“The best way to predict your future is to create it.”
– Abraham Lincoln
Why take a continuing education course?

We are sure that you are juggling quite a bit in your life. Work? Family? Social duties? Volunteering? College? Illness? All or most of the above? It is difficult to carve out time for continuing education, whether for career advancement or personal enrichment, which is why we try to offer courses as convenient and flexible as possible. Consider some reasons why you should fit some classes into your schedule:

Enhance your career:  Equip your workforce:  Explore new interests:

Are you interested in moving to the next stage of your career but need to position yourself as the best candidate? It may be as simple as a new certification in project management or human resources, or learning responsible and effective leadership skills.

Technology changes swiftly and it’s possible that what you learned three months ago has already been updated. Keep yourself competitive by dedicating a few hours each year to getting your industry-required skillset up-to-date.

Whether for industry-mandated training or the desire to retain your workforce through comprehensive professional development, we can help you find the solution as the region’s training resource. Our consultants will meet with your company’s stakeholders on-site and design a customized training plan to meet the ever-changing needs of your business.

We’re not all business here in continuing education. Sometimes exploring unchartered territory by learning a new hobby is all you need to challenge your limits. As Mark Twain once said, “anyone who stops learning is old, whether 20 or 80. Anyone who keeps learning stays young. The greatest thing you can do is keep your mind young.” Let us help you keep your mind young.

New Courses for Spring

- Avery Research Center, pg. 21
- Baking Basics, pg. 22
- Charleston’s Golden Age of Piracy, pg. 21
- Hybrid Desserts, pg. 22
- Jams, Jellies, Chutneys and Preserving, pg. 22
- Legumes and Super Grains, pg. 22
- Life on Beautiful Edisto Island Part I, pg. 21
- Life on Beautiful Edisto Island Part II, pg. 21
- Native Plants in the Home Landscape, pg. 21
- Senior Activities Professional, pg. 15
- Sicily and Sardinia, pg. 22
- Slave Dwelling Project, pg. 21
- South American Dinner, pg. 22
- Southern Cooking, pg. 22
- Take the Mystery Out of Pie Dough, pg. 22
- The SHRM Learning System® for SHRM-CP and SHRM-SCP, pg. 28
Feature: Culinary Courses

Did you know that our culinary classes are taught in the Culinary Institute of Charleston’s state-of-the-art kitchens? As our guest, please enjoy a recipe, courtesy of the Culinary Institute of Charleston.

Shish Taouk
This is a delicious recipe for Middle Eastern chicken skewers with fresh rosemary.

Ingredients:
◊ Extra-virgin olive oil (6 ounces)
◊ Black pepper (½-teaspoon)
◊ Lemon juice (2 tablespoons)
◊ Garlic puree (1 teaspoon)
◊ Chopped parsley (¼-cup)
◊ Kosher salt (1 teaspoon)
◊ Boneless, skinless chicken breasts (1 pound cut into ¼-inch thick strips)
◊ Olive oil (1 tablespoon for brushing grill)
◊ Rosemary skewers (16 each)
◊ Lemon juice, fresh (1 lemon each)

Method:
◊ Mix the first 6 ingredients together to make a marinade.
◊ Marinade chicken in the refrigerator for 12-16 hours.
◊ Pull the bottom third of rosemary off of each rosemary stem.
◊ Remove chicken from the marinade and skewer strips in a weave fashion onto the rosemary skewers.
◊ Place skewers with chicken side on medium heat grill. Grill on each side for about 1-2 minutes.
◊ Remove skewers from grill and squeeze fresh lemon on chicken. Serve hot.
◊ Yields 16 pieces.
Personal Computing Security Safety $99
Think your computer is safe? Think again. This class provides safe methods to use to browse the Internet, email and shop and pay on websites. Practice more secure computing and learn some hardware precautions, with emphasis on anti-virus, malware, anti-spyware, key loggers, software security settings and practices, and other personal computing risks including Wi-Fi computing precautions and practices. Also covered are methods to minimize chances of being hacked or having systems infected, compromising function and data security. Prerequisite: Basic computer use knowledge. No book required
XIST 634-001 2/21 S 9 a.m.-12:30 p.m.

AutoCAD in the Production Environment $749
Take AutoCAD to the next level. This high-energy course covers productivity tools, including creating named views; 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; advanced plotting techniques; managing sheet sets; and customization techniques that include creating custom user profiles, workspaces and tool palettes. Prerequisite: AutoCAD Level 1. Books included
XEGT 502-001 2/16-3/11 MW 5:30-9:30 p.m.

CATIA Advanced $1,999
This course continues from where the Assembly Design Fundamentals part of the Online CATIA simulation course leaves off. Topics 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; creating stored scenes for the purpose of filtering off parts and assemblies; analyzing assemblies for interfaces and clearances and material properties; properly saving new products; and sub-assemblies and parts. No book required
XEGT 600-001 2/21-3/1 SSu 8 a.m.-1:30 p.m.
XEGT 600-002 4/18-20 MSSu 8 a.m.-4:30 p.m.

Online CATIA V5 Simulation Training $1,750
Study CATIA online at your own pace in the comfort of your home or office. The curriculum is Web-based and includes video demonstrations and interactive lab exercises using the CATIA simulation program. This course provides a basic understanding of the skills needed to use CATIA V5 Wireframe. The basics of Wireframe (points, lines, planes, axes systems, splines, connect curves, and curve analysis within the wireframe and surface design workbench) are demonstrated and explained. Call 843.574.6152 for registration information. Note: This course starts the day of registration.
Call for dates online
CATIA V5 Assembly Design Advanced $399
You may enroll in and start a class at any time plus you have access to the Web-based course 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! Call 843.574.6152 for registration information.

Call for dates online

CATIA V5 Drafting Fundamentals $399
This course provides the designer with an in-depth understanding of drafting in CATIA V5. The 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. Call 843.574.6152 for registration information.

Call for dates online

CATIA V5 Introduction to Surfacing $399
Equipping students with the basics of general surface and supporting wire frame construction is the goal of this course. Wireframe 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. Call 843.574.6152 for registration information.

Call for dates online

CATIA V5 Surfacing Operations $399
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 understanding of surfaces by employing operations to create final surfaced products. Call 843.574.6152 for registration information.

Call for dates online

CATIA V5 Wireframe Fundamentals $399
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. Call 843.574.6152 for registration information.

Call for dates online

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**Introduction to Architectural Revit $599**
This hands-on course 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. Upon completion of this course you will have a strong understanding of this software with the ability to add floors, walls and roofs to a model, as well as add and locate doors, windows and stairs. **Books included**

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<thead>
<tr>
<th>Course</th>
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<tr>
<td>XEGT 503-002</td>
<td>12/2-15</td>
<td>MTh 5:30-9:30 p.m.</td>
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<tr>
<td>XEGT 503-001</td>
<td>4/20-5/8</td>
<td>MW 5:30-9:30 p.m.</td>
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**Inventor $749**
This course introduces parametric 3-D modeling using Inventor by Autodesk. Topics include getting acquainted with Inventor, part modeling techniques, working with sketches, creating features, using work features and adding placed features to parts. Also covered are creating loft, sweep and split features, creating part drawings and assembly models, working with adaptive drawings and managing model data. While prior knowledge of working with 3-D is helpful, it is not required. **Books included**

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<td>XEGT 504-001</td>
<td>3/16-4/15</td>
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**SolidWorks $999**
Increase your AutoCAD knowledge and skills by learning SolidWorks parametric modeling software. This course includes comprehensive coverage of beginning to intermediate tools and techniques using SolidWorks. It covers the creation of parts, assemblies and drawings utilizing proper modeling practices to achieve design intent. Call 843.574.6707 to register. **Books included**

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<td>XCGC 503-001</td>
<td>2/24-26</td>
<td>TTh 9 a.m.-4:30 p.m.</td>
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**InDesign Introduction $349**
Learn the basics of creating documents with InDesign, from single-page advertisements and flyers to complex multi-page color publications. **Prerequisite: A basic understanding of the operating system and applications. Books included**

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<td>XCGC 505-001</td>
<td>3/31-4/2</td>
<td>TTh 9 a.m.-4:30 p.m.</td>
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**InDesign Intermediate $349**
Build upon skills learned in InDesign Introduction using additional techniques to manipulate text, pictures and pages. Learn to control type formatting, create and edit graphics, and create and modify layouts with efficiency and accuracy. **Prerequisite: InDesign Introduction. Books included**

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<tr>
<td>XCGC 506-001</td>
<td>4/14-16</td>
<td>TTh 9 a.m.-4:30 p.m.</td>
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**Photoshop Introduction $349**
This hands-on course introduces Photoshop and covers palettes and layers; painting and editing; paths, masks and channels; and color correction. **Books included**

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<tr>
<td>XCGC 501-001</td>
<td>1/12-14</td>
<td>MW 9 a.m.-4:30 p.m.</td>
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**Engineering Design Certificate**
Obtain a certificate in computer-aided design by completing the following courses:
- AutoCAD Level 1 Basic Drawing Techniques
- AutoCAD in the Production Environment
- Inventor
- SolidWorks
- Introduction to Architectural Revit

For more information, please contact Cindy McGuickin at 843.574.6707 or cynthia.mcguckin@tridenttech.edu.
**Photoshop Intermediate** $349

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. **Prerequisite:** Photoshop Introduction. **Books included**

XCGC 502-001 2/3-5 TTh 9 a.m.-4:30 p.m.

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**Graphic Artist Certificate**

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

- InDesign Introduction
- InDesign Intermediate
- Illustrator Introduction
- Illustrator Intermediate
- Photoshop Introduction
- Photoshop Intermediate

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**Programming**

**Java Design Patterns** $349

New to Java? This course is designed for those who have taken Learn to Code and wish to become proficient in the Java programming language. This hands-on course provides an introduction to programming using the Java language. Students are introduced to the application development cycle, structure of programs and specific language syntax. The course introduces important algorithmic constructs, string and character manipulation, dynamic memory allocation, standard I/O, and fundamental object-oriented programming concepts. The use of inheritance and polymorphism is reviewed early on so you can practice extensively in the hands-on labs. Structured programming techniques and error handling are emphasized. The course includes the processing of command line arguments and environment variables so students will be able to write flexible, user-friendly programs. **Prerequisite:** Learn to Code. **Books included**

XPRG 502-001 1/27-2/5 TTh 6-9:30 p.m.

**Java Concurrency Specialist** $349

This intermediate-level course is intended for programmers who already have a fundamental understanding of Java programming and some experience writing code. It provides additional insights and details regarding some of the more advanced and useful capabilities contained in the Java programming language and its associated packages. Topics include reflection and JavaBeans, Java 5 type safety enhancements, the Java Collections Framework, Java Database Connectivity (JDBC), multi-threading, inner classes, and networking. **Prerequisite:** Java Design Patterns. **Books included**

XPRG 503-001 2/10-19 TTh 6-9:30 p.m.

**Java Master Specialist** $349

This course provides hands-on experience with cutting-edge Java Enterprise (Java EE) technologies, creating dynamic Web and enterprise applications that utilize several Java frameworks and technologies including JSPs and Servlets, Java Persistence API (JPA), JNDI, JDBC, AJAX, Web Services, Spring and Hibernate. Topics include architectural design issues as well as specific coding models for a variety of Java EE components. By working with several Java frameworks in hands-on labs, students will build applications that incorporate many of the patterns commonly used in these and other Java frameworks. Upon completion of the course, you should be able to learn and effectively utilize frameworks appropriate for their application environment. **Prerequisite:** Java Concurrency Specialist. **Books included**

XPRG 504-001 2/24-3/5 TTh 6-9:30 p.m.

**Learn to Code** $349

Learning how to code has never been easier. Whether you’re a programming newbie or an old hand looking to learn a new skill or two, coding is the way to go. This introductory course looks at different languages and the fundamentals that all languages share. This course can be taken as a stand-alone course or as part of the programming certificates available. Try it out and see if coding is for you! **Books included**

XPRG 501-001 1/13-22 TTh 6-9:30 p.m.

**Ruby on Rails Introduction** $349

Code like a real developer. Build interactive Web applications using the popular framework Ruby on Rails — the quickest and most powerful way to build apps. In these courses, you will learn how to build and launch a full Web product from scratch and learn how to navigate and adapt an existing codebase. Learn the “Ruby” way of doing things. **Prerequisite:** Learn to Code. **Books included**

XPRG 761-001 3/10-19 TTh 6-9:30 p.m.

**Ruby on Rails Intermediate** $349

Now that you have a good foundation for coding in Ruby, take that next step and build on what you have already learned. Leverage the power of Ruby on Rails to more quickly create and update your websites. **Prerequisite:** Ruby on Rails Introduction. **Books included**

XPRG 762-001 3/24-4/2 TTh 6-9:30 p.m.

**Ruby on Rails Advanced** $349

Learn more advanced tips and tricks to take your application development to the next level, including how to truly harness the power and flexibility of Ruby by using custom routes, RubyGems and third party plug-ins. Learn to use the built-in Ajax functionality. **Prerequisite:** Ruby on Rails Intermediate. **Books included**

XPRG 763-001 4/7-16 TTh 6-9:30 p.m.

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**Computer Programming Certificates**

Obtain a certificate by successfully completing the courses listed.

- Java Certificate
  - Learn to Code
  - Java Design Patterns
  - Java Concurrency Specialist
  - Java Master Specialist
- Ruby on Rails Certificate
  - Learn to Code
  - Ruby on Rails Introduction
  - Ruby on Rails Intermediate
  - Ruby on Rails Advanced

**Software**

**Access for the Beginner** $149

This course provides the fundamental knowledge and techniques needed to create an Access database. Learn features such as creating a database from scratch and creating tables that keep track of the information. Then learn how to query the database and design a form to view it in a more visually pleasing way. **Books included**

XCTP 742-004 12/21/14 T 9 a.m.-4:30 p.m.
XCTP 742-001 4/15 W 9 a.m.-4:30 p.m.

**Access – The Next Level** $149

This course is designed for students that want to take their knowledge of Access to the next level. It focuses on creating databases, working with more advanced tables and relationships, as well as working with intermediate-level queries, forms and reports. It also introduces students to integrating Access data with other applications such as Microsoft Word or Excel. **Prerequisite:** Access for the Beginner. **Books included**

XCTP 743-003 12/9/14 T 9 a.m.-4:30 p.m.
XCTP 743-001 4/29 W 9 a.m.-4:30 p.m.
Excel Demystified $149
Need to learn Excel faster? This Level 1 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. Prerequisite: Word in A Day and Word – Beyond the Basics. Books included
Xcpt 523-001 1/27 T 9 a.m.-4:30 p.m.
Xcpt 523-002 4/7-9 TTh 6-9:15 p.m.

