

Continuing Education and Economic Development

September-December 2011 Course Schedule



IT Certifications 6



Logistics 18



Professional Skills 26



www.tridenttech.edu/ce.htm
843.574.6022

Economic Development Specialists

Trident Technical College's Division of Continuing Education and Economic Development provides services to improve the competitiveness and quality of the area's businesses. As the pages of this booklet demonstrate, the division offers an incredible array of courses open to the public to enhance skills in virtually any area of economic activity in the Lowcountry. In addition, the division promotes economic development through custom-designed programs and consulting services, and offerings in licensure and certification, and career renewal and enhancement.

Last year, the division had approximately 45,000 registrations and offered more than 1,000 public courses.

The division delivers training in professional and organizational development, health care, manufacturing, construction trades, environmental and OSHA compliance, and personal enrichment. Classes are held online, on all TTC campuses and at other sites throughout the Lowcountry. The division works with companies including Bosch, Boeing, Kapstone, Alcoa, Santee Cooper, the S.C. State Ports Authority and Charleston Water System to develop and offer customized workforce training.

New Courses for Fall

Check out these new courses that we've added to an already-impressive roster of professional development and personal enrichment offerings.

- | 3-D Sculpted Cakes Introduction, pg. 22
- | Anger Management, pg. 26
- | Basic Rider Course (Personal Motorcycle Option), pg. 23
- | Business Etiquette, pg. 27
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- | Community and Urban Gardening, pg. 10
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- | Gas Heat and Heat Pump Maintenance, pg. 9
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- | How to Build High-Performance Teams, pg. 27
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- | How to Read and Interpret Financial Statements, pg. 27
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- | Photoshop Introduction for Photographers, pg. 5
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- | Photoshop: The Secret Behind the Masks, pg. 5
- | Planning and Managing Change, pg. 27
- | Successful Project Management, pg. 27
- | Taming Your Wild Game, pg. 21

Customized Training

Trident Technical College's Division of Continuing Education and Economic Development can customize training to meet the needs of your organization. We can help improve every aspect of your business from the main office to the loading dock. We can customize programs for your business in such areas as:

- | Pre-employment screening
- | Customer service
- | Sales
- | Communication skills
- | Computer skills
- | Lean office
- | Energy efficiency
- | Leadership
- | Team building
- | Organizational development
- | Program management
- | Quality assurance
- | and more

TTC uses only the best instructors and trainers with proven excellence in their fields. To learn more about what TTC can do for your business, contact one of our Business Training Solutions Managers: Jerry Davis (843.574.6423; jerry.davis@tridenttech.edu), Debby Marindin (843.574.6658; debby.marindin@tridenttech.edu), or Steve Price (843.574.6683; steve.price@tridenttech.edu). Or contact Skip Godow, vice president of the Division of Continuing Education and Economic Development (843.574.6788; skip.godow@tridenttech.edu).

Information and Services

General Information ----- 843.574.6022
 Fax ----- 843.574.6470
 Registration Information ----- 843.574.6152
 Fax ----- 843.574.6310
 Online Information and to sign up for
 TTC mailing list ----- www.tridenttech.edu/ce.htm
 Linda Fletcher, Online Course Help Desk ----- 843.574.6689
 To request a Course Schedule ----- 843.574.6022

Registration Information

See page 31 for registration information. You have lots of options – online, phone, in person, mail or fax.

This course schedule does not constitute a contract between Trident Technical College and its students, applicants for admission or any person. TTC reserves the right to change, without notice, any fee, provision, offering or requirement in this course schedule.



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CATIA
Digital Photography
Graphic Design

Information Technology
Certifications/
Security
Operating Systems
Software Applications
Web Design

Manufacturing and Industry PAGE 17



APICS
Environmental Compliance
Industrial Maintenance
Lean Principles
Logistics

Occupational Health and Safety
OSHA Compliance
Welding

Construction and Trades PAGE 8



Electrical
Facilities Maintenance
Technician
HVAC

Plumbing
Small-Appliance Repair
Small-Engine Mechanic



Online Offerings PAGE 20

Electrical
Facilities Maintenance
Technician
HVAC

Plumbing
Small-Appliance Repair
Small-Engine Mechanic

Personal and Professional Development PAGE 21



Barn, Farm and Horse Management
Culinary
Driver Education
Floral Design
Insurance
Interior Design
Languages
Personal Finance
Personal Fitness

Professional Skills and Business Certifications
- AMA Certification
- Human Resources
Real Estate and Property Management
Teacher Recertification
Test Preparation
Travel and Tourism
Wedding Planning



Green Business and Sustainability PAGE 10

Agriculture
Energy Efficiency
Green Building

Solar
Weatherization

Health Care PAGE 11



Basic Patient Care Skills
Cardiopulmonary Resuscitation (CPR)
Certified Nurse Aide (CNA)
Emergency Medical Technician (EMT)
Limited Radiographer (X-ray)
Medical Administrative Assistant

Medical Assistant
Online Health Care Certificates
- Coding Specialist
- Dental Office Professional
- Medical Transcriptionist
Paramedical Examiner
Phlebotomist

Campus and Site Maps Page 30
Registration Information Page 31



Computer and Information Technology

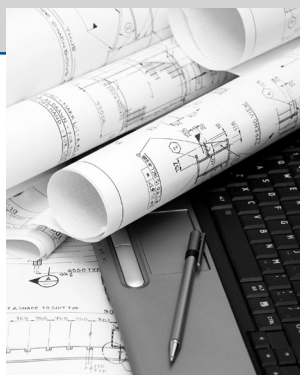
Contact: Cindy McGuckin, 843.574.6707, cynthia.mcguckin@tridenttech.edu

Autodesk

Computer-Aided Design Certificate

Obtain a certificate in computer-aided design by completing the following courses:

- | AutoCAD 2012 Level 1 – Basic Drawing Techniques
- | AutoCAD 2012 in the Production Environment
- | Inventor (Offered Spring 2012)
- | Architectural Revit



AutoCAD 2012 Level 1 – Basic Drawing Techniques

Jump-start your engineering career with basic drawing commands and editing concepts. This course covers polar tracking; object properties; layers, colors, lineweights and linetypes; object snap modes; grip editing; crosshatching; the AutoCAD design center; and much more. *Prerequisite: Working knowledge of Windows.* **Books included**

XDCD 501-505 9/7-10/10 MW 5:30-9:30 p.m. \$749 M

AutoCAD 2012 in the Production Environment

Take your AutoCAD skills to the next level! Course topics include productivity tools; effective use of grips; enhanced tools for better layer management; object selection and grouping; working across drawings, fields and tables; advanced features of blocks; creating attributes and dynamic blocks; and more. **Books included**

XDCD 528-504 10/18-11/10 TTh 5:30-9:30 p.m. \$699 M

Architectural Revit

This hands-on class covers the essentials of Revit Architecture from schematic design through construction documentation. It introduces the concepts of building information modeling (BIM) and the tools for parametric building design. Learn how to add floors, walls, roofs, doors, windows and stairs. **Books included**

XDCD 531-505 11/15-12/6* TTh 5:30-9:30 p.m. \$599 M

*No class 11/23

CATIA

CATIA

This hands-on course introduces the fundamental concepts of CATIA. Learn how to create, constrain and add intelligent dimensions to sketches. Generative drafting is also covered, which allows you to generate 2-D drawing views from a 3-D part. **No book required**

XDCD 527-510 11/7-11 MTWThF 9 a.m.-2 p.m. \$3,500 M
 XDCD 527-511 11/7-11 MTWThF 4-9 p.m. \$3,500 M

See Online Offerings on page 20 for more Computer and Information Technology courses.

Online CATIA V5 Simulation Training

Study CATIA online at your own pace in the comfort of your home or work setting. The curriculum is Web-based and includes video demonstrations and interactive lab exercises using the CATIA simulation program. You can enroll in and start a course at any time, plus you have access to the Web-based class materials for two years from the date of activation. If you are new to CATIA you may wish to enroll in the Online CATIA V5 Simulation Training course, which includes the first five courses for a savings of \$200!

XDWB 501 This course starts the day of registration. \$1,750 I

CATIA V5 Assembly Design Advanced

Just a few of the things you will learn include managing the catalog browser; searching for and inserting parts from the catalog browser; learning how to use the assembly features toolbar; inserting existing products (sub-assemblies) into the product; learning how to use the constraint creation toolbar; and creating stored scenes for the purpose of filtering off parts and assemblies.

XDWB 502 This course starts the day of registration. \$399 I

CATIA V5 Drafting Fundamentals

Gain an in-depth understanding of drafting in CATIA V5. This course covers drafting view creation; text; dimensions; GT&T; title block and border creation; the filtering of drawing assembly views; inserting a bill of materials; importing dimensions from Sketcher; and how to properly save and print new drawings, flatten out (unfold) a sheet metal part onto a drawing, and customize default values.

XDWB 503 This course starts the day of registration. \$399 I

CATIA V5 Introduction to Surfacing

Equipping students with the basics of general surface and supporting wire frame construction is the goal of this course. Wire frame geometry consists of lines, circles, splines and points and is usually used in support of solids and surfaces. Surfaces are created primarily for use with solids but many times are used for defining contoured areas in space as stand-alone entities. Learn how to create extruded, loft, swept and revolution surfaces.

XDWB 504 This course starts the day of registration. \$399 I

CATIA V5 Surfacing Operations

Surfaces are usually not complete unless operations are performed to finalize them. Operations include join, extrapolate, boundary, trim and split and are typically used to complete the finishing touches on surfaces that previously did not connect or that are to be used in the creation of solids. This course expands on your knowledge of surfaces by employing operations to create final surfaced products.

XDWB 505 This course starts the day of registration. \$399 I

CATIA V5 Wireframe Fundamentals

This course provides a basic understanding of the skills needed to use CATIA V5 Wireframe. The basics of Wireframe (points, lines, planes, axis systems, splines, connect curves, and curve analysis within the wireframe and surface design workbench) are demonstrated and explained.

XDWB 506 This course starts the day of registration. \$399 I

Digital Photography



Meet your instructor

Christine DeCocker has been in the photography field most of her adult life. She is considered an expert in her field. Chris owns her own photography studio and loves teaching others how to become "picture perfect."

Digital Photography Certificate

Obtain a certificate as a digital photographer by completing the following courses:

- | Digital Photography Demystified
- | Digital Photography Next Steps
- | Digital Photography for the Outdoor Enthusiast
- | Photoshop Introduction for Photographers
- | Photoshop Intermediate for Photographers

Digital Photography Demystified

So you've got your digital camera (or you've had it for awhile). You've been taking pictures but are still baffled by all of those buttons! Learn the basics, plus file structure, resolution, printing, sharing and more. Please bring your camera, instruction book, transfer cables and up to 10 photos for sharing. **No book required**

XDCA 608-504 9/12-14 MW 6-9:15 p.m. \$139 M

Digital Photography Next Steps

Make your photos say "wow!" Learn easy-to-apply techniques including framing the picture for good composition; adjusting for lighting conditions; and choosing appropriate resolution, compression and file-forms settings on your camera. Learn about camera features like focus lock, white-balance settings, exposure and shutter controls, flash options, burst mode, self-timer, and multi-shot mode. **No book required**

XDCA 609-504 10/17-19 MW 6-9:15 p.m. \$139 M

Digital Photography for the Outdoor Enthusiast

Have a photo adventure in the park! Bring your camera and your best eye. Follow the light and see the detail of what you pass by every day without noticing. Call 843.574.6707 to see where the course will meet. **No book required**

XDCA 745-504 10/29 S 8-11 a.m. \$129 M

Photoshop Introduction for Photographers **NEW!**

Create photos with a flair! This course is designed for the graphic artist or photographer that wants to add and edit their photos using Photoshop. This course covers working with image files, fixing your images, working with selections and layering. Using the paint and drawing features to enhance your photos is also included. **No book required**

XDCA 780-501 10/3-5 MW 9 a.m.-4:30 p.m. \$299 M

Photoshop Intermediate for Photographers **NEW!**

Learn how to use masks to work on specific channels or areas of your images. Use automated tasks to automate processes involving more than one image. These processes can include things such as creating a Web gallery, stitching pictures into panoramas and creating PDF presentations, including slide shows. Color layering is also included. **No book required**

XDCA 781-501 10/24-26 MW 9 a.m.-4:30 p.m. \$299 M

Graphic Design

Graphic Artist Certificate

Obtain a certificate as a graphic artist by completing the following courses:

- | Flash Introduction
- | Flash Intermediate
- | Illustrator Introduction
- | Illustrator Intermediate
- | InDesign Introduction
- | InDesign Intermediate
- | Photoshop Introduction
- | Photoshop Intermediate
- | Photoshop: The Secret Behind Masks
- | Dynamic Vector Design

Dynamic Vector Design **NEW!**

Learn how Adobe Flash and Illustrator can be used together to create dynamic, visually interesting and complex pieces of vector art. Upon completion of this course, you will be able to design vector art quickly and save it in the most common vector formats. A basic knowledge of Illustrator is needed; Flash experience is not required but would be helpful. **No book required**

XDCA 778-501 9/27-29 TTh 6-9 p.m. \$139 M

Flash Introduction

Wow your audience with vibrant, dynamic Web pages that integrate sound, animation and video. This course covers how to produce efficient and high-quality animations for your graphics and Web pages and export Flash movies to websites. **Books included**

XDCA 535-504 9/19-10/10 M 6-9:15 p.m. \$299 M

Flash Advanced

Take your knowledge of Flash to a whole new level. Learn how to plan and design a Flash project while creating design patterns, insert movie clips, and organize movie assets and buttons. Work with Inverse Kinematics to create advanced animations, add motion to objects and apply 3-D transformations to objects. *Prerequisite: Flash Introduction.* **Books included**

XDCA 766-504 10/31-11/21 M 6-9:30 p.m. \$299 M

Illustrator Introduction

This hands-on course introduces the basics of Adobe Illustrator, a sophisticated graphics program capable of creating complex and attractive illustrations and type effects. Learn many of the basic skills that allow you to take advantage of Illustrator's powerful tools. **Books included**

XDCA 541-504 9/21-10/12 W 6-9:15 p.m. \$299 M

Illustrator Intermediate

Gain a better understanding of printing documents without errors or color mismatches as well as preparing illustrations for the Web. Learn to create complex, robust illustrations that go beyond those you could create using Illustrator's basic tools. *Prerequisite: Illustrator Introduction.* **Books included**

XDCA 606-504 10/24-11/2 MW 6-9:15 p.m. \$299 M

Photoshop Introduction

This hands-on course introduces Photoshop and covers palettes and layers; painting and editing; paths, masks and channels; and color correction.

Books included
XDCA 539-504 9/17-24 S 9 a.m.-4:30 p.m. \$299 M

Photoshop Intermediate

Extend your basic knowledge of Photoshop. This course covers advanced layer techniques, special effects, combining Illustrator graphics with Photoshop, preparing images for Web publication and two-color printing, and ensuring and printing accurate color. **Books included**

XDCA 503-504 10/15-22 S 9 a.m.-4:30 p.m. \$299 M

Photoshop: The Secret Behind Masks **NEW!**

Masks are the secret for all great Photoshop artists. With this one technique, you can unlock the potential to create any vision your mind can conceive. Learn alpha channels, how masks work, why masks are so important, and tricks and tips to make powerful images using masks as a basis. *Prerequisites: Photoshop Introduction is required; Photoshop Intermediate is suggested.* **No book required**

XDCA 779-501 11/1-10 TTh 6-9:15 p.m. \$299 M

Publisher

Use Microsoft Publisher to create great brochures, business cards, newsletters and flyers. This course covers how to design, create and edit publications that can be printed or used on the Web. **Books included**

XDCA 724-504 10/1 S 9 a.m.-4:30 p.m. \$139 M

(continued)

Information Technology Certifications/Security

A+ CERTIFICATION



A+ Certification, a testing program sponsored by the Computing Technology Industry Association (CompTIA), certifies the competency of computer service technicians. Major computer hardware and software vendors, distributors, resellers and publications back the program. To become certified, you must pass two tests: A+ Essentials and A+ Practical Application. A+ exams are available at TTC's Prometric Testing Center. Call 1.800.77.MICRO to register. *Prerequisite: Mastery of Windows.*

A+ Essentials

Gain a thorough understanding of the skills required for the A+ Hardware Systems exams. Topics include diagnosing, upgrading, troubleshooting and repairing microcomputer hardware. This course covers part of the mandatory testing for the A+ Certification. Students should take both A+ Essentials and one of the electives before taking the A+ Certification examinations. **Books included**

XDCC 603-503	9/7-10/6	MWTh	6-10 p.m.	\$1,299	M
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A+ Practical Application

The A+ Practical Application course is an extension of the knowledge and skills identified in A+ Essentials, with more of a hands-on orientation focused on scenarios in which troubleshooting and tools must be applied to resolve problems. This course covers skills essential to competency in areas such as installation, preventative maintenance, networking, security and troubleshooting. *Prerequisite: A+ Essentials.* **Books included**

XDCC 613-503	10/10-11/3	MWTh	6-10 p.m.	\$1,299	M
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Meet your instructor

Jeff Kirkland has been an IT instructor with Trident Technical College's Division of Continuing Education and Economic Development for more than 10 years. He holds certifications in A+ and Network+.

CISCO CERTIFICATION

Interconnecting Cisco Networking Devices – Part 1

This course presents important networking fundamentals using Open Systems Interconnecting (OSI) seven-layer model concepts. Terminology and technologies are explained and illustrated using text and graphics animation. This course prepares you for the 640-822 Intro Examination. **Books included**

XDCC 589-504	TBA			\$1,499	M
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Interconnecting Cisco Networking Devices – Part 2

This course focuses on using Cisco Catalyst switches and routers connected in local area networks (LANs) and wide area networks (WANs) typically found at small- to medium-sized network sites. Upon completion of this course, you are able to select, connect, configure and troubleshoot various Cisco networking devices. This course prepares you to take the Cisco 640-816 Certification Examination. *Recommended: Cisco Network Technologies Introduction.* **Books included**

XDCC 590-504	TBA			\$1,499	M
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Interested in ISSEP (ISC2) and CISSP certifications?
TTC can set up a course for your business with flexible dates and times. Call 843.574.6707 for more information.

NETWORK+ CERTIFICATION

Networking+ Certification

This course covers network fundamentals, building a network with OSI, hardware concepts, Ethernet basics, modern Ethernet, non-Ethernet networks, network interface cards, structured cabling, protocols, TCP/IP and network operating systems. **Books included**

XDCC 559-503	11/7-12/1	MWTh	6-10 p.m.	\$1,299	M
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SECURITY+ CERTIFICATION

Security+ Certification

Prepare for the CompTIA Security+ certification exam. This course covers industry-wide topics including communication security, infrastructure security, cryptography, access control, authentication, external attack, and operational and organization security.

XDCC 579-503	TBA			\$1,499	M
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Operating Systems

Windows 7

This much-anticipated upgrade from Vista is the easiest, fastest and most engaging version of Windows yet. This course is hands-on. If you have Windows 7 already loaded on your own laptop, feel free to bring it with you.

