, film, exposure, light meter, aperture, shutter, ISO, the lens, depth of field, and the digital camera functions white balance, histogram and setting file format size.

Any film or digital camera can be used; however, the



preferred camera should be an adjustable 35mm SLR with manual capability. BOOK: *Understanding Exposure, 4th Edition: How to Shoot Great Photographs with Any Camera*, Bryan Peterson, ISBN 978-1-60774-850-2.

8/24-11/9 T 6-8:30 pm
Pendleton..... \$299 NO CLASS 10/26

DIGITAL PHOTOGRAPHY II

Apply techniques learned in Digital Photography I to further creative technique 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. Any film or digital camera can be used; however, the preferred camera should be an adjustable 35mm SLR with manual capability. Prerequisite: Digital Photography

I. BOOK 1: *Understanding Exposure, 4th Edition: How to Shoot Great Photographs with Any Camera*, Bryan Peterson, ISBN 978-1-60774-850-2. BOOK 2: *Learning to See Creatively,*

Third Edition: Design, Color, and Composition in Photography, Bryan Peterson. ISBN: 978-1607748274

Spring 2022 W 6-8:30 pm
Pendleton..... \$299

DIGITAL PHOTOGRAPHY: PHOTOSHOP/LIGHTROOM

Do you have an enormous amount of images to manage? Adobe's Lightroom is a perfect tool for digital photographers at any skill level who need to manipulate and organize photos and images. This course will teach you how to use Lightroom, Adobe's easy-to-use software that prepares, edits, and organizes photos quickly and effectively. You will also get an introduction to Adobe's advanced image editor, Photoshop. Through hands-on exercises, you will learn to use Lightroom like a pro and perfect your digital photos! Students will need to have a subscription for Adobe's Creative Cloud Photography (20G) approx. \$9.99/month.

9/22-12/15 W 6-8:30 pm
Pendleton..... \$299
NO CLASS 11/24

HEALTHCARE

DIRECT PATIENT CARE



American
Heart
Association

AUTHORIZED
TRAINING
CENTER

CPR / BASIC LIFE SUPPORT / HEALTHCARE PROVIDER (ONLINE BLENDED—INSTRUCTOR-LED SKILLS CHECK)

S.....9 am–12 noon.....Pendleton\$99
(2–4 hr online portion, 1.5 hr skills session
on campus)

Dates: 9/25, 10/23

CPR / BASIC LIFE SUPPORT / HEALTHCARE PROVIDER (COMPLETELY INSTRUCTOR-LED)

S.....9 am–2:30 pm ...Pendleton\$79
(plus \$20 Book)

Dates: 9/11, 10/9, 11/13, 12/11

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; 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 & 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 required. Certification exam included in cost of tuition. Book(s) additional.

Schedule to be announced
January 2022.....\$1,320

MEDICAL TERMINOLOGY

This course is a prerequisite for ECG, Phlebotomy and Medical Billing & Coding. It 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. Book(s) additional.

10/25–12/15 MW.....6–9 pm
Pendleton..... \$510

HEALTHCARE PROFESSIONALISM

This course is a prerequisite for ECG and Phlebotomy. It discusses in detail the following topics: the key elements of professionalism; the health care industry and your role; your work ethic and performance; personal traits of health care professionals; relationships, teamwork and communication skills; cultural competence and patient care; professionalism and your personal life; the practicum experience; employment and professional development. Book(s) additional.

10/28–12/9..... TR.....6–8 pm
Pendleton..... \$278

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, 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 required. National certification exam and book(s) included in cost of tuition. \$10.00 material fee not included. Clinical hours vary.

10/05–12/16 TR.....6–9 pm
Pendleton\$1,350



NURSE AIDE CERTIFICATE WITH ALZHEIMER'S & DEMENTIA

QJ VA

The Nurse Aide is the primary direct care giver 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 healthcare facilities and organizations. This course also includes the Alzheimer's and Dementia seminar. Prerequisite of American Heart Association CPR /

SEE OUR ACCELERATION LEARNING CENTER INFO ON PAGES 10–11
FOR DETAILS ON MEDICAL OFFICE ADMINISTRATIVE SPECIALIST WITH
ESSENTIALS OF BILLING & CODING.

Basic Life Support required. National certification fees included in cost of tuition. Book(s) additional.