Dive Deeper into Excel $149
Take your Excel skills up a notch. Learn how to work with tables, sort and filter options, link worksheets and workbooks, and create more advanced formula creation. Prerequisite: Excel Demystified. Books included
Xcpt 524-001 2/3 T 9 a.m.-4:30 p.m.
Xcpt 524-002 2/17-19 TTh 6-9:15 p.m.

Excel for Power Users $149
This Level 3 course was designed for students who wish to gain the skills necessary to use the advanced features of Excel. Learn to audit and analyze worksheet data, create macros, work with data validation options, consolidate data, share and protect workbooks, and import and export data. Prerequisite: Excel Demystified and Dive Deeper into Excel. Books included
Xcpt 752-005 12/8-11 TTh 6-9:15 p.m.
Xcpt 752-001 3/10 T 9 a.m.-4:30 p.m.

Microsoft Project $299
This project management course teaches you how to implement PERT/CPM concepts and use Microsoft Project concepts and features. Prerequisites: Project management familiarity. Books included
Xcpt 547-002 12/2-3 TW 9 a.m.-4:30 p.m.

PowerPoint Made Easy $189
This course introduces Microsoft Office PowerPoint graphic tools and concepts used to create basic business presentations. 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. Prerequisite: Windows Introduction. Books included
Xcpt 530-001 3/24-26 TTh 9 a.m.-3:30 p.m.

QuickBooks Level 1 $149
Are your financial books in order? QuickBooks can help. Set up your company chart of accounts; reconcile your checking account; create and print invoices, receipts and statements; track your payables, inventory and receivables; create estimates; and generate reports. Note: This course uses the desktop version of QuickBooks. You may still take this course if using the online version. However, note that there is a new course specifically for online version users. Books included
Xcpt 550-007 1/22-4/14 TTh 6-9:30 p.m.
Xcpt 550-001 1/24 S 8:30 a.m.-4:30 p.m.
Xcpt 550-002 2/24-26 TTh 6-9:30 p.m.
Xcpt 550-003 4/1 W 8:30 a.m.-4:30 p.m.

QuickBooks Level 2 $149
Expand on your knowledge of QuickBooks with some of the more advanced features. 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. Note: This course uses the desktop version of QuickBooks. You may still take this course if using the online version. However, note that there is a new course specifically for online version users. Prerequisite: QuickBooks Level 1. Books included
Xcpt 551-001 2/21 S 9 a.m.-4:30 p.m.

Microsoft Office Specialist Certificate
Become an expert in Microsoft Office. Learn all the tools needed to master Word, Excel, PowerPoint and Access. These courses will provide you with step-by-step, easy-to-understand instructions. Get the tools you need to succeed.
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<tr>
<th>Word In A Day</th>
<th>Word – Beyond the Basics</th>
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<th>Excel for Power Users</th>
<th>PowerPoint Made Easy</th>
<th>Access for the Beginner</th>
<th>Access – The Next Level</th>
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Register Online
It’s quick and easy. You can also check to see if seats are available. Click on Registration Information at www.tridenttech.edu/ce.
A+ CERTIFICATION

VA benefits may be used for these courses.

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 exams: A+ Essentials and A+ Practical Application. Call 1.800.77.MICRO to register for exams. Prerequisite: Working knowledge of computers.

A+ Essentials $1,299

Gain a thorough understanding of the types of questions presented, level of knowledge tested and 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 below before taking the A+ Certification examinations. This course helps prepare students for the CompTIA A+ 220-802 exam. Prerequisite: Understanding of Windows. Books not included

XIST 600-001 1/12-2/18 MW 6-10 p.m.

A+ Practical Application $1,299

The A+ Practical Application course is an extension of the knowledge and skills identified in CompTIA 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. Topics covered include hardware security, networking operating systems, modes and flow-through. This course helps prepare students for the CompTIA A+ 220-802 exam. Prerequisite: A+ Essentials. Books not included

XIST 601-001 2/23-4/1 MW 6-10 p.m.

CISCO NETWORKING

VA benefits may be used for these courses.

Introduction to Cisco Networking – Part 1 $1,499

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. The course includes the major components of the personal computer; binary and hexadecimal numbering systems; the components and functions of computer network devices; the functions, operations and primary components of common types of networks; the primary types of network media, including cables and connectors; the functions and operations of LAN and virtual LANs; the functions and operations of the network and transport layers of the IP protocol stack and the major aspects of IP addressing and calculating valid IP subnet addresses. This course prepares you to take the Cisco 640-816 Certification Examination. Call 843.574.6707 for dates. Prerequisite: A+ Essentials, A+ Practical Application and Network+. Call for dates TBA 6-10 p.m.

Introduction to Cisco Networking – Part 2 $1,499

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 includes building a functional configuration to support the specified network operational requirements; using the appropriate show commands to display network operational parameters so that anomalies are detected; using the appropriate debug commands to monitor network operational parameters; understanding how bridging and switching operates; and understanding the purpose and operations of the spanning-tree protocol. This course prepares you to take the Cisco 640-816 Certification Examination. Call 843.574.6707 for dates. Recommended prerequisite: Cisco Network Technologies Introduction. Prerequisite: A+ Essentials, A+ Practical Application and Network+ Certification.

CLOUD ESSENTIALS CERTIFICATION

Cloud Essentials Certification $799

The Cloud Essentials Certification, a testing program sponsored by the Computing Technology Industry Association (CompTIA), certifies the competency of individuals to work in a cloud-based environment. To become certified, you must pass the Cloud Essentials Certification Exam CL0-001. Call 1.800.77.MICRO to register for exams. This course helps prepare students for the CompTIA Cloud Essentials Certification CL0-001 Exam. Prerequisite: A+ Essentials, A+ Practical Application and Network+ Certification. Books not included

XIST 633-001 12/2-11 TTh 6-10 p.m.

XIST 633-002 4/7-28 T 6-10 p.m.

IT HEALTH CARE TECHNICIAN CERTIFICATION

IT Health Care Technician $1,299

Are you an experienced IT professional looking for an opportunity in the health care industry? This course is designed for those looking to enter this quickly growing area of IT and also those that may already be in the field. Learn the skills required to help implement, deploy and support health care IT systems. This course would be an add-on for those students who are already A+ certified. It helps prepare students for the CompTIA Healthcare Technician HIT-001 Exam. Prerequisite: A+ Essentials, A+ Practical Application and Network+ Certification.

XIST 632-001 2/3-3/ T 6-9 p.m.

Certified Information Systems Security Professional (CISSP) $2,299

Prepare to take the Certified Information Systems Security Professional (CISSP) Exam. This course outlines the essential elements of the 10 domains that comprise a Common Body of Knowledge (CBK) for information systems security professionals. Learn how to analyze network and telecommunications security systems, applications security systems, operations and physical security. Also, learn how to identify legal issues, regulations and compliance standards relating to information security. Call 843.574.6707 for dates. Prerequisite: A+ Essentials, A+ Practical Application, Network+ Certification or Security+ and CCNA.

Call for dates TBA 6-10 p.m.

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+.
**Web Design**

Create a Website for Fun, Profit and Business – Part 1 $59

Having a presence on the Internet is critical whether it’s for fun, education or profit. Designing and building a functional website is easier than ever. In this interactive and engaging class, learn how to use online tools, explore a wide range of design options and practice the mechanics of building websites that will attract visitors and increase profits. No programming skills are required.

XSSP 501-SR2 2/12-19 Th 6-8 p.m.

Create a Website for Fun, Profit and Business – Part 2 $59

Now that you have a presence on the Internet, it’s time to learn how to refine your website, integrate social media, explore the use of incentives and infographics, and review new and future trends. No programming skills are required. 
Prerequisite: Create a Website for Fun, Profit and Business – Part 1.

XSSP 504-SP3 3/5-12 Th 6-8 p.m.

**HTML5 and CSS3 – Part 1 $349**

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. Emphasis is placed on writing solid HTML that will work in all browsers. Students use the appropriate tools to make hand-coding an enjoyable task while learning the tips and concepts of good Web page design and construction.

Prerequisite: Photoshop for the Web. Books included

XCPT 758-001 2/2-11 MW 6-9:30 p.m.

**HTML5 and CSS3 – Part 2 $349**

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. A key element of this course is creating efficient HTML templates that can be reused and modified as a means of reducing costs.

Prerequisite: HTML5 and CSS3 – Part 1. Books included

XCPT 759-001 2/16-25 MW 6-9:30 p.m.

**HTML5 and CSS3 – Part 3 $349**

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. For instance, styles can be used to modify the way standard HTML tags are expressed, to layer text and images, to position content anywhere on the page without using cumbersome tables or to create easily edited drop-down menus. Changes in one style sheet can reformat an entire website. Mastering styles frees designers from the confines of standard HTML.

Prerequisite: HTML5 and CSS3 – Part 2. Books included

XCPT 760-001 3/2-11 MW 6-9:30 p.m.

**JavaScript Introduction $349**

JavaScript is an ideal programming language to use for your first steps in programming. JavaScript allows programmers to enhance HTML and CSS Web pages by adding interactivity and other various concepts. This course focuses on the first steps in JavaScript. Learn how to create functions, objects, variables and scripts that allow for basic interactivity. A good grasp of HTML and CSS is required. Students are encouraged to take HTML5 and CSS3 – Part 1, 2 and 3 before enrolling in this class. Books included

XCPT 744-001 3/16-25 MW 6-9:30 p.m.

**JavaScript Intermediate $349**

JavaScript is an ideal programming language to use for your first steps in programming. JavaScript allows programmers the capability of enhancing HTML and CSS Web pages by adding interactivity and other various concepts. This course focuses on the document object model (DOM), creating and responding to custom events as well as exploring JavaScript and cookies.

Prerequisite: JavaScript Introduction. Books included

XCPT 745-001 3/30-4/8 MW 6-9:30 p.m.

**JavaScript Advanced $349**

JavaScript is an ideal programming language to use for your first steps in programming. JavaScript allows programmers the capability of enhancing HTML and CSS Web pages by adding interactivity and other various concepts. This course focuses on introducing Ajax, the creation of JavaScript libraries and integrating JavaScript with other technologies.

Prerequisite: JavaScript Intermediate. Books included

XCPT 746-001 4/13-22 MW 6-9:30 p.m.

Photoshop for the Web $349

Photoshop is capable of more than simply optimizing an image for the Web. This course provides tricks and tips for making a visually cohesive Web design as well as planning a Web layout and creating elements needed for the implementation of your vision. This is a primer for making your website as visually appealing as possible.

Books included

XCPT 754-001 1/19-28 MW 6-9:15 p.m.

SEO and Google Analytics $99

See pg. 28 for course description.

XBUS 603-001 3/10 T 6-8 p.m.

Social Media Marketing $149

See pg. 29 for course description.

XBUS 601-001 1/20-22 TTh 6-8 p.m.

**Web Design Certificates**

Obtain a certificate by successfully completing the courses listed.

**Web Design Introduction Certificate**

Photoshop for the Web

HTML5 and CSS3 – Part 1

HTML5 and CSS3 – Part 2

HTML5 and CSS3 – Part 3

**Web Design – Beyond HTML and CSS Certificate**

Web Design Introduction Certificate

JavaScript Introduction

JavaScript Intermediate

JavaScript Advanced

**Front-End Web Developer Certificate**

Web Design – Beyond HTML and CSS Certificate

Social Media Marketing

SEO and Google Analytics

**Build Your Own Website – Lab FREE**

Included in each certificate is a free lab for you to build your own website. Web design instructor Shaun Rosado will be on hand to answer questions during each session.

XCPT 764-003 12/2-4 TTh 6-9:30 p.m.

XCPT 764-001 2/10-19 TTh 6-9:30 p.m.

XCPT 764-002 4/27-5/6 MW 6-9:30 p.m.
Essential Functions
For a list of essential functions required for continuing education health care students, visit www.tridenttech.edu/cc. You must be able to perform each of the functions specific to your course of study or, with reasonable accommodations, be able to demonstrate ability to become proficient in these essential functions. If you have any questions, contact a counselor for students with disabilities at 843.574.6131.

Cardiopulmonary Resuscitation (CPR)

BLS Healthcare Provider $75

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) and use of an automated external defibrillator (AED). Books included

- XAHS 504-001 2/17-19 TTh 6-10 p.m.
- XAHS 504-002 3/17-19 TTh 6-10 p.m.
- XAHS 504-003 4/21-23 TTh 6-10 p.m.

Heartsaver CPR $29

This course is designed for the general public. It prepares students to perform CPR on adults, children and infant victims. A skills test will be given to assess proper technique and comprehension. Books not included

- XAHS 529-SP1 2/21 S 8:30 a.m.-12:30 p.m.
- XAHS 529-DQ1 3/21 S 8:30 a.m.-12:30 p.m.

Certified Nurse Aide Training Program

TTC offers 130 hours of comprehensive training. Students are required to complete 80 hours of classroom training, followed immediately by 50 hours of clinical training. To successfully complete the CNA program, students must attain a grade of 78 percent on the final exam and demonstrate competency on 5/5 randomly chosen skills during lab practicum.

Requirements
Student must provide to the registration office (Bldg. 910) proof of a 10-year clear S.C. SLED or national background check that is less than 90 days old along with the appropriate course fee (keep a copy for your records).

Do not bring TB test results to registration. On the first day of class, the student is required to bring to his/her instructor proof of a negative TB test result that is less than 90 days old. Prior to starting the first day of clinical, the student must show the instructor proof of a second negative TB test result. Incomplete proof will result in the student being unable to complete the CNA training program. No exceptions.

Approval
Students who successfully complete the CNA training are eligible to sit for the S.C. Nurse Aide Certification Exam administered by the NACES Plus Foundation, Inc., 800.273.3517. (NNAAP - National Nurse Aide Assessment Program). A felony conviction or inclusion on the S.C. Abuse Registry may prevent state testing eligibility. Upon successfully passing the exam, students are eligible to receive a TTC CNA lapel pin.

Required Textbooks and Materials (not included)

- Long-term Care and Home Health, Second Edition by Hartman Publishing (approximately $56) and workbook (approximately $30) available in the TTC Main Campus Bookstore (Bldg. 950).
- Blood pressure cuff to fit student’s arm and stethoscope available in TTC Bookstore (approximately $37) and most pharmacies.
- Classroom uniform: Scrubs (color of choice) with flat, closed-toe shoes.
- Clinical uniform: White scrubs with white nursing shoes, nursing Crocs or leather shoes and white socks.

