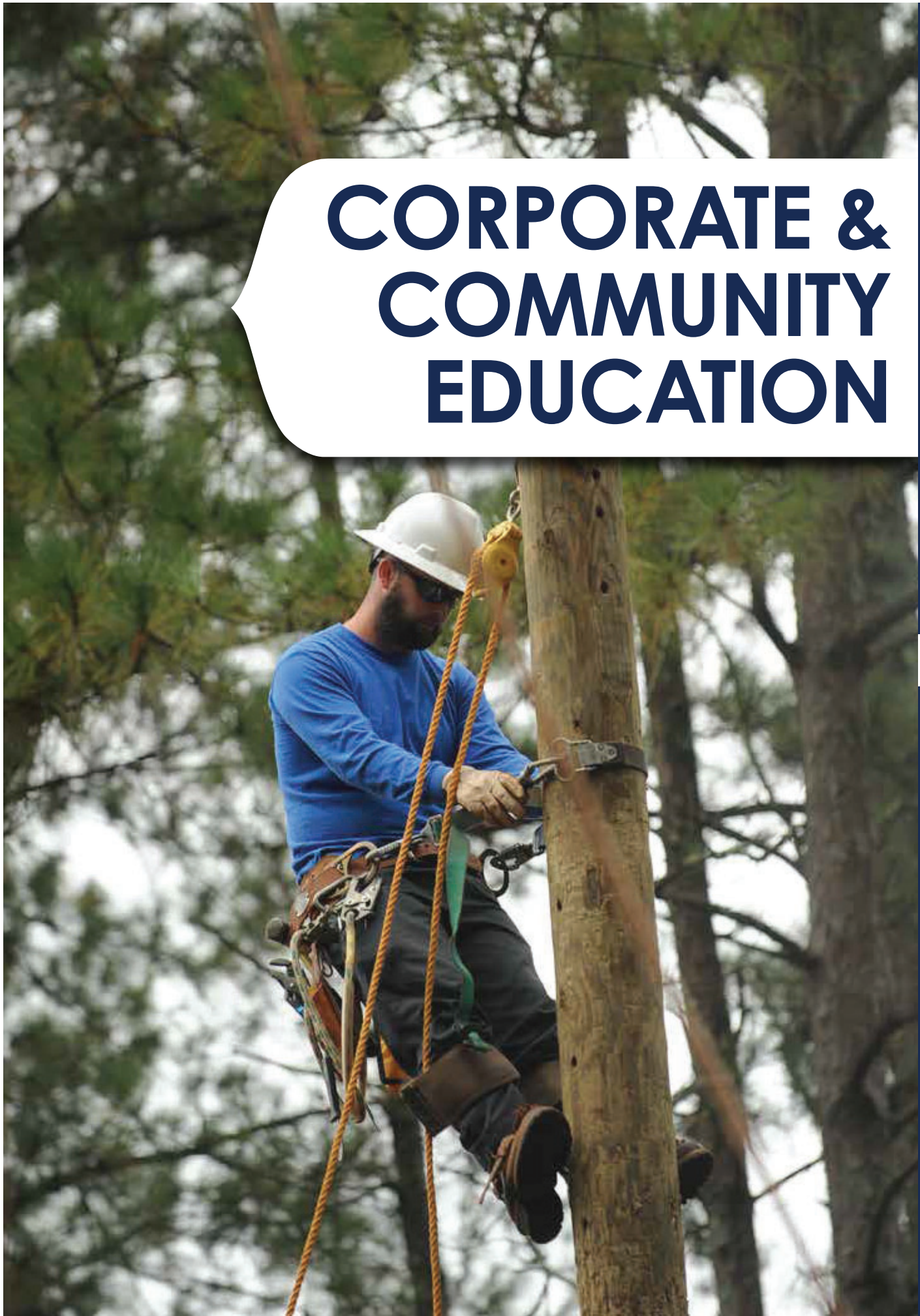


CORPORATE & COMMUNITY EDUCATION



CCE QuickJobs Certificate Programs

These short-term certificate programs provide training for high-demand middle-skills jobs. While these programs are designed to lead to immediate employment, students who are ready to seek a degree, many of the courses will transfer for credit toward Tri-County Technical College's academic programs.

