

Tri-County Technical College

2021-2022 College Catalog

Corporate and 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, or 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 [basic computer training](#), [desktop applications](#), [IT certifications](#), [office skills](#), [logistics](#), [small business and small business start-up](#), [consultative selling](#), [photography](#), [construction](#), [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 [Welding Refresher](#); [CNC Operator/Programmer](#); [Mechatronics/Maintenance](#); [Safety/OSHA](#); [Quality](#); [LEAN](#); [Lean Six Sigma, Yellow, Green, and Black Belt](#); [Wastewater](#); and [Forklift](#). 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 \(160 hours\) and Class B \(70 hours\) Commercial Driver's License training](#), as well as a [40-hour Refresher course](#). The Class A and Class B training provides the required hours needed to test and become licensed as a commercial driver. The refresher program provides the necessary training for individuals who have a current CDL license, but have not driven for more than a year, to update skills and to once again become marketable as a truck 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 in 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 Quick-Jobs 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.

QuickJobs Training 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 Payroll Specialist](#)
- [Business Office Support Specialist \(BOSS\)](#)
- [Certified Logistics Technician](#)
- [CNC Operator](#)
- [Computer Service Technician - A+](#)
- [Commercial Truck Driving](#)
- [Consultative Selling](#)
- [Culinary Arts](#)
- [Customer Service](#)
- [Electrocardiograph Technician \(ECG\)](#)
- [Electrical Wiring](#)
- [Emergency Medical Technician \(EMT\)](#)
- [Fiber Optics](#)
- [Heavy Equipment Operation](#)
- [Medical Billing & Coding](#)
- [Medical Office Administrative Specialist with Essentials of Billing & Coding](#)
- [MSSC Certified Production Technician](#)
- [Nurse Assistant 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](#)
- [Welding Refresher](#)

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:

- [Culinary Arts](#)
- [Photography Specialist](#)
- [Real Estate](#)
- [Residential Builder/General Contractor](#)
- [Steps to Starting a Business](#)
- [Web Design](#)

WorkKeys® Assessments

CCE conducts WorkKeys assessments. WorkKeys assessments measure workplace skills critical to job success and are recognized by many of our local employers. The skills tested, Applied Math, Workplace Documents, and Graphic Literacy, are valuable for any occupation, skilled or professional, at any level of education, and in any industry. Successful completion in all three skill areas will result in a Career Readiness Certificate (CRC). For more information, visit www.tctc.edu/WorkKeys.

Tuition Assistance for CCE Courses

Students enrolled in Corporate and Community Education (noncredit) classes are not eligible to receive the Pell Grant, Stafford Loan, Lottery Tuition Assistance, or South Carolina Workforce and Industrial Needs Scholarship. However, some [tuition assistance and loan programs](#) are available for students in CCE courses and QuickJobs Certificate programs:

- Many of the CCE programs are eligible for VA education benefits.
- [Scholarship grants](#) are also available for individuals qualifying for the Workforce Investment Act funds, the Abney Foundation, and other funding sources.

Additional information about qualifications for [CCE tuition assistance](#) can be explored by calling 864-646-1700, visiting www.tctc.edu/Learn_attending_an_Open_House, or stopping by the IBDC building on the Pendleton Campus.

Customized Business and Industry Services

CCE is a resource for the businesses and industries in our region, partnering to develop the workforce of the future through providing tailored training programs as well as apprenticeships and work study opportunities.

For businesses in the tri-county area, CCE offer courses and programs on-site at an organization's location on a schedule that accommodates their business activities. CCE's customized courses are designed specifically to meet the needs of each business customer by helping to identify the learning outcomes required to meet organizational goals, and then by developing the courses accordingly. Employees gain practical skills they can apply on the job. For more information, call 864-646-1700.