Certified Nurse Aide Training Program

Classroom (80 hours) includes lecture and lab training using equipment associated with patient/resident care. Students must complete homework per course schedule and demonstrate competency in all required skills to provide patient care using manual equipment to monitor vital signs as indicated in the S.C. Nurse Aide Handbook. Students may miss only one day of the classroom hours not including the first day of class. Students must attend the first day of class and the first day of clinical to be eligible to attend the remainder of the program. Two tardies count as one absence. Missing more than one day will result in dismissal from the program. Students may re-register at their own expense for the next available CNA Training Program. Successful completion of the classroom requirements will enable students to continue to the clinical experience.

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

Note: Classroom and clinical orientation are mandatory – missing either will result in being required to repeat the entire course.

Classroom and Clinical Information

Classroom (80 hours) includes lecture and lab training using equipment associated with patient/resident care. Students must complete homework per course schedule and demonstrate competency in all required skills to provide patient care using manual equipment to monitor vital signs as indicated in the S.C. Nurse Aide Handbook. Students may miss only one day of the classroom hours not including the first day of class. Students must attend the first day of class and the first day of clinical to be eligible to attend the remainder of the program. Two tardies count as one absence. Missing more than one day will result in dismissal from the program. Students may re-register at their own expense for the next available CNA Training Program. Successful completion of the classroom requirements will enable students to continue to the clinical experience.

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

Note: Classroom and clinical orientation are mandatory – missing either will result in being required to repeat the entire course.

Certified Nurse Aide Training Program $869

- XNUR 501-001 1/12-2/3 MTWThF 8 a.m.-1 p.m.
- XNUR 501-002 1/12-2/17 MTWThF 8 a.m.-1 p.m.
- XNUR 501-003 1/17-3/21 MTWThF 8 a.m.-4:30 p.m.
- XNUR 501-004 2/18-3/3 MTWThF 8 a.m.-4:30 p.m.
- XNUR 501-005 3/11-4/1 MTWThF 8 a.m.-4:30 p.m.
- XNUR 501-006 3/17-4/16 MTWThF 8 a.m.-4:30 p.m.
- XNUR 501-007 3/16-4/16 MTWThF 8 a.m.-4:30 p.m.
- XNUR 501-008 4/20-5/16 MTWThF 8 a.m.-4:30 p.m.

*Note: The following holidays will be observed: Martin Luther King, Jr. Day (1/19), President’s Day (2/16) and Good Friday (4/3).
Career Description

The Coding Specialist reviews and analyzes health records to identify diagnoses and procedures for billing insurance and Medicare. The coding specialist is responsible for translating diagnostic and procedural information used by health care providers into coded form for reimbursement purposes. The greater the expertise of the coder, the greater reimbursement to a health care facility. This Coding Specialist program teaches toward the entry-level national credential Certified Coding Associate (CCA) through the American Health Information Management Association (AHIMA).

Coding Specialist Training Program

The Coding Specialist program is intensive and delivered entirely online. Onsite externships are available in the Charleston area for local students. Virtual externships are available online for distance students.

Requirements

To enroll, you must be a high school graduate or possess a high school (GED) equivalency diploma. No application is needed, simply register and pay for each class as you take it. All students must successfully complete the Introduction to Online Learning course.

Approval

This online coding specialist curriculum is approved by the American Health Information Management Association (AHIMA). TTC’s program is the only AHIMA-approved online coding program in South Carolina! Graduates of the program are eligible to take the Certified Coding Associate (CCA) examination through AHIMA, or the Certified Professional Coder (CPC) credential through AAPC. It is highly recommended that students take the AHIMA CCA exam as soon as possible after completing this program.

Online access instructions:
1. After 2 p.m. on the day the course begins, go to https://ceccourses.tridenttech.edu.
2. Click on log in for continuing education students.
3. Follow the directions.

Courses must be taken in the order listed.

Term 1 Coding Specialist

Introduction to Online Learning $59

This course is an introduction to concepts related to the hardware and software applications necessary to participate in Continuing Education online health care programs. Students are tested out of Microsoft desktop applications such as Word, Excel and PowerPoint. Communicating electronically and searching the Internet are also discussed. This course is required for all students in this program. Books not required

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<td>XCPT 501-W01</td>
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<td>XCPT 501-W02</td>
<td>Online Learning</td>
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Fundamentals of Anatomy and Physiology $249

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

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<td>XHIS 589-W01</td>
<td>Online Learning</td>
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Medical Terminology $249

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

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<tr>
<td>XHIS 522-W01</td>
<td>Online Learning</td>
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Pharmacology $249

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. Books not included

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<td>XHIS 523-W01</td>
<td>Online Learning</td>
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Human Diseases $249

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. Books not included

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Term 2 Coding Specialist

Prerequisite: Successful completion of Term 1 courses in the last three years.

Health Care Data Content $249

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

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<td>XHIM 505-W01</td>
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ICD-9 Coding $259

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. Books not included

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<td>XHIM 561-W01</td>
<td>Online Learning</td>
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Understanding Health Insurance $249

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

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<td>XHIM 508-W01</td>
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ICD-10 Coding $259

This is a follow-up to the ICD-9 Coding course and covers more complex coding situations and scenarios. Books not included

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<td>XHIM 562-W01</td>
<td>Online Learning</td>
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Meet your instructors

Justin Higdon, CCS-P, has taught coding at TTC since completing our coding program. He is a very friendly online instructor with a great sense of humor. Students greatly enjoy his courses.

Krista Molony, RHIA, has taught health information management at TTC and MUSC for many years. Students consistently give her glowing evaluations and call her a very kind, attentive instructor.

Meet your instructors

Krista Molony, RHIA, has taught health information management at TTC and MUSC for many years. Students consistently give her glowing evaluations and call her a very kind, attentive instructor.
HEALTH CARE

CPT Coding Part 1 $249

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. *Books not included*

XHIM 509-W01 1/5-2/13 online
XHIM 509-W02 3/17-4/28 online

Electronic Health Records $249

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 taught using electronic health record software. *Books not included*

XHIM 511-W01 1/5-2/6 online
XHIM 511-W02 3/17-4/18 online

CPT Coding Part 2 $249

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. *Books not included*

XHIM 510-W01 2/9-3/30 online
XHIM 510-W02 4/30-6/12 online

Coding Externship $299

Students who have successfully completed all courses in the Coding Specialist curriculum can apply what they have learned at TTC in a real-world setting with an 80-hour externship. Onsite externships are available in the Charleston area for local students. An online externship is available for distance students. Onsite local candidates must show proof of medical insurance, completion of a two-step PPD test, results of 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 and/or flu shot. Books not included*

XHIM 512-W01 3/23-5/8 online
XHIM 512-W01 3/23-5/8 online and onsite

Certified Coding Specialist Review $429

This 11-week online review course taught by AHIMA-approved instructors helps prepare experienced medical coders for the AHIMA CCS exam, a mastery-level coding certificate. Concentration is on ICD-10 and CPT coding as it is used for reimbursement purposes. *Books not included*

XHIM 560-W01 2/2-4/17 online

HCP Introduction to Online Learning $59

XCP 512-W01 1/28-30 online
XCP 512-W02 2/2-6 online

HCP Medical Terminology $259

XAHS 507-W01 2/9-3/27 online

HCP Care Data Content $259

XHIM 513-W01 2/9-4/10 online

HCP ICD-9 Coding $259

XHIM 563-W01 4/13-5/22 online

HCP ICD-10 Coding $259

XHIM 564-W01 1/12-2/20 online

HCP CPT-4 Coding Basic $259

XHIM 518-W01 2/23-3/31 online

HCP CPT-4 Coding Advanced $259

XHIM 519-W01 4/2-5/7 online

HCP Practicum $259

XHIM 520-W01 1/12-30 online

Dental Office Professional Training Program

All courses in the Dental Office Professional curriculum are offered online and can be completed in one term. A certificate of achievement is awarded to individuals who successfully complete the following courses. *Online access instructions:*

1. After 2 p.m. on the day the course begins, go to https://cecourses.tridenttech.edu.
2. Click on log in for continuing education students.
3. Follow the directions.

HIPAA and Blood-Borne Pathogens $169

This online course provides information on transmission; exposure; 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.

Dental Terminology $169

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*

Dental Billing $169

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*

Dental Office Management $169

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

Dialysis Technician

Career Description

Dialysis technicians, also called hemodialysis technicians, work to cleanse the kidneys and blood of impurities for those experiencing acute or chronic renal failure. Dialysis is a procedure that is a substitute for many normal duties of the kidneys. Dialysis can allow individuals to live productive and useful lives, even though their kidneys no longer function adequately.

Dialysis Technician Training Program

The Dialysis Technician Training Program is a blended course consisting of classroom, Internet and internship instruction. It combines 117 hours of theory and 408 hours of clinical training, for a total of 525 hours of instruction.
Emergency Medical Technician (EMT) Training Program
This program 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.

TTC’s Division of Continuing Education and Economic Development EMT Training Program is 200 hours and takes approximately six months to complete on a part-time basis. Courses are offered in the evening two nights per week and occasionally during daytime hours. South Carolina follows the current U.S. Department of Transportation/National Highway Traffic Safety Administration (NHTSA) curriculum for EMT Basic. All EMT Basic classes meet the 2009 Educational Standards. Curriculum includes preparatory (32 hours); airway (32 hours); CPR (8 hours); patient assessment (20 hours); medical (48 hours); trauma (40 hours); EMT certification (48 hours); and skill prep and review (16 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 of the tasks required of an EMT; and complete prescreening requirements in reading comprehension and math using the standardized COMPASS test offered through Trident Technical College. A score of at least 42 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.

Required Textbooks and Materials
- Visit www.tridenttech.edu/ce before class starts to view required textbooks the student will need to purchase.
- EMS shirt is provided for the student.

Emergency Medical Technician (EMT)
A real-world simulation is included in the EMT program to better prepare students for entering the workforce.

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 preexisting medical problems. Following strict rules and guidelines, they give appropriate emergency care and, when necessary, transport the patient.

WHAT OUR CUSTOMERS ARE SAYING...
“Mr. Gary Milunas and Instructor Brian Everritt of the Mount Pleasant Fire Department have met and exceeded my expectations of this Emergency Medical Technician program. I have never attended a class that was so well supported and its instructors so knowledgeable in what was taught. The personal life experiences, video, props, etc. were amazing! You guys rock. TTC has something to be proud of.”
- Capt. J. Johnston, Charleston Fire, Retired

EMT Basic $1,150
XEMS 501-W01 3/10/27 TTh 6-10 p.m.

EMT Basic – Internet-Based with Lab $1,150
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 weekly lab sessions for six months. Successful completion of the EMT training program qualifies you to take the National Registry Examination. To enroll, you must meet the same requirements as listed above for the classroom-based EMT basic course. Books and CPR mask not included; EMS shirt provided.

XEMS 508-W01 1/20/27 T 6-10 p.m.
XEMS 508-W02 1/24/27 S 9 a.m.-1 p.m.

EMT Refresher – Internet-Based with Lab $455
This course satisfies all current, state and national requirements for recertification as an emergency medical technician. It updates your knowledge and practical skills and qualifies you to take the recertification licensing exam. This refresher course includes 24 core hours of training plus an additional 48 hours of Continuing Education Units (CEUs) and eight hours of CPR training, which meets current curriculum mandates. This course covers the same material as the classroom-based EMT Refresher course yet utilizes Internet technology for some instruction. You complete weekly Internet-based assignments and attend one class per week for five weeks. Books and CPR mask not included.

Books and CPR mask not included
XEMS 502-W01 1/22/27 Th 8 a.m.-5 p.m.
XEMS 502-W02 3/5/27 Th 8 a.m.-5 p.m.

Medical Assistant
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 2008-18.

Medical Assistant Training 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.

Requirements
All students are required to have Internet access outside of the college as training includes online coursework. This online course work 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).
Health Care

Approval
Graduates of the 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.

Required Textbooks and Materials (not included)
- Uniform: Scrubs (Navy blue) with flat, closed-toe and closed-ankle white nursing shoes (no sneakers or Crocs), white undergarments and white socks that cover the ankle. No nail polish or artificial fingernails. Hair must present a professional image.
- Medical Terminology 350 by Dean Vaughn; Kinn’s The Medical Assistant published by Young-Adams; MA Notes and Phlebotomy Notes Bundle by Brassington and Strasinger; and MA Review Notes (with CD only) by Perreira.
- Blood pressure cuff and stethoscope (optional), available in the TTC Bookstore and most pharmacies.

Clinical Information
Before entering externship, the student will be required to show proof of 10-year clear South Carolina SLED or national background check; two-step PPD; major medical insurance; MMR vaccination; and a negative nine-panel drug test.

Upon start of externship, all students are required to show proof of intradermal TB skin test. A drug urine screen is required prior to entering externship.

Medical Assistant Training Program $3,395
XMED 501-001 5/18–11/6 MTThF 9 a.m.-2 p.m.

Medical Office Specialist Training Program
TTC’s Medical Office Specialist 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 such as reception, scheduling, filing, billing, completion of insurance claims, patient relations, bookkeeping and medical terminology. This blended course requires all students 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.

Requirements
To enroll, you must be a high school graduate or possess a high school equivalency (GED).

Approval
Students who successfully complete the classroom training program are eligible to sit for the Certified Medical Administrative Specialist (CMAS) national certification given by the American Medical Technologists (AMT), or the Medical Office Assistant national certification examination given by the National Center for Competency Testing (NCCT).

Required Textbooks and Materials
- Visit www.tridenttech.edu/ce before class starts to view required textbooks you will need to purchase.

Medical Office Specialist $2,395
Books not included
XMMS 506-001 3/3–9/4 MTh 5:30-10 p.m.

Career Description
Medical office specialists 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 Office Specialist
AMT Specialist (not included)

Career Description
Medical office specialists 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 Scribe Specialist
American College of Medical Scribe Specialists
Certified Academic Partner

Want to get in on the latest field in health care?
The certified scribe specialist is a growing career in Charleston, throughout South Carolina and the U.S. Local physician offices are hiring scribes now.

Career Description
This online program prepares you for a career as a medical scribe in approximately one year. The primary function of a scribe is the creation and maintenance of the patient medical record, which is created under the supervision of the attending physician. The scribe documents the patient’s history and story through direct observation of the physician’s interaction with the patient at the point of care, as well as the procedures performed, the lab results and other information. Scribes follow the workflow of the patient under the direct care of the physician. Scribes interact and collaborate with other members of the health care team, but serve as the right hand to the physician. With additional training, medical transcriptionists would be uniquely qualified to fill the roles opening in the emerging and growing field of scribes.