No book required

XDCA 744-504	9/13-20	T	5:45-10 p.m.	\$139	M
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Software Applications

Introduction to Computers

Harness the power of your personal computer. Basic computer concepts are covered: using the keyboard; hardware, software and operating system concepts; how a computer works; storing files; and using the mouse. **No book required**

XDCA 672-504	9/10	S	9 a.m.-4:30 p.m.	\$129	M
XDCA 672-505	11/8-15	T	6-9:15 p.m.	\$129	M

FINANCIAL SOFTWARE

QuickBooks Level 1

Are your financial books in order? QuickBooks can help. Get your company chart of accounts set up; reconcile your checking account; create and print invoices, receipts and statements; track your payables, inventory and receivables; create estimates; and generate reports. **Books included**

XDCA 550-506	10/8	S	8:30 a.m.-4:30 p.m.	\$139	M
XDCA 550-507	11/15-17	TTh	6-9:30 p.m.	\$139	M

QuickBooks Level 2

This course covers customizing forms; creating reports and graphs; tracking and paying sales tax; doing payroll with QuickBooks; and estimating, time tracking and job costing. **Books included**

XDCA 575-505	9/10	S	9 a.m.-4:30 p.m.	\$139	M
XDCA 575-506	11/5	S	9 a.m.-4:30 p.m.	\$139	M

MICROSOFT OFFICE

Microsoft Office courses are for Office 2010. They are listed in recommended order of completion. If you are interested in an Office 2007 course, we would be more than happy to set one up for your organization.

Microsoft Office Certificate

Become an expert in Microsoft Office. Master Word, Excel, PowerPoint and Access. These courses provide you with step-by-step, easy-to-understand instructions. Get the tools you need to succeed.

Word Basics	PowerPoint Level 1
Word Formatting	PowerPoint Level 2
Excel Basics	Access Basics
Excel Charts and Pivot Tables	Access Queries
Excel Formatting	Access Tables
Excel Simple Formulas	Access Forms and Reports



Meet your instructor

Cindy McGuckin has been a computer consultant and trainer since 1999. She teaches a variety of software application courses, including Microsoft Word, Excel, PowerPoint, Publisher, Access, Outlook, ACT! and QuickBooks. She also manages the computer courses for the Division of Continuing Education and Economic Development, and was named Instructor of the Year by the Association for Continuing Education

in 2005. If she can help with any of your training needs, give her a call at 843.574.6707.

Excel Formatting and Charts

Construct a basic spreadsheet and learn how to create numeric, label and date formats; insert and delete rows and columns; change column or row width; sort larger workbooks; and filter. Other topics include copying and pasting tips and tricks. *Prerequisite: Excel Basics. Books not included*
 XDCA 708-506 10/26 W 6-9 p.m. \$74 M

Excel Simple Formulas

Learn to create basic formulas and use more advanced functions such as date, mathematical, financial, logical, IF, and data list and unusual uses for formulas and functions. Emphasis is placed on designing formulas to be linked and copied, and linking cells to other workbook pages and files. *Prerequisites: Excel Basics and Formatting. Books not included*
 XDCA 710-506 11/8 T 6-9:30 p.m. \$74 M

Excel Level 1

Need to learn Excel faster? This course is a combination of Excel Basics and Excel Formatting. Learn how to create basic worksheets within an Excel workbook and edit and format larger workbooks to enhance data. Simple formulas, cut, copy, paste, ranges, page setup and printing options are covered. *Books not included*
 XDCA 770-502 10/12 W 9 a.m.-4:30 p.m. \$139 M

Excel Level 2

Take your Excel skills to the next level with this course. It includes topics covered in Excel Formatting, Charts and Pivot Tables and Simple Formulas. Learn how to work with tables, sort and filter options, link worksheets and workbooks, and more advanced formula creation. *Books not included*
 XDCA 771-502 11/1 T 9 a.m.-4:30 p.m. \$139 M

PowerPoint Level 1

Topics include creating a PowerPoint presentation or manipulating an existing presentation, formatting text slides, adding tables, charting data, modifying objects on slides, adding images and preparing to deliver a presentation. *Books included*
 XDCA 712-504 9/27 T 9 a.m.-4:30 p.m. \$139 M

PowerPoint Level 2

Learn to enhance presentations with features that transform a basic presentation into a more powerful means of communication. Use features that animate and format presentations with professional quality to communicate with a wide variety of live, remote and self-service audiences. *Books included*
 XDCA 713-504 10/12 W 9 a.m.-4:30 p.m. \$139 M

Publisher

See page 5 for more information.

QuickBooks

See page 6 for more information.

Word Basics

This course introduces the essential tools necessary to create basic business documents. Topics include screen parts; shortcuts and automatic features of Word; essential commands and features; basic data entry; saving files; cut, copy and paste; spell check and more. *Books not included*
 XDCA 719-504 9/27 T 6-9 p.m. \$74 M

Word Formatting

Take Microsoft Word a step farther than just the basics. Learn formatting techniques, margins, page breaks, headers and footers, character formatting with font properties, paragraph formatting, bullets and numbering, and simple tables. *Prerequisite: Word Basics. Books not included*
 XDCA 705-505 10/11 T 6-9 p.m. \$74 M

Access Basics

This course introduces four basic objects needed to create and operate a simple business database system. Tables and their relationships are introduced as well as queries, forms and reports. No prior knowledge of Access is necessary, but database experience is helpful. *Books not included*
 XDCA 714-504 9/29 Th 6-9 p.m. \$74 M

Access Tables

This course introduces the concept of the tables feature in Access. Topics include creating and editing tables and advanced table concepts. *Prerequisite: Access Basics. Books not included*
 XDCA 715-504 10/12 W 6-9 p.m. \$74 M

Access Queries

This course introduces the query feature. Learn how to create, edit and work with advanced query features. *Prerequisites: Access Basics and Tables. Books not included*
 XDCA 716-503 10/25 T 6-9 p.m. \$59 M

Access Forms and Reports

Learn to create and edit forms and reports and to use advanced features of Access. *Prerequisites: Access Basics, Tables and Queries. Books not included*
 XDCA 717-503 11/2 W 6-9 p.m. \$59 M

Access Advanced Topics – Macros

Explore how to use Microsoft Access macros to automate a database. Create forms with command buttons that guide users through the typical functions of a database, such as entering and modifying data, searching for specific records, and printing a selection of reports, plus much more. *Prerequisite: Access Basics, Tables, Forms and Reports or equivalent experience. Books not included*
 XDCA 764-503 8/29 M 6-9 p.m. \$59 M

Excel Basics

This course introduces the essential tools necessary to create basic business worksheets that use simple calculations and print on a single piece of paper. Topics include mechanics, essential commands and features, basic data entry, range names, split windows, and freeze panes. *Books not included*
 XDCA 707-506 10/4 T 6-9 p.m. \$74 M

(continued)

Word Forms and Mail Merges

In this mail merge introduction, topics include creating forms and form letters with data source files, using tables for names and addresses, merging names with the form, creating mailing labels and envelopes, merging to reports and conditional merges. *Prerequisites: Word Basics and Word Formatting.* **Books not included**

XDCA 706-503	10/24	M	6-9 p.m.	\$59	M
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Word Level 1

Learn how to create basic Word documents with this course that combines Word Basics and Word Formatting. Topics include the essential commands like saving files; cut, copy and paste; spell check; printing; and page setup options. **Books not included**

XDCA 768-502	11/15	T	9 a.m.-4:30 p.m.	\$139	M
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Word Level 2

This course emphasizes the more advanced features of Word. Learn how to work with bullets and numbers, indents and tabs, character and paragraph formatting, and borders and shading as well as simple tables. **Books not included**

XDCA 769-502	12/6	T	9 a.m.-4:30 p.m.	\$139	M
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COMPUTER COURSES AT SITES

TTC offers computer courses at the St. Paul's Parish site in Hollywood (843.323.3800) and the Dorchester County QuickJobs Training Center in St. George (843.563.5269).

**Excel Basics**

XDCA 772-501	10/18	T	6-9 p.m.	\$74	D
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Excel Formatting

XDCA 773-501	11/2	W	6-9 p.m.	\$74	D
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Excel Simple Formulas

XDCA 774-501	11/8	T	6-9 p.m.	\$74	D
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Introduction to Computers

XDCA 775-501	9/13-15	TTh	6-9 p.m.	\$129	D
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Word Basics

XDCA 776-501	9/27	T	6-9 p.m.	\$74	D
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Word Formatting

XDCA 777-501	10/18	T	6-9 p.m.	\$74	D
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Web Design

Web Design Certificate

Obtain a certificate as a Web designer by completing the following courses:

Dreamweaver Introduction	Web Design Basics
Dreamweaver Intermediate	Web Design Intermediate
Dreamweaver Advanced	Web Design Advanced

Dreamweaver Introduction

Learn to use one of the most popular Web design tools to build attractive, dynamic Web pages. Apply special features of the software to enhance pages, and learn efficient file management for websites and techniques of FTP and remote server interaction. **Books included**

XDCA 506-504	9/7-14	W	9 a.m.-4:30 p.m.	\$299	M
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Dreamweaver Intermediate

This course introduces advanced concepts of the Dreamweaver Web development application. Work with advanced website creation features available in Dreamweaver, including libraries and behaviors. Use new features available within the HTML 4 standard, including style sheets and layers. *Prerequisite: Dreamweaver Introduction or equivalent knowledge.*

Books included					
XDCA 647-504	10/4-11	T	6-9:15 p.m.	\$299	M

Dreamweaver Advanced

This course focuses on utilizing Cascading Style Sheets in Dreamweaver to build a variety of Web page layouts that are accessible, user-friendly, standards-compliant and search-engine friendly. Advanced Dreamweaver template features, such as optional regions for building navigation bars, are also covered. *Prerequisite: Dreamweaver Introduction and Dreamweaver Intermediate or equivalent knowledge.* **Books included**

XDCA 740-504	11/9-16	W	9 a.m.-4:30 p.m.	\$299	M
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Web Design Basics

Produce an entire website by learning how Hypertext Markup Language (HTML) and Cascading Style Sheets (CSS) are written. This course provides a good foundation on the use of HTML tags and CSS and their relationship to the visual layout of Web pages in the browser window. No previous coding experience is required; however, a basic understanding of file management is helpful. **Books included**

XDCA 530-503	9/13-22	TTh	6-9:15 p.m.	\$299	M
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Web Design Intermediate

Building on a basic understanding of HTML, create a multi-level website and learn the concepts of producing a site, no matter how complex, that is easy to use. Create efficient HTML templates that can be reused and modified as a means of reducing costs. *Prerequisites: Basic HTML coding experience and a good understanding of file management.* **Books included**

XDCA 504-503	10/4-13	TTh	6-9:15 p.m.	\$299	M
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Web Design Advanced

Cascading Style Sheets (CSS) allow Web page designers the ability to separate content from layout. This course begins with the basics of creating and using styles. Those initial concepts are then built upon to illustrate how powerful styles can be. *Prerequisites: Basic HTML coding experience and a good understanding of file management.* **Books included**

XDCA 505-503	10/18-27	TTh	6-9:15 p.m.	\$299	M
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Construction and Trades



Electrical

Contact: Lloyd Kling, 843.574.6333, lloyd.kling@tridenttech.edu.
For St. Paul's Parish course, contact Rose Manigault, 843.323.3800, rose.manigault@tridenttech.edu.

Basic Electricity – DC/AC Circuits/Devices

This 48-hour course covers direct current (DC) and alternating current (AC) device circuits and materials. Topics include voltage and current flow in simple series, parallel and compound circuits. **Books not included**

XSPG 513-501	9/10-10/29	S	9 a.m.-3:30 p.m.	\$395	S
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NEC 2008 Study for License Preparation

Prepare for the National Electric Code (NEC) portion of the journeyman electrician licensure examination. Learn to read, understand and apply the NEC to install electrical systems safely and effectively. *Prerequisites: Basic Electricity or instructor approval.* **Books not included**

XPOB 504-505	11/5-12/10	S	9 a.m.-3:30 p.m.	\$299	M
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Facilities Maintenance Technician

Contact: Rose Manigault, 843.323.3800, rose.manigault@tridenttech.edu

Jobs in the apartment, housing and resort industries are in demand. In cooperation with local employers and Trident One Stop Career Center, Trident Technical College offers a Facility Maintenance Technician training program.

Training will be conducted for potential employment opportunities at various housing, institutional, resort and lodging businesses in Charleston, Dorchester and Berkeley counties. Graduates of the training program will be guaranteed a job interview upon successful completion of the training program.

Applications will be accepted at Trident Technical College's St. Paul's Parish site, 5231 Highway 165, Hollywood, SC.

Heating, Ventilation and Air Conditioning

Contact: Lloyd Kling, 843.574.6333, lloyd.kling@tridenttech.edu

For St. Paul's Parish site courses, contact Rose Manigault, 843.323.3800, rose.manigault@tridenttech.edu. For Dorchester County QuickJobs Training Center courses, call 843.563.5269 or 843.574.2591.

Basic HVAC Maintenance

This 40-hour course covers the performance of scheduled preventive maintenance on residential air conditioning and electric heating equipment, which includes cleaning, servicing and operational checkout. Learn the basic functions, refrigeration cycle, and operation and testing of electrical controls.

Books not included

XSPG 508-501	9/1-11/3	Th	6-10 p.m.	\$400	S
XPOB 524-504	9/10-11/12	S	8 a.m.-noon	\$400	M
XQOB 524-504	9/17-11/19	S	9 a.m.-1 p.m.	\$400	D

Advanced HVAC Maintenance

This course expands upon the topics covered in the Basic HVAC Maintenance course. The 40-hour course is held in Bldg. 800/Rm. 802 at TTC's Main Campus in North Charleston. *Prerequisite: Basic HVAC Maintenance or instructor approval required prior to registering.* **Books not included**

XPOB 556-502	9/6-10/6	TTh	8 a.m.-noon	\$450	M
XPOB 556-501	9/10-11/12	S	8 a.m.-noon	\$450	M

HVAC Troubleshooting Course

Learn techniques and procedures in troubleshooting and making repairs in residential air conditioning and electric heating equipment. This 40-hour course covers the use of electric meters and pressure gauges in determining proper operation and charging of the system. *Prerequisite: Basic HVAC Maintenance or instructor approval required prior to registering.* **Books not included**

XPOB 631-501	10/11-11/10	TTh	8 a.m.-noon	\$450	M
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Gas Heat and Heat Pump Maintenance **NEW!**

This course covers the theory of gas and combustion systems, natural and LP gases, gas piping and venting, gas burning equipment, and troubleshooting, including safety procedures. The heat pump section of the course includes the refrigeration cycle, four-way valve proper operation and repair, the defrost cycle, operation and servicing of electrical controls, and troubleshooting procedures. *Prerequisite: HVAC Troubleshooting Course or instructor approval.*

XPOB 666-501	TBA			\$450	M
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EPA HVAC Refrigerant Certification Exam Prep and Exam

This nine-hour course prepares you for the EPA certification exam for refrigerant handling and recovery for stationary equipment. The EPA exam is given at the final course meeting and costs an additional \$25, which must be paid separately by check, payable to the N.C. Refrigeration Board. Call 843.574.6778 for more information. **Books included**

XPOB 517-527	9/6-13	TTh	6-9 p.m.	\$175	M
XPOB 517-528	11/8-15	TTh	6-9 p.m.	\$175	M

R-410A Refrigerant

This course covers the phase-out of R-22 refrigerant equipment and how this will impact the air conditioning field. The R-410A refrigerant will be the new Freon of choice. Learn the differences in the two refrigerants and the new practices that need to be followed to ensure safe and reliable equipment operation. Topics include tools, installation practices, Freon line sizes and safety of new refrigerant, as well as basic troubleshooting.

XSPG 510-501	10/29	S	9 a.m.-4 p.m.	\$249	S
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Plumbing

Contact: Rose Manigault, 843.323.3800, rose.manigault@tridenttech.edu

Introduction to Plumbing

Skilled plumbers are in high demand and earn the highest average salaries in the construction field. This course is an introduction to basic fundamentals of plumbing and pipe-fitting practices and how basic plumbing systems function. Learn to identify types of pipes and their fittings; use plumbing tools and equipment; plan and execute plumbing installation; and much more. **Books not included**

XSPG 503-501	9/1-12/15	TTh	6:30-9:30 p.m.	\$899	S
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Small-Appliance Repair

Contact: Rose Manigault, 843.323.3800, rose.manigault@tridenttech.edu

This general training program prepares you to perform the necessary skills required for appliance repair shops as well as self-employment.

Small-Engine Mechanic

Contact: Rose Manigault, 843.323.3800, rose.manigault@tridenttech.edu

Professional Small-Engine Mechanic Certification

This 180-hour program meets the needs of small-engine repair shops and facilities. Topics include tool usage, troubleshooting, disassembling the small engine, identifying all parts of the engine and making appropriate repairs. Diagnosing and troubleshooting within established specifications for both the four-stroke and two-cycle engine are also covered. Course is taught at the St. Paul's Parish site in Hollywood, SC.

The following courses are offered:

- | Basic Small-Engine Repair – Troubleshooting and Repairing Lawn and Small Garden Tractors
- | Small-Engine Troubleshooting
- | Advanced Lawn and Small Garden Tractor Repair and Advanced Troubleshooting

E-mail Mailing List

Sign up for our Continuing Education mailing list at www.tridenttech.edu/ce.htm.

Green Business and Sustainability



Contact: Tim Fulford, 843.574.6177, tim.fulford@tridenttech.edu

TTC Green

Creating a sustainable future

Trident Technical College offers continuing education courses leading to careers in green building and home energy analysis. The college is one of seven Energy Efficiency Training Centers in South Carolina to deliver residential energy audits, envelope sealing, energy efficiency and weatherization training programs, funded by federal stimulus dollars.

Trident Technical College offers continuing education courses leading to careers in green building and home energy analysis. The college

Agriculture

Community and Urban Gardening **NEW!**

Join Nikki Seibert, the director of sustainable agriculture for Lowcountry Local First, and learn how to turn an empty lot into a thriving urban garden using local examples. This course includes a bike tour of urban gardens on the peninsula on the second Saturday. Course is offered at Mitchell Elementary School, 2 Perry Street, Charleston.



XGSB 675-501 10/1-8 S 9 a.m.-1 p.m. \$89 O

From Seeds to Market **NEW!**

This course covers marketing ideas from a small-scale perspective.

XGSB 674-501 9/7-28 W 6:30-8:30 p.m. \$129 S

Propagation

Topics include seeding, soils and cuttings and the basics of propagation for any size grower. Class will be held at Savory Herbs on Johns Island.

XGSB 670-502 9/10-17 S 9 a.m.-1 p.m. \$159 O

Tractors

Parts, operation, safety and maintenance are covered.

XGSB 671-502 9/24 S 9 a.m.-1 p.m. \$69 S

Energy Efficiency

Reducing Energy Use and Cost

Explore the options available to Lowcountry homeowners to significantly reduce energy usage and its costs in our hot, humid climate. The course introduces home weatherization techniques, lighting, appliances, water heating and more. The instructor is a building performance building analyst, envelope professional and a South Carolina-accredited commercial energy manager.

XGSB 660-502 10/4 T 6-8 p.m. \$19 M

Green Online Courses

See page 20 for online course information.