10/04–11/11 MTWR..... 1–5 pm

Easley..... \$1,475

Clinical times: 7:30 am–4 pm

11/15–12/21 MTWRF 8 am–Noon

Pendleton..... \$1,475

Clinical times: 7:30 am–4 pm



IV THERAPY

This certificate program is designed to educate health care professionals in the principles and practice of intravenous therapy with an emphasis on venipuncture techniques, equipment, precautions, complication of intravenous therapy and nursing responsibilities. This course includes 6 hours of class and skills practice with a post course requirement to submit documentation of 3 successful IVs for the award of a 6-hour certificate in IV Therapy.

Note: Due to South Carolina practice laws, only licensed or certified healthcare professionals may administer IV Therapy. Must provide proof of current certification.

8/24–8/26 TR.....1–4 pm

Pendleton..... \$310

11/3–11/5 TR.....9 am–12noon

Pendleton..... \$310

PATIENT CARE TECHNICIAN TRACK

Diversify your healthcare skills by enrolling in our PCT track to gain the knowledge and skills for this in-demand position. Obtaining these skills will expand your options for employment and make you a valued team member

in the hospital, emergency department, physician practices, and other areas. Courses will include:

- Nurse Aide with Alzheimer’s and Dementia
- Phlebotomy Technician
- Electrocardiograph Technician
- Patient Care Technician

National Certification fees are included with each course. Schedules may vary as you progress through the courses and may include morning, afternoon, and evening classes. Prerequisites required.

PATIENT CARE TECHNICIAN ONLINE

This course will include a review of Nurse Aide, Phlebotomy and Electrocardiograph along with material pertaining specifically to Patient Care Technician. Prerequisites of CPR-Basic Life Support/Healthcare Providers, Medical Terminology with Anatomy & Physiology, Healthcare Professionalism, Nurse Aide with Alzheimer’s & Dementia, Electrocardiography Technician and Phlebotomy Technician required. Review modules, practice exams, and the national certification exam are included in the cost of tuition.

Continuous Start Date.....Online\$613

HEALTH INFORMATION MANAGEMENT

MEDICAL BILLING AND CODING

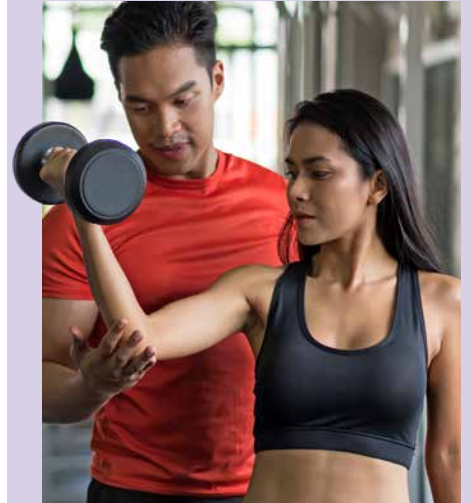


The main role of medical billing and coding specialists is to ensure health providers are paid for medical services rendered. They are responsible for the accurate flow of medical information and patient data between physicians, patients and third-party payers. Without them, healthcare businesses could not function efficiently. This course includes ICD-10, CPT, HCPCS and Health Insurance & Billing. Prerequisite of Medical Terminology with Anatomy & Physiology required. Book(s) additional.

Schedule to be announced


March 2022.....\$1660

BE A CERTIFIED PERSONAL TRAINER



The National Academy of Sports Medicine (NASM) is the premier certification for Personal Trainers in the United States. This is a 78-hours course with 32 hours being online and 46 hours being a mixture of class, lab and experiential training. Students who successfully complete this course will become certified with a NASM Personal Trainer Certificate as well as receiving 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.

As a Certified Personal Trainer, your workplace options will vary depending on your career interest as a Trainer, including fitness and recreational centers, civic and social organizations, hospitals and rehabilitation centers, and self-employment. For more information, call 864-646-1700.

QJ  Hybrid-in classroom T & R, online M & W

Schedule to be announced \$1,720

HEALTHCARE



EMERGENCY RESPONSE

EMERGENCY MEDICAL TECHNICIAN CERTIFICATE QJ

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. The NREMT Practical Exam is included in the cost of tuition. Book(s) additional.

9/1-3/16..... Days Vary 9 am-1 pm

Pendleton..... \$1,700.

For more information, call 864-646-1700.