Medical Scribe Training Program
This online program has been designed around medical scenarios, case management, disease processes, medical terminology, anatomy and physiology, coding and other biological processes. Skill sets include strong English grammar; medical terminology; interest in health care and patient improvement; desire to work in a clinical setting; analytical and resource skills; HIPAA and regulatory compliance knowledge; computer technology competence; information workflow comprehension; attention to detail; keen listening skills; and strong multi-tasking abilities. Many onsite clinical externship hours are included.

Requirements
To enroll, you must be a high school graduate or possess a high school equivalency (GED) and strong computer skills. Cost of training includes tuition only.

Approval
The Medical Scribe Program is approved by the American College of Medical Scribe Specialists (ACMSS). Upon successful completion, students are eligible to sit for the ACMSS exam for the CMSS national certification. Cost is $85. Visit www.theacmss.org for more information. A certificate of achievement is awarded to individuals who successfully complete the following courses.
Required Textbooks and Materials

| Visit www.tridenttech.edu/ce before class starts to view required textbooks you will need to purchase.
| No textbook is required for the onsite/clinical externship, but a textbook is required for the online externship.

Clinical Information

Onsite candidates must show proof of medical insurance, completion of a two-step PPD test, a drug screen and a seven-year criminal background report, as well as completion of all courses in the Medical Scribe Program upon registering for this course. Some organizations require proof of additional immunizations and/or flu vaccination.

Online access instructions:
1. After 2 p.m. on the day the course begins, go to https://ecourses.tridenttech.edu.
2. Click on log in for continuing education students.
3. Follow the directions.

Courses must be taken in the order listed. After taking MSS Introduction to Online Learning, students should take two classes at a time (this does not pertain to the Externship, each Extern class must be taken separately).

Term 1 Medical Scribe Specialist

MSS Introduction to Online Learning $59
This course is an introduction to concepts related to the hardware and software applications necessary to participate in Continuing Education online health care programs. Students are tested out of Microsoft desktop applications such as Word, Excel and PowerPoint. Communicating electronically and searching the Internet are also discussed. This course is required for all students in this program. Book not required
XSCR 501-W01 1/12-23 online

MSS Computer Keyboarding $199
Learn the basics of 10-finger keyboarding, spacing, punctuation, speed and accuracy and the number key pad in this 50-hour class.
XSCR 502-W01 1/26-2/27 online

MSS Professional Communication $199
Learn office communication, professionalism, customer service, phone etiquette and conflict resolution in the health care workplace in this 60-hour course.
XSCR 503-W01 1/26-2/27 online

MSS Medical Terminology $299
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.
XSCR 504-W01 3/2-5/8 online

MSS Anatomy and Physiology $299
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.
XSCR 505-W01 3/2-5/8 online

Term 2 Medical Scribe Specialist

Prerequisite: Successful completion of Term 1 courses in the last three years.

MSS Pharmacology $299
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.
XSCR 506-W02 1/26-3/13 online
XSCR 506-W03 May 2015 online

MSS Human Diseases $299
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.
XSCR 507-W02 1/26-3/13 online
XSCR 507-W03 May 2015 online

MSS Health Care Data Content and HIPAA $299
Learn generic components of medical record content and the use and structure of health care data, as well as how it relates to primary and secondary record systems. Legal and ethical issues applicable to health information and HIPAA regulations are also covered.
XSCR 508-W02 3/16-5/15 online

MSS Health Insurance and Billing $229
This class describes the organization, financing and delivery of health care services. Emphasis is placed on the organization and activities of all health care facilities and medical reimbursement. From the billing process to the collection of the bill, medical record management, HIPAA guidelines, the organization of the medical office, providers and filing for Medicare are covered.
XSCR 509-W02 3/16-4/17 online

Term 3 Medical Scribe Specialist

Prerequisite: Successful completion of Term 2 courses in the last three years.

MSS Coding Overview ICD and CPT $199
This course covers the history, uses and format of the diagnostic coding system used by health care facilities around the world to track diseases. This includes practice competencies to assign very basic valid procedural codes.
XSCR 510-W01 4/20-5/8 online

MSS Electronic Health Records $299
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 taught using electronic health record software.
XSCR 511-W01 5/11-7/17 online

MSS Externship – Online $299
XSCR 512-W02 12/8-2/27 online
XSCR 512-W03 May 2015 online

MSS Externship – Onsite/Clinical $299
XSCR 513-Z01 3/2-20 onsite

Patient Care

Senior Activities Professional NEW! $179
This course focuses on providing mental and physical activities for senior citizens. Activity professionals have an important role in the overall health of seniors. They provide a wide range of activities and develop a meaningful activity program. Books not included
XNUR 506-001 2/24-3/12 TTh 6-8 p.m.

IV Catheter Insertion $139
Learn the correct technique of peripheral IV catheter insertion. Topics include, but are not limited to, 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. To receive a certificate of completion, students must demonstrate knowledge and competency in IV insertion skills using proper safety and infection control techniques. Prerequisite: Successful completion of the Certified Nurse Aide training program. Lab supplies included
XNUR 505-001 4/18 S 8 a.m.-5 p.m.

Medication Technician $295
This 32-hour course offers nurse aides the opportunity to enhance skills and advance career opportunities. Many assisted-living facilities employ med techs to pass resident medications. Course topics include basic pharmacology, medication effects, chronic and acute signs and symptoms of disease diagnosis as related to medications, the correct way to prepare/pass medications, and related paperwork. To receive a certificate of completion, students must attend 32 hours, complete and turn in all assigned homework, attain a passing grade on the final exam and demonstrate 100 percent proficiency in preparing and passing medications. Prerequisite: Successful completion of the Certified Nurse Aide training program.
Phlebotomy

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.

Required Textbooks and Materials
(not included)

- Uniform: Scrubs (color of choice) with closed-toe shoes
- Current edition of a Nursing Drug Reference Book (student choice), available at the TTC Bookstore, Bldg. 950 (approximately $42).

XNUR 502-001 3/2-23 M 8 a.m.-4:30 p.m.

Patent Care Technician $819

This 112-hour course is designed for individuals seeking employment where multi-skills training is preferred or required. The course consists of introduction to hospital equipment and supplies, hands-on procedures and critical thinking. Areas covered include, but are not limited to, EKG equipment and use; CPR training with certification; basic phlebotomy (no live sticks); and sterile technique, specimen collection, measuring output of body fluids including nasogastric, chest tube and surgical site drains. Glucometer use, Foley catheters, tracheostomy and supplemental oxygen care appropriate to scope of practice are also covered. Résumé preparation and employment interview techniques are included. To receive a certificate of completion and BLS card, students must receive a passing grade on the PCT final general knowledge exam and demonstrate competency in patient care procedures using equipment and supplies correctly. Strict attendance is required. Prerequisite: Successful completion of the Certified Nurse Aide training program.

Required Textbooks and Materials
(not included)

- Assisting with Patient Care 2nd Edition by Sheila A. Sorrentino (publisher – Mosby) (approximately $64) and BLS For Healthcare Providers Student Manual by American Heart Association, Inc. (approximately $16), both available at the TTC Bookstore (Bldg. 950).
- Blood pressure cuff to fit student’s arm and stethoscope available in TTC Bookstore (approximately $37) and most pharmacies.
- Classroom uniform: Scrubs (any color or pattern) with flat, closed toe shoes.

XNUR 503-001 1/12-2/26* MTWTh 8 a.m.-noon
XNUR 503-002 3/3-4/23 MTWTh 8 a.m.-noon

*Note: The following holidays will be observed: Martin Luther King, Jr. Day (1/19) and President’s Day (2/16).

Phlebotomy Training Program

This course provides the theoretical and practical knowledge of how to become a phlebotomist. The course covers establishing a professional relationship with the patient; anatomy and physiology; medical terminology; selecting and preparing the venipuncture site; collecting specimens; donor patients; preparing and maintaining equipment; and the health, safety and legal aspects of the occupation. “Live” sticks are performed. A 120-hour clinical externship will begin immediately upon completion of the 60 classroom hours.

Approval

A certificate of achievement is awarded to individuals who successfully complete the Phlebotomy classroom and clinical portion. Students must complete 60 hours of classroom training in addition to 120 hours of clinical training at a clinical site to be determined by the Program Manager and Externship Coordinator. Once he/she has completed both portions successfully, they will be eligible to sit for a national certification examination.

Requirements

Student must have a high school diploma or GED.

Required Textbooks and Materials
(not included)

- The Phlebotomy Textbook: Third Edition by Strasinger (approximately $60) and Phlebotomy Notes by Strasinger (approximately $30; optional, not required)
- Classroom and Clinical Uniform: Scrubs (any color) with closed-toe, closed-heel tennis shoes.

Clinical Information

Prior to the start of externship, all students are required to show proof of two negative TB skin tests, major medical insurance (student plans acceptable), a 10-year clear national SLED check, MMR vaccination records and a negative 10-panel drug screen.

Externship hours may vary and are only available during the day – please make schedule accommodations accordingly. All students will complete 12 hours per week in the clinical externship portion for 10 weeks. Students will complete hours on a MWF or TTh rotation. Hours will be scheduled by the Program Manager. Students must have reliable transportation to travel to assigned externship site.

Phlebotomy Training Program $1,499

XAHS 530-001 1/14-3/18 W 9 a.m.-3 p.m.
3/23-5/29* TBA TBA
XAHS 530-002 1/7-3/25 W 5:30-10 p.m.
3/30-6/5* TBA TBA
XAHS 530-003 1/17-3/21 S 8 a.m.-2 p.m.
3/23-5/29* TBA TBA

*Note: The following holiday will be observed: Good Friday (4/3).

Reiki Healing

Instructor: Patricia Newman, Certified Usui Reiki Master Teacher and Certified Karuna Reiki Master

Introduction to Reiki and Reiki $135

Learn the ancient healing art of Usui Reiki, a gentle and complementary energy modality. This class incorporates a combination of lecture, discussion, demonstration and hands-on practice. Topics include treatments, origin and history of Reiki, the Reiki ideals and Usui hand positions.

Books not included
XAHS 527-001 3/14 S 9 a.m.-4:30 p.m.

Reiki II $235

Second-degree Reiki focuses and intensifies Reiki energy. Review Reiki I material, receive Usui Reiki II symbols and explanation of their usage, and learn how to perform distant healing. Attunements and certificate are included. Students may want to minimize or eliminate consumption of caffeine, alcohol, tobacco and sugar for three days prior to class. Prerequisite: Introduction to Reiki and Reiki I. Reiki I practitioners who did not complete the 3/14 class will need to bring a copy of their Reiki I certificate to class. Books not included
XAHS 528-001 3/21 S 9 a.m.-4:30 p.m.
Asbestos

Asbestos Inspector $525
This course provides a general overview of the issues an asbestos worker may encounter on asbestos abatement projects. It meets all requirements for SCDHEC licensing and EPA AHERA/ASHARA accreditation for inspectors who are involved with identifying the presence of asbestos in buildings, assessing the physical characteristic of the ACBM and determining the condition for any potential disturbance. Materials included
XENV 501-SS1 3/16-18 MTW 8 a.m.-4:30 p.m.

Asbestos Inspector Refresher $135
This course provides an annual refresher and review of the initial AHERA Asbestos Inspector course. Materials included
XENV 506-SS1 1/15 Th 8 a.m.-noon
XENV 506-SS2 4/10 F 8 a.m.-noon

Asbestos Management Planner Initial Training $350
This course provides a general overview of the issues and processes a management planner may encounter during development of a plan to manage asbestos in K-12 schools. It meets all requirements for SCDHEC licensing and EPA AHERA/ASHARA accreditation. Materials included
XENV 505-SS1 3/19-20 ThF 8 a.m.-4:30 p.m.

Asbestos Management Planner Refresher $135
This course provides an annual refresher and review of the initial AHERA Management Planner course. Prerequisite: Asbestos Inspector Refresher. Materials included
XENV 510-SS1 1/15 Th 1-5 p.m.
XENV 510-SS2 4/10 F 1-5 p.m.

Asbestos O and M Worker $290
This course is for maintenance personnel involved with repair and maintenance activities that may disturb asbestos containing materials or building materials that are presumed to contain asbestos during their normal work activities. It meets all requirements for SCDHEC licensing and EPA AHERA/ASHARA accreditation for work in K-12 schools. This course also satisfies the requirements for the OSHA Class III worker and OSHA Competent Person training. The course participants will conduct hands-on asbestos glove bag removal exercises and be limited to the amount of disturbance that can be contained in a 60" x 60" waste or glove bag. Materials included
XENV 502-SS1 2/3-6 TThF 8 a.m.-4:30 p.m.

Asbestos Worker Refresher $135
This course provides an annual refresher and review of the initial AHERA Asbestos Worker course. Materials included
XENV 507-SS1 1/13 T 8 a.m.-4:30 p.m.
XENV 507-SS2 4/8 W 8 a.m.-4:30 p.m.

Asbestos Supervisor $700
This course provides a general overview of the issues involved with the day to day management of asbestos abatement projects. It meets all requirements for SCDHEC licensing and EPA AHERA/ASHARA accreditation for supervision of asbestos abatement projects. This course is also the prerequisite for the NIOSH 582 air monitoring course, which is required for licensing by SCDHEC to perform air monitoring of abatement projects and satisfies the requirements for the OSHA Competent Person training. Materials included
XENV 508-SS1 1/13 T 8 a.m.-4:30 p.m.
XENV 508-SS2 4/8 W 8 a.m.-4:30 p.m.

Commercial Refrigeration $450
This course is a study of maintenance and repair of commercial refrigeration systems. Topics covered include the troubleshooting and repair of walk-in and reach-in freezers and ice machines.
XACR 507-001 4/11-6/13 S 8 a.m.-noon

Commercial Food Equipment Repair Technician $995
Course covers a broad range of topics associated with the restaurant industry, including the various types of cooking, holding, refrigeration and ware-washing equipment used in commercial foodservice establishments, as well as topics such as food safety and emerging equipment technologies. It provides the fundamental building blocks needed for a technician to properly troubleshoot and repair commercial food equipment. Topics include technical theories and principles associated with electricity, gas and steam as they relate to commercial food equipment, as well as the various components and test equipment you’ll work with as a commercial food equipment repair technician.

The 24-hour online program consists of two main courses and five exams. Upon passing the proctored exams, candidates will have the opportunity to be interviewed by a Commercial Food Equipment Service Association member company. You may register for this online course at any time. Once registration is completed, you will receive further instruction to begin coursework. Materials included
XACR 508-W01 online
Licensed Electrical Contractor Exam Prep $425
Train to become a South Carolina-licensed electrician. Course topics include the national electrical code, general electrical knowledge, electrical power, grounding, service and branch circuits, conductors, lighting and safety. Books not included
XBC 505-001 2/26-28 Th/F 8 a.m.-4 p.m.
XBC 505-002 3/21-23 Th/F 8 a.m.-4 p.m.