Green Building

Building Science

This seven-hour, fast-paced building science prep course emphasizes the methods for controlling the movement of heat, air and water vapor within residential structures, which are key to managing residential energy use, conservation and efficiency. Calculator required. Course notes provided. **Book not included**

XGSB 647-502 9/28 W 8:30 a.m.-4 p.m. \$149 M

LEED Green Associate Exam Prep **NEW!**

Prepare for the LEED (Leadership in Energy and Environmental Design) Green Associate exam. The course covers the U.S. Green Building Council (USGBC) guidelines, sustainable sites, energy and the atmosphere, water efficiency, materials and resources, and indoor environmental quality. In addition, practice exam questions are provided.

XGSB 673-501 10/14 W 8 a.m.-noon \$69 M

Solar

Introduction to Solar Water Heating **NEW!**

This course introduces concepts, installation types, licensing required and typical system cost.

XGSB 601-501 11/5 S 8 a.m.-4 p.m. \$99 M

Solar PV

This course introduces the installation of solar photovoltaic systems. Topics include the history of solar, system types, basic electricity, disconnect and grounding.

XGSB 661-503 10/7-21 FS 9 a.m.-4:30 p.m. \$899 M

Solar Water Heating

Learn the fundamentals of installing code-compliant solar hot water systems. The concepts of solar weather heating, safety and installation of solar water heating systems are covered.

XGSB 662-503 10/8-15 S 8 a.m.-4 p.m. \$399 M

Weatherization

BPI Building Analyst

This Building Performance Institute-accredited course for the S.C. Weatherization Program covers the fundamentals of building science; measurement and verification of building performance; BPI standards and project specs; building analysis; and professional ethics, conduct and communication. Course notes provided. **Book not included**

XGSB 648-502 9/26-30 MTWThF 8:30 a.m.-4:30 p.m. \$1,620 M

BPI Envelope Professional

Topics include intermediate building science; envelope systems and their interaction; knowledge and application of measurement and verification of building performance; intermediate BPI standards and project specs; optimizing building envelopes; and professional ethics, conduct and communication. Accredited by the Building Performance Institute. Course notes provided. **Book not included**

XGSB 649-501 12/5-9 MTWThF 8:30 a.m.-4:30 p.m. \$1,620 M

Mobile Home Weatherization

This course introduces the weatherization of mobile homes. The following topics are covered: duct diagnostics and repair, belly repair, sidewall and roof insulation retrofit, blower door operation and combustion appliance safety.

XGSB 666-503 10/4-6 TWTh 8:30 a.m.-4:30 p.m. \$299 M

Residential Weatherization

This course covers the weatherization of a home. It is designed for contractors and sub-contractors. Topics include building assessment, weatherization methods and materials, blower door set-up and operation, and combustion appliance safety.

XGSB 676-501 11/8-10 TWTh 8:30 a.m.-4:30 p.m. \$299 M

Health Care



Basic Patient Care Skills

Contact: Jean Nisbet, 843.574.6024, jean.nisbet@tridenttech.edu

IV Catheter Insertion

Learn the correct technique of peripheral IV catheter insertion. Topics include vein location and IV placement, equipment and supplies, insertion, anchoring techniques, and connecting to IV tubing. Lab skills are performed on IV therapy mannequin arms. **Book not required**

Call 843.574.6024 for more information.

Medication Technician

Many assisted-living facilities employ med techs to pass resident medications. This 32-hour course covers basic pharmacology, medication effects, chronic and acute signs and symptoms of disease diagnosis as related to medications, the correct way to prepare and pass medications, and related paperwork. *Prerequisite: Completion of CNA Program or Nursing student.*

Books not included

XPHN 519-523	9/6-29	TTh	8 a.m.-noon	\$219	M
XPHN 519-524	10/25-11/17	TTh	6-10 p.m.	\$219	M

Patient Care Technician

This course is designed for individuals seeking employment where multi-skills training is preferred or required. The course consists of lecture, PowerPoint presentation, introduction to equipment and supplies, hands-on procedures, and critical thinking. Areas covered, but not limited to, include EKG equipment and use; CPR training with certification; basic phlebotomy; sterile technique; specimen collection; measuring output of body fluids including nasogastric, chest tube and surgical site drains; glucometer use; Foley catheters; and tracheostomy and supplemental oxygen care appropriate to scope of practice. Students who successfully complete the program will be awarded a Patient Care Technician Certificate of Completion and BLS Card.

Prerequisite: Students must have successfully completed a Certified Nurse Aide Training Program. Books not required

XPHN 544-509	9/12-10/20	MTWTh	5-10 p.m.	\$749	M
XPHN 544-510	10/24-11/23	MTWThF	8 a.m.-1 p.m.	\$749	M
XPHN 544-511	11/28-12/15	MTWThF	8 a.m.-5 p.m.	\$749	M

Cardiopulmonary Resuscitation (CPR)

Contact: Gary Milunas, 843.574.6687, gary.milunas@tridenttech.edu

BLS Healthcare Provider Course

This eight-hour American Heart Association Basic Life Support Healthcare Provider Course teaches the skills of CPR for victims of all ages (including ventilation with a barrier device, a bag-mask device and oxygen); use of an automated external defibrillator (AED); and relief of foreign-body airway obstruction (FBAO). **Books and face mask not included**

XPHW 509-521	9/23	F	6-10 p.m.	\$50	M
XPHW 509-522	10/14	F	8 a.m.-noon	\$50	S
XPHW 509-523	11/16	W	9 a.m.-1 p.m.	\$50	D
XPHW 509-524	12/9	F	6-10 p.m.	\$50	M

Register Online

It's quick and easy. You can also check to see if seats are available. Visit www.tridenttech.edu/ce.htm > Registration.

Certified Nurse Aide (CNA)

Contact: Jean Nisbet, 843.574.6024, jean.nisbet@tridenttech.edu

Career Description

Certified nurse aides perform tasks under the supervision of nursing and medical staff. CNAs monitor and record vital signs and perform personal care skills including bathing, dressing and toileting; assisting with meals; transfers and ambulation; linen changes and room organization; and safety issues following facility policies and procedures.

Certified Nurse Aide Training Program

TTC offers comprehensive training. Students are required to complete 70 hours of classroom training followed immediately by 50 hours of clinical training involving hands-on resident care at a long-term care facility.

Approval

The Division of Continuing Education and Economic Development's Certified Nurse Aide Training Program is regulated by the S.C. Department of Health and Human Services. Graduates of the program are eligible to take the Nursing Aide Assessment Program (NNAAP) CNA state examination. Felony background may prevent state testing eligibility.

Classroom and Clinical Information

Classroom (70 hours) includes lecture and lab training using equipment associated with patient/resident care. Students must attain a passing grade on the general knowledge exam, prove competency in patient/resident care by demonstration of all required skills and complete homework as scheduled. Students may miss only four of the classroom hours. Tardies count as two hours. Missing more than four hours will result in dismissal from the program. Successful completion of the classroom requirements will enable students to continue to the 50 hours of clinical experience.

Clinical (50 hours) includes hands-on resident care in a long-term care facility immediately following successful completion of the 70 hours of classroom. Successful completion of the clinical experience includes safe demonstration of resident care and use of facility equipment, monitoring and recording vital signs, documentation and verbal report of care provided, and following facility policies and procedures. Attendance requirements are the same as classroom requirements.

Note: Clinical Experience Requirement – Before entering any patient care facility, students are required to provide proof of two negative TB tests or a negative chest X-ray. Incomplete proof of negative tests will result in being unable to complete the CNA course. Students may re-register at own expense for the next available CNA course.

Note: Long-term care nursing facilities may require a background check prior to clinical experience.

Required Textbook: Nursing Assistant Care by Hartman Publishing, available at the TTC Bookstore (Bldg 950), Mabeline Rd.

XPHN 543-519	8/29-9/16 9/19-28	MWF MTW	8 a.m.-5 p.m. 6:45 a.m.-3 p.m.	\$749	M
XPHN 543-520	9/6-10/5 10/10-21	MTWTh MTWThF	6-10 p.m. 4:30-9:30 p.m.	\$749	M
XPHN 543-521	9/10-10/29 11/5-20	S SSu	8 a.m.-5 p.m. 6:45 a.m.-3 p.m.	\$749	M
XPHN 543-522	10/3-26 10/31-11/11	MTWTh MTWThF	8 a.m.-1 p.m. 6:45 a.m.-noon	\$749	M
XPHN 543-523	10/24-11/22 11/28-12/9	MTWTh MTWThF	6-10 p.m. 4:30-9:30 p.m.	\$749	M
XPHN 543-524	11/21-12/9 12/12-1/6	MWF MTWThF	8 a.m.-5 p.m. 6:45 a.m.-3 p.m.	\$749	M
XPHN 543-608	9/12-10/5 10/10-25	MTWTh MTWTh	8 a.m.-1 p.m. 6:45 a.m.-1 p.m.	\$749	B

Note: Classroom 70 hours are listed on first line. Clinical 50 hours are listed on second line.

(continued)

What Our Customers Are Saying...

The instructors were very informative. The skills they taught me helped me to be efficient and quick. They were patient, fair and, I must emphasize, knowledgeable!

- J. McLeod

Emergency Medical Technician (EMT)

Contact: Gary Milunas, 843.574.6687, gary.milunas@tridenttech.edu

Career Description

Emergency medical technicians provide emergency care to the critically injured at an emergency scene and/or enroute to a medical facility. EMTs and paramedics determine the nature and extent of the patient's condition while trying to ascertain whether the patient has pre-existing medical problems. Following strict rules and guidelines, they give appropriate emergency care and, when necessary, transport the patient.

Emergency Medical Technician (EMT) Training Program

TTC's EMT basic training program is 143 hours and takes approximately four months to complete on a part-time basis. South Carolina follows the current U.S. Department of Transportation/National Highway Traffic Safety Administration (NHTSA) curriculum for EMT Basic. In addition to the 110-hour curriculum, additional hours are included in advanced airway (12 hours), CPR (8 hours), infection control, hazardous materials, pneumatic anti-shock garments, IV maintenance (9 hours), and weapons of mass destruction (4 hours).

Requirements

To enroll, you must be at least 18 years old before course completion; be a high school graduate or possess a high school equivalency (GED); be physically fit and able to perform all the tasks required of an EMT; and complete prescreening requirement in reading comprehension and math using the standardized COMPASS test offered through Trident Technical College's Testing Center in the Student Center (Bldg. 410). A score of 36 must be achieved to enter the EMT Basic course.

Approval

TTC's Emergency Medical Technician training courses are regulated by the S.C. Emergency Medical Services Department of the Division of Health and Environmental Control. Graduates of the courses are eligible to take the National Registry Examination.

Emergency Medical Technician (Basic)

This course is required for individuals who wish to become an emergency medical technician in South Carolina. All coursework is approved by the Emergency Medical Services Division of the South Carolina Department of Health and Environmental Control. **Books not included**

XPHE 501-515	9/13-1/31	TTh	6-10 p.m.	\$645	M
XPHE 501-516	10/3-26	MTWThF	8 a.m.-5 p.m.	\$645	O*
XPHE 501-518	11/15-4/3	TTh	6-10 p.m.	\$645	M

*Note: Section 516 is offered at Berkeley County Rescue.

Emergency Medical Technician (Basic) Internet-Based with Lab

This course covers the same material as the classroom-based EMT basic course yet utilizes Internet technology for some instruction. You complete weekly Internet-based assignments and attend one evening lab session for four months. Successful completion of the EMT training program qualifies you to take the National Registry Examination. **Books not included**

XPHE 501-517	10/12-2/22	W	6-10 p.m.	\$645	M
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EMT Refresher

This course satisfies state requirements for recertification as an emergency medical technician. It updates your knowledge and practical skills and qualifies you for the recertification licensing exam. **Books not included** Course will be offered January 2012.

EMT Paramedic Associate Degree

Trident Technical College currently offers a paramedic associate degree program. For more information, call Ted Lee at 843.722.5533.

Limited Radiographer (X-ray)

Contact: Gary Milunas, 843.574.6687, gary.milunas@tridenttech.edu

Career Description

Limited radiographers provide health care services, applying X-ray energy for diagnostic purposes; performing limited radiographic procedures as authorized by state law; producing images for interpretation by or at the request of a licensed practitioner; approaching patients and maintaining a demeanor complementary to medical ethics; and providing patient care essential to the performance of these procedures.

Limited Radiographer (X-ray) Training Program

The Limited Radiographer (X-ray) Training Program teaches individuals to perform limited radiographic procedures in ambulatory health care settings as authorized by state law. By combining instructor-led Internet training, classroom labs and an extensive clinical externship at local health care facilities, students learn to perform X-ray procedures over a 12-month period by taking courses in radiographic exposure/equipment and general positioning techniques. Graduates of the program are eligible for board certification. Tuition covers books and badge fees associated with externship.

To enter the Limited Radiographer general program, students must be 18 years old and possess a high school diploma or GED and CPR Healthcare Provider certification. Students complete subjects in the following areas of study along with a six-month externship where they perform 420 clock hours of X-rays on patients under the supervision of a site coordinator. *Note: Upon start of externship, all students are required to show proof of intradermal TB skin test and major medical insurance.*

- | Fundamentals of Anatomy and Physiology
- | Radiographic Exposure
- | General Positioning

Approval

The Division of Continuing Education and Economic Development's Limited Radiographer (X-ray) general program is approved by the S.C. Radiation Quality Standards Association (SCRQSA). Graduates of the program are eligible to take the state examination.

XPHE 518-501 Fall 2012

\$2,695 |

Medical Administrative Assistant

Contact: Gary Milunas, 843.574.6687, gary.milunas@tridenttech.edu

Career Description

Medical administrative assistants hold administrative or clerical positions in a health care setting. They answer telephones, greet patients, update and file patient medical records, fill out insurance forms, handle correspondence and schedule appointments. They work in physician offices, hospitals, nursing homes, insurance companies and medical manufacturers.

Medical Administrative Assistant Training Program

TTC's Medical Administrative Assistant Training Program is for individuals considering employment in a health care setting or those who presently work in the field and want formal training. Emphasis is placed on interpersonal communication, familiarization with administrative duties and skill development in administrative functions. All students are required to have Internet access outside of the college as training includes online coursework every week, which is expected to be conducted outside the hours spent in the classroom. Cost of training includes tuition only.

Approval

Students who successfully complete the training program are eligible to sit for the Medical Office Assistant examination given by the National Center for Competency Testing (NCCT).

Medical Administrative Assistant Training Program

Books not included

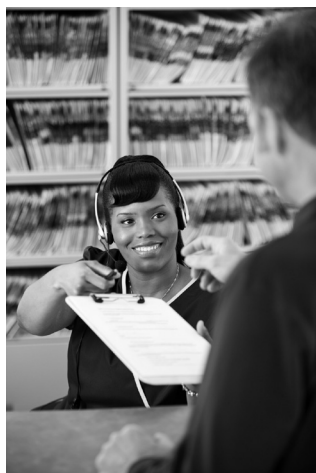
XPHM 519-502 9/14-2/10 WF 8:30 a.m.-1 p.m. \$1,800 M

Medical Assistant

Contact: Gary Milunas, 843.574.6687, gary.milunas@tridenttech.edu

Career Description

Medical assistants perform routine administrative and clinical tasks to keep the offices of physicians, chiropractors and other health practitioners running smoothly. The Department of Labor projects the medical assistant occupation to be the fastest-growing occupation during the 2008-18 period.



Medical Assistant Program

The Division of Continuing Education and Economic Development's Medical Assistant Program trains individuals to work as medical assistants by educating them on the administrative and clinical skills required by the profession. All students are required to have Internet access outside of the college as training includes online coursework every week. This online coursework is expected to be conducted outside the hours spent in the classroom. To enroll, you must be a high school graduate or possess a high school equivalency (GED). Cost of training includes tuition only. *Note: Upon start*

of externship, all students are required to show proof of intradermal TB skin test and major medical insurance.

Approval

Students completing the Division of Continuing Education and Economic Development's Medical Assistant program are eligible to sit for the Registered Medical Assistant examination given by the American Medical Technologists Association. Students are not eligible to sit for the Certified Medical Assistant examination given by the American Association for Medical Assistants.

Medical Assistant Program

Books not included

XPHM 520-503 10/3-4/13 MTThF 9 a.m.-3 p.m. \$3,300 M

Online Health Care Certificates

Contact: Cathy Lowe, 843.574.6366, cathy.lowe@tridenttech.edu

The following certificate programs are offered entirely online:

- | Coding Specialist Certificate Program (15-month program)
- | Coding for Health Care Professionals (9-month program)
- | Dental Office Professional Certificate Program (4-month program)
- | Medical Transcriptionist Certificate Program (15-month program)

A certificate of achievement is awarded upon successful completion of these programs.

Computer requirements

- | All courses are delivered online. A computer and high-speed Internet access are required.
- | Your computer must meet the following minimum requirements: Pentium III or better, RAM 128 MB or more, Windows 2000 or later.

Registration

- | Please call 843.574.6152 or register online at TTC Express.
- | Payments must be made at the time of registration.
- | Please make sure the college has your correct email on file when you register.
- | No registrations will be accepted after the course begins.
- | Each course is priced individually.

General requirements

- | High school graduate or possess a high school equivalency (GED)
- | Basic computer skills
- | Knowledge of keyboarding and Microsoft Word

Books/equipment

- | Books are available at the TTC Bookstore. **The books at the TTC Bookstore will be the only acceptable versions of the text for each course listed.**
- | Transcription equipment will be discussed in Using the Transcriptionist *Book of Style* course.

Prerequisites

Successful completion of Introduction to Continuing Education Online Learning is required to start the Coding Specialist and Medical Transcription programs.

Introduction to Continuing Education Online Learning

This course provides an introduction to software applications necessary to participate in Continuing Education online health care programs. Other applications reviewed are Microsoft Outlook and searching the Internet. This course is a prerequisite to all online courses. **Book not required**

XPHH 568-509	9/7-23	\$40	
XPHH 568-510	10/5-21	\$40	
XPHH 568-511	11/2-18	\$40	
XPHH 568-512	12/11-16	\$40	

Online log-in instructions

1. On the day the course begins, go to <http://cecourses.tridenttech.edu>.
2. Enter username and password.
3. Follow the directions.

Gift Certificates

Give the gift of learning. Gift certificates for continuing education courses make a perfect present any time of the year. Call 843.574.6152 or e-mail ce.reg@tridenttech.edu.

(continued)

CODING SPECIALIST

Career Description

The coding specialist reviews and analyzes health records to identify relevant diagnoses and procedures for distinct patient encounters. The coding specialist is responsible for translating diagnostic and procedural phrases used by health care providers into coded form. The coded information that is a product of the coding process is then used for medical reimbursement purposes.

Approval

The Division of Continuing Education and Economic Development's Coding Specialist Training Program is approved by the American Health Information Management Association (AHIMA). Graduates of the program are eligible to take the Certified Coding Associate (CCA) examination.

Internships

Onsite internships are available in the Charleston area only. An online internship is available for distance students. Those students currently working in the coding or medical billing field may substitute work hours for a portion of their internship. A verification letter is required.