PHARMACY TECHNICIAN

PHARMACY TECHNICIAN

Pharmacy Technicians work side by side with pharmacists in every pharmacy setting to provide assistance in prescription preparation, customer service, and pharmacy management. Students 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 will be exposed to the various aspects of pharmacy practice not only in the classroom but also in simulation laboratories and experiential education opportunities.

The Pharmacy Technician program also meets the requirements of the South Carolina Board of Pharmacy for pharmacy technicians seeking to be state certified.

The Pharmacy Technician Program is accredited by the American Society of



Health-System Pharmacists (ASHP). TCTC is also a Pharmacy Technician Certification Board (PTCB)-recognized Sterile Compounding Education and Training site for SCAT (Sterile Compounding and Aseptic Technique).

Schedule to be announced.....\$8,150
For more information, call 864-646-1700.

CCE Graduate Spotlight

Are you unsure of your career path? Are you faced with obstacles that are preventing you from taking the next step in your educational or career journey? If so, check out the testimonials from our graduates!



I was nervous to start at TCTC, unsure if I could find something I wanted to choose for a career. Then I found the Pharmacy Technician program. It seemed like a great pick for me!

I enjoyed the course, making new friends and learning so many new things about medicine. I recently got my first Pharmacy Tech job, and I thank TCTC for giving me the confidence boost to finish the course and go after the job I wanted!

Alex Landreth

PHARMACY TECHNICIAN GRADUATE



**QUICK
JOBS**
Training that works.

Get training with local job prospects
and great salary potential!

HEAVY EQUIPMENT OPERATOR

With support from our local employer partners, we are offering Heavy Equipment Operator training on the following equipment: skid steer, front-end loader, roller/compactor and mini-excavator. The training will carry nationally-recognized certifications from the National Center for Construction Education and Research (NCCER).

OUR PARTNERS...




COURSE 1: Basic Construction Skills (2 weeks) includes NCCER Core Safety, OSHA 10, and American Heart Association (CPR)

10/11–10/22 M–R, 8 AM–5 PM & F, 8 AM–2 PM Anderson QJC.....\$995

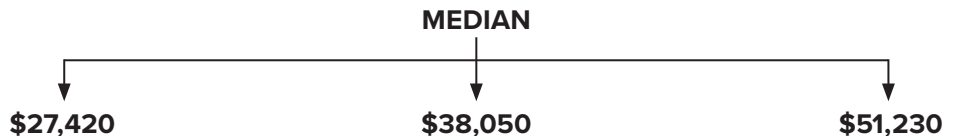
COURSE 2: Heavy Equipment Level 1 (8 weeks) with modules of Skid Steer, Front End Loader, Roller/Compactor and Mini-Excavator.

10/25–12/16 M–R, 8 AM–5 PM & F, 8 AM–2 PM Anderson\$3,481
NO CLASS 10/26, 11/24–11/26

Job Placement assistance will be provided during the course. Scholarships are available for those who qualify. For more information, attend one of our Open Houses, visit www.tctc.edu/HEO, or call 864-646-1700. **QJ** 

Heavy equipment operator salary information Greenville-Anderson area

Source: Bureau of Labor Statistics, 2019 wage data



“TCTC really open my eyes up to more job opportunities that are truly overlooked and underrated. I truly enjoyed every single moment of the Heavy Equipment Operator course and the teachers that provided the information for the whole class to elevate. I made some sacrifices to attend class. I was working for a fast food restaurant while I was going to class just to make ends meet every other week, but thanks to TCTC, I am now a Certified Heavy Equipment Operator and making more money than I have ever had.”

—ELI MCKINNEY, 2021 HEAVY EQUIPMENT
OPERATOR GRADUATE

CONSTRUCTION

ELECTRICAL WIRING CERTIFICATE QJ

Take all 4 Electrical Wiring classes & save!

All 4\$1,999

(Includes Mandatory Books)

Homes, businesses, and factories require more wiring than ever before, and electricians will be needed to install the necessary components. Learn installation of residential and commercial/industrial electrical circuits. Employment of electricians is expected to grow 8% from 2019–2029, faster than the average for all occupations. Book(s) additional. For more information, call 864-646-1700.