Limited General Contractor Exam Prep $425
Learn what you need to know to become a South Carolina-licensed limited general contractor. This course covers concrete and masonry, types of metals, envelope protection, doors and windows, blueprint reading and safety. Books not included
XBC 504-002 12/11-13 Th/F 8 a.m.-4 p.m.
XBC 504-001 3/26-28 Th/F 8 a.m.-4 p.m.

Licensed Residential Builder Exam Prep $425
Obtain the knowledge needed to become a licensed residential builder in South Carolina. The course is designed to assist you in your preparation to take the South Carolina Builder Exam. Books not included
XBC 503-001 1/22-24 Th/F 8 a.m.-4 p.m.
XBC 503-002 4/23-25 Th/F 8 a.m.-4 p.m.

Advanced HVAC Maintenance $450
This course expands upon the topics covered in the Basic HVAC Maintenance course. This course covers recovery, evacuate and charge systems by factory-approved methods. All operations will be in accordance with EPA requirements. Proper use of tools and materials to flare and silver braze refrigeration piping and components will be covered. Prerequisite: Basic HVAC Maintenance or instructor approval required prior to registering. Use same book from Basic HVAC course
XACR 502-001 1/10-321 S 8 a.m.-noon
XACR 502-002 1/13-212 Th 8 a.m.-noon

Advanced Troubleshooting and Repair $450
Learn techniques and procedures in troubleshooting and making repairs in residential air conditioning and electric heating equipment. This 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. Use same book from Basic HVAC course
XACR 503-001 2/24-326 Th 8 a.m.-noon
XACR 503-002 4/11-613 S 8 a.m.-noon

EPA HVAC Refrigerant Certification Exam Prep and Exam $175
This 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. Books included
XACR 505-001 1/13-20 Th 6-9 p.m.
XACR 505-002 3/10-17 Th 6-9 p.m.
XACR 505-003 5/12-19 Th 6-9 p.m.

Gas Heat and Heat Pump Maintenance $450
This course is a study of residential and light commercial Heat Pump and gas burner systems. Course includes the adjustments, maintenance and repair of these systems.
XACR 504-001 1/10-321 S 8 a.m.-noon

Lead Renovation, Repair and Painting (RRP) $259
New EPA training requirements are now in place for certified renovators! The new Environmental Protection Agency rules apply to contractors who renovate or repair housing, child-care facilities or schools 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. This course is designed for professionals working in residential and commercial operations. The 40-hour course is specifically designed for workers who are involved in clean-up operations; voluntary clean-up operations; emergency response operations; and storage, disposal or treatment of hazardous substances or uncontrolled hazardous waste sites. HAZWOPER 40-hour is required for employees working on a project consisting of uncontrolled hazardous waste operation mandated by the government. Materials included
XEN 531-SS1 2/12-4 MTW 8 a.m.-5 p.m.
XEN 531-SS2 2/22-4 MTW 8 a.m.-5 p.m.

HAZWOPER 24-hour Course $465
The 24-hour course covers broad issues pertaining to the hazard recognition at work sites. HAZWOPER 24-hour is required for employees visiting an uncontrolled hazardous waste operation mandated by the government. Materials included
XEN 531-SS2 12/1-3 MTW 8 a.m.-5 p.m.
XEN 531-SS1 2/2-4 MTW 8 a.m.-5 p.m.

HAZWOPER 40-hour Course $765
This course is specifically designed for workers who are involved in clean-up operations; voluntary clean-up operations; emergency response operations; and storage, disposal or treatment of hazardous substances or uncontrolled hazardous waste sites. HAZWOPER 40-hour is required for employees working on a project consisting of uncontrolled hazardous waste operation mandated by the government. Materials included
XEN 532-SS2 12/1-5 MTWThF 8 a.m.-5 p.m.
XEN 532-SS1 2/2-6 MTWThF 8 a.m.-5 p.m.

HAZWOPER 8-hour Refresher Course $195
This course meets the requirements outlined in OSHA 29 CFR 1910.120 for eight hours of annual refresher training for workers at hazardous waste sites. This course is designed for general site workers who remove hazardous waste or who are exposed or potentially exposed to hazardous substances or health hazards. Materials included
XEN 533-SS1 1/29 Th 8 a.m.-5 p.m.
XEN 533-SS2 4/2 Th 8 a.m.-5 p.m.
OSHA 10-hour General Industry Safety Course $195
This course is for entry-level workers and provides awareness on recognizing and preventing hazards in a general industry setting. Materials included
XENV 534-SS1 3/9-10 MT 8 a.m.-5 p.m.

OSHA 30-hour General Industry Safety Course $595
This course is a comprehensive safety program designed for general industry workers and supervisors. Specifically devised for safety directors, foremen and field supervisors, the program provides complete information on OSHA compliance issues. Materials included
XENV 535-SS1 3/9-12 MTWTh 8 a.m.-5 p.m.

Project Management

The Project Management Institute (PMI®), the world’s leading project manager member association, has added Trident Technical College to its ranks as a registered education provider. TTC joins more than 1,400 registered education providers in more than 70 countries.

TTC was approved as a PMI® registered education provider after meeting rigorous quality criteria for course content, instructor qualification and instructional design, to help project managers achieve and maintain Project Management Professional (PMP®), Program Management Professional (PgMP®), Certified Associate in Project Management (CAPM®) and other PMI® professional credentials. Additional information is available at www.PMI.org.

Successful Project Management $299
This practical, concise course covers the fundamentals of project management by focusing on skills you can apply immediately to complete projects on time, on budget and on target! Successful Project Management is a prerequisite for the Project Management Professional (PMP®) and Certified Associate in Project Management (CAPM®) exam prep course.
XPPM 501-001 1/27-2/12 TTh 6-9 p.m.

Project Management Standards $379
This course is intended as a prerequisite to the Project Management Professional (PMP®) Exam Preparation and the Certified Associate in Project Management (CAPM®) Exam Preparation courses. It provides the mandatory classroom hours as well as the framework for processes, tools and techniques essential to mastering advanced concepts of project management. Upon completion of this course, students may register for the above-mentioned exam prep courses. Books not included
XPPM 502-001 2/17-3/5 TTh 6-9 p.m.

Certified Associate in Project Management (CAPM®) Exam Preparation $695
This course prepares students for the PMI® CAPM® Certification exam. It is designed for entry-level to senior members of a project team who contribute specialized skills such as scheduling, logistics, cost estimating or other project work. The CAPM® credential signifies that the individual knows the standards and terminology of the PMBOK® Guide. This class is also appropriate for those who wish to increase their skills and/or enter the project management field. During the course, students learn the content necessary to pass the exam and have the opportunity to practice with high-quality practice exam questions. Upon completion of this course, students may apply to take the CAPM® Certification exam. Prerequisite: Successful Project Management and Project Management Standards, or equivalent project management education

Required Textbooks (not included):
- CAPM® Exam Prep, 3rd Edition, Rita Mulcahy (approximately $89)
XPPM 504-001 3/10-4/2 TTh 6-9 p.m.

Project Management Professional (PMP®) Exam Preparation $1,795
This course prepares students for the PMI® PMP® Certification exam. Both the class and the exam (administered by PMI®) are offered for project managers with three or more years of experience who want to increase their skills and apply a standards-based approach to project management. During the course, students will learn the necessary content and successful strategies for passing the PMP® exam. Individual students will also learn to identify their specific exam strengths and weaknesses and have the opportunity to practice with high-quality practice exam questions. Upon completion of this course, project managers who meet PMI® experience requirements may apply to take the PMP® Certification exam. Prerequisite: Successful Project Management and Project Management Standards, or equivalent project management education. Three or more years of project management experience required. It is highly recommended that students complete and submit their application to sit for the PMP® exam before the class begins.

Required Textbooks (not included):
- The PMP® Exam: How to Pass on Your First Try, 5th Edition by Andy Crowe, PMP®, PgMP® (approximately $100)
XPPM 503-001 4/6-10 MTWThF 6-10 p.m.

Wastewater

Wastewater Biological Recertification $500
This six-hour course is a refresher of wastewater subjects including: processes; chemical addition; solids separation; equalization and clarification tanks; support systems; pumps, pipes, valves, etc.; control instrumentation; wastewater mathematics; units of measure and conversions; formulas; maintenance; mechanical; electrical; and plumbing. Materials included
XENV 542-SS1 3/5 T 8 a.m.-3:30 p.m.
XENV 542-SS2 4/9 T 8 a.m.-3:30 p.m.

Welding

Safety, use and care of the equipment are emphasized in each course. Also covered is NCCER Welding Safety Module 29101-09. Participants must provide their own welding safety equipment and tools. Cost of NCCER Welding Safety Trainee Guide is included in the course fee.

Basic Gas Metal Arc Welding – MIG (GMAW) $545
This 32-hour course introduces the basic techniques used in Gas Metal Arc Welding – MIG Welding in the flat and horizontal positions.
XWLD 502-B01 1/10-31 S 8 a.m.-4:30 p.m.

Basic Gas Tungsten Arc Welding – TIG (GTAW) $545
This course introduces the basic principles of Gas Tungsten Arc – TIG Welding in the flat and horizontal positions.
XWLD 503-B01 1/10-31 S 8 a.m.-4:30 p.m.

Basic Shielded Metal Arc Welding – STICK (SMAW) $545
This 32-hour course introduces the basic principles of SMAW – Stick Welding in the flat and horizontal positions.
XWLD 501-B01 1/10-31 S 8 a.m.-4:30 p.m.
Online Offerings

Why Take Online Courses?
- Flexibility
- Convenience
- Savings on travel time and expense
- Variety of classes offered
- A necessity for stay-at-home parents

Online Courses

Contact: Linda Fletcher, 843.574.6689, ceonlinehelp@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. Topics include:

- Accounting
- Business
- Business Communication
- Career Skills
- Child, Parent and Family
- Communication
- College Readiness
- Computer Application
- Conversational Skills
- Creative Writing
- Customer Service
- Cyber Security
- Database Management
- Design
- Digital Photography
- eMarketing
- Entrepreneurship
- Event Planning
- Finance
- Graphics
- Green
- Health Care
- Health and Wellness
- Hospitality and Tourism
- Human Resources
- Industrial and Skilled Trades
- Interpersonal Skills
- IT
- Languages
- Lean Manufacturing
- Leadership
- Management
- Multimedia
- Organizational Skills
- PC Networking and Security
- Personal Enrichment
- Personal Finance
- Project Management
- Professional Development/Skills
- Sales and Marketing
- Small Business
- Social Media
- Supervisory Skills
- Teaching and Education/Recertification
- Test Preparation
- Travel and Tourism
- Writing and Publishing
- Web and Computer Programming

Online Programs

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

TTC’s 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.

- CATIA
- Coding Specialist Training Program
- Coding for Health Care Professionals
- Commercial Food Equipment Repair Technician Program
- Dental Office Professional Training Program
- Medical Scribe Specialist Training Program
- Personal Trainer Recertification

For detailed course descriptions and more, visit www.tridenttech.edu/ce.

College classes and job training in your community

- Main Campus, North Charleston
- Palmer Campus, Downtown Charleston
- Berkeley Campus, Moncks Corner
- Mount Pleasant Campus, Mount Pleasant
- Summerville Site at Trolley Road, Summerville
- St. Paul’s Parish Site, Hollywood
- Dorchester County QuickJobs Training Center, St. George
Charleston History, Landscape and Inspiration

Avery Research Center NEW! $25
Learn about the history of the Avery Normal Institute (1865-1954) that trained students for professional careers and leadership roles. In addition, this presentation discusses the creation of the Avery Research Center for African American History and Culture (1985) and its current focus on education, archival research and community outreach.

XSPP 617-P04 4/14 T 6-7:30 p.m.

Charleston’s Golden Age of Piracy NEW! $25
Join Eric Lavender and Capt. Bob from Charleston Pirate Tours for an intriguing evening about the explosion and politics of piracy in Charleston. Learn about Blackbeard’s siege of the city, the capture and execution of Stede Bonnet and how piracy became a huge problem for Charleston.

XSPP 615-P03 3/24 T 6-7:30 p.m.

Life on Beautiful Edisto Island Part I NEW! $25
Edisto Island is one of South Carolina’s Sea Islands, the larger part of which lies in Charleston County, with its southern tip in Colleton County. This presentation focuses on the people of Edisto Island beginning with the Cusabo Indians, Europeans and West Africans to its present day inhabitants.

XSPP 507-SP3 3/26 Th 6-7:30 p.m.

Life on Beautiful Edisto Island Part II NEW! $25
Edisto Island has a culture unique to the Lowcountry’s island life. This presentation focuses on the creole Gullah language and culture and how they came about. Listen to the story in the Gullah language. Lively and entertaining!

XSPP 508-SP4 4/23 Th 6-7:30 p.m.

Native Plants in the Home Landscape NEW! $25
Join us in exploring the potential of gardening with native plants in your home landscape. Plants native to our area require less water and fertilizers than many of the non-native species plus they attract wildlife such as butterflies and other beneficial insects. With a vast array of aesthetically pleasing native plants to choose from, going native is surely a way to celebrate our natural heritage! Instructor: Kimberly Counts, Clemson Extension Agent.

XSPP 616-P02 2/19 Th 6-7:30 p.m.

Slave Dwelling Project NEW! $25
Joseph McGill Jr. is employed by the National Trust for Historic Preservation in Charleston and is involved in the Slave Dwelling Project. The project is an attempt to bring much needed attention to extant slave dwellings. Since 2010, Joe has spent nights in over 60 slave dwellings in 13 states. His presentation chronicles those experiences and particularly those nights spent in South Carolina slave dwellings.

XSPP 614-P01 1/15 Th 6-7:30 p.m.

Culinary

An Elegant, Easy Holiday Buffet $59
Be a guest at your own holiday party with this collection of Chef Dani’s favorite recipes from her days as a caterer. Rolled turkey breast stuffed with wild rice, hazelnuts and dried cranberries; savory, baked sweet potato custard; roasted Brussels sprouts with pancetta, pine nuts, shallots and pecorino cheese; and a salad of mixed field greens with a cranberry-citrus vinaigrette are on the menu. Hands-on

XHOS 566-012 12/10 W 6-9 p.m.

Burger Madness $59
Get your burger on with Chef Michael Carmel. Make a selection of fresh ground burger meat using beef, lamb and turkey, then top with a variety of gourmet toppings, spreads and a signature ketchup. A selection of artisan Wisconsin cheeses and bread from the CIC’s artisan breads class will round off your gourmet burgers.

XSPP 570-002 2/26 Th 6:30-9:30 p.m.