Note: If you wish to complete the program in 15 months, it is recommended you take Anatomy and Physiology and Medical Terminology the first half of Term 1 followed by Pharmacology and Human Diseases the second half of Term 1. Part-time students may take one course at a time. You may not take more than two online courses at a time.

For more information and to see a program plan, visit www.tridenttech.edu/ce.htm.

Introduction to Continuing Education Online Learning

See page 13 for course information.

Term 1 Courses

Fundamentals of Anatomy and Physiology

This online course covers basic anatomy and physiology and is an introduction to all human body systems and their functions. It is perfect for the student entering an entry-level health care occupation where interpretation and understanding of the human body are necessary to be successful. **Books not included**

XPHH 589-505 9/27-11/10 \$199 I

Medical Terminology

Master the medical vocabulary and terms used in allied health, nursing and medical careers in this online course. It covers word parts, root words, general application, abbreviations, medical terminology and body systems. It benefits all those in the health care and paramedical fields. **Books not included**

XPHH 504-505 9/27-11/10 \$199 I

Pharmacology

This online course is an overview of pharmacology and how it is used to treat different disease states. It provides an understanding of the diagnosis and treatment of diseases using the numerous types of medical drugs.

Prerequisite: Fundamentals of Anatomy and Physiology. **Books not included**
XPHH 590-505 11/15-12/19 \$199 I

Human Diseases

Learn the most common diseases and disorders of each body system, with a review of anatomy and physiology pertinent to the content. Case-specific studies allow you to apply approach and knowledge gained through your studies. *Prerequisites: Medical Terminology and Fundamentals of Anatomy and Physiology.* **Books not included**

XPHH 591-505 11/15-12/19 \$199 I

Term 2 Courses

Prerequisite: Completion of Term 1 Courses

Health Care Data Content

Learn generic components of medical record content and the use and structure of health care data, and how it relates to primary and secondary records systems. Legal and ethical issues applicable to health information are also covered. **Books not included**

XPHH 503-503 9/14-10/28 \$199 I

ICD-9 CM/ICD-10 CM Coding Part I

This course covers the history, uses and format of the diagnostic coding system used by physician offices around the world to track diseases. It includes practice to assign straightforward coding scenarios. *Prerequisite: Term 1 of Coding Specialist Program.* *Note: This course may be taken as a single continuing education course for professionals in the billing or coding field.* **Books not included**

XPHH 510-503 9/14-10/28 \$199 I

Understanding Health Insurance

This online course describes the organization, financing and delivery of health care services. Emphasis is placed on organization and activities of all health care facilities and medical reimbursement, from the billing process to the collection of the bill. Medical record management, the organization of the medical office, providers and filing for Medicare are also covered. **Books not included**

XPHH 546-503 11/3-12/19 \$199 I

ICD-9 CM/ICD-10 CM Coding Part II

This is a follow-up to the ICD-9 CM Coding Part I course and covers more complex coding situations and scenarios. *Prerequisites: Term 1 of Coding Specialist Program and ICD-9 CM Coding Part I.* *Note: This course may be taken as a single continuing education course for professionals in the billing or coding field.* **Books not included**

XPHH 511-503 11/3-12/19 \$199 I

Term 3 Courses

Prerequisite: Completion of Term 2 Courses

CPT Coding Part I

This online course introduces the history, application and format of the uniform language to accurately describe medical, surgical and diagnostic services as set forth by the American Medical Association. It includes practice to assign very basic valid procedural codes. *Prerequisites: Term 1 and 2 of the Coding Specialist Program.* *Note: This course may be taken as a single continuing education course for professionals in the billing or coding field.*

Books not included
XPHH 501-503 9/8-10/26 \$199 I

Electronic Health Records

This course covers the new requirements for electronic health records, how data is stored, safety and security of health information, and computer hardware and software designed for medical use. This course also looks at how the changing world of technology influences the quality and delivery of health care services today and in the future. Practical application is provided using electronic health record software.

XPHH 597-501 9/8-10/26 \$199 I

CPT Coding Part II

This is a continuation of CPT Coding Part I utilizing higher-level and more complex examples, case studies, records and scenarios of CPT coding. Emphasis is placed on practice to assign valid procedure codes. *Prerequisites: Terms 1 and 2 of the Coding Specialist Program and CPT Part I.* *Note: This course may be taken as a single continuing education course for professionals in the billing or coding field.* **Books not included**

XPHH 502-503 11/1-12/19 \$199 I

Medical Coding Internship

Students who have successfully completed all courses in the Coding Specialist curriculum can apply what they have learned in a real-world setting. Onsite internships are available in the Charleston area. An online internship is available for distance students. Onsite candidates must show proof of medical insurance, completion of a two-step PPD test, have a drug screen and a seven-year background check as well as completion of all courses within the Coding Specialist Training Program upon registering.

Note: Some organizations require proof of additional immunizations. Books not included

XPHH 506-505	1/6-3/30/2012			\$295	I
XPHH 506-506	1/6-3/30/2012	TBA	TBA	\$295	M

CODING CERTIFICATION PREP SESSIONS

Certified Coding Specialist (CCS) Review

This online course helps prepare experienced medical coders for the AHIMA CCS exam, a mastery-level coding certificate. Concentration is on ICD-9 CM and CPT coding as it is used for reimbursement purposes in hospitals; hospital medical records; inpatient DRG system; outpatient APC system; and the official coding guidelines. ICD-10 is also discussed. Contact cathy.lope@tridenttech.edu for book list. **Books not included**

XPHH 542-503	9/19-12/19			\$299	I
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CODING FOR HEALTH CARE PROFESSIONALS

Coding for Health Care Professionals

New job opportunities are available for nurses that have coding knowledge, such as clinical documentation specialist, auditor and electronic health record consultant. These positions require both clinical experience and coding credentials/knowledge. This program provides the training needed to take the Certified Professional Coder (CPC) exam. Topics include medical terminology, understanding health insurance, procedural coding, diagnostic coding, and health records management. *Prerequisite: Active nursing license.*

Books not included					
XPHC 595-503	9/27-6/30			\$1,490	I

DENTAL OFFICE PROFESSIONAL

Career Description

Dental office professionals hold clerical positions in dental offices. They answer telephones, greet patients, update and file patient medical records, fill out insurance forms, handle correspondence, and schedule appointments. Emphasis is placed on interpersonal and skill development in administrative functions such as reception, scheduling, filing, billing, completion of insurance claims, patient relations, dental terminology, communication and familiarization with administrative duties.

Introduction to the D2L online learning system will be included in the first course.

HIPAA and Blood-Borne Pathogens

This online course provides information on transmission, exposure, incidents, preventing exposure, signs and symptoms of HBV, HCV and HIV, OSHA requirements and potentially infectious material. It focuses on key concepts and terms of the new HIPAA Privacy Rule and best practices for maintaining patient confidentiality.

XPHD 509-503	9/7-23			\$150	I
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Dental Terminology

Master the dental vocabulary and terms used in dental office careers in this online course. It covers word parts, root words, general application, abbreviations and dental terminology, and benefits all clerical dental office staff. *Prerequisite: HIPAA and Blood-Borne Pathogens. Books not included*

XPHD 505-503	9/27-10/21			\$150	I
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Dental Billing

This online course emphasizes the review of ADA codes, dental terminology, the claims process, the ins and outs of dental coding, and dental documentation and how to interpret it. *Prerequisite: Dental Terminology.*

Books not included					
XPHD 506-503	10/25-11/18			\$150	I

Dental Office Management

Explore the business of dentistry, communication, clinical records management and administrative duties in this online course. *Prerequisite: Dental Billing. Books not included*

XPHD 501-502	11/22-12/19			\$150	I
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MEDICAL TRANSCRIPTIONIST

Career Description

Medical transcriptionists listen to dictated recordings made by physicians and other health care professionals and transcribe them into medical reports, correspondence and other administrative material. These documents eventually become part of patients' permanent files. Transcription services range from small, home-based businesses to large corporations.

Approval

The Medical Transcriptionist Training Program is approved by the Approval Committee for Certification Programs (ACCP), a joint committee established by the American Health Information Management Association (AHIMA) and the Association for Healthcare Documentation Integrity (AHDI), to approve medical transcription education certificate programs.

Note: If you wish to complete the program in 15 months, it is recommended you take Anatomy and Physiology and Medical Terminology the first half of Term 1 followed by Pharmacology and Human Diseases the second half of Term 1. Part-time students may take one course at a time. You may not take more than two online courses at a time.

For more information and a program plan, visit www.tridenttech.edu/ce.htm.

Introduction to Continuing Education Online Learning

See course information on page 13.

Term 1 Courses

Medical Terminology

See course information on page 14.

Fundamentals of Anatomy and Physiology

See course information on page 14.

Pharmacology

See course information on page 14.

Human Diseases

See course information on page 14.

Term 2 Courses

Prerequisite: Completion of Term 1 Courses

Medical Transcription Workforce Readiness

This course teaches students how to transition into the medical transcription workforce. Topics include HIPAA, universal precautions, job searches, professional standards and organizations, security, privacy and many other issues pertinent to the occupation. **Book not required**

XPHT 583-503	9/14-10/25			\$95	I
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Using the Transcriptionist's Book of Style

Learn the standards of practice for transcribing medical dictation as set forth by the Association for Healthcare Documentation Integrity in its *Book of Style. Books not included*

XPHT 570-503	9/14-10/25			\$185	I
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Pathology and Medicine for Medical Transcription

This course summarizes the prerequisite courses and introduces pathophysiology, emphasizing important concepts related to human diseases. The most common diseases and disorders of each body system are presented with a review of anatomy and physiology pertinent to the content. This course also introduces the process of medical transcription. *Prerequisites: Medical Terminology, Anatomy and Physiology, Pharmacology and Book of Style. Foot pedal and headset required. Books not included*

XPHT 586-503 11/1-12/19 \$360 I

Term 3

Prerequisite: Completion of Term 1 and Term 2 Courses

Transcription I

This course provides a bulk of original medical dictation from which you will produce transcribed medical documents. This first-level course addresses general medical reports common to all specialties, histories and physicals, discharge summaries, consultations, and others from various specialties. This is not an introductory course. *Prerequisite: Pathology and Medicine for Medical Transcription. Foot pedal and headset required. Transcription CD included*

XPHT 574-503 9/1-10/6 \$300 I

Transcription II

Learn how to produce transcribed medical documents from original medical dictation. This second-level course explores the documents used in different specialties of medicine such as cardiology, orthopedics, gastrointestinal, pathology and radiology. *Foot pedal and headset required. Transcription CD included*

XPHT 575-503 10/11-11/11 \$300 I

Transcription III

This course provides a bulk of original medical dictation from which you will produce transcribed medical documents. This course explores the documents used in the specialties of radiology, pathology, cardiology, orthopedics and gastrointestinal. *Foot pedal and headset required. Transcription CD included*

XPHT 576-503 11/16-12/19 \$275 I

Transcription Practicum

This course is a real-life medical transcription practicum in an online format. You will receive actual physician dictation in hospital, physician office and other health care settings. Use this opportunity to build speed and accuracy. High-speed Internet required. *Transcription CD included*

XPHT 593-503 1/6/2012-3/30/2012 \$425 I

Paramedical Examiner **NEW!**

The paramedical examiner performs tasks such as drawing blood, measuring height and weight, checking blood pressure and pulse, collecting urine specimens, and taking a medical history in order to screen life insurance applicants. The U.S. Bureau of Labor Statistics has predicted that jobs in this field are expected to grow rapidly through the year 2016. A paramedical examiner career can be one of great benefits and security.

Paramedical Examiner Program

A certificate of achievement is awarded to individuals who successfully complete the following courses:

- I Introduction to Phlebotomy
- I Advanced Phlebotomy Procedures
- I Paramedical Examiner

Paramedical Examiner Program begins January 2012.

Phlebotomist

Contact: Gary Milunas, 843.574.6687, gary.milunas@tridenttech.edu

Career Description

Phlebotomists are specialized clinical support workers who collect blood from patients for laboratory testing. Results from laboratory testing provide valuable information to physicians for diagnosing and treating patients.

Phlebotomists work in hospitals, commercial laboratories, private physician offices, public health departments, clinics, blood banks and as paramedical examiners for life insurance companies.

Phlebotomist Training Program

A certificate of achievement is awarded to individuals who successfully complete the following courses (courses are listed in recommended order).

Introduction to Phlebotomy

This course provides the theoretical and practical knowledge of how to become a phlebotomist. It covers establishing a professional relationship with the patient; selecting and preparing the venipuncture site; collecting specimens; preparing and maintaining equipment; and the health, safety and legal aspects of the occupation. Live sticks are performed. No externship is offered.

XPHP 521-519	9/13-10/13	TTh	3-5 p.m.	\$300	M
XPHP 521-520	9/19-10/19	MW	3-5 p.m.	\$300	M
XPHP 521-521	9/27-10/27	TTh	6-8 p.m.	\$300	S
XPHP 521-522	10/3-11/2	MW	6-8 p.m.	\$300	D
XPHP 521-523	10/11-11/10	TTh	6-8 p.m.	\$300	M
XPHP 521-524	10/12-11/9	W	9 a.m.-1 p.m.	\$300	M

Advanced Phlebotomy Procedures

This is a continuation of the introductory course with a focus on the advanced procedures a phlebotomist may perform in a clinical setting. Live sticks performed. No externship is offered. *Prerequisite: Introduction to Phlebotomy.*

XPHP 522-519	10/18-11/17	TTh	3-5 p.m.	\$300	M
XPHP 522-520	10/24-11/23	MW	3-5 p.m.	\$300	M
XPHP 522-521	11/3-12/8	TTh	6-8 p.m.	\$300	S
XPHP 522-522	11/9-12/12	MW	6-8 p.m.	\$300	D
XPHP 522-523	11/15-12/20	TTh	6-8 p.m.	\$300	M
XPHP 522-524	11/16-12/14	W	9 a.m.-1 p.m.	\$300	M

What Our Customers Are Saying....

"Before taking continuing education courses at Trident Technical College, I was always working dead-end jobs. Then I took classes to be a phlebotomy technician. The instructors were extremely knowledgeable and very patient. They never once let us give up on ourselves, and with their help I passed the class and got my national certification. I believe Trident Technical College is truly in the business to change lives."

-A. Andrews

Follow us on Twitter

Get the latest on courses and events at twitter.com/TTC_CE.



Manufacturing and Industry

APICS – The Association for Operations Management

Contact: Tom Iafrate, 843.574.6758, tom.iafrate@tridenttech.edu

The Association for Operations Management (APICS) CPIM program provides a common basis for individuals and organizations to evaluate their knowledge of the evolving field of production and inventory management. The program has helped individuals and their organizations become more productive and competitive because it is designed to test in-depth knowledge of a variety of subjects specific to production and inventory management.

Execution and Control of Operations

Learn the ins and outs of prioritizing and sequencing work, executing work plans and implementing controls, reporting activity results, and providing evaluating feedback on performance. This course explains techniques for scheduling and controlling production processes, the execution of quality initiatives and continuous improvement plans, and the control and handling of inventories.

XMMT 529-502	9/7-10/12	W	6-8 p.m.	\$399	M
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Strategic Management of Resources

The Strategic Management of Resources CPIM module helps you explore the relationship of existing and emerging processes and technologies to manufacturing strategy and supply-chain-related functions.

XMMT 545-503	11/2-12/14	W	6-8 p.m.	\$399	M
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Environmental Compliance

Contact: Tom Iafrate, 843.574.6758, tom.iafrate@tridenttech.edu

Trident Technical College is approved to offer SC-DHEC- and NC-DHHS-approved asbestos abatement training for workers, supervisors, inspectors, management planners and project designers. These courses may be used for licensing as an asbestos abatement professional. All books and materials are included in the course fee.

ASBESTOS

Asbestos Project Designer Refresher

XIET 611-501	12/2	F	8 a.m.-4:30 p.m.	\$225	M
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Asbestos Management Planner

XIET 604-507	9/15-16	ThF	8 a.m.-4:30 p.m.	\$215	M
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Asbestos Inspector

XIET 616-502	9/12-14	MTW	8 a.m.-4:30 p.m.	\$525	M
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AHERA Asbestos Worker

XIET 618-503	11/1-4	TWThF	8 a.m.-4:30 p.m.	\$475	M
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Asbestos O and M Worker

XIET 617-503	11/9-10	WTh	8 a.m.-4:30 p.m.	\$250	M
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Asbestos Supervisor

XIET 613-503	11/14-18	MTWThF	8 a.m.-4:30 p.m.	\$700	M
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Asbestos Inspector Refresher

XIET 603-505	9/29	Th	8 a.m.-noon	\$135	M
XIET 603-506	12/1	Th	8 a.m.-noon	\$135	M

Asbestos Management Planner Refresher

Prerequisite: Must have completed Asbestos Inspector Refresher

XIET 668-505	9/29	Th	1-5 p.m.	\$135	M
XIET 668-506	12/1	Th	1-5 p.m.	\$135	M

Asbestos O and M Refresher

XIET 610-503	9/27	T	8 a.m.-4:30 p.m.	\$135	M
XIET 610-504	11/29	T	8 a.m.-4:30 p.m.	\$135	M

Asbestos Supervisor Refresher

XIET 605-503	9/28	W	8 a.m.-4:30 p.m.	\$200	M
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Asbestos Worker Refresher

XIET 609-505	9/27	T	8 a.m.-4:30 p.m.	\$135	M
XIET 609-503	11/29	T	8 a.m.-4:30 p.m.	\$135	M

LEAD

Lead Renovation, Repair and Painting (RRP)

Environmental Protection Agency training requirements are now in place for certified renovators. The new EPA rules apply to contractors who renovate or repair housing or child-care facilities built before 1978. Under the new rules, trained contractors and workers must follow lead-safe work practice standards to reduce potential exposure to dangerous levels of lead during renovation and repair activities. The requirements apply to anyone who could potentially expose children to lead dust during their work and includes builders, painters, plumbers and electricians. Make sure you are prepared for this new regulatory mandate.

XIET 661-510	9/20	T	8 a.m.-5 p.m.	\$259	M
XIET 661-511	10/25	T	8 a.m.-5 p.m.	\$259	M
XIET 661-512	11/15	T	8 a.m.-5 p.m.	\$259	M
XIET 661-513	12/13	T	8 a.m.-5 p.m.	\$259	M

SWIMMING POOL/SPA

Certified Pool Operator

The CPO certification course is designed to provide individuals with the basic knowledge, techniques and skills of pool and spa operations. The Certified Pool/Spa Operator certification program is recognized nationally and internationally, and is widely accepted by health departments. Course covers information from *The NSPF Pool & Spa Operator Handbook*. It includes the most current information available, including the addition of metric calculations.

XIET 662-505	9/5-6	MT	8 a.m.-5 p.m.	\$399	M
XIET 662-506	11/14-15	MT	8 a.m.-5 p.m.	\$399	M

Swimming Pool/Spa Operators

This course provides the basic information required to operate a pool or spa in compliance with DHEC regulations, preparing you to take the state certification examination. It covers South Carolina rules and regulations, legal requirements, swimming pool structures, basic operation of public pools and spas, basic pool-water chemistry and chemicals, techniques for solving water problems, and safety. **Books included**

XIET 510-505	9/7	W	8:30 a.m.-5:30 p.m.	\$175	M
XIET 510-506	11/2	W	8:30 a.m.-5:30 p.m.	\$175	M



Meet our instructors

Wyatt, Jay and Jim Chocklett of Chocklett Environmental Services have more than 50 years of combined experience. Chemists by trade, the Chockletts are experts in the areas of hazardous materials management, wastewater and water treatment,

chemical manufacturing, electroplating, industrial occupational hygiene and workplace safety.