9/7–2/3/22.....TR6–9 pm

Pendleton.....\$1,999

NO CLASS 10/26, 11/25, 12/26–1/3/22

ELECTRICAL WIRING I: RESIDENTIAL

As you prepare for a career as an electrician, Electrical Wiring I of the electrical wiring series will provide training in the installation of residential electrical circuits. Students will learn basic electrical wiring concepts, electrical theory, Ohm's law and types of services for residential applications.

9/7–10/7.....TR6–9 pm

Pendleton.....\$475

ELECTRICAL WIRING II: RESIDENTIAL

As you prepare for a career as an electrician, Electrical Wiring II of the electrical wiring series will provide training in the installation of residential electrical circuits. Students will expand their knowledge of the National Electrical Codes, calculations, wiring devices and troubleshooting

10/12–11/11.....TR6–9 pm

Pendleton.....\$475 NO CLASS 10/26

ELECTRICAL WIRING III: COMMERCIAL

Students preparing to take Electrical Wiring III: Commercial need to have taken Residential Electrical Wiring I & II or have two years of experience in the field before taking Electrical III. At the end of this course, students will

understand the basics of commercial wiring. Topics include: 1) Electrical Safety; 2) Ohm's Law including series and parallel circuits; 3) Proper conductor sizing; 4) Voltage drops; 5) Electrical grounding; 6) Raceways; and 7) Conduit bending.

11/16–12/16.....TR6–9 pm

Pendleton.....\$475 NO CLASS 11/25

ELECTRICAL WIRING IV: COMMERCIAL

Students preparing to take Electrical Wiring IV: Commercial classes need to have taken Residential Electrical Wiring I & II and Electrical Wiring III: Commercial or have two years of experience in the field before taking Electrical Wiring IV: Commercial. At the end of this course, students should be able to enter the commercial field as a journeyman. Topics include: 1. Sizing raceways (bending conduit, junction boxes, etc.); 2. 3-Phase Power; 3. 3-Phase Transformers; 4. Motor control circuits; 5. Motor installation; 6. Refrigeration and hermetic systems; 7. Basic troubleshooting.

1/4/22–2/3/22.....TR6–9 pm

Pendleton.....\$475

JOURNEYMAN/MASTER ELECTRICIAN EXAM PREP

You will study the National Electrical Code as you prepare to take the license examination. Experience under the supervision of a licensed electrician is required to sit for the license examination as stipulated by the Municipal Association of SC.

9/14–12/14.....W6–9 pm

Pendleton.....\$599

CERTIFIED FIBER OPTIC TECHNICIAN CERTIFICATIONS QJ

Designed for anyone interested in learning basic fiber optic networking and becoming certified by the Fiber Optics Association (FOA). For more information, visit www.tctc.edu/Fiber or call 864-646-1700.

Certified Fiber Optic Technician (CFOT)

11/1–11/3.....M–W ...8 am–5 pm

Pendleton.....\$950

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

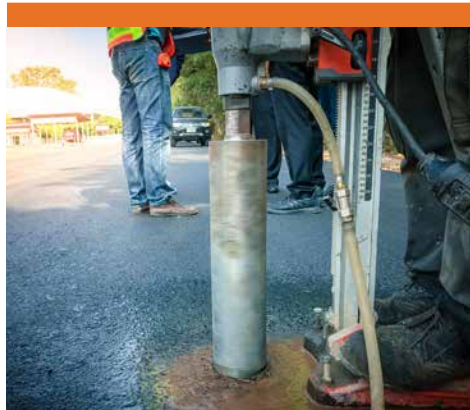
11/4–11/5.....RF8 am–5 pm

Pendleton.....\$850

Certified Fiber Optic Specialist/Splicing (CFOS/S)

11/6.....S.....8 am–5 pm

Pendleton.....\$850



PRE-HIGHWAY CONSTRUCTION INSPECTOR/TESTING TECHNICIAN QJVA

Don't want to be stuck in an office all day? Learn about equipment, concepts, specifications, and testing procedures to become a highway construction inspector. You will receive both classroom and hands-on training as well as attempt all testing requirements. Available for SCDOT Asphalt Roadway Technician certification, SCDOT Earthwork & Base Course Technician certification, and SCDOT Hot Mix Asphalt Level 1 Quality Control Technician certification.

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

POWER UP YOUR CAREER!