Chocolate for Lovers $59
Chef David Vagasky teaches you how to make many specialty chocolates. Learn how to handle chocolate, use molds to create confections and, most importantly, create several delicious chocolate delights!

XHOS 545-P02 2/13 F 5:30-9 p.m.

Culinary Boot Camp $379
Week 1: Culinary Tools, Mise en Place and Taste
This class is the foundation for all cooking classes. Become acquainted with the tools of the trade that are used by professional chefs around the world and learn how to use them as they cut, chop, peel and dice. 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 with salt, pepper, and dry and fresh herbs.

XHOS 522-004 4/9-30 Th 6-10 p.m.

Week 2: 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 starchy cooked using dry-heat cooking methods that include tempura-style and several types of breading procedures.

XHOS 522-002 2/4-25 W 6-10 p.m.

Week 3: 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. Classical technique is taught by our seasoned chef instructors, and students will gain the confidence they need to prepare flavorful, easy-to-use recipes and formulas.

XHOS 545-P02 2/13 F 5:30-9 p.m.

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.

XHOS 522-002 2/4-25 W 6-10 p.m.

Books included; Hands-on

XHOS 522-004 4/9-30 Th 6-10 p.m.
Jams, Jellies, Chutneys and Preserving NEW! $129
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.

Legumes and Super Grains NEW! $59
Learn what the ancient civilizations revered and prized: the super grains. Join CIC chefs and make an assortment of stews, salads and desserts using four of the best grains in the world: teff, quinoa, millet and farro. Learn how to maximize the flavors and nutrients of legumes and other grains that will add to your repertoire of good cooking skills.

Meet your instructors
Dani Manilla has more than 20 years of international and domestic experience in the cuisine and hospitality industry. She has been a menu consultant and developer, executive pastry chef, innkeeper, property and events manager, and culinary instructor.

David Vagasky, a graduate of the Culinary Institute of America, externed at The Greenbrier Hotel in Hot Springs, West Virginia before moving to Charleston to work at Cacao. He produces a line of handmade chocolates under the name David’s Confections.

Joe Branton, a graduate of TTC’s Culinary Institute of Charleston, earned the 2009 People’s Choice Award at the Almost Famous Chef Competition in Napa Valley where judges represented Food and Wine Magazine, Gourmet and Bravo’s Top Chef.

Kevin Mitchell, a graduate of the Culinary Institute of America, has worked in fine dining establishments across the country. He serves on the board of directors of several non-profit organizations including the Edna Lewis Foundation.

Pasta Workshop $59
In Italian cooking there are recipes that require homemade pasta and recipes that call for factory-made pasta. Learn the proper pasta for each recipe with Chef Dani. You can be sure they are all delicious: butternut squash ravioli, pasta a la carbonara, Chinese noodle salad and fettuccine with blue cheese and pecans.

Sicily and Sardinia NEW! $59
Let the salt breeze blow over your hair and into your nostrils as we prepare rustic cuisine from Sicily and Sardinia. Make a full meal including stuffed calamari, arancini (fried risotto balls), pork ragu with rigatoni and homemade ricotta, Sicilian vegetable stew, and speidini of chicken, sausage and sage.

South American Dinner NEW! $59
The foods of Argentina and Peru are very popular in gourmet circles. This dinner features some traditional cooking that inspires great flavors. The menu includes pork-filled empanadas, vegetable escabeche, crispy fried tostones, grilled vegetable stew, and speidini of chicken, sausage and feijão tropeiro.

NEW! Hybrid Desserts $59
Hybrid desserts—the melding of two distinct desserts into one masterpiece—are all the rage in bakeries across the world. This course teaches you how to make fried croissants, chocolate chip cookie shots, banana cannoli and brownie tarts, inspiring you to create hybrids of your own.

NEW! The Art of Artisan Breadmaking – Part 1 $129
The aroma of freshly baked bread. The taste sensation of a warm slice topped with tomatoes, basil and a drizzle of good olive oil. Learn to bake with Chef David Vagasky of the Culinary Institute of Charleston. You will make French baguette, épis de blé, focaccia, ciabatta with stiff biga and five-strand braid challah.

NEW! The Art of Artisan Breadmaking – Part 2 $129
In this class, Chef David Vagasky teaches you the tricks and techniques of artisan breadmaking, moving to deeper flavors through fermentation and cultures: fermented French bread, light and marble rye breads, sourdough and seeded sourdough.

NEW! BAKING AND PASTRY

Baking Basics NEW! $59
Learn the keys to baking success through hands-on application. Students will produce items such as sweet potato biscuits, coconut rum muffins, and sun dried tomato and asiago scones in the pursuit of baking perfection.

Hybrid Desserts NEW! $59
Hybrid desserts—the melding of two distinct desserts into one masterpiece—are all the rage in bakeries across the world. This course teaches you how to make fried croissants, chocolate chip cookie shots, banana cannoli and brownie tarts, inspiring you to create hybrids of your own.

NEW! Take the Mystery Out of Pie Dough $59
Four simple ingredients – flour, fat, water, and salt – combined correctly make an ethereal pie crust. Take the mystery out of pie dough and learn how that perfect crust can be your vehicle to pastry success.

NEW! NEW! NEW! NEW! NEW!
Floral Design I $209
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.
Location: Z01, Anna Bella Florals, downtown Charleston; Z02, OK Florist and Gifts, Summerville. Prerequisite: Floral Design I. Materials not included
XFLD 501-Z01 1/15-3/12 Th 6:30-9:30 p.m.
XFLD 501-Z02 2/17-4/7 T 6:30-9:30 p.m.
*No class on 1/22

Floral Design II $209
Get extensive hands-on experience designing a large variety of arrangements. Course content includes current styles of design such as high style, line, form and pavé. Permanents and accessories are also introduced. Location: Tiger Lily, downtown Charleston. Prerequisite: Floral Design I. Book included; Materials not included
XFLD 502-Z03 3/17-5/5 T 6:30-9:30 p.m.

Funeral Design $119
This is a specialty course for those interested in refining their skills with funeral floristry work. Topics include creating casket, easel and basket arrangements and the history, current trends and terminology of sympathy arrangements. Location: OK Florist and Gifts, Summerville. Prerequisite: Floral Design I. Materials not included
XFLD 503-Z04 4/28-5/19 T 6:30-9:30 p.m.

Wedding Design $179
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. Location: Tiger Lily, downtown Charleston. Prerequisite: Floral Design I. Materials not included
XFLD 505-Z01 1/13-3/3 T 6:30-9:30 p.m.

Introduction to Sewing $149
Do you have a sewing machine but you are a little fuzzy on how to actually use it? Learn how to perform the basic task of using your sewing machine and then move on to learning how to make a button hole, sew on buttons and install a zipper.
Required Materials (not included)
- Scissors
- Multi-pack of universal needles including sizes 11, 14 and 16
- Thread (any color)
- Bobbins
- Sewing machine
- General sewing foot, zipper/cording foot and button foot
XIND 601-001 10/8-9 ThF 10 a.m.-1 p.m.
XIND 602-001 11/2-3 ThF 10 a.m.-1 p.m.
**Interior Design Certificate**

To earn the certificate, you must satisfactorily complete all of 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.

*Prerequisite: Interior Design I*

- Interior Design I
- Interior Design II*
- Drafting I*
- Materials Presentation*
- Window Treatments*
- Interior Design III (All courses listed above must be successfully completed before enrolling in this course.)

**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) awards and has had her work published in 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.

**Trudy Brown** started her design career in 1986. She earned a master’s degree in interior design from Winthrop University and a bachelor’s degree in management and marketing from the University of South Carolina. Trudy is experienced in various specialties of design, encompassing not only new construction but also remodeling and redesign of all areas of the family home.

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**Interior Design Certificate**

**Tailored Slipcovers** $399

Learn to sew professional quality slipcovers perfectly tailored to your furniture. Because of their versatility and ease of care, tailored slipcovers have become essential for many of the most fashionable homes. Using on-site furniture, learn to create slipcover patterns, pin-fit patterns onto furniture, and sew patterns together to complete a finished slipcover. *Prerequisite: Basic sewing skills are required.*

**Required Materials (not included)**

- Sewing machine
- Scissors
- Quilting pins
- Tape measure
- Flat-head screwdriver
- Heavy-duty stapler and Arrow T-50 staples
- Needle-nose pliers
- Hammer

**XIND 527-MP1** 1/17-2/7 10 a.m.-1 p.m.

**XIND 527-MP3** 3/7-28 10 a.m.-1 p.m.

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**Introductory to Upholstery** $149

In this hands-on class, students will upholster a Parsons chair. These stylish yet classic chairs are popular staples for the home. The best part of all is that they are surprisingly basic to upholster, using the simple principles of “pull and staple” dining seats combined with just a few techniques used by the pros. Chair, and fabric provided by instructor.

**Required Materials (not included)**

- Heavy-duty stapler and Arrow T-50 staples
- Hammer
- Needle-nose pliers
- Scissors

**XIND 601-MP1** 1/8-9 3-6 p.m.

**XIND 601-MP2** 2/26-27 ThF 3-6 p.m.

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**Window Treatments** $139

Learn basic window types and how to measure and price window treatments. See different types of hardware and trim options available and photos of creative window treatments. *Prerequisite: Interior Design I.* Books included

**XIND 504-004** 4/9-6/11 Th 6:30-8:30 p.m.
**Languages**

**Conversational Spanish I $169**

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 background with the Spanish language. This course focuses on spoken Spanish; the written language is used for reinforcement. Book included

XSPA 501-001 2/2-25 MW 6:30-9 p.m.

**Conversational Spanish II $169**

This course is intended for those that have either taken Conversational Spanish I or have taken multiple years of Spanish in high school or college but are weak with the spoken component and want further practice. You will enhance your ability to converse in the Spanish language. Book included

XSPA 502-001 3/9-4/1 MW 6:30-9 p.m.

**Motorcycle Safety**

**Motorcycle Basic Rider (BRC) $239**

This course is for both the inexperienced rider or for a rider needing the Motorcycle Safety Foundation certification and teaches the basic techniques of safely riding a motorcycle. The course meets South Carolina law for an insurance discount so please contact your insurance company to verify your eligibility. Motorcycle operators are provided; use of personal motorcycle is optional. Students must pass both a written and riding assessment to receive the Motorcycle Safety Foundation card. Prerequisite: Basic Rider enrollees must be eligible for a driver’s license and able to ride a bicycle. Books included

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

Practical Application Riding: Saturday and Sunday, 8 a.m.-5 p.m. Class riding time may vary due to weather conditions and level of enrollment.

XMTS 501-008 1/6-7 FSSu
XMTS 501-009 1/12-14 FSSu
XMTS 501-001 1/16-18 FSSu
XMTS 501-002 1/23-25 FSSu
XMTS 501-004 1/30-2/1 FSSu
XMTS 501-005 216-8 FSSu
XMTS 501-006 2/13-15 FSSu
XMTS 501-007 2/20-22 FSSu
XMTS 501-008 2/27-31 FSSu
XMTS 501-009 3/13-15 FSSu
XMTS 501-010 3/20-22 FSSu
XMTS 501-011 3/27-29 FSSu
XMTS 501-012 4/10-12 FSSu
XMTS 501-013 4/17-19 FSSu
XMTS 501-014 4/24-26 FSSu

**Motorcycle Experienced Rider (BRC2) $79**

This course is a skills tune-up for the experienced rider and a refresher for licensed operators or for those riding with a passenger. Both the rider and the passenger must be registered as students (course fee is for rider only). This course meets South Carolina law for an insurance discount so contact your insurance carrier for eligibility. Students must pass both a written and riding assessment. Course consists of two hours of classroom instruction and four-and-one-half hours of practical application (riding). Students must provide a street-legal, insured and fully registered motorcycle; proof of ownership is required. Prerequisite: Students must have either an M class motorcycle license, motorcycle license endorsement or a motorcycle learner’s permit. Books included

XMTS 503-007 1/28 S 9 a.m.-4 p.m.
XMTS 503-001 2/7 S 9 a.m.-4 p.m.
XMTS 503-002 4/11 S 9 a.m.-4 p.m.

**Getting Social with Our Facebook Friends**

**TTC Continuing Education and Economic Development Motorcycle Safety Classes**

Options for basic and experienced riders. Three-day classes begin every Friday. Sign up

XMTS 503-001 3/9-11 FSSu
XMTS 503-002 4/6-8 FSSu
XMTS 503-003 5/4-6 FSSu
XMTS 503-004 6/8-10 FSSu
XMTS 503-005 7/6-8 FSSu
XMTS 503-006 8/10-12 FSSu
XMTS 503-007 9/7-9 FSSu
XMTS 503-008 10/5-7 FSSu
XMTS 503-009 11/2-4 FSSu
XMTS 503-010 12/3-5 FSSu
XMTS 503-011 1/7-9 FSSu
XMTS 503-012 2/4-6 FSSu
XMTS 503-013 3/3-5 FSSu
XMTS 503-014 4/10-12 FSSu
XMTS 503-015 5/17-19 FSSu
XMTS 503-016 6/14-16 FSSu
XMTS 503-017 7/12-14 FSSu
XMTS 503-018 8/9-11 FSSu
XMTS 503-019 9/6-8 FSSu
XMTS 503-020 10/4-6 FSSu
XMTS 503-021 11/1-3 FSSu
XMTS 503-022 12/2-4 FSSu

**Personal Finance**

**Asset Allocation: Beyond the Basics $69**

This class covers the risks and rewards of different investments and how they may be combined to accomplish different needs.

XBAF 513-001 2/10 T 6-7:30 p.m.

**Building a Strong Financial Future $69**

Learn strategies to fund the lifestyle most of us want during retirement.

XBAF 512-001 2/3 T 6-7:30 p.m.
Fundamentals of Investing $149

Wealthy or wealthy wanna-be? This course introduces the novice to key investment strategy, terminology and financial concepts. Learn the basics to help develop a financial plan and build a well-balanced portfolio. This includes how to look at your asset allocation and diversification; managing risk; stocks; bonds; short-term investments; mutual funds; understanding compound interest, credit cards and bank fees; and other financial strategies for today’s complex financial world. Books included

XCAP 556-001 3/21 S 9 a.m.-noon

Investing in a Volatile Market $69

This session is designed to give you the knowledge and tools to more effectively deal with today’s ups and downs of the market.

XCAP 515-001 2/24 T 6-7:30 p.m.

Making Money from Your Home Computer $74

Did you know that there are many legitimate work-from-home sites? Learn how to find, register and get started making money. This course will also introduce you to other ways to make money such as flipping websites, social media and an introduction to affiliate marketing.