(continued)

WATER AND WASTEWATER

General P/C Certification Review Levels A, B, C and D

This course covers process units such as pH control, neutralization, chemical precipitation, clarification, solids handling and advance treatment including metals recovery and water recycling.

XIET 644-502	10/27-29	ThFS	8 a.m.-5 p.m.	\$420	M
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General Bio Recertification Review Levels A, B, C and D

Process units, clarification, troubleshooting and corrective actions, activated sludge, bio-filters, lagoons and disinfection are covered in this course.

XIET 639-502	10/10-12	MTW	8 a.m.-5 p.m.	\$420	M
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Industrial Maintenance

Contact: Lloyd Kling, 843.574.6491, lloyd.kling@tridenttech.edu

Trident Technical College's industrial training and apprenticeship programs provide local companies with concentrated review courses to prevent technical obsolescence, as well as to present the latest in technical and scientific developments. TTC can design a comprehensive training package specifically for your organization. By customizing our courses to your needs, you make the best use of resources.

TTC's experienced instructors are recruited from industry, governmental agencies and faculty to provide the optimum solution to your training needs.

The following courses are available:

- | Pump Maintenance
- | Lubrication
- | Drive Components
- | Mechanical Power Transmission

PROGRAMMABLE LOGIC CONTROLLERS

Contact: Tom Iafrate, 843.574.6758, tom.iafrate@tridenttech.edu

TTC uses a state-of-the-art laboratory and focuses on the popular Allen-Bradley PLC-5 family to provide the skills required to work with PLCs in today's industries. Courses are listed in recommended order.

PLCs – Introduction

This entry-level course focuses on the Allen-Bradley family, using RS-Logix software, and features hands-on exercises in programming, wiring and troubleshooting. It covers input/output (I/O) addressing, ladder logic programming theory, program file management and remote I/O racks and forcing. **Books included**

XMMT 525-508	10/12-19	MW	8 a.m.-4:30 p.m.	\$500	M
XMMT 525-509	10/10-17	MW	8 a.m.-4:30 p.m.	\$500	M

PLCs – Intermediate

This course features hands-on exercises and covers smart modules, block transfers, analog input/output (I/O) signals, math and file functions, logical bit manipulation, and data-highway networking. *Prerequisite: PLC-5 or SLC 500 Introduction.*

XMMT 503-506	11/7-16	MW	8 a.m.-4:30 p.m.	\$500	M
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Lean Principles

Contact: Tom Iafrate, 843.574.6758, tom.iafrate@tridenttech.edu

Learn how to operate more efficiently by using Lean principles in your organization.

Lean Manufacturing

Topics include definition of Lean, history, Kaizen, value-added versus non-value-added activities, value-added measurements, types of waste, Lean building blocks, implementing Lean concepts, 5S workplace organization, quick change, mistake proofing, and just-in-time.

XMMT 535-505	10/3-5	MTW	8 a.m.-noon	\$249	M
XMMT 535-506	11/7-9	MTW	6-10 p.m.	\$249	M

Lean Office

This course is designed for personnel in sales, finance, purchasing, service and other support functions. Learn how to apply Lean production principles to the office environment in order to improve quality and service and shrink time and cost.

XMMT 574-506	10/18	T	6-10 p.m.	\$99	M
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Logistics

Contact: Lloyd Kling, 843.574.2590, lloyd.kling@tridenttech.edu

Employers in the transportation, distribution and logistics industry are looking for skilled workers. In cooperation with local employers and Trident One Stop Career Center, Trident Technical College offers a Warehouse and Distribution training program. Successful completion of the program awards national credentials for Certified Logistics Associate and Certified Logistics Technician.

Graduates of the training program are guaranteed a job interview upon successful completion of the training program. Successful completion of the training program carries no obligation to accept any offer of employment nor is an offer guaranteed.

Training will be conducted for potential employment opportunities at various warehousing, distribution, commercial and manufacturing businesses in Charleston, Dorchester and Berkeley counties. The training programs will take place in both St. George and Moncks Corner.

Applications will be accepted at the Dorchester County QuickJobs Training Center, 5164 East Jim Bilton Blvd., St. George, SC.

CERTIFIED LOGISTICS ASSOCIATE (CLA)

Certified Logistics Associate (CLA) Course (Foundational Level)

This course provides the foundational knowledge needed to understand the world of supply chain logistics and related core competencies. Topics include safety, quality control, communications, teamwork, good workplace conduct and familiarity with computer systems that underpin supply chain operations. Forklift certificate and OSHA 10-hour certificates are included.

Books not included

XSPG 501-504	9/13-12/15*	TWTh	6-9 p.m.	\$1,225	D
XSPG 501-501	9/10-11/12	S	9 a.m.-5 p.m.	\$799	S**

* No class 11/24-25

**This course is held at the St. Paul's Parish site located in Hollywood. Forklift and OSHA training not included.

CERTIFIED PRODUCTION TECHNICIAN (CPT)

Based on Manufacturing Skill Standards Council CPT curriculum, these courses are designed to help you enhance your core knowledge and skills for production work from entry-level to mid-technical level and to the MSSC Assessments needed for CPT certification. **Books not included**

Maintenance Awareness

Course topics include preventive maintenance and routine repair, monitoring indicators to ensure correct operations, performing all housekeeping to maintain production schedule, and potential maintenance issues with basic production systems.

XSPG 516-501 11/14-18 MTWThF 8 a.m.-5 p.m. \$599 D

The following Logistics courses are also available:

- | Safety
- | Quality Practices and Measurement
- | Manufacturing Processes and Production

Occupational Health and Safety and OSHA Compliance Programs

Contact: Tom Iafrate, 843.574.6758, tom.iafrate@tridenttech.edu

Hazwoper/Hazmat and DOT training is provided by Chocklett Environmental.

All Hazwoper/Hazmat courses meet requirements of OSHA 29CFR 1910.120 (p) (q) for Operations, Technician, Hazwoper and RCRA (40CFR 311) Response Teams and are in compliance with NFPA Standard 472 and FEMA-Homeland Security Emergency Response.

Call TTC at 843.574.6758 for information on the following topics:

- | Ergonomics
- | Process Safety Management
- | Customized Industrial Truck Training
- | Job Hazard Audit/Analysis
- | Safety Committee Training
- | Risk Management
- | Confined Space Entry/Rescue



Forklift Training: Powered Industrial Trucks **NEW!**

Learn the correct care and use of forklift trucks. Included in the program is the OSHA Powered Industrial Truck Standard, 29CFR1910.178, which includes forklift design limitations, uses in material handling, pre-operation check,

operator skills, and accident prevention. Upon successful completion of the course, you receive a three-year certification in forklift driving/operation skills. All materials are included in the course fee.

XIET 671-501	9/10	S	8 a.m.-4 p.m.	\$139	B
XIET 671-502	10/8	S	8 a.m.-4 p.m.	\$139	B
XIET 671-503	11/12	S	8 a.m.-4 p.m.	\$139	B
XIET 671-504	12/3	S	8 a.m.-4 p.m.	\$139	B

Hazardous Materials Responder Annual Refresher (Hazwoper and Hazmat)

This eight-hour refresher training program includes updates of state and federal regulations, site entry and control, case studies, decontamination, hazardous materials chemistry, identification, handling, and emergency response procedures. Hands-on demonstrations, response scenarios and a dress-out exercise are used to improve skills. **Books included**

XIET 505-503	9/30	F	8 a.m.-5 p.m.	\$195	M
XIET 505-504	12/2	F	8 a.m.-5 p.m.	\$195	M

Hazwoper/Hazmat (24-Hour Program)

This program provides competencies and training skills development for Hazmat team members. Course objectives include the organization of an incident command system, regulatory compliance, informational systems, specific chemical response techniques, site surveys and fundamental safety practices. Dress-out scenarios are used.

XIET 503-503	10/3-5	MTW	8 a.m.-5 p.m.	\$450	M
XIET 503-504	12/5-7	MTW	8 a.m.-5 p.m.	\$450	M

Hazwoper/Hazmat (40-Hour Program)

This program covers all topics in the 24-hour program and includes additional competencies in PPE selection and health and medical issues, as well as incident management. Other topics are drum handling, containment, safety and health, contamination and decontamination, written plans and reports, chemical protective clothing, and terrorism attack preparation.

Dress-out scenarios are used. **Books included**

XIET 508-503	10/3-7	MTWThF	8 a.m.-5 p.m.	\$695	M
XIET 508-504	12/5-9	MTWThF	8 a.m.-5 p.m.	\$695	M

NFPA 70E

This course defines the requirements for work practices that workers should use to avoid injury from a release of electrical energy when performing tasks involving electrical power. Course provides information to prevent or minimize exposure to all widely recognized electrical hazards. The 2009 edition (NFPA 70E) is used.

XIET 663-504	9/26	M	8 a.m.-5 p.m.	\$295	M
XIET 663-505	11/21	M	8 a.m.-5 p.m.	\$295	M

OSHA General Industry Safety and Health and Construction Industry Standards (30-Hour Program)

This program introduces the most important functions and roles of OSHA under 29CFR1910 and 1926 for the safety and health professional with responsibility for hazard and risk analysis as well as program administration. Topics include written plans, recordkeeping, OSHA basics, regulations interpretation, inspections, citations and fines, hazardous substances, PPE

selection, and use and fit testing. **Books included**

XIET 518-503	9/12-15	MTWTh	8 a.m.-5 p.m.	\$550	M
XIET 518-504	12/12-15	MTWTh	8 a.m.-5 p.m.	\$550	M

OSHA General Industry Safety and Health and Construction Industry Standards (10-Hour Program)

This program introduces the most important functions and roles of OSHA and the methods of compliance based on general industrial and construction industry standards. Topics include OSHA basics, recordkeeping, OSHAAct, inspections, citations, hazardous materials, hazard communications, walking and working surfaces, egress and fire protection, and more. **Books included**

XIET 532-503	9/12-13	MT	8 a.m.-5 p.m.	\$250	M
XIET 532-504	12/12-13	MT	8 a.m.-5 p.m.	\$250	M

DOT WORKSHOPS

Transportation of Hazardous Materials

This course provides training in compliance with DOT requirements under 172.700 (formerly HM 126-HM 126F) for people who ship, receive or transport hazardous materials. Topics include packaging classes of materials, placarding, labeling and emergency response plans. Special emphasis is placed on handling suspicious and/or unmarked packages. **Books included**

XIET 501-502	9/8	Th	8 a.m.-5 p.m.	\$195	M
XIET 501-503	12/1	Th	8 a.m.-5 p.m.	\$195	M

Certifications

TTC offers certifications in many areas, including computer and information systems, health care, insurance, production and inventory management, manufacturing, human resources and real estate.

(continued)

Welding

Contact: Lloyd Kling, 843.574.2590, lloyd.kling@tridenttech.edu

Personal protective equipment lists are available in the Registration office.

Basic Gas Metal Arc Welding (MIG)

Learn the basic principles and practices of gas metal arc welding. Safety, use and care of equipment are emphasized. Provide your own personal protective equipment.

XIPT 658-502	8/20-10/8*	S	9 a.m.-1 p.m.	\$350	M
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*No class 9/3

Basic Shielded Metal Arc Welding (SMAW)

Learn the basic principles and practices of SMAW welding. Safety, use and care of equipment are emphasized. Provide your own personal protective equipment.

XIPT 668-506	10/11-11/22	T	6-10 p.m.	\$350	M
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Basic Shielded Metal Arc Welding (STICK)

This course introduces the basic principles and practices of shielded metal arc welding in the flat and horizontal positions. Safety, use and care of equipment are emphasized. Provide your own personal protective equipment.

XIPT 668-504	8/20-10/8*	S	9 a.m.-1 p.m.	\$350	M
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XIPT 668-505	8/23-10/4	T	6-10 p.m.	\$350	M
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XIPT 668-501	9/3-10/15	S	8 a.m.-noon	\$350	B
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XSPG 506-501	9/10-10/22	S	9 a.m.-1 p.m.	\$350	S
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*No class 9/3

Basic Gas Tungsten Arc Welding (TIG)

Learn the basic principles and practices of gas metal arc welding. Safety, use and care of equipment are emphasized. Provide your own personal protective equipment. A personal protective equipment list is available from the Registration office.

XIPT 512-502	10/15-12/3*	S	9 a.m.-1 p.m.	\$350	M
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XIPT 658-501	10/22-12/10*	S	8 a.m.-noon	\$350	B
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*No class 11/26

The following Non-Destructive Testing courses are also available:

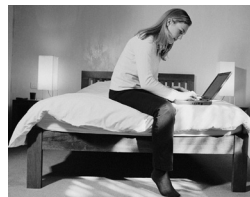
- | Basic Non-Destructive Testing
- | Liquid Penetrant Testing (PT)
- | Magnetic Particle Testing (MT)
- | Visual Testing (VT)

Welder Certification

This test is for experienced welders only. Testing may be done on plate or pipe in any position. (You supply the beveled pipe.) Testing is done in four sessions. No instruction involved. Provide your own personal protective equipment. The personal protective list is available through the Registration office. This test is given on TTC's Main Campus and is scheduled on an individual basis. Call 843.574.6152 for testing information.

Cost:

One plate for two days/4 hours:	\$325
Two plates for three days/8 hours:	\$375
Three plates or pipes/12 hours:	\$400



Online Offerings

Online Programs

Contact: Linda Fletcher, 843.574.6689, ceonlinehelp@tridenttech.edu

Our online programs prepare you for a career. They consist of more than one course and often allow you to sit for professional examinations upon successful completion.

- | Coding Specialist Training Program (see page 14)
- | Dental Office Professional Training Program (see page 15)
- | Limited Radiographer (X-ray) Training Program (see page 12)
- | Medical Transcriptionist Training Program (see page 15)

Online Courses

Contact: Michele Shinn, 843.574.6655, michele.shinn@tridenttech.edu

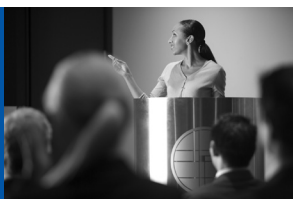
TTC offers more than 600 online continuing education courses. Online courses vary in length, price and start time. They can be self-paced or instructor-led. In order to provide you with a wide array of course topics and certifications, we have partnered with several organizations. Specific information needed for the online courses can be found by visiting the website, www.tridenttech.edu/ce.htm. Topics include:

- | | |
|------------------------------------|---|
| Arts | Interpersonal Skills |
| Business and Management | IT Certifications |
| CATIA | Job Search |
| Children, Parents and Family | Languages |
| Communications: Oral and Written | Law and Legal |
| Computer Literacy and Applications | Organizational Skills |
| Conversational Skills | PC Networking and Security |
| Creative Writing | Personal Enrichment |
| Customer Service | Personal Finance |
| Database Management | Publishing |
| Digital Photography | Sales and Marketing |
| Etiquette | Small Business |
| Freight Broker/Agent Training | Social Intelligence |
| Grant Writing | Teaching and Education |
| Graphic and Multimedia Design | Test Prep: GMAT, LSAT, Praxis, SAT/ACT, GRE |
| Green | Time Management |
| Health and Wellness | Water Treatment and Wastewater Treatment Operations |
| Hospitality and Tourism Industry | Web and Computer Programming |
| Insurance and Securities | |
| Internet | |

Continuing Education Mailing List

Sign up for our Continuing Education mailing list at www.tridenttech.edu/ce.htm.

Personal and Professional Development



Barn, Farm and Horse Management

Basic Theory of Horse and Rider

Whether an experienced equestrian or a newcomer to the horse world, you will benefit from this course, which covers training programs for both riders and their mounts. Topics include horse psychology and physiology, rider muscular/skeletal systems, horse and rider interactions, training systems, equipment and rider position. Course is led by trainer/instructor with 20 years of experience.

XPHV 502-501 11/12 S 9 a.m.-1 p.m. \$125 S

Horse, Barn and Farm Management

This two-day course covers the latest information to help you keep your horse healthy and happy. Topics include equine nutritional requirements, horse first aid, hoof health, parasite control and communicable diseases. Barn and pasture issues are also covered, including design and maintenance, horse-safe fencing and manure control. The instructor was a full-time equestrian for 15 years, managing barns, farms and riding and training programs.

XPHV 501-501 11/5 S 9 a.m.-4 p.m. \$225 S

Culinary

Contact: Michele Shinn, 843.574.6655, michele.shinn@tridenttech.edu

The Culinary Institute of Charleston provides a wide array of both credit and continuing education offerings to meet the diverse training needs of the tourism industry.

General Information

- | Proper Attire: Long sleeves, long pants and closed-toe shoes
- | Location of Courses:
M = Culinary Institute of Charleston (Bldg. 920), TTC's Main Campus. Please use the College Drive entrance.
P = Culinary Institute of Charleston, Palmer Campus, 66 Columbus St., downtown Charleston

COOKING AND BAKING WITH CLASS

Gingerbread Houses for Kids and Adults

Plan now to attend Pastry Chef David Vagasky's gingerbread house courses – they always sell out. Bring an elementary-school-age child and create your own personal centerpiece from the walls up, decorate it and take it home for the holidays. Registration fee includes one adult and one child.

XPOC 625-501	11/20	Su	10-11:30 a.m.	\$49	M
XPOC 625-502	11/20	Su	Noon-1:30 p.m.	\$49	M
XPOC 625-503	11/20	Su	2-3:30 p.m.	\$49	M

Gluten-Free Baking

With the prevalence of celiac disease, gluten-free cooking has become an integral part of many cooks' menus. Learn about all aspects of baking wheat-free, utilizing substitutes such as rice flour, soy, buckwheat, corn and xanthan gum. Master an array of baked goods, including muffins, cookies, pies, quick breads and cakes, with wheat-free substitutes.

XPOC 672-511 11/14 M 6:30-9:30 p.m. \$69 P

Healthy Vegetarian Thanksgiving Ideas **NEW!**

Join Holistic Chef Ken Immer, creator of gRAWnola, for a delicious evening of vegetarian holiday fare. Holiday foods do not have to be unhealthy to be enjoyed with friends and family. Learn about meatless options to add to your Thanksgiving table such as date and ginger glazed sweet potatoes, roasted cauliflower and collards with creamy miso gravy, and a special dessert made with Chef Immer's signature product!

XPOC 707-501 11/7 M 6-10 p.m. \$69 P

Petite Sweets and Cookie Exchange Workshop **NEW!**

No time to bake gifts for friends and family? Treat yourself to a fun, festive night out and decorate cookies and other small treats such as cupcakes, truffles and cake pops. Leave with new ideas for holiday gift giving, new friends and lots of goodies to give to friends and family.

XPOC 709-501 12/3 S 9 a.m.-12:30 p.m. \$69 P

Sushi Techniques

Join our own Chef Ward Morgan to make and munch some of the best sushi around.