“The need for utilities workers in our industry is phenomenal, probably unmatched to any other job type that you will find. When they leave TCTC, they have the skills needed to enter into any electrical or utility company. It doesn’t have to be local, they can go anywhere in the country and work and be efficient and functional.”

—CHRIS MCGUFFIN
OPERATIONS SUPERVISOR
DUKE ENERGY

“I feel that I am very prepared to enter into the workforce. We learned how to climb, safety practices, pole rescue, setting the pole, to running the trucks.”

—LEWIS COWART
JUNE 2021 POWER LINE
WORKER GRADUATE

“James, Power Line Worker Instructor, is very knowledgeable. He has been a great instructor and going to make sure you are fully prepared, very in-depth and precise with everything that we do. He will not fail you. Our training was great.”

—RIAN SHEEHAN
JUNE 2021 POWER LINE
WORKER GRADUATE

Power Line Worker students working as a team to perform a Pole Top Rescue during the June 2021 Power Line Worker Rodeo. The Rodeo is designed to connect graduates with employers who are looking to hire!

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. Tri-County Technical College 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.

The Power Line Worker curriculum:

COURSE 1: Basic Construction Skills (2 weeks) includes NCCER Core Safety, OSHA 10, and American Heart Association (CPR)

10/11–10/22 M–R, 8 AM–5 PM & F, 8 AM–2 PM Anderson QJC \$995

COURSE 2: Power Line Worker (10 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.

**10/25–1/6/22..... M–R, 8 AM–5 PM & F, 8 AM–2 PM Anderson \$3,684
NO CLASS 10/26, 11/24–11/26, 12/23–1/3/22**

OPTIONAL: Commercial Driver's License (CDL A)

Scholarships are available for those who qualify. For more information, attend one of our Open Houses, visit www.tctc.edu/Power, or call 864-646-1700.



MANUFACTURING

CERTIFIED PRODUCTION TECHNICIAN

INTERVIEW WITH LOCAL MANUFACTURING COMPANIES IN AS LITTLE AS 3 WEEKS!

Employers are interviewing and hiring out of this class! Gain a nationally recognized certification in just 6 weeks.

This 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 finding in-demand and higher wage jobs. Successfully passing the four modular assessments, you will receive a nationally recognized Certified Production Technician certification offered through the Manufacturing Skill Standards Council (MSSC).

Schedule to be announcedPendleton/Online.....\$2,500
Full scholarships are available to individuals who qualify!

For current course dates and schedules, visit www.tctc.edu/learn or call (864) 646-1700.



ANALYTIC TROUBLESHOOTING

This course uses a blended approach of lecture, examples, case studies and actual problems brought in from the workplace. You will be able to demonstrate an understanding of the basic principles of Problem Solving and Decision Making using the Kepner-Tregoe model.

32 hours..... 9 am–4 pm\$995
On-site training available. Contact 864-646-2039 for scheduling.

OPERATOR OPTIMIZATION

A world class approach to maximize the effectiveness of operational assets and processes. With O2 production, operators share the responsibility for the condition of the performance of machinery and equipment, reducing downtime, breakdowns, and stoppages. Includes: TPM, OEE, Visual Maintenance, machine circuits, Mechanical principles.

M–W 9 am–5 pm.....\$895

CNC OPERATOR QJ

The CNC Operator course is designed to develop skills required for CNC operators in the machining industry. The curriculum covers all aspects of CNC manufacturing at the basic level. During the course, you will be exposed to shop equipment and the shop environment. Lecture is integrated with hands-on lessons within the shop to develop a greater understanding of CNC machining.

SCHOLARSHIPS AVAILABLE

M/W for 18 Weeks..... 5 pm–8:30 pm
ITC Campus \$1,900

MECHATRONICS QJ

Mechatronics courses combine various skills to teach you 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. These modules may be taken individually or combined together for a Mechatronics certification.

BUNDLE ALL 3 AND EARN A MECHATRONICS CERTIFICATE!

72 hours.....9 am–5 pm
Pendleton.....\$2,500
Per Module: 24 hours.....9 am–5 pm
Pendleton.....\$895



INDUSTRIAL ELECTRICIAN

This course introduces electrical theory and its application in using testing instruments and troubleshooting. You will select, use and interpret the correct testing instrument for various situations. You will also test and replace or repair components such as motors and transformers. Also covered will be basic Direct Current, Alternating Current and Multi-Phase applications.