XCAP 556-001 2/7 S 10 a.m.-noon
XCAP 556-002 3/17 T 6-8 p.m.
XCAP 556-DQ1 3/28 S 10 a.m.-noon

Retirement Planning $89

Learn how to manage investment risks, use new tax laws to your advantage, make informed decisions about your company retirement plan, and adjust your estate plan to function properly under the new laws. Money, however, is only one aspect of retirement planning. This course blends financial education with life planning to help you build wealth, align your money with your values, and achieve your retirement lifestyle goals. Couples may attend together for a single registration fee. Books included

XCAP 502-001 2/24-3/10 T 6:30-8:45 p.m.
XCAP 502-MP1 2/26-3/12 Th 6:30-8:45 p.m.

Understanding the Stock Market $69

Learn about stocks, the stock market and how they work.

XCAP 514-001 2/17 T 6-7:30 p.m.

Maximize Your Money Series

This series of courses is presented to help increase understanding of finances and to begin to develop family financial strategies and portfolio management. Note: You may also choose to take individual courses. Books included

| Building a Strong Financial Future |
| Asset Allocation: Beyond the Basics |
| Understanding the Stock Market |
| Investing in a Volatile Market |

SAVE! Register for the entire series for $269.

XCAP 511-001 2/3-24 T 6-7:30 p.m.

Pet Care

Pet Emergency Care $49

Learn the basics of emergency care and first aid for your pet and know what to do in different critical scenarios: choking, CPR, heat stroke, eye injuries, fractures, cuts, and even hypothermia. Learn how to create your pet’s individual information file using Pet Credentials – A Passport for Pets. You will receive your own complimentary copy of the book to help record and keep track of all special information about your pet, in one convenient place. Note: Emergency treatment and first aid for pets should never be used as a substitute for veterinary care, but it may save your pet’s life in an emergency situation before you can get your pet to a veterinarian.

XPHV 505-001 1/17 S 9 a.m.-1 p.m.
XPHV 505-002 2/7 S 9 a.m.-1 p.m.
XPHV 505-003 3/21 S 9 a.m.-1 p.m.
XPHV 505-004 4/11 S 9 a.m.-1 p.m.

Funding Opportunities

SC Works | BRINGING EMPLOYERS AND JOB SEEKERS TOGETHER

Trident Technical College’s Division of Continuing Education and Economic Development is currently approved under the Post-9/11 GI Bill for training that includes A+ and Network+ Certifications, Cisco Certified Network Associate, Certified Associate in Project Management, Certified Production Technician, Certified Nurse Aide (CNA), Core Introductory Craft Skills, Emergency Medical Technician (Basic), Entry-Level Welder Certification, HVAC Level I Certification, and Project Management Professional (PMP) Exam Preparation. To learn more, visit www.gibill.va.gov.

Project Hope provides scholarships to members of TANF and SNAP families, young adults aging out of foster care and low-income high school Health Science completers. For more information, call 800.299.2433 or email ProjectHope@dss.sc.gov.

South Carolina Manufacturing Certification (SCMC) consists of 200 hours of classroom and hands-on training. You may be eligible to take this program free of charge.

The Godow Opportunity Fund for Single Parents was established in 2012 by Rew and Elizabeth Godow. This endowed scholarship fund is designed to make it possible for single parents to enroll in a noncredit (Continuing Education) program that will enable them to get the education and training possible to significantly change their economic futures. For more information, visit www.tridenttech.edu/ce.

Additional program-specific scholarships may be available. Visit www.tridenttech.edu/ce for details.
Digital Photography Demystified $139
So you’ve got your digital camera (or you’ve had it for a while). 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.
XARV 501-001 2/10-12 TTh 6-9:15 p.m.

Digital Photography Next Steps $139
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. You also learn techniques for fixing skewed pictures, retouching photos and performing creative edits.
XARV 502-001 3/3-5 TTh 6-9:15 p.m.

Digital Photography Outdoors $139
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.
XARV 503-001 3/22 Su 1-4 p.m.

Lightroom $249
Transform your photo from an image on your camera to your true vision! Lightroom contains the smart tools to make your images stand out. Learn how to manipulate raw data, set your metadata, control exposure, and work with shadows and highlights. Plus, you will learn how to prepare your images for social networking with your personal watermark.
XARV 507-001 3/24-4/2 TTh 6-9:15 p.m.

Sizzlin’ Photo Enhancements $249
Edit and correct your photos. Learn how to manipulate your image with the basic photo tools available in Photoshop. This course includes an introduction to layers and the fundamentals of each tool in the toolbox. Learn how to set up your workspace, make straightforward edits, switch out parts from one photo to another, and more!
XARV 508-001 4/14-23 TTh 6-9:15 p.m.

Insurance, Real Estate and Property Management
For general information about insurance licensing requirements and testing, visit www.doi.sc.gov. TTC insurance courses are presented by the Brewer Insurance Information Service of Columbia. Call 803.772.0684 to register and for more information.

Life, Accident and Health $345
This course covers the basics of insurance; general insurance laws, rules and regulations; types of companies and policies; and policy provisions, options and riders. Books included
12/1-4 MTWTh 8 a.m.-5:30 p.m.

Property and Casualty $345
This course covers related state laws.
12/8-11 MTWTh 8 a.m.-5:30 p.m.

TTC is an authorized provider for the pre-license course for real estate and property management. Please check South Carolina’s state requirements at www.llronline.com.

Real Estate I $389
To obtain a real estate license, the applicant must be at least 18 years old and agree to the submission of a satisfactory credit report; have a high school diploma or GED equivalent; provide proof of completion of 60 hours of pre-license education from an authorized school; pass the state written examination; submit an application for licensure along with the appropriate fees; and be associated with a broker-in-charge. This 60-hour course meets new requirements, and successful completion enables you to sit for the state examination. Books not included
XREA 501-001 1/21-3/5 MWTh 6:30-9:30 p.m.
XREA 501-002 3/16-4/30 MWTh 6:30-9:30 p.m.

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.”

What Our Customers Are Saying...
“When I finished the (Real Estate) course, the night I took the final I walked out with the most satisfaction from taking a class that I have had in 40 years.”
- Glen McCaskill
**Management Concepts**

**HUMAN RESOURCES**

**Legal Issues in the Workplace $169**

This course addresses the importance of understanding the diverse workforce and the many laws that govern the workplace. Explore topics such as basic employment laws, employee confidentiality, harassment, discrimination, employee classification (exempt vs. non-exempt, employee vs. independent contractor) and wage, hour and overtime regulations. This course is great for HR professionals who need to update their knowledge and policies as well as a must-have for small business owners to stay abreast of current law surrounding employment. Books included

XHRM 506-001 4/2 Th 9 a.m.-noon

The SHRM Learning System® for SHRM-CP™ and SHRM-SCP™ NEW! $1,119

This course helps prepare HR professionals for the new SHRM-CP™ (Certified Professional) and SHRM-SCP™ (Senior Certified Professional) certification exam. In 2014, SHRM announced that it was forming a new certification. The SHRM competency-based certification answers a critical need in our global marketplace. Employers expect more today and we need to meet their expectations. This certification will demonstrate for HR professionals who we are, what we do, and why it matters. Simply put – it’s our value proposition. How do we do our jobs, the skillsets required, and the way we measure success will continue to change. It has to do with how we are to successfully meet the needs of a rapidly changing marketplace. And that’s why HR certifications need to reflect those changes as well. This is an exciting opportunity because SHRM certification will provide a full representation of who we are as a profession, and what we have to offer our employers.

Book included: Exam registration fee not included

XHRM 501-001 2/2-4/27* M 6-9 p.m.

*No class on 4/6

**SOCIAL MEDIA MARKETING**

**Creating an Effective Social Media Marketing Plan $149**

Now what? Since you now have the knowledge, learn how to pull all of what you have learned together to craft an awesome social media marketing plan that will appeal to the masses.

XBUS 606-001 4/14-16 Th 6-8 p.m.

**Email Marketing Strategies $149**

Learn how to successfully integrate email marketing into your social media strategy. This course covers different email contact management applications like Constant Contact and Aweber. Learn how to grow your list. Remember: The money is in the list. So true!

XBUS 606-001 3/31-4/2 TTh 6-8 p.m.

**Lead Generation $99**

Do you know all about social media ad planning? Learn how to use Facebook ads, Banner ads and retargeting to get to your potential audience. Learn about copywriting – writing for people vs. the search engines.

XBUS 604-001 3/24 T 6-8 p.m.

**Managing Your Social Media Presence $149**

Learn how to develop your brand throughout your social media marketing strategies. See how to get more “Likes” and “Shares.” Learn new engagement strategies to interact with your followers and keep them interested. The best tools for the job: HootSuite, TweetDeck, Buffer, Google Alerts and Feedly.

XBUS 602-001 2/17-19 TTh 6-8 p.m.

**SEO and Google Analytics $99**

Do you know how to optimize your Social Media posts so they will rank in the search engines? Learn how to determine what’s working for you and understand how to hone your results. This course also covers basics of SEO and social media advertising – organic vs. paid advertising.

XBUS 603-001 3/10 T 6-6 p.m.

**PROPERTY MANAGEMENT**

**$239**

To obtain a property management license, the applicant must be at least 18 years old and: agree to the submission of a satisfactory credit report, have a high school diploma or GED equivalent, complete all 32 hours of the course (two hours of course allotted to testing), pass the property management examination, and apply for a property manager license within one year. TTC Board requires students, by law, to complete the entire Property Management course. You must successfully complete the course to be eligible for the exam. You must possess a high school diploma or equivalent prior to registration.

**Note: The S.C. Labor and Licensing Board requires students, by law, to complete the new SHRM-CPTM (Certified Professional) and SHRM-SCP™ (Senior Certified Professional) certification exam.**

**Church Security $149**

This awareness workshop benefits religious leaders in the community. Learn about staff training, policy procedure development, security assessments, protecting offerings, surveillance techniques recognizing different kinds of threats, and security team development. Lt. Frank Jackson, licensed officer, will conduct the workshop. Books included

XCRJ 505-001 2/17-19 TTh 6-10 p.m.
XCRJ 505-002 3/17-19 TTh 6-10 p.m.
XCRJ 505-003 4/14-16 TTh 6-10 p.m.

**SLED Level I Security Instructor Training $459**

All participants must be currently registered with SLED as a security officer with a licensed security company to attend this training. SLED must approve all participants. Students must achieve a 20-minute block of instruction on a security topic of their choice. Students must achieve a minimum score of 70 percent on both the written assessment and oral presentation. Books included

XCRJ 501-001 1/12-16 MTFThF 8 a.m.-5 p.m.
XCRJ 501-002 3/16-20 MTFThF 8 a.m.-5 p.m.

**SLED LEVEL II/III Security Instructor Training $459**

All participants must be currently registered with SLED as a security officer with a licensed security company to attend this training. Prerequisite: Students must have completed Level I training. SLED must approve all participants. Books included

XCRJ 503-208 12/8-12 MTFThF 8 a.m.-5 p.m.
XCRJ 503-201 2/16-20 MTFThF 8 a.m.-5 p.m.
XCRJ 503-202 4/13-17 MTFThF 8 a.m.-5 p.m.
Social Media Marketing $149
Are you using social media to brand your business? Learn why you should. Get an overview of how to use top social media platforms to brand your business including Facebook, Twitter, Google+, YouTube, Instagram and Pinterest. Which platforms are right for you? No book required.
XBUS 601-001 1/20-22 TTh 6-8 p.m.

Trends in Mobile Technology $99
Mobile is where it is! We all have smartphones now, and if you aren’t marketing for mobile you are losing valuable customers. This course touches on the newest trends. Learn how to better use tools for creating mobile campaigns that really convert prospects to customers.
XBUS 514-003 1/23 W 6-8 p.m.

Social Media Marketing Certificate
Obtain the certificate by completing the following courses:
| Social Media Marketing | Managing Your Social Media Presence | SEO and Google Analytics | Lead Generation | Email Marketing Strategies | Creating an Effective Social Media Marketing Plan |

SUPERVISORY SKILLS
Leadership and Influence $149
Many businesses are realizing that having a strong base of future leaders is vital to their long term success. The modern work systems rely on everyone having a leadership capability and mindset. This session explores leadership from both the singular and communal points of view and focuses on the intangible skills one must possess to inspire and motivate others within the team.
XBUS 529-001 3/4 W 8:30 a.m.-noon

Building a Strong Team $149
In successful business cultures, employees working well in teams is critical. This highly interactive session provides key experiential learning exercises for an exciting and fun method for instilling a team culture.
XBUS 530-001 3/11 W 8:30 a.m.-noon

Communicating Effectively $149
This session lays the foundation for all interpersonal skills focusing on basic tactics that, regardless of one’s communication skill level, if practiced, can raise overall proficiency.
XBUS 531-001 3/18 W 8:30 a.m.-noon

Business Ethics $149
Ethical leadership and team morals must be adhered to for protecting the assets, (material, monetary and human) of a company. This session reveals red flag indicators that could lead to costly breakdowns in ethics. Compelling case studies add significant value to this class.
XBUS 532-001 3/25 W 8:30 a.m.-noon

Emotional Intelligence $149
More than ever, companies and organizations are wanting leaders and employees who can manage their impulses, analyze their behaviors, interact successfully with others while staying positive and goal-driven. This session touches effectively on self-analysis, stress management and communicating well with others in a myriad of circumstances.
XBUS 533-001 4/1 W 8:30 a.m.-noon

Special Interests
PERSONAL FITNESS – PERSONAL TRAINER

Personal Trainer Certification $699
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 Select Fitness prepares you to work with clients one-on-one. Fifteen hours of classroom instruction includes anatomy, exercise physiology, nutrition and health screening. Plus, this program includes a 30-hour internship that networks many graduates right into a job.
Required Textbook and Materials (not included):
| Fitness Professional’s Handbook, 6th Edition by Howley and Thompson (approximately $94); visit www.witseducation.com or call 888.330.9487 to purchase. For reading assignments, call 843.574.6683 in advance of the first session. |
| One-time lab fee: $25 payable to Select Fitness. |

XFIT 501-001 3/14-4/25 S 9 a.m.-4 p.m.

Personal Trainer Recertification – Online Courses
Online courses are now available 24/7 for certified personal trainers seeking recertification. Courses are taught by W.I.T.S.-certified trainers. Students are contacted directly by W.I.T.S. upon registration. Class start time is arranged shortly after you call 843.574.6152 to register. Course descriptions and textbook information are available at http://www.witseducation.com/resources/wits-promo-materials.zip. Books not included.