XPOC 606-501 9/29 Th 6:30-9:30 p.m. \$69 P

Taming Your Wild Game **NEW!**

For all the nature-gone-wild-enthusiasts, this class is for you. De-mystify the challenges of cooking wild game with daring rubs, marinades and delectable sauces. Work with rabbit, quail, venison and gator with a number of cooking preparations. Side dishes that are perfect for each dish are also prepared. Bring your sense of adventure and enthusiasm.

XPOC 706-501 10/29 S 9 a.m.-1 p.m. \$89 P

Vegan and Vegetarian Cuisine

Eat healthy and hearty with this introduction to how vegetables and legumes can enhance your life. Our chefs bring their talent and taste buds to the kitchen in preparing simple international recipes that are the foundation of great cuisine using only legumes, pulses, dals and fresh local vegetables.

XPOC 678-501 9/12 M 6-10 p.m. \$69 P

FOOD ENTHUSIASTS SERIES

Culinary Boot Camp

Week 1: Culinary Tools, Mise en Place and Taste

Become acquainted with the tools of the trade that are used by professional chefs around the world. Safety and sanitation are key elements as you learn how to mise en place your materials. Learn the art of turning a bland dish into something exciting by using the proper seasoning techniques.

Week 2: Stocks, Soups and Sauces

The foundation of a great meal is in the stock. Prepare white and dark chicken stocks and veal and vegetable stocks, turning them into savory broths, soups and sauces.

Week 3: Sauté, Grill, Pan Fry and Deep Fry

Utilizing the foundations learned in previous weeks and great marinades and rubs, you will pan fry pork chops, sauté chicken and grill beef. Each dish is accompanied by vegetables and starches cooked using dry-heat cooking methods that include tempura style and several types of breading procedures.

Week 4: Steam, Braise, Stew and Simmer

Prepare beautifully moist chicken and fish utilizing vapor cooking and the classical techniques for preparing savory stews. Accompaniments include moist-heat cooking methods for vegetables, potatoes, rice and pasta. **Books included**

XPOC 665-501 9/20-10/11 T 6-10 p.m. \$379 P

Charcuterie Introduction

Utilization of product through methods of preservation such as curing, brining and smoking is all a part of great charcuterie. You will be in hog heaven as you use all parts of a hog in the preparation of bacon, rillettes, head cheese, basic sausage, pancetta, pâté, pulled pork shoulder and other delicious pork products.

XPOC 688-501 10/20-11/10 Th 6:30-9:30 p.m. \$349 P

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Farm to Fork for Adults

Sustainability and eating local has become part of today's culture and way of life. This course explains why eating local is not only healthier but should be an important part of our lives. Local vegetables, honey, chicken, eggs, pork, fish and beef are introduced. Each day, you will prepare simple recipes that rely on the quality and freshness of product and the locavore way of life.
 XPOC 689-501 9/1-22 Th 6:30-9:30 p.m. \$349 P

Jams, Jellies, Chutneys and Preserving

Learn the fine art of preserving fruits and vegetables in this homespun course that uses local products. Make jars of fresh fruit jams, jellies, vegetable chow-chow, pickles, tomato ketchup, various cooked chutneys and relishes. Different types of preserving are introduced using classical and modern methods.
 XPOC 705-501 9/10-10/1 S 9 a.m.-noon \$349 P

Pastry Boot Camp

Week 1: Cheesecakes, Flourless Cakes and Tortes

Make several types of cheesecakes including New York-style, no-bake and marble. Learn how to assemble a torte and make a fresh fruit torte and a decadent flourless molten chocolate cake.

Week 2: Perfect Pies and Tarts

The secret to the perfect pie is in the crust. Learn both traditional and modern crusts that can be used for pies, tarts and cookies in traditional shapes and small individual tart style. Cream pies, fresh fruit, canned fruit and specialty pies are on the menu.

Week 3: Cream Puffs, Éclairs and Cream Horns

Learn the art of making excellent pâte choux dough and turning it into professional-looking éclairs, cream puffs, swans and cream horns. You will also learn how to fill and glaze your products.

Week 4: International Cookies

Make a variety of international cookies, including checkerboard, lemon curd squares, linzer and double chocolate chip. Several methods of doughs and cookie applications including bagging, rolling, dropping and molding are introduced.
 XPOC 667-501 9/14-10/5 W 6-10 p.m. \$349 P

Pastry Boot Camp Advanced

Take your skills to the next level while mastering specialty tarts, plated desserts, chocolate techniques and sauces.
 XPOC 697-501 10/26-11/16 W 6-10 p.m. \$349 P

3-D Sculpted Cakes Introduction **NEW!**

Are you ready for a cake challenge? Join Pastry Chef and Cake Sculptor Heather Sonoski as she illustrates techniques used by celebrity chefs to create amazing 3-D sculpted cakes! Learn where to use butter cream, fondant, modeling chocolate, gum paste, rice cereal, luster dusts and airbrush techniques. Create multiple 3-D works of art such as animated stacked pumpkins, faux Thanksgiving turkey and even a topsy-turvy cake! *Note: Please bring the following to class the first night: three 10-inch round cakes, totaling approximately 6 inches in height when stacked, and three 6-inch round cakes, totaling approximately 6 inches in height when stacked.*
 XPOC 708-501 10/18-11/8 T 6-10 p.m. \$349 P

The Art of Wedding Cakes

Learn how to assemble and support stacked cake for a stress-free transport. Butter cream and fondant mediums are demonstrated and a variety of techniques are taught such as ruffles, piped embroidery, edible sugar pearls, pattern transfer, lace, stencils, drapes, molding and bows. As a grand finale, students create a three-tier dummy cake, including a breathtaking sugar flower cake topper made of roses, daisies, stephanotis and ivy that is sure to impress friends and family.
 XPOC 687-501 9/12-10/3 M 6-10 p.m. \$349 P

Top Toques: A Team-Building Culinary Experience

Round up a crew of aspiring contestants to take to the kitchens of the Culinary Institute of Charleston. CIC chefs will divide contestants into two teams for a rousing culinary competition. Each team will hit the stoves to out-cook the competition. The event takes approximately three hours to complete. For more information, please contact Michele Shinn at 843.574.6655.

Driver Education

Contact: Steve Price, 843.574.6683, steve.price@tridenttech.edu

Defensive Driving (DDC-8)

Drivers who have accumulated penalty points against their records can have up to four points removed upon successful completion of this course. Depending on your insurance carrier, there is a possible discount available. You must register in advance and must be on time. As a reminder, any person who drives a motor vehicle when his or her license is cancelled, suspended or revoked is in violation of S.C. Statute 56-1-460 and is subject to arrest; this includes driving to and from TTC campuses. Students must verify before enrolling (at www.scdmvonline.org) if they have a penalty points balance on their driving record for the credited points to be applied. *Note: This is not a course for ADSAP substance violations. Books included*

XPEC 501-529	9/10	S	9 a.m.-5 p.m.	\$79	M
XPEC 501-530	9/17	S	9 a.m.-5 p.m.	\$79	M
XPEC 510-531	9/24	S	9 a.m.-5 p.m.	\$79	M
XPEC 501-532	10/1	S	9 a.m.-5 p.m.	\$79	M
XPEC 510-533	10/8	S	9 a.m.-5 p.m.	\$79	M
XPEC 501-534	10/15	S	9 a.m.-5 p.m.	\$79	M
XPEC 510-508	10/19-20	WTh	5:30-9:30 p.m.	\$79	M
XPEC 501-535	11/5	S	9 a.m.-5 p.m.	\$79	M
XPEC 510-509	11/8-9	TW	5:30-9:30 p.m.	\$79	M
XPEC 501-536	11/12	S	9 a.m.-5 p.m.	\$79	M
XPEC 501-537	12/3	S	9 a.m.-5 p.m.	\$79	M
XPEC 510-510	12/6-7	TW	5:30-9:30 p.m.	\$79	M

MOTORCYCLE SAFETY

Instructors are certified by the Motorcycle Safety Foundation. For registration information, call 843.574.6152. For other information, including apparel and safety equipment, call 843.574.6683 or visit www.tridenttech.edu/ce.htm. Courses are listed in recommended order.

Basic Rider Course

This course is for the inexperienced rider and teaches the basic techniques of riding a motorcycle. Motorcycles are provided. The course meets S.C. law for an insurance discount. Students must pass both a written and riding assessment to receive the Motorcycle Safety Foundation card. Students interested in a license waiver must have a motorcycle learner's permit, be eligible for a motorcycle license and notify our Registration Department of their intent. *Prerequisites: Must be eligible for a driver's license and able to ride a bicycle.*

Classroom Instruction: Friday, 6-10 p.m. • Sunday, 2-4 p.m.

Practical Application Riding:

Saturday Session: 8 a.m.-4 p.m. AND Sunday Session: 8 a.m.-2 p.m.

XPEC 511-527	9/9-11	FSSu	\$239	M
XPEC 511-528	9/16-18	FSSu	\$239	M
XPEC 511-529	9/23-25	FSSu	\$239	M
XPEC 511-530	9/30-10/2	FSSu	\$239	M
XPEC 511-531	10/7-9	FSSu	\$239	M
XPEC 511-532	10/14-16	FSSu	\$239	M
XPEC 511-533	10/21-23	FSSu	\$239	M
XPEC 511-534	11/4-6	FSSu	\$239	M
XPEC 511-535	11/11-13	FSSu	\$239	M
XPEC 511-536	11/18-20	FSSu	\$239	M
XPEC 511-537	12/2-4	FSSu	\$239	M
XPEC 511-538	12/9-11	FSSu	\$239	M
XPEC 511-539	12/16-18	FSSu	\$239	M

Basic Rider Course (Personal Motorcycle Option) **NEW!**

This course offers the same instruction, license waiver option and benefits of the Basic Rider Course, but it is for students who own their own motorcycles, have a motorcycle learner's permit and can ride safely to the class. After a brief interview with the rider coach/instructor, it will be determined if students may use their own bikes for the training. Students must provide a street-legal, insured and fully registered motorcycle and show proof of ownership or get waiver information from www.scridered.org.

Classroom Instruction: Friday, 6-10 p.m. • Sunday, 2-4 p.m.

Practical Application Riding:

Saturday Session: 8 a.m.-4 p.m. AND Sunday Session: 8 a.m.-2 p.m.			
XPEC 521-512	9/9-11	FSSu	\$239 M
XPEC 521-513	9/16-18	FSSu	\$239 M
XPEC 521-514	10/7-9	FSSu	\$239 M
XPEC 521-515	10/14-16	FSSu	\$239 M
XPEC 521-516	11/4-6	FSSu	\$239 M
XPEC 521-517	11/11-13	FSSu	\$239 M
XPEC 521-518	12/2-4	FSSu	\$239 M
XPEC 521-519	12/9-11	FSSu	\$239 M

Intermediate Rider Course

This course is for the semi-experienced rider operating a motorcycle or scooter with a learner's permit without previously completing a Motorcycle Safety Foundation course. You must pass both a written and riding assessment. This course meets S.C. law for an insurance discount. The S.C. Department of Motor Vehicles may waive the motorcycle driver's license road test. Students must provide a street-legal, insured and fully registered motorcycle. You will need to show proof of ownership or get waiver information from www.scridered.org. **Books included**

Prerequisites: Must have either an M class motorcycle learner's permit or a motorcycle learner's permit endorsement. Must be eligible for a full license within 90 days after completing the course. S.C. Statute 56-1-50 (F) states: A person must hold the permit for at least 180 days before being eligible for full licensure.

Classroom Instruction: Friday, 6-10 p.m.

Practical Application Riding: Saturday: 8 a.m.-5 p.m.			
XPEC 512-504	10/28-29	FS	\$139 M

Experienced Rider

This course is a skills tune-up for the experienced rider with a license waiver available for learner's permit operators. The course may be used as a license waiver for prior course graduates, an annual refresher for licensed operators or for riding with a passenger. Both the rider and the passenger must be registered as students (course fee for riders only). The course meets S.C. law for an insurance discount. Students must pass both a written and riding assessment. Students must provide a street-legal, insured and fully registered motorcycle. Proof of ownership is required. For information on the license waiver, visit www.scridered.org.

Prerequisites: Learner's permit operator must show proof of prior Motorcycle Safety Foundation course completion. Students must have either an M class motorcycle license, motorcycle license endorsement or a motorcycle learner's permit. A learner's permit operator must be eligible for a full license within 90 days of course completion. S.C. Statute 56-1-50 (F) states: A person must hold the permit for at least 180 days before being eligible for full licensure.

XPEC 513-502	10/30	Su	9 a.m.-4 p.m.	\$79	M
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Advanced Rider – Sport Bike

This course is designed for experienced motorcycle riders who own a sport bike. Special emphasis is given to self-assessment, risk management, rider behavior, riding strategies and overall skill development. The eight-hour course is roughly split between three hours in the classroom and five hours of riding time on a training course. *Prerequisites: Riders must be licensed to ride and use their own motorcycle in the class.*

XPEC 517-503	TBA	Su	8 a.m.-5 p.m.	\$99	M
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Motorcycle Maintenance and Repair

This hands-on comprehensive course includes safety procedures, use of tools, and maintenance and repair. Bikes will be available to work on or students may bring their own bike. If working on your own bike, bring the owner's manual. Topics include oil, oil and air filter change, spark plugs, tires, chains, brakes, suspension, fuel injection/carburetor, tools and bike lifts. Parts are not included in the registration fee – bring your own or purchase them during class, which will be held at DIY Motorsports, 3834 Dorchester Road.

XPEC 518-502	9/8-11/3	Th	6-9 p.m.	\$425	O
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Floral Design

Contact: Michele Shinn, 843.574.6655, michele.shinn@tridenttech.edu

Floral Design Certificate Program

This program can lead to a professional floral design career. After all courses have been completed, you will have an opportunity to intern with local florists. The internship is 100 hours. If you are not interested in the certificate program, you must still take Floral Design I as a prerequisite to the other courses. Certificate courses include:

- | Floral Design I
- | Floral Design II
- | Funeral Design
- | Holiday Design
- | Wedding Design

Internship Program

The college has partnered with local florists in the tri-county area to provide additional hours of training in a floral design setting. After all courses have been completed, you will have an opportunity to intern with local florists. The internship is 100 hours. Please contact Michele Shinn at 843.574.6655 or michele.shinn@tridenttech.edu to request an application for the internship program after you have completed the courses.



General Information

Course Materials: Course materials/flowers cost approximately \$25-30 per class session. Students can purchase scissors, wire cutters and a floral design knife from instructors at the first class. These tools cost \$12.50 each.

Textbooks: Two textbooks are required for the certificate and can be purchased during the first night of class: *Flower Arranging* (for Design I, Wedding, Funeral) – \$29.95 and *Design School* (for Design II) – \$14.99.

Locations: Please note course location indicated in the course description.

Floral Design I

This course is suitable for those who wish to enter the floral industry or simply nurture their creative side. It includes the fundamentals of flower arranging, an introduction to materials and equipment, the care and identification of fresh flowers and their appropriate uses, principles of design and color, and fresh arrangements. Fee does not include materials or flowers. Location: OK Florist, Summerville.

XPOH 502-508	8/31-10/19	W	6:30-9:30 p.m.	\$169	O
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Holiday Design

Create beautiful holiday arrangements for Thanksgiving and Christmas. Use seasonal greens, fresh flowers, wreaths and natural Lowcountry elements in traditional and novelty seasonal designs. Make your home sparkle during the holiday season with a mantel piece, table centerpiece, wreath and garland. Materials charge of \$35 per session is not included in the registration fee. Location: Tiger Lily for section 501; OK Florist for section 502.

XPOH 600-501	10/25-11/15	T	6:30-8:30 p.m.	\$99	O
XPOH 600-502	10/26-11/16	W	6:30-8:30 p.m.	\$99	O

(continued)

Wedding Design

Learn how to create cascade and hand-tied bouquets, corsages and boutonnieres. Decorations for the church or ceremony site and reception centerpieces are also covered. *Prerequisite: Floral Design I. Location: Tiger Lily.*

XPOH 577-510 10/26-12/14* W 6:30-9:30 p.m. \$169 O
 *No class 11/23

Insurance

Contact: Michele Shinn, 843.574.6655, michele.shinn@tridenttech.edu

For general information about licensing requirements and testing, visit the South Carolina Department of Insurance website at www.doi.sc.gov.

INSTRUCTOR-LED COURSES

Life, Accident and Health

This 40-hour course covers the basics of insurance; general insurance laws, rules and regulations; types of companies and policies; and policy provisions, options and riders. This course is presented by the Brewer Insurance Information Service of Columbia. Call 803.772.0684 to register and for more information. **Books included**

ZPOI 503-509	8/29-9/1	MTWTh	8 a.m.-6 p.m.	\$310	M
ZPOI 503-510	9/26-29	MTWTh	8 a.m.-6 p.m.	\$310	M
ZPOI 503-511	10/24-27	MTWTh	8 a.m.-6 p.m.	\$310	M
ZPOI 503-512	11/28-12/1	MTWTh	8 a.m.-6 p.m.	\$310	M

Property and Casualty

This 40-hour course covers related state laws. It is presented by the Brewer Insurance Information Service of Columbia. Call 803.772.0684 to register and for more information.

ZPOI 501-509	9/6-9	TWThF	8 a.m.-6 p.m.	\$310	M
ZPOI 501-510	10/3-6	MTWTh	8 a.m.-6 p.m.	\$310	M
ZPOI 501-511	10/31-11/3	MTWTh	8 a.m.-6 p.m.	\$310	M
ZPOI 501-512	12/5-8	MTWTh	8 a.m.-6 p.m.	\$310	M

ONLINE COURSES

Pre-Licensing ExamFX Online Courses

ExamFX online training combines rich multimedia instruction, interactive exercises, always-on reference tools, and powerful self-assessment features with concise and easy-to-understand text-based material. The S.C. Department of Insurance has approved ExamFX as a pre-licensing correspondence course. By completing this course as directed, you will satisfy your full pre-licensing requirement. Visit www.ableincorporated.com/clp/R0002F1-FFCB5.aspx for more information.

Online 40-Hour Pre-Licensing Life, Accident and Health Options:

- ExamFX Standard for Life and Health (\$179) – The ExamFX for Life and Health complete online study package
- ExamFX Premium for Life and Health (\$225) – The ExamFX for Life and Health complete online study package plus our PASS Study Guide shipped right to your door via UPS Ground
- ExamFX Ultimate for Life and Health (\$235) – The ExamFX for Life and Health complete online study package plus our PASS Study Guide and ListenUp! Audio CD shipped right to your door via UPS Ground

Online 40-Hour Pre-Licensing Property and Casualty Options:

- ExamFX Standard for Property and Casualty (\$179) – The ExamFX for Property and Casualty complete online study package
- ExamFX Premium for Property and Casualty (\$225) – The ExamFX for Property and Casualty complete online study package plus our PASS Study Guide shipped right to your door via UPS Ground
- ExamFX Ultimate for Property and Casualty (\$235) – The ExamFX for Property and Casualty complete online study package plus our PASS Study Guide and ListenUp! Audio CD shipped right to your door via UPS Ground

Securities Online Courses

- ExamFX Standard for Series 6 and 63 (\$229) – The ExamFX for Series 6 and 63 complete online study package
- ExamFX Premium for Series 6 and 63 (\$279) – The ExamFX for Series 6 and 63 complete online study package plus our PASS Study Guide shipped right to your door via UPS Ground
- ExamFX Standard for Series 65 (\$199) – The ExamFX for Series 65 complete online study package
- ExamFX Premium for Series 65 (\$229) – The ExamFX for Series 65 complete online study package plus our PASS Study Guide shipped right to your door via UPS Ground

Interior Design

Contact: Michele Shinn, 843.574.6655, michele.shinn@tridenttech.edu

Interior Design Certificate I

To earn the certificate, you must satisfactorily complete the courses listed below. Please note the order and prerequisites listed. It will take approximately 18 months to complete the certificate. Because of the outside projects that must be completed, we do not recommend taking Interior Design II and Materials Presentation at the same time.