Basic Industrial Electrical I
8/11–8/13 9 am–4 pm
Pendleton.....\$895

Basic Industrial Electrical II
9/8–9/10 9 am–4 pm
Pendleton.....\$895



10-HOUR OSHA GENERAL INDUSTRY STANDARDS

This course, designed for industry personnel, presents detailed information on how the provisions of the OSHA standards may be implemented in the workplace. Rights and responsibilities under the OSHA Standard, the appeals process, and record keeping are covered. The course also includes an introduction to OSHA's general industry standards and a review of the requirements of the more frequently referenced standards.

2-Day Training: Call 864-646-2039 for dates and to register.

9 am–4 pm.....\$249

POWERED INDUSTRIAL TRUCK TRAIN THE TRAINER

Learn to conduct training for operators of fork lifts and other powered industrial trucks. Course content includes the OSHA standard with a focus on training requirements, handouts, quizzes, tips for the demonstration requirement, and

EMPLOYEE AND LEADERSHIP DEVELOPMENT

The Center for Workforce Excellence provides training and services to manufacturing, service industries, government agencies, and employees on topics such as Supervision, Management and Team-Building. Specific and customized training is also available to upgrade the technical skills of industrial employees.

**10-HOUR OR 30-HOUR OSHA
INDUSTRY STANDARDS**
ANALYTIC TROUBLESHOOTING
CONFLICT RESOLUTION
LEADERSHIP DEVELOPMENT
LEAN TRAINING & IMPLEMENTATION

OPERATOR OPTIMIZATION
**POWERED INDUSTRIAL TRUCK
TRAIN THE TRAINER**
PROBLEM SOLVING
SUPERVISOR CERTIFICATION
WORKPLACE COMMUNICATION

guidelines for setting up and conducting operator driving evaluations.

2-Day Training

8 am–5 pmITC\$595

On-site training available. Contact 864-646-2039 for scheduling.

SUPERVISOR CERTIFICATION

This course is designed to introduce the new supervisor to necessary skills for their new job, or hone the skills of the experienced supervisor. A blend of traditional concepts and emerging insights, 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. Also covers communication, decision making, conflict resolution, and other essential supervisory skills.

15 Weeks

45 hours..... T.....1–4 pm.....\$1,200

CCE Instructor Spotlight

Are you unsure of your career path? Are you faced with obstacles that are preventing you from taking the next step in your educational or career journey? If so, check out the testimonials from our instructors!

**Dr. Ron
Humphries
D.Min**

rhumphri@tctc.edu
864.646.1723



I have been teaching industrial skills for more than 30 years and have a heart for industry workers. We offer a wide variety of classes to upgrade and develop the skills of every associate in the plant- from the operator to maintenance to management and supervision. Most of the manufacturing courses can be offered at each plant and customized to meet the specific needs of the facility.

The Manufacturing Skill Standards Council (MSSC) program is one of our premiere offerings. It is an overview of industry that contains four modules in Safety, Quality, Production and Processes, and Maintenance Awareness. The candidate who passes all four modules is awarded the Certified Production Technician certificate.

This course is offered to individuals who are unemployed, looking for a career in industry,

and/or for current operators looking to upgrade their skills and to expose them to various areas of manufacturing.

Once accepted, within two to four weeks of starting the class, we invite local manufacturers to interview and to make job offers as appropriate to students who are seeking employment opportunities. Currently, we have placed 95% of the MSSC graduates within their career field with local employers.

With the availability of QuickJobs Training Scholarships, this is an ideal time to upgrade your skills or start a new career. For more information on the available scholarships, training offered, or interviewing opportunities please contact the Center for Workforce Excellence at 864-646-1723 or visit www.tctc.edu/learn.

TRANSPORTATION

TRANSPORTATION

COMMERCIAL TRUCK DRIVING (CDL) QJ

Interested in a career in the trucking industry where the jobs are plentiful?

Jobs with good pay and benefits are available for commercial drivers. Trucking companies actively recruit students from our classes and we have a 97% placement rate. Class A and B courses begin on the same start date. Night driving is required for day classes. Night classes are available—inquire for details at 864-646-1700.

HOURS OF TRAINING

Class A: 148 hours if there's a 3 to 1 student to teacher ratio or 164 hours if there's a 4 to 1 student to teacher ratio; Class B: 70 hours; Class B Dump Truck: 80 hours

CLASSES START MONTHLY!