Meet your instructor
Steve Price is a program manager and instructor in TTC’s Division of Continuing Education and Economic Development. He also conducts workshops on communication, customer service, ethics and leadership. He came to TTC in 2001 from a 30-year career with a Fortune 500 company.
PERSONAL FITNESS – WEIGHT TRAINING

Required Textbooks and Materials (not included)
- Students must pay an additional $15 lab fee for the Weight Training Certificate or a $5 lab fee per individual course taken.

Squatology $59
Topics include the best way to squat for your body for everyday life and in the gym to help you reach those goals free of pain and injury. *Books not included*

XFIT 521-Z01 2/7 S 9 a.m.-noon

Bench Press and More $59
The second course in the series helps you understand how to perform one of the most popular lifts in the gym for optimal performance as well as many other pressing movements. Learn optimal form and proper technique that will surely take you to the next level. *Books not included*

XFIT 522-Z01 2/14 S 9 a.m.-noon

Deadlifting 101/Bending $59
Learn how to hinge and bend from the hips without injuring your back. Also, we will dispel many of the popular gym culture myths about deadlifting. Strengthen your technique and get the most benefit from your lifts. *Books not included*

XFIT 523-Z01 2/21 S 9 a.m.-noon

Pull $59
In the final course in the series, learn how to correctly perform the pull-up, bent-over row, seated row and other popular pull exercises. One of the things we all fight is slouching posture. Learn how to combat it with the best exercises for a strong back. *Books not included*

XFIT 524-Z01 2/28 S 9 a.m.-noon

**Weight Training Certificate**
Proper weight training disciplines are critical. Learn to do it right with this certificate program for only $199 (you may also choose to take individual courses). All courses are taught at Select Fitness. *Books not included*
- Squatology
- Bench Press and More
- Deadlifting 101/Bending
- Pull

SAVE! Enroll in the entire certificate program for $199.

XFIT 520-Z01 2/27-28 S 9 a.m.-noon

**TEACHER RECEERTIFICATION**
These courses are for teachers currently certified and seeking renewal hours for recertification. For those currently employed with a public school district, prior acknowledgement/approval by the principal or staff development officer to assure course relevancy is preferred. Option 3 teachers must enroll through TTC Continuing Education Registration and have a TTC transcript accompanying proof of completion for credit to be given by the State of S.C. Teacher Recertification office.

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. Cost is $150 per semester hour plus the cost of the online course. Visit www.ed2go.com/trident or call 843.574.6683 for more information.

Teacher Recertification Option 3
The State of South Carolina Teacher Recertification policies have just been revised so that teachers who are not currently employed with a South Carolina Public School District may now take continuing education courses (classroom and/or online) and submit the completed course and its continuing education hours/CEUs towards their recertification. Courses must be enrolled through TTC Continuing Education Registration and be a TTC transcript accompanying proof of completion for credit to be given by the State Recertification Office for approval. Find transcript information at www.studentlearninghouse.org/colleges/.

Teacher Renewal Plan
This plan is for teachers currently employed by a South Carolina public school district who are eligible to take noncredit 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 www.ed2go.com/trident or call the State Teacher Recertification Hotline at 877.885.5280 weekdays after 1 p.m.
Berkeley Campus

The Berkeley Campus is located at 1001 S. Live Oak Dr. (Highway 17-A) in Moncks Corner. Call 843.899.8000 for more information.

Spring Continuing Education Classes
- Basic Gas Metal Arc Welding – MIG (GMAW), see pg. 19
- Basic Gas Tungsten Arc Welding - TIG (GTAW), see pg. 19
- Basic Shielded Metal Arc Welding – STICK (SMAW), see pg. 19

Dorchester County QuickJobs Training Center

The Dorchester County QuickJobs Training Center is an economic development hub for the area. Students can come onsite to train for jobs in their own community either through classes offered publicly or through contractual training with their employer. A college education is also within reach since academic credit courses can be offered at the center. You can apply these credits toward a certificate, diploma or degree. Community members can also enroll in personal enrichment classes for the pure pleasure of learning new and fun subjects. In collaboration with SC Works, Charleston County Adult Education and other community partners, the center offers a variety of other services and resources such as job fairs, training resources, tax preparation clinics, and financial management workshops to help students and participants achieve their goals and succeed.

Classes and Workshops – FREE
You do not have to pre-register. Classes meet 9:30-10:30 a.m.
- Basic Internet and Email Usage, April 4 and April 11
- Computer Basics and Microsoft Word, Jan. 24 and Jan. 31
- Creating/ Writing a Résumé, March 21 and March 28
- Internet & Email, April 18 and April 25
- Keyboarding for Beginners, Jan. 10 and Jan. 17
- Letter Writing, Feb. 21 and Feb. 28
- Microsoft Word Cutting and Pasting, Feb. 7 and Feb. 14
- Surfing the Internet, March 7 and March 14

COMPASS Testing
COMPASS placement testing is by appointment only. Call 843.574.2591 or 843.563.5269 for more information and to reserve your seat. The COMPASS Placement Test determines writing, reading and math skills for entrance to college.

Educational Opportunity Center
The Educational Opportunity Center assists adults in obtaining postsecondary education (beyond the high school/GED level). Services include:
- Counseling (academic, personal, career and financial aid)

College tours
- Workshops on study skills, time management, self-esteem and other topics

Public Broadband Computer Center – FREE
The center is equipped with computers utilizing high-speed Internet and is open for members of the community to use free of charge (hours are subject to change).
- Monday: 7:30 a.m.-12:30 p.m. and 1:30-7:30 p.m.
- Tuesday: 7:30 a.m.-12:30 p.m. and 1:30-8 p.m.
- Wednesday: 7:30 a.m.-12:30 p.m. and 1:30-7:30 p.m.
- Thursday: 7:30 a.m.-12:30 p.m. and 1:30-8 p.m.
- Friday: 7:30 a.m.-noon
- Saturday: 10:30 a.m.-1:30 p.m.
- Sunday: Closed

Mount Pleasant Campus

The Mount Pleasant Campus is located at 1125 John Dilligard Lane in Mount Pleasant. Call 843.958.5810 for more information.

Spring Continuing Education Classes
- Defensive Driving (DDC-8) Saturday, see pg. 22
- Introduction to Sewing, see pg. 23
- Introduction to Upholstery, see pg. 24
- Retirement Planning, see pg. 26
- Tailored Slipcovers, see pg. 24
- Upholstery: Turning Trash into Treasure, see pg. 24

The Berkeley Campus is located at 1001 S. Live Oak Dr. (Highway 17-A) in Moncks Corner. Call 843.899.8000 for more information.

Spring Continuing Education Classes
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- Basic Shielded Metal Arc Welding – STICK (SMAW), see pg. 19

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- Thursday: 7:30 a.m.-12:30 p.m. and 1:30-8 p.m.
- Friday: 7:30 a.m.-noon
- Saturday: 10:30 a.m.-1:30 p.m.
- Sunday: Closed

Spring Continuing Education Classes
- Heartsaver CPR, see pg. 10
- Making Money From Your Home Computer, see pg. 26

The Berkeley Campus is located at 1001 S. Live Oak Dr. (Highway 17-A) in Moncks Corner. Call 843.899.8000 for more information.

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- Basic Gas Tungsten Arc Welding - TIG (GTAW), see pg. 19
- Basic Shielded Metal Arc Welding – STICK (SMAW), see pg. 19

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- Saturday: 10:30 a.m.-1:30 p.m.
- Sunday: Closed

Spring Continuing Education Classes
- Heartsaver CPR, see pg. 10
- Making Money From Your Home Computer, see pg. 26
Classes and Workshops – FREE
You do not have to pre-register for these classes, unless otherwise noted.
- Basics of Microsoft Word – Letter Writing, Jan. 17, 10:15 a.m.-noon; Feb. 18 and April 15, 5:45-7 p.m.
- Basics of Microsoft Word – Using Templates, March 14, 10:15 a.m.-noon
- Computer Basics, Jan. 13 and March 10, 5:45-7 p.m.; Apr. 11, 10:15 a.m.-noon
- Email Accounts/ Etiquette and Email Attachments, Feb. 10, 5:45-7 p.m.
- Excel Basics, March 18 and April 21, 5:45-7 p.m.; March 21 and April 18, 10:15 a.m.-noon
- FAFSA, Jan. 10, Feb. 7 and March 7, 10:15 a.m.-noon; Jan. 8, Feb. 5, March 5, April 8 and April 9, 5:45-7 p.m.
- Internet Basics and Web Searches, Jan. 14, Feb. 11, March 11 and April 14, 5:45-7 p.m.; Feb. 14, 10:15 a.m.-noon
- Keyboarding for Beginners, Feb. 17, 5:45-7 p.m.
- Résumé Building, Jan. 20 and March 17, 5:45-7 p.m.

COMPASS Testing
COMPASS placement testing is by appointment only. Call 843.323.3800 for more information and to reserve your seat. The COMPASS Placement Test determines writing, reading and math skills for entrance to college.

Educational Opportunity Center
The Educational Opportunity Center assists adults in obtaining postsecondary education (beyond the high school/GED level). Services include:
- Counseling (academic, personal and financial aid)
- College tours
- Workshops on study skills, time management, self-esteem and other topics

GED Classes – FREE
Classes are held on Tuesday, Wednesday and Thursday evenings, 5-8 p.m.
Want to earn your GED? In collaboration with Charleston County School District Adult Education, the St. Paul’s Parish Site is offering the GED program for adults ages 22 and older. This free program provides instruction, academic assessments, classroom materials and textbooks. Upon successful completion, eligible candidates will take the state GED test. If you pass, you will be awarded a South Carolina High School Equivalency Diploma. Earning a passing score on the General Education Development (GED) test could allow you to pursue college, earn a promotion, get a new job or prepare you to enlist in the military. WorkKeys testing is included.

Public Broadband Computer Center – FREE
The center is equipped with computers utilizing high-speed Internet and is open for members of the community to use free of charge (hours are subject to change):
- Monday: 9 a.m.-12:30 p.m. and 1:30-5:30 p.m.
- Tuesday: 9 a.m.-12:30 p.m. and 1:30-7 p.m.
- Wednesday: 9 a.m.-12:30 p.m. and 1:30-7 p.m.
- Thursday: 9 a.m.-12:30 p.m. and 1:30-7 p.m.
- Friday: 9 a.m.-12:30 p.m. and 1:30-5:30 p.m.
- Saturday: 10 a.m.-2 p.m.
- Sunday: Closed

Spring Continuing Education Classes
- Create A Website for Fun, Profit and Business – Part 1 and 2, see pg. 9
- Heartsaver CPR, see pg. 10
- Life on Beautiful Edisto Island Part I and II, see pg. 21

Invest in Yourself
Continuing education courses can help you meet your goals. Stay up-to-date in your field or learn something just for the fun of it.
No matter your industry, one characteristic successful businesses have in common is a motivated, productive workforce. That’s why Trident Tech offers customized workforce training programs designed to achieve your business goals by challenging and motivating your employees to work more efficiently and effectively. Fully-customized training is available for employees at all levels, from entry to management, in areas such as:

**Computer and Information Technology**

We offer customizable computer and IT training programs that will help your teams function more efficiently and effectively in the technologically immersed workplace.

**Health Care**

Customizable administrative and clinical training for teams and organizations across the health care spectrum, covering everything from office management best practices to patient care. Do you have in-service training requirements for your organization? Let us provide practical, hands-on sessions for your staff at your facility or ours.

** Manufacturing, Industrial and Construction**

Whether it’s maintaining employees’ national certifications and credentials, streamlining a process, or promoting safe or environmentally responsible business practices, we have customizable training solutions to meet your goals.

**Professional/Organizational Development**

Problem solving…business ethics…anger management…the basics of budgets and financial reports…we offer quality, results-driven training programs in these topics and dozens more depending on your specific business needs.

**Team Building via Culinary Arts**

There’s nothing like a little competitive cooking to build cohesive, effective teams. Break down barriers, improve communication, and enjoy some delicious food with our Top Toques: A Team-Building Culinary Experience.

**Benefits of Workforce Training:**

- Positive impact on your employees and your company
- Increased employee productivity
- Reduced turnover
- Improved job satisfaction
- Aiding in the recruiting process
- Rewarding long-time employees
- Reduced need for employee supervision

**Contact:** To schedule a consultation or a free plant walk-through, contact Lloyd Kling by email at Lloyd.Kling@tridenttech.edu or by phone at 843.574.6491.
Main Campus
7000 Rivers Ave. • North Charleston, 29406 • 843.574.6111

Students may park in any lot except those designated as faculty/staff parking. Parking is prohibited at entrances and along perimeter roads and thoroughfares.

Please visit www.tridenttech.edu for a complete map of Main Campus.

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. This policy also applies to e-cigarettes.

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.
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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.

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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.

Directions:

From Hwy. 17, turn onto Ira Rd. (at Wando Crossing shopping center); left at four-way intersection; right where road ends; immediate left into TTC parking lot.
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Fees must be paid in full at time of registration. We accept cash, check, American Express®, Discover®, VISA®, MasterCard® and purchase orders.

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Online registration is safe; your credit card information will be processed over our secure servers.

1. Visit www.tridenttech.edu/ce 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.-5:30 p.m., Monday-Thursday, and 8 a.m.-5 p.m. on Friday.

Mail

Print our form from www.tridenttech.edu/ce or use the form on page 39 and mail with full payment to Trident Technical College, P.O. Box 118067 CE-M, Charleston, SC 29423-8067.

Fax

Print our form from www.tridenttech.edu/ce or use the form on page 39 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.-5:30 p.m., Monday-Thursday, and 8 a.m.-5 p.m., Friday.

BOOKS

Purchase your Continuing Education textbooks at the TTC Bookstore. Visit http://bookstore.tridenttech.edu or call 843.574.6578 for information. Please have your course code available.

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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.

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

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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, gender identity or pregnancy. 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
Kayla Kirby
Dianna Rodriguez

Please see the Course Code Key on every left-hand page to determine the location of your course.
Register Now!

Mail
P.O. Box 118067, CE-M
Charleston, SC
29423-8067

In Person
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Continuing Education Center (Bldg. 910),
Room 102, Main Campus
2001 Mabeline Rd., North Charleston, 29406

Fax
843.574.6310

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Last First Middle Initial

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Course/Program Number   Course/Program Name   Date   Fee
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Trident Technical College’s Division of Continuing Education and Economic Development is proud to partner with the Charleston IAAP Chapter to host this year’s 21st Annual Administrative Professionals Day Conference.

SAVE THE DATE: April 14, 2015 • 8:30 a.m.-4 p.m.

Join us for a dynamic conference with this year’s theme, “Creating Momentum through Work/Life Balance.”

Who Should Attend:
- Administrative Assistants
- Receptionists
- Paralegals
- Office Managers
- Executive Assistants
- All Support Staff