- | Interior Design I
- | Interior Design II
- | Drafting I: Prerequisite is Interior Design I
- | Materials Presentation: Prerequisite is Interior Design I
- | Window Treatments: Prerequisite is Interior Design I
- | Interior Design III: All courses listed above must be taken before you enroll in this course.

Interior Design Certificate II

You must satisfactorily complete the following courses to earn this certificate. Before embarking on this certificate, you must have completed Interior Design Certificate I. You may take the courses in any order.

- | AutoCAD for the Designer
- | Drafting II
- | Getting into the Business
- | Kitchen Planning I
- | Textiles
- | Working with Color
- | Internship Program: Prerequisite is AutoCAD for the Designer

Meet your instructors



Karie Calhoun has more than 15 years of residential and commercial design experience. She currently operates her own design business, Karie Calhoun Interiors. Karie has won several American Society of Interior Designers (ASID) interior design competition awards and has had her work published in several books and magazines.



April Lipps has worked in interior design for 25 years, 17 of which she has owned and managed AKL Professional Interiors. She has also developed and taught the Interior Design continuing education program at Trident Technical College for more than 20 years.

Please register at least one week prior to course start date.

AutoCAD for the Designer

This basic course helps students learn to draft floor plans on the computer. Learn how to draw walls, windows and doors in plan view and basic AutoCAD commands. Each student will be required to draft a room by themselves at the end of the course. *Prerequisites: Drafting I and Interior Design I.* Registration deadline is Oct. 12.

XPOD 560-510 10/17-11/16 MW 6:30-9 p.m. \$229 M

Commercial Space Design **NEW!**

This course explores the professional design process to create innovative and exciting commercial spaces. Topics include professional space planning techniques, contract furnishings, and commercial finishes. Typical class discussion topics cover the psychology of good design, barrier-free design, wayfinding, building systems and structure. Students will be provided a building shell drawing and space requirements for a typical commercial interior to design. Registration deadline is Sept. 27.

XPOD 585-501 10/4-12/6 T 6:30-8:30 p.m. \$159 M

Drafting I

Topics include reading blueprints, using an architect's scale, and drafting floor plans and elevations by hand. Learn to lay out room and furniture plans. The course fee includes all drafting supplies needed, including a portable drafting board. Registration deadline is Sept. 7.

XPOD 567-509 9/19-10/12 MW 6:30-9:30 p.m. \$279 M

Fabrics and Textures **NEW!**

Learn about the different types of fabrics, textures and appropriate application of fabrics used in the interior design business. Topics include selection and evaluation of interior textiles; upholstered furniture coverings and fillings, window and wall coverings, and textile accessories and accents. You will create a fabric notebook with actual samples and descriptions for use as a reference source in the future. Registration fee includes an interior design swatch kit. Registration deadline is Aug. 26.

XPOD 584-501 9/6-10/11 T 6:30-9 p.m. \$189 M

Getting into the Business

If you are thinking of starting your own interior design business, this is the course for you. It provides information about state and federal paperwork that you will need to file, as well as how to run a business on a daily basis. Learn how to write contracts, deal with difficult people and find resources to get you started. Registration deadline is Oct. 13. **Books not included**

XPOD 536-510 10/20-12/15* Th 6:30-8:30 p.m. \$149 M

*No class 11/24

High Point Furniture Market Tour

Enjoy a highlighted tour of the High Point Furniture Market, complete with information on design, accessories and fad versus tried-and-true purchasing. This trip combines pleasure with function as you explore furniture show rooms and learn how to set up your own accounts. Participants are responsible for transportation, meals and hotel accommodations. The logistics will be discussed at a required pre-trip meeting. We will depart on Tuesday morning and return Thursday evening. A wrap-up and review following the tour will complete the course. Registration deadline is Sept. 10. No refunds will be issued after this date. For more information, please contact michele.shinn@tridenttech.edu.

XPOD 575-501 10/24-27 MTWTh \$199 O

Interior Design I

Learn the basic rules for color, wallpapering, furniture arranging, accessorizing and lighting. Also learn what to look for when selecting quality flooring, wood furniture, upholstery and fabrics. **Books not included**

XPOD 501-510 10/18-12/13* TTh 6:30-9:30 p.m. \$179 M

*No class 11/22

Materials Presentation

Develop a clear understanding of how materials should be displayed using the appropriate proportions, titles, keys and legends. Use hands-on techniques in building a material board for professional interior design presentations and learn to organize specification notebooks. *Note: This course is a prerequisite for Interior Design III.*

XPOD 511-508 8/22-9/14* MW 6:30-9:30 p.m. \$139 M

*No class 8/29 or 9/5

INTERIOR DESIGN TRENDS

Interior Design – Bedrooms **NEW!**

Learn how to make your bedroom the restful, romantic place it should be. We discuss colors, furniture placement, lighting and bedding.

XPOD 583-501 10/11 T 10 a.m.-noon \$49 M

Interior Design – Living Rooms **NEW!**

Refresh your interior, and learn techniques on selecting colors, furnishings and accessories to make your room the envy of the neighborhood. Changes can be no-cost, low-cost or over-the-top. Attend this fun two-hour course to learn how.

XPOD 582-501 9/15 Th 10 a.m.-noon \$49 M

Languages

Contact: Debby Marindin, 843.574.6658, debby.marindin@tridenttech.edu

Workplace **CUSTOMIZED** SPANISH® **TRAINING**

In many occupations and professions, it's an absolute necessity to be able to communicate with Spanish-speakers who do not speak English. We can provide onsite, customized courses, based on your organization's specific needs. Call 843.574.6658 for information.

SPANISH

Conversational Spanish I

Whether just for fun or to communicate better at work, this course teaches you the basics of everyday conversational Spanish for business and travel. You need little or no Spanish background. This course focuses on spoken Spanish; the written language is used for reinforcement. **Books included**

XPAL 501-510 10/4-11/10 TTh 6:30-8:30 p.m. \$149 M

ONLINE LANGUAGE COURSES

See page 20 for online courses in French, Spanish and Italian.

Personal Finance

Contact: Debby Marindin, 843.574.6658, debby.marindin@tridenttech.edu

Investing A to Z

This course is designed for someone already familiar with investing who would like to learn more about debt and equity investing, risks, government securities, bonds, stocks, mutual funds, market movements, fixed versus variable investments, and annuities.

XPES 549-511 11/1-3 TTh 6-9 p.m. \$69 M

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Retirement Planning Today

Build wealth, align your money with your values, and achieve your retirement lifestyle goals by blending financial education with life planning. Discover five strategies to manage investment risks, 11 ways to save money on this year's taxes, important questions to ask before buying insurance coverage, and more. Couples may attend for a single registration fee. Presented by Jim Grogan and Steve Conte, Lowcountry Retirement Services. **Books included**

XPES 587-501	9/22	Th	6:30-8:30 p.m.	\$69	M
XPES 587-502	9/29	Th	6:30-8:30 p.m.	\$69	M
XPES 587-503	10/6	Th	6:30-8:30 p.m.	\$69	M
XPES 587-504	10/11	T	6:30-8:30 p.m.	\$69	M
XPES 587-505	10/18	T	6:30-8:30 p.m.	\$69	M
XPES 587-506	10/25	T	6:30-8:30 p.m.	\$69	M

Savvy Social Security Planning

This course includes important rules and strategies for collecting retirement benefits and coordinating Social Security with other sources of retirement income. Learn factors to consider when deciding when to apply for benefits; when it makes sense to delay benefits and when it does not; how cost-of-living adjustments, or COLAs, affect benefits; how spousal benefits work; how working affects benefits; and much more. The decisions made now can have a tremendous bearing on the benefits received over a lifetime.

XPES 589-511	11/5	S	9-11 a.m.	\$49	M
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Personal Fitness

Contact: Steve Price, 843.574.6683, steve.price@tridenttech.edu

Wellness Warriors

This parent/child course is a perfect way to get your family started on a fitness regimen. A personal fitness trainer teaches lifelong basic exercises and nutrition facts to inspire interest and discipline for weight and health management. Children ages 8 to 16 must be accompanied by a participating parent. Workout clothing suggested. Class size is limited to 10 children. Classes are held at nearby Palmetto Fitness Center. Class fee is per participant.

XPPO 565-506	10/22	S	9-11:30 a.m.	\$45	O
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PERSONAL TRAINER

Personal Trainer Certification

Become a certified personal trainer. This program is offered in conjunction with World Instructor Training Schools (W.I.T.S.), which offers one of the top four certifications for personal fitness training. This course does not guarantee a certification but rather prepares you to take the certification examination. Fifteen hours of hands-on practical training at nearby Palmetto Fitness Center prepares you to work with clients one-on-one. Fifteen hours of classroom instruction includes anatomy, exercise physiology, nutrition and health screening. **Books not included**

XPPO 552-503	9/17-10/22	S	9 a.m.-4 p.m.	\$549*	M/O
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*Note: Additional fees include:

1. Textbook, *Fitness Professional's Handbook* – 5th Edition by Howley and Franks, \$81.97 (call 1.888.330.9487 or visit www.witseducation.com to order). If ordering the textbook from sources other than the website listed above, call 843.574.6683 to receive reading assignments in advance of the first session.
2. Lab fee of \$25 payable to Palmetto Fitness Center



Meet your instructor

Amanda Roush has been a certified personal trainer for 10 years. She has a bachelor's degree in kinesiology with an emphasis in exercise physiology and a master's degree in performance enhancement and injury prevention. Amanda holds several national certifications. She is well known in the industry for her involvement with NBC's hit show, *The Biggest Loser*.

Advertising/Marketing Success for Personal Trainers

Learn the foundational concepts of advertising and how to apply them to your fitness business. Topics include advertising basics, salesmanship, mail order and print advertising, creating headlines, developing an effective marketing strategy, and making yourself and your business stand out above the rest. Hands-on exercises help you apply the lessons learned to your own business and assist you in attracting clients and generating income. Approved for 6 CECs/ 0.6 CEUs.

XPPO 633-502	11/19	S	9 a.m.-4 p.m.	\$99	M
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Nutritional Concepts for Fitness Professionals

Educate yourself or your clients about the relationship between caloric intake, caloric burn, weight loss, weight gain and body fat percentages through nutritional awareness. Discuss the pros and cons of popular diets, the health effects of some common drugs and nutritional supplements. Approved for 6 CECs/ 0.6 CEUs.

XPPO 562-502	9/10	S	9 a.m.-4 p.m.	\$99	M
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Running Well

Use the physiology of running to assess and achieve optimal running form. Topics include appropriate running shoes and apparel, running program design, running technique analysis and injury prevention. This is a workshop, and all attendees are expected to participate in the running portions of the course. Dress accordingly. Approved for 6 CECs/0.6 CEUs.

XPPO 635-502	11/5	S	9 a.m.-4 p.m.	\$99	M
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Professional Skills and Business Certifications

Trident Technical College offers a wide variety of professional development courses to increase skills in the workplace. Customer service, communications, leadership, small business and entrepreneurship are just some of the offerings. Course topics are also available to improve your organization's bottom line. We offer customized training for organizations at our site or yours. Contact Debby Marindin, 843.574.6658 or debby.marindin@tridenttech.edu, for more information.



American Management Association®

Did you know that you can earn a Certificate in Management from the American Management Association (AMA) by completing six 15-hour courses within two years? Just look for the courses marked AMA and you will receive a joint Certificate in Management from Trident Technical College and AMA. Course topics will vary by semester.

Anger Management **NEW!**

Anger can be an incredibly damaging force, costing people their jobs, personal relationships, and even their lives when it gets out of hand. However, since everyone experiences anger, it is important to have constructive approaches to manage it effectively. This course teaches you how to identify anger triggers and what to do when you get angry. **Materials included**

XPPP 760-509	9/15	Th	9 a.m.-5 p.m.	\$149	M
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Business Etiquette **NEW!**

Good business ethics are essential for the long-term success of an organization. Implementing an ethics program fosters a successful company culture and increases profitability. A company's ethics have an influence on all levels of business, impacting customers, employees, suppliers, competitors, etc. All of these groups will have an effect on the way a company's ethics are developed. It is a two-way street, which makes understanding ethics a very important part of doing business today. **Materials included**
 XPPP 761-510 10/18 T 9 a.m.-5 p.m. \$149 M

Communication Skills for Managers

The ability to communicate clearly is the critical core competency for successful managers at all levels and in all industries. This self-study course is your guide to business communication that delivers the message—whether written or spoken, in person or via email—with respect for the receiver, and in all business situations. This solid overview of all facets of business communication offers numerous opportunities to practice and apply your new skills and a log to track your improvement. *Note: This course can be applied to the AMA Certificate in Management.*

XPPP 762-510 10/11-25 TTh 6-9:30 p.m. \$199 M
 XPPP 762-512 12/13-15 TTh 9 a.m.-4:30 p.m. \$199 M



First-Level Leadership

This course has been developed for the first-level supervisor charged with providing leadership in a dynamic business environment. Using assessments, activities, and case studies, learn how to manage the transition from supervisor to first-

level leader, motivate and retain employees, lead with impact and influence, manage project and virtual teams, lead for competitive advantage, and craft and implement a plan for managing change. Gain the attitudes, skills and behaviors needed to lead and prosper in your organization. *Note: This course can be applied to the AMA Certificate in Management.*

XPPP 767-510 10/17-19 MW 9 a.m.-4:30 p.m. \$199 M
 XPPP 767-511 11/2-16 MW 6:30-9:30 p.m. \$199 M

Fundamentals of Business Writing

This course features a ground-breaking approach to writing with a greater focus on planning and revising documents. Practice how to analyze your purpose and audience, organize the content of the document, write a lightning-fast draft and revise like an expert editor would. *Note: This course can be applied to the AMA Certificate in Management.*

XPPP 765-510 10/10-12 MW 9 a.m.-4:30 p.m. \$199 M

Grow Your Business Using Social Media Marketing

Do you want to successfully grow your business using social media marketing? This course is an overview to the many social media tools available and essential to marketing your business in today's competitive and rapidly changing environment. Learn about blogging, podcasting and social network sites such as Facebook, YouTube, Twitter, LinkedIn, Digg, Stumbleupon, and Flickr, and how they can be used to market and increase sales.

XPOU 590-510 10/19 W 6:30-9:30 p.m. \$69 M
 XPOU 590-512 12/15 Th 6:30-9:30 p.m. \$69 M

How to Build High-Performance Teams **NEW!**

This course focuses on the how-to keys of team-building—from recruiting the right team members to truly empowering them with authority and responsibility for their decisions and performance. Learn how to build trust, confidence and group work skills, balancing and fine-tuning the team process as you go. *Note: This course can be applied to the AMA Certificate in Management.*

XPPP 766-501 9/13-27 TTh 6:30-9:30 p.m. \$199 M
 XPPP 766-502 9/19-21 MW 9 a.m.-4:30 p.m. \$199 M

How to Plan and Manage Your Company Budget **NEW!**

This course shows you how to develop, implement and maintain departmental budgets that support and contribute to the goals of the company as a whole. Covering both the planning and controlling sides of the budget system, learn how to document the company's goals and performance objectives in financial terms and how to interpret the comparison of actual results with budgeted results. *Note: This course can be applied to the AMA Certificate in Management.*

XPOU 591-511 11/1-15 TTh 6:30-9:30 p.m. \$199 M

How to Read and Interpret Financial Statements **NEW!**

This course offers a basic introduction to financial statements. It explains in detail what information is contained in different financial reports, what analyses you can use to bring it out, and how to relate it to the overall health of the business. *Note: This course can be applied to the AMA Certificate in Management.*

XPOU 592-512 12/6-8 TTh 9 a.m.-4:30 p.m. \$199 M

How to Write a Business Plan **NEW!**

This course not only puts all the facts and planning formats you need right at your fingertips, but also gives you the latest thinking on effective business planning. It shows you how to organize and implement the planning process from beginning to end and translate your plan into action. Crucial information on diagnosing and measuring customer satisfaction is included.

Note: This course can be applied to the AMA Certificate in Management.
 XPPP 768-509 9/12-26 MW 6:30-9:30 p.m. \$199 M

How to Write a Marketing Plan

Turn your ideas into strategy and your plan into a success story! With emphasis on the latest tools and techniques of effective marketing planning, this course covers product strategy, pricing and sales, and distribution. It is your complete guide to the planning process from beginning to end. Your completed marketing plan will contain everything you need to plan for the future and make it profitable. *Note: This course can be applied to the AMA Certificate in Management.*

XPOU 768-509 10/3-17 MW 6:30-9:30 p.m. \$199 M

Planning and Managing Change **NEW!**

This course provides a structured and practical approach to dealing with change. It teaches the importance of proactively managing change and avoiding the knee-jerk reactions that undermine efforts to deal with the organizational and human issues that accompany change. *Note: This course can be applied to the AMA Certificate in Management.*

XPPP 763-511 11/8-10 TTh 9 a.m.-4:30 p.m. \$199 M
 XPPP 763-512 12/5-19 MW 6:30-9:30 p.m. \$199 M

Successful Project Management **NEW!**

This practical, concise course covers the fundamentals of project management, focusing on practical skills you can apply immediately to complete projects on time, on budget and on target! Learn how to use proven strategies in large or small projects to clarify the objectives, avoid serious errors of omission and eliminate costly mistakes. Gain the skills to set measurable project objectives and create a practical plan to achieve them as well as manage the time, cost and scope of the project.

XPPP 764-510 10/4-6 TTh 9 a.m.-4:30 p.m. \$249 M
 XPPP 764-511 11/7-21 MW 6:30-9:30 p.m. \$249 M

CERTIFICATE PROGRAM FOR MANAGERS

Each of the five courses is an integral part of the Certificate Program for Managers. This program is designed to improve your interpersonal and supervisory skills in an environment that encourages learning and participation. Courses are listed in recommended order.