Class A Day Class*

\$4,429

M–R 8 am–5 pm.....Anderson QJC

F 8 am–2 pmAnderson QJC

Class A Night Class*

\$4,429

M–R 5:30–10:30 pm....Anderson QJC

Class B Day Class*

\$2,290

M–R 8 am–5 pm.....Anderson QJC

F 8 am–2 pmAnderson QJC

Class B Night Class*

\$2,290

M–R 5:30–10:30 pm....Anderson QJC

Class B Dump Truck Day Class*

\$2,875

M–R 8 am–5 pm.....Anderson QJC

F 8 am–2 pmAnderson QJC

Class B Dump Truck Night Class*

\$2,875

M–R 5:30–10:30 pm....Anderson QJC

* For current course dates/schedules, visit www.tctc.edu/Truck or call 864-646-1700. Some Saturdays may be required with the night classes.

Requirements: 10-year driving record, DOT physical, CDL beginner's permit,

copy of Social Security card, current SC Driver's License, and DOT drug screen (administered the first day of class). If you do not pass the DOT drug screen, federal regulations indicate that you will NOT be allowed to stay in the program.

In addition to the CDL training, the following courses/services are offered:

- 40-Hour Refresher Course (Only for those with a current CDL)
- Defensive Driving for Truck Drivers
- Permit Class
- Yard Operations
- Passenger Endorsement

For complete class listings, course descriptions and schedules, visit www.tctc.edu/Truck.

MOTORCYCLE SAFETY TRAINING

Learn to ride or sharpen your skills!

Motorcycle Safety Training is held at the Anderson QuickJobs Center in cooperation with the SC Rider Education Program. The program includes training for people who have never ridden a

motorcycle and riders who are interested in basic training to sharpen their current skills. The course will also prepare individuals to gain their state motorcycle driver's license. The completion of the MSF e-Course is required prior to the start of class. After you register, the e-course information will be sent to the email address on file.

BASIC MOTORCYCLE CLASS

Anderson QJC\$299

Fri., 6–10 pm; Sat., 8 am–4 pm;

Sun., 8 am–4 pm

Dates: August 20–22, September 3–5, September 10–12, October 1–3, October 15–17, October 22–24, November 12–14, November 19–21

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

SPONSORED BY



DEFENSIVE DRIVING

POINT REDUCTION: Completion of this course will provide for four (4) points' reduction against a driver's record by the S.C. Department of Highways and Public Transportation.

You will learn how to avoid accidents by recognizing situations where accidents are most likely to occur and how to react defensively. Developed by the National Safety Council and taught by NSC certified instructors. For additional information or to register, you may call the Corporate and Community Education office at (864) 646-1700 or visit www.tctc.edu/learn.

All classes are 8 hours in length. Fee: \$99.

9/13–9/14.....	MT	6–10 pm	Anderson
9/25	S	8:15 am–5:15 pm.....	Pendleton
10/9.....	S	8:15 am–5:15 pm.....	Easley
10/23.....	S	8:15 am–5:15 pm.....	Pendleton
11/6	S	8:15 am–5:15 pm.....	Anderson
11/15–11/16.....	MT	6–10 pm	Anderson
12/4.....	S	8:15 am–5:15 pm.....	Pendleton
12/13–12/14.....	MT	6–10 pm	Anderson



LOGISTICS

LOGISTICS CREDENTIALS FOR PROSPECTIVE & FRONT LINE EMPLOYEES WORKING IN FACTORIES, WAREHOUSES, TRANSPORTATION & DISTRIBUTION CENTERS

Tri-County Technical College's new Logistics programs cover nationally validated skills required for supply chain and logistics. Credentialing is offered by the Manufacturing Skill Standards Council (MSSC) to include the Certified Logistics Associate (CLA) and Certified Logistics Technician (CLT).

COURSES OFFERED IN PERSON OR ONLINE

CERTIFIED LOGISTICS ASSOCIATE (CLA)—FUNDAMENTALS

(ONLINE & INSTRUCTOR-LED FORMATS OFFERED): This course covers the global supply chain logistics life cycle, logistics environment, material handling equipment, safety principles, safe material handling and equipment operation, workplace communications, quality control principles, teamwork, and workplace behavior to solve problems. Materials included.