QuickJobs Training Programs are six months or less, and some are as short as a few weeks. All QuickJobs programs include either a national and/or state certification or a third-party certification. Participants must successfully complete all testing requirements in order to receive certifications. QuickJobs Training Programs have been developed for fields where there is strong local job growth, including:

- Bookkeeping and Accounting Clerk
- Business Office Support Specialist (BOSS)
- Certified Logistics Associate
- Certified Logistics Technician
- CNC Operator
- Computer Service Technician - A+
- Commercial Truck Driving
- Consultative Selling
- Customer Service
- Electrocardiograph Technician (ECG)
- Electrical Wiring
- Emergency Medical Technician (EMT)
- Fiber Optics
- Heavy Equipment Operation
- Maintenance & Reliability Technician
- Material Handler/Certified Logistics Associate
- Medical Billing & Coding
- Medical Office Administrative Specialist with Essentials of Billing & Coding
- MSSC Certified Production Technician
- Nurse Aide with Alzheimer's & Dementia
- Online Career Certificates
- Patient Care Technician
- Personal Trainer
- Pharmacy Technician
- Phlebotomy Technician
- Power Lineworker
- Pre-Highway Construction Inspector
- Real Estate
- Web Design

CORPORATE & COMMUNITY EDUCATION

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

The CCE program offerings include courses in professional development, short courses, seminars, workshops, apprenticeship opportunities and nationally recognized certification programs called QuickJobs training. Courses are provided in a variety of formats, including in-class, on-site, hybrid, and online. The training programs are designed to help individuals gain hands-on experience, career advancement, obtain or maintain professional certifications or licensures, and/or secure and sustain employment. A current schedule of classes is available by visiting the CCE Customer Resource Center which is located within the Industrial and Business Development Center (IBDC) building on the Pendleton Campus, by calling 864-646-1700, or by visiting www.tctc.edu/Learn.

Departments

American Heart Association First Aid and CPR Courses

CCE's First Aid and CPR courses are designed for health care professionals, business and industry employees, as well as the general public. Courses are taught to the standards of the American Heart Association (AHA) for First Aid and CPR training. Additionally, courses can help businesses meet workplace compliance with OSHA guidelines. In addition to training classes that can be taught at a worksite or organization, open enrollment courses are available.

The Center for Business Training Excellence

This center provides a wide range of QuickJobs Certificate programs and courses for digital literacy/basic computer training, IT certifications, office skills, logistics, forklift safety and operations, small business and small business start-up, consultative selling, photography, construction, private security/criminal justice, and a large selection of online programs and courses.

The Center for Workforce Excellence

This center provides training and services to individuals who are interested or currently working in manufacturing, manufacturing industries, and government agencies. The MSSC Certified Production Technician QuickJobs Certificate program, one of the most popular programs, prepares workers for entry-level industrial positions. Other certificate programs or courses offered in this department include Biomedical Device Certification, CNC Operator/Programmer; Industrial Maintenance & Reliability; Safety/OSHA; Quality; LEAN; Lean Six Sigma,

Yellow, Green, and Black Belt; and Wastewater. This center also provides specific industry-related training on topics such as supervision, management, and team-building to enhance the technical skills and to optimize the output of the operators and employees.

The Center for Transportation Excellence

This center offers QuickJobs Certificates in Class A (148 hours) and Class B (70 hours) Commercial Driver's License training. The Class A and Class B training provides the required hours needed to test and become licensed as a commercial driver. Defensive Driving for both automobile (4-point reduction available once every three years upon completion of the course) and commercial drivers is offered along with Motorcycle Safety training that teaches the basic techniques of riding a motorcycle and training for individuals who are looking to sharpen their current skills.

The Center for Health Care Excellence

This center offers courses and certificates for several in-demand health care career areas. The course of study for each of our certificates meets state or national professional standards and qualifies the student to take the state or national exam in that specific career field. Programs offered include direct patient care and administrative support. CCE's Health Care Department also offers professional development hours and approved CEUs in specific career fields. Area health care facilities and organizations can also request customized training programs.

The Center for Highway Construction Excellence

This center provides training and certification for the highway construction industry, including National Center for Construction Education and Research (NCCER) core curriculum, NCCER Heavy Equipment Operator, Power Line Worker, and the South Carolina Department of Transportation (SCDOT). Materials Testing Technician certifications are available in the areas of asphalt, coarse aggregate, earthwork/base course, bridge foundations, and pavement preservation. Pre-Highway Construction Inspector QuickJobs training is also available for individuals interested in becoming certified as SCDOT Asphalt Roadway and Earthwork/Base Course Technicians.

Personal Enrichment

CCE's Life and Leisure courses offer a variety of courses that include photography, drivers' education, motorcycle, writing, language classes, and more.

Small Business Start-Up & Entrepreneur Development

For those considering starting a business or exploring ways to make a current business more profitable, CCE offers an array of business development courses. This division works with many Small Business Centers, Chambers of Commerce and private resources, offering cutting edge curriculum. Along with business development courses, CCE also offers technical training for business services, including:

- Photography Specialist
- Real Estate
- Steps to Starting a Business
- Web Design