Becoming a Leader

This unit is an introduction to the other core courses and should be completed first. Topics include top issues for new supervisors, supervisory functions and characteristics of effective supervisors. **Books included**
 XPPP 504-509 9/14 W 9 a.m.-5 p.m. \$149 M

Improving Personal Organization

Learn skills to improve personal organization. At the conclusion of this course, you will be able to identify internal and external factors that reduce personal organization; write and prioritize goals; analyze work to identify value-added work; improve organization and job performance; and enhance time management. **Books included**
 XPPP 651-509 9/28 W 9 a.m.-5 p.m. \$149 M

Fostering Open, Honest and Effective Communication

Topics include verbal and nonverbal communication, personal communication styles, effective listening, presenting messages, and barriers to communication. The practical techniques covered help you become a better communicator. **Books included**
 XPPP 505-510 10/5 W 9 a.m.-5 p.m. \$149 M

Coaching to Improve Performance

Feedback is how managers create excellence on a daily basis. Coaching is the single most important method that supervisors, managers and leaders can use to increase the ability and productivity of their staff. Learn how to become a better coach. **Books included**
 XPPP 650-510 10/19 W 9 a.m.-5 p.m. \$149 M

Understanding Human Behavior

This session provides you with the skills to work through conflicts, negative thinking and other blocks to individual performance. Learn how to effectively use teams and create a motivational environment. **Books included**
 XPPP 506-510 10/26 W 9 a.m.-5 p.m. \$149 M

HUMAN RESOURCES

TTC offers programs for HR professionals, supervisors and managers. Courses may be used for credit towards recertification for either Professional in Human Resources (PHR) or Senior Professional in Human Resources (SPHR). For more information on HR certification, visit www.hrci.org.

SHRM Essentials of HR Management

This is an introductory course offering a comprehensive overview of human resource roles and responsibilities. It is ideal for those who are just starting out in the human resources profession, or those who are looking for an effective way to boost employee management skills. It offers a broad overview of the human resources functions covering these key topic areas: human resources management, employment law, recruitment and selection, compensation and benefits, and performance management.
 XPPP 713-509 9/10-17 S 9 a.m.-5 p.m. \$495 M



The SHRM Learning System Course

Prepare for HR certification and advance your human resource career. We offer this program in partnership with the Society for Human Resource Management (SHRM). The curriculum, designed by subject matter experts, covers the Human Resource Certification Institute (HRCI) body of knowledge and includes application exercises that develop specific competencies and decision-making skills.
 XPPP 728-509 9/12-12/5 M 6-9 p.m. \$979 M



TTC Recognized for PHR Pass Rate

Trident Technical College was recently recognized by the Society for Human Resource Management for achieving a 100 percent pass rate on the Professional in Human Resources (PHR) exam.

Real Estate and Property Management

Contact: Debby Marindin, 843.574.6658, debby.marindin@tridenttech.edu

PROPERTY MANAGEMENT

Property Management

This course fulfills the S.C. Real Estate Commission's requirements for the property management license exam. Property management fundamentals and applicable state laws are covered. You must possess a high school diploma or equivalent. *Note: The S.C. Labor and Licensing Board requires students by law to complete the entire course. Students are not allowed to enroll after the course begins.* **Books not included**
 XPOR 547-509 9/13-10/6 TTh 6-10 p.m. \$199 M
 XPOR 547-510 10/1-29 S 8 a.m.-2 p.m. \$199 M

REAL ESTATE

TTC is an authorized provider for the pre-license course not only in real estate but also in property management. For state requirements, visit www.llronline.com.

Real Estate I

This 60-hour course meets new requirements, and successful completion enables you to sit for the state examination. *Note: A basic four-function calculator is required for this course.* **Books not included**
 XPOR 503-510 10/17-12/1* MWTh 6:30-9:30 p.m. \$349 M
 * No class 10/31, make-up is 12/1.

Teacher Recertification

Contact: Steve Price, 843.574.6683, steve.price@tridenttech.edu

Teacher Renewal Plan

This plan is for teachers currently employed by a South Carolina public school district who are eligible to take continuing education courses for part of their recertification requirements. A portion of an eligible teacher's education hour requirements may be taken via continuing education courses. For more information, visit our website or call the State Teacher Recertification Hotline at 877.885.5280 weekdays after 1 p.m.

Teacher Graduate Credits

Teachers are now eligible for graduate credits for selected online courses, even if they are not currently employed by a public school district. Education to Go has partnered with Madonna University, fully accredited by both the North Central Association of Colleges and Schools and the National Council for Accreditation of Teacher Education. For more information on these online courses, visit www.ed2go.com/trident.

Test Preparation

Contact: Michele Shinn, 843.574.6655, michele.shinn@tridenttech.edu

Please note: Online preparation courses are offered for SAT/ACT, GRE, GMAT and LSAT. For online course information, visit www.ed2go.com/trident.

GED Preparation

By emphasizing the fundamentals of English and math, this course prepares you for the S.C. High School Equivalency examination. You must be 17 years of age or older to take this course. The GED Preparation Program, in partnership with the local adult education programs and TTC, offers GED preparation courses at the following satellite locations:

Berkeley County	843.899.8635
Charleston County	843.937.6325 or 6407
Dorchester County	843.873.7372

Refresher Course before Placement

Before you take the TTC Placement Test, you may want to refresh your skills and learn more about the test. This course provides an orientation to the college's placement test and a review of English, reading, arithmetic and pre-algebra. For more information about COMPASS Placement Test preparation, visit the website. Course is held in The Learning Center (Bldg. 920, Rm.

211). Books included
 XPAT 503-510 10/15 S 8:30 a.m.-4 p.m. \$45 M

Travel and Tourism

Contact: Michele Shinn, 843.574.6655, michele.shinn@tridenttech.edu

Online Courses

For online travel and industry-related courses, such as travel writing, travel agent and travel photography, visit www.gatlineducation.com/trident and www.ed2go.com/trident.

Charleston History and Inspiration

This series focuses on the actions and daily life of those in the Lowcountry who were not soldiers on the front line of the battles between South and North. Topics include heroes and heroines at home; women in missions of battle readiness; families and workers in desperate but determined situations; elderly engaged in defending their families; households holding others together; and churches and religions continuing faithful service. This course qualifies as license renewal for Charleston city tour guides.
 XPOC 653-509 9/13-10/4 T 6:30-9 p.m. \$125 P

Wedding Planning

Contact: Michele Shinn, 843.574.6655, michele.shinn@tridenttech.edu

How to Plan a Wedding

This eight-session course is designed for brides, their moms, grooms or friends helping them plan, or for those considering wedding planning as a career. It covers details that go into a smooth and memorable wedding. Topics include the wedding style and look, working with or without a wedding planner, budgets, average costs, timeline, types of wedding venues, wedding vendors, contracts, and ways to save money. The first four weeks are informational; the second four weeks you will actually plan a wedding.
 XPOH 605-509 9/7-10/26 W 6-8:30 p.m. \$129 P

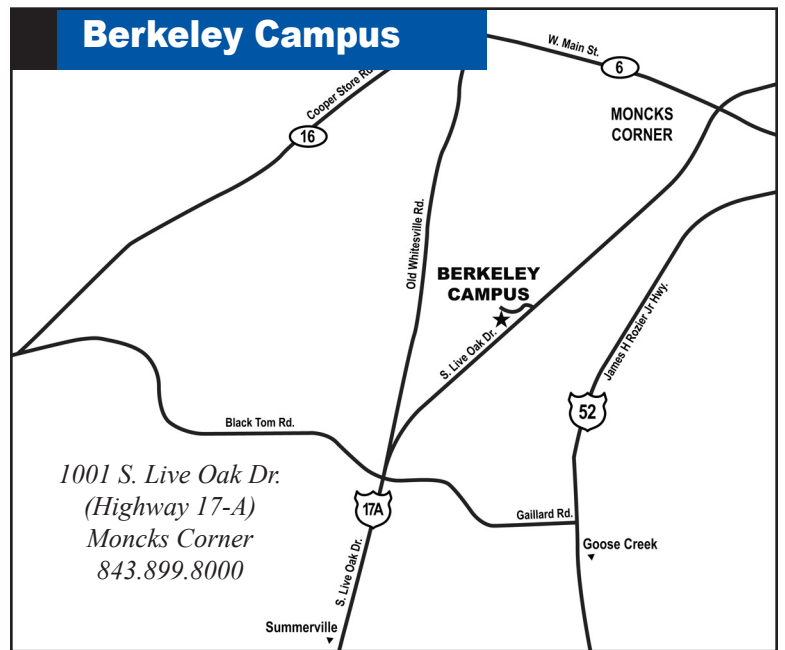
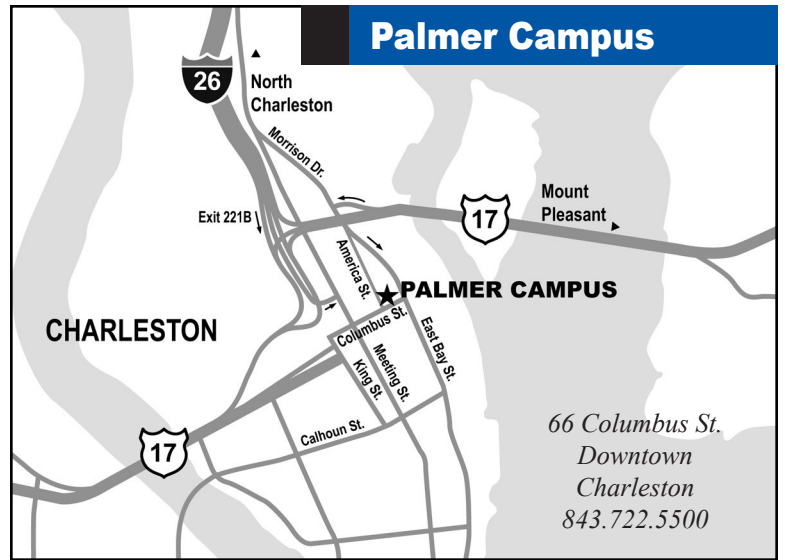
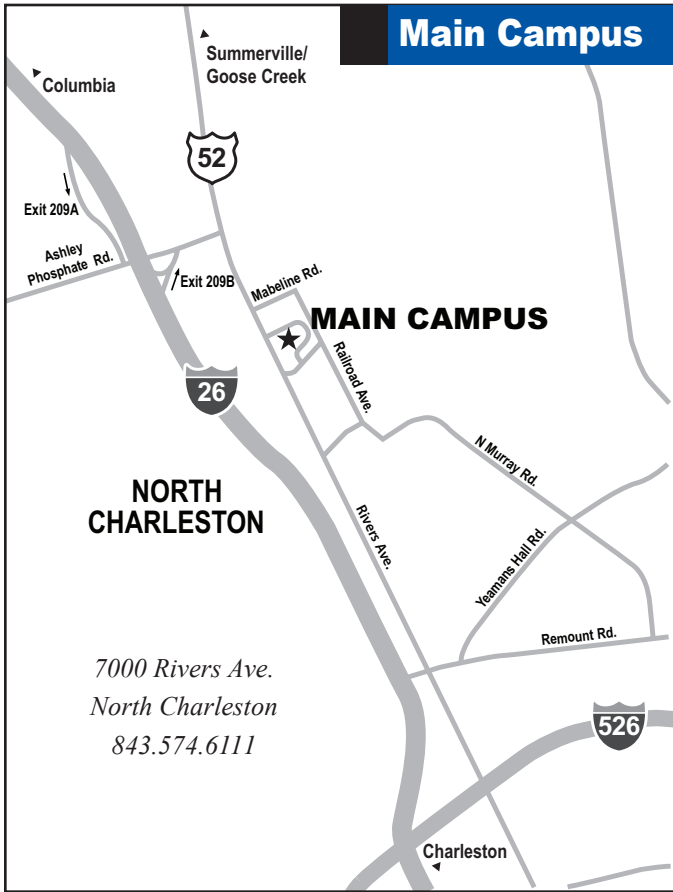
The Customer Service training at Trident Technical College was an awesome experience for our team. I truly believe that the tools gleaned from the training will help us move to promoting a healthier work environment. I have already seen positive signs from our staff that prove that they were engaged, and now are actively fostering team work and collaboration!

**D. Jermaine Husser, Executive Director
 Lowcountry Food Bank**

People are Talking

TRIDENT TECHNICAL COLLEGE

Continuing Education and Economic Development
 843.574.6022 • www.tridenttech.edu/ce.htm

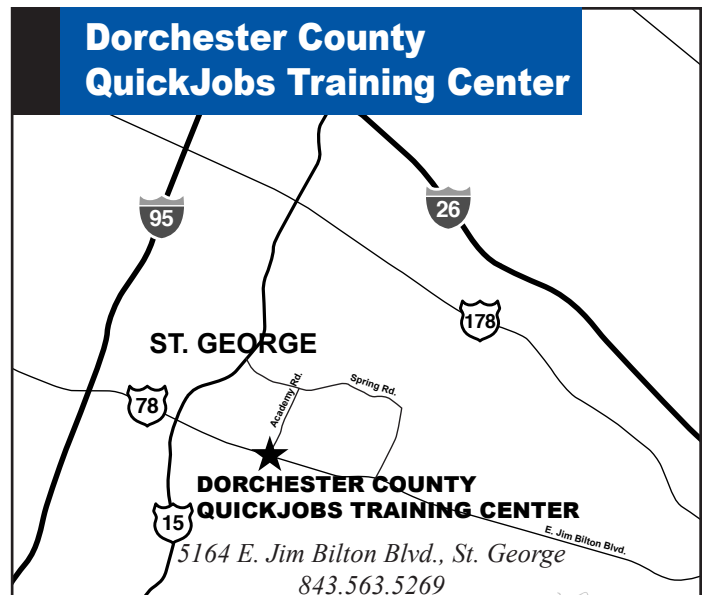
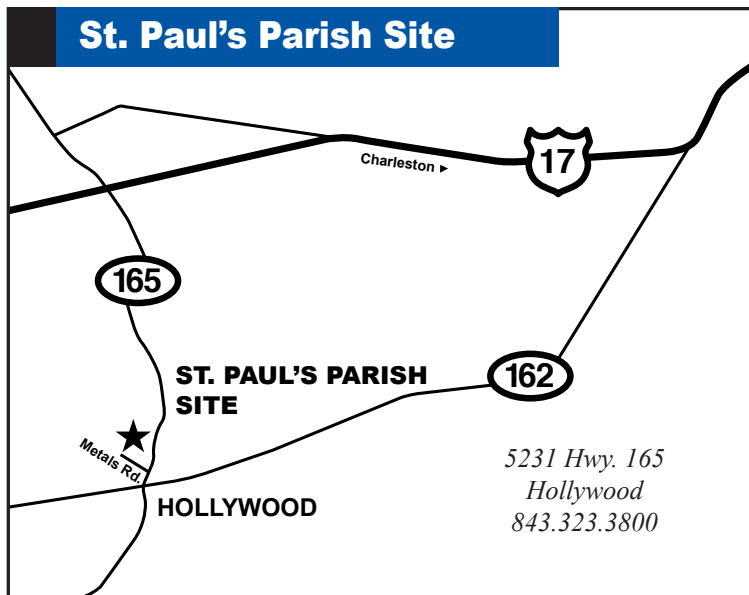


Smoke-Free Buildings Policy

All buildings at TTC are smoke-free. Smoking is prohibited at building entrances. Designated smoking areas are provided outdoors under gazebos and where ash urns exist. Smokers must properly dispose of cigarette/cigar remains in ash urns.

Firearms Policy

The carrying of firearms onto the premises or property owned, operated or controlled by TTC is prohibited, except as prescribed by S.C. Code of Law §16-23-420.



Registration Information

Register now – courses fill quickly! Pre-registration is required for all courses.

FIVE EASY WAYS TO REGISTER

Fees must be paid in full at time of registration. We accept cash, check, American Express, Discover, VISA, MasterCard and purchase orders.

- Online** Online registration is safe; your credit card information will be processed over our secure servers.
1. Visit www.tridenttech.edu/ce.htm and choose Search for Courses from the left-hand navigation bar. You may search for courses using a keyword or the course code number, which can be found on the website and in the *Continuing Education Schedule*.
 2. To register, select the courses you want to take and click submit.
 3. Unless you have already logged in, enter your name, address and other contact information on the Personal Identification screen and click submit.
 4. When you have completed searching for courses, choose Register Now (check out) and select payment type. Enter credit card information on the Credit Card Entry screen.
- Phone** Call 843.574.6152. Registration hours are 8 a.m.-6 p.m., Monday-Thursday, and 8 a.m.-5 p.m. on Friday.
- Mail** Print our registration form from www.tridenttech.edu/ce.htm and mail with full payment to Trident Technical College, P.O. Box 118067 CE-M, Charleston, SC 29423-8067.
- Fax** Print our registration form from www.tridenttech.edu/ce.htm and fax to 843.574.6310. Payment must be made by credit/debit card.
- In Person** Come to the Complex for Economic Development/ Continuing Education Center (Bldg. 910), Room 102, Main Campus, 2001 Mabeline Rd., North Charleston, to complete registration and make payment. Registration hours are 8 a.m.-6 p.m., Monday-Thursday, and 8 a.m.-5 p.m. Friday.

BOOKROOM

Purchase your Continuing Education textbooks at the TTC Bookstore. Visit bookstore.tridenttech.edu or call 843.574.6120 for information.

COURSE CHANGES AND DROPS

Email ce.reg@tridenttech.edu or call the Registration office at 843.574.6152 before your course start date.

REGISTRATION CONFIRMATION

Email ce.reg@tridenttech.edu or call 843.574.6152. If a course is already full when your registration is received or if the course has been cancelled, we will notify you and a full refund will be processed.

REFUND POLICY

Trident Technical College reserves the right to cancel courses because of insufficient enrollment or instructor availability, in which case you will receive a full refund. You will receive a full refund if you cancel five or more calendar days before the course begins, or you can transfer your registration to a colleague or associate. You will receive 75 percent of your registration fee if you cancel within four calendar days before the course starts. No-shows are responsible for the registration fee. No refunds will be given after the course begins.

AUXILIARY AIDS

If you require any auxiliary aids, services or accommodations, please call 843.574.6131.

Register Online – It's Quick and Easy

Visit www.tridenttech.edu/ce.htm > Registration.

Equal Opportunity Statement

Trident Technical College does not discriminate in admission or employment on the basis of race, gender, color, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, or gender identity. In compliance with Title IX of the Education Amendments of 1972 and section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Trident Technical College offers access and equal opportunity in its admission policies, academic programs and services and employment to individuals with disabilities. No otherwise qualified person will be denied access or opportunity on the basis of a disability. The college's ADA, Section and 504 (Rehabilitation Act) and Titles VII and IX (Civil Rights Act) student coordinator is Pamela Brown. Please contact her for information about alternate communication methods and other services for students with disabilities. The coordinator can be reached at 843.574.6246 or TTY 843.574.6351.

For more information and to register, call a member of our friendly registration and customer service staff at 843.574.6152.

Nakenya Fludd
Kaye Friday





TRIDENT TECHNICAL COLLEGE

Division of Continuing Education and Economic Development
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CERTIFICATIONS

Trident Technical College's Division of Continuing Education and Economic Development offers more than 80 classroom and online programs that lead to national certifications. These programs are eligible for MyCAA benefits for military spouses, which pay for course and credentialing fees. They offer skill sets that are portable and in demand across the country.

- | A+ Certification
- | Certified Nurse Aide
- | Certified Production Technician
- | Emergency Medical Technician
- | Human Resources Management
- | Limited Radiographer
- | Management
- | Medical Assistant
- | Medical Coding Specialist
- | Medical Office Assistant
- | Microsoft Certified Application Specialist
- | Network+ Certification
- | Personal Trainer
- | Phlebotomy Technician
- | Retail Management

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