8/23–9/27 MW 5:30–8:30 pm
Pendleton \$975 No class 9/6, Labor Day
9/27–10/8 M–F 8:30 am–5 pm
Pendleton/Anderson County \$975
10/18–10/29 M–F 8:30 am–5 pm
Pendleton/Anderson County \$975

CERTIFIED LOGISTICS TECHNICIAN (CLT)

(ONLINE & INSTRUCTOR-LED FORMATS OFFERED): This is an advanced class for obtaining the Certified Logistics Technician Certification. Topics include product receiving, product storage,

order processing, packaging and shipment, inventory control, safe handling of HAZMAT materials, evaluation of transportation modes, dispatch and tracking, and metric conversion. Prerequisite: Successful completion of CLA is required. Materials included. Prerequisite: CLA.

11/15–12/15 MW 5:30–8:30 pm
Pendleton/Online \$975

FORKLIFT OPERATIONS & SAFETY (STAND-UP/SIT DOWN)

24 HOURS: Individuals will learn forklift operation, maintenance and safety. Course includes a review of OSHA regulations, safe operating guidelines, and hands-on practice and evaluation. Evaluation results are provided to the

employer. Include practice on simulator and varying forklifts—sit down, standup, varying reach.

9/27–10/18 M–F 1–5 pm
Anderson County \$599
10/4–11/3 MW 5:30–8:30 pm
Anderson County \$599
10/8–10/29 M–F 1–5 pm
Anderson County \$599

LEAN FOR WAREHOUSE/ DISTRIBUTION

TOPICS INCLUDE: Introduction 5S and Visual Control, the 5S' Sort, Set, Shine, Standardize & Sustain, and Visual Control Into Practice.

11/4–11/9 TR 5:30–8:30 pm
Pendleton \$179

MATERIAL HANDLER/ CERTIFIED LOGISTICS ASSOCIATE (CLA)

The 54-HOUR Material Handler/Certified Logistics Associate (CLA) Certificate Program offers both prospective employees and entry-level workers the opportunity to demonstrate that they have acquired the skills increasingly needed in the technology intensive jobs of the 21st century. Courses include Certified Logistics Associate and Forklift Safety & Operations.

- Certified Logistics Associate (CIA): 30 hrs
- Forklift Safety & Operations: 8 hours
- Forklift Simulator Activities: 16 hours

8/23–11/3 MW 5:30–8:30 pm \$1,499
Anderson QJC, Anderson County
9/27–10/8 M–F ... 8:30 am–5 pm ... \$1,499
Pendleton/Anderson County
10/18–10/29 M–F ... 8:30 am–5 pm ... \$1,499
Pendleton/Anderson County

SCHOLARSHIPS AVAILABLE!

For more information call (864) 646-1700 or visit www.tctc.edu/forklift.



Earn a South Carolina Certified Logistics Technician Certificate! QJ
Bundle all of the Logistics classes to earn an additional certificate: South Carolina Certified Logistics Technician. Cost: \$2,675. For more information, call 864-646-1700.

**REGISTER TO ATTEND
AN OPEN HOUSE!**

**CHOOSE A SESSION
9–10 AM OR 4:30–5:30 PM**

AUGUST 31

SEPTEMBER 14

SEPTEMBER 28

OCTOBER 12

NOVEMBER 2

NOVEMBER 16

NOVEMBER 30

**PENDLETON CAMPUS
IBDC BUILDING**

**TO REGISTER, VISIT
TCTC.EDU/LEARN OR
CALL 864-646-1700.**

**IF WE ARE UNABLE TO HOST THE EVENT ON
CAMPUS DUE TO CORONAVIRUS (COVID-19)
CONCERNS, WE WILL INVITE YOU TO JOIN
OUR VIRTUAL OPEN HOUSE. SEE PAGE 5
FOR MORE DETAILS.**



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**Cost-free training for rewarding,
high-demand career fields in
16 weeks or less!**

We offer more than 40 workforce training programs that can lead to an industry-recognized credential and/or certificate—and a great job! Training costs, along with any required course materials and assessments, are covered by the governor’s emergency education relief (GEER) fund.

For more information about Tri-County’s program, connect with us at tctc.edu/COMEBACK or call (864) 646-1700.

QuickJobs Training Scholarships and GEER funding available to individuals who meet the eligibility requirements.