



# Course Schedule



**Florence-Darlington Technical College**

Corporate & Workforce Development

[fdtc.edu](http://fdtc.edu) | [CERegistration@fdtc.edu](mailto:CERegistration@fdtc.edu) | 843.413.2715

FALL 2025



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Take a look at our schedule  
at **fdtc.edu** or call  
**843.413.2715**





We are located on the first floor of the **Southeastern Institute of Manufacturing & Technology (SiMT)** at 1951 Pisgah Road in Florence.

**Corporate & Workforce  
Development Business Hours:**

**Monday–Thursday**  
**8:00am–6:00pm**

**Friday**  
**8:00am–11:30am**



**Main Campus**  
2715 West Lucas Street, Florence



**Hartsville Campus**  
225 Swift Creek Road, Hartsville



**Health Sciences Campus (HSC)**  
320 West Cheves Street, Florence



**FDTC at the Continuum**  
208 West Main Street, Lake City



**Mullins Campus**  
109 South Main Street, Mullins





Working with employers in our service area, we can provide refresher and new skills training for your existing workers, or help you recruit new employees and equip them with essential soft skills needed for the workplace with our **Employment Readiness Services**.

We will also work with you to help you maximize state incentives to help offset the cost of training for new and existing workers.

**Let us show you how to save your company money and extend your training budget! By utilizing available state funds to support workforce development for South Carolina employers, we can help you get the training your employees need, without exhausting your budget.**

We can assist you in applying for and securing Enterprise Zone funds and registered apprenticeship initiatives, to pay for training at little to no cost for your business.

We can develop and deliver custom trainings for your business to be held on-site at your facility or at one of our FDTC locations.

Our list of available training topics is broad, but the following are common requests that we receive for training from Pee Dee area employers:

- |  |  |
|--|--|
| ■ Computer & Software                                  | ■ MSSC Certified Production Technician Credential          |
| ■ Customer Service                                     |  |
| ■ Forklift   | ■ Safety (First Responder, Confined Space, CPR, First Aid) |
| ■ Industrial Maintenance                               | ■ Supervisory Skills                                       |
| ■ ISO & Quality Standards                              | ■ Truck Driver Training                                    |
| ■ Leadership   | ■ Welding  |
| ■ Machining  |  |
| ■ Manufacturing Certifications (OSHA, Six Sigma, etc.) |  |

# CORPORATE & WORKFORCE DEVELOPMENT

## SAMPLE EMPLOYMENT READINESS TOPICS:

- Company Orientation & Expectations
- Interpersonal Skills
- Job-specific Skill Assessments
- WorkKeys Testing
- Time Management
- Survey of Local Resources for Transportation & Child Care
- Job Interview Skills
- Email Etiquette
- Financial Literacy
- Conflict Management
- Basic Computer Skills Assessment
- Goal Setting
- Soft Skills
- Work Ethics
- Balancing Work & Family

Florence-Darlington Technical College understands the importance of securing work-ready employees for entry-level positions in the workforce.

The ability to assess good work ethic and basic industry-specific skills, **before making an investment in a new employee**, can impact a company's bottom line significantly.

Through its **Employment Readiness Services**, the Corporate & Workforce Development division of FDTC provides training for entry-level employees that will create and sustain an ongoing pool of prospective candidates for area manufacturing and industry.

FDTC's employment readiness programs allow business and industry to assess potential candidates for entry-level positions before they are hired and extend job offers with the assurance that prospective employees have acquired skills and knowledge defined by the company.

We work with you to define curricula and required skills for jobs, schedule the training, and provide staff and equipment for delivery of instruction. Training can be delivered on-site at your facility or at any FDTC campus.



**ADMINISTRATIVE MEDICAL ASSISTANT (AMA) HYBRID COURSE**

This course prepares students for a career as an Administrative Medical Assistant, focusing on front-office operations in healthcare settings. Students will develop skills in patient scheduling, medical billing and coding, insurance processing, and electronic health records (EHR) management. Emphasis is placed on HIPAA compliance, professionalism, communication, and problem-solving in a fast-paced medical environment. Through hands-on practice and assessments, students will gain proficiency in medical office software and administrative procedures. Upon completion, students will be prepared to take the NHA Certified Medical Administrative Assistant (CMAA) exam and pursue careers in medical offices, hospitals, and outpatient facilities.

**\$1495** | Various locations | Please call 843.413.2715 for more information

8/25/25-11/14/25	M-F	8:00am-10:00am	Online
	T	5:30pm-8:30pm	HSC/TBA

**CERTIFIED NURSING ASSISTANT (CNA)**

The Certified Nursing Assistant (CNA) course is designed to equip participants with the foundational knowledge and practical skills necessary to provide basic patient care under the supervision of licensed nursing professionals. Instruction is delivered through a combination of classroom lectures, simulated laboratory experiences, and direct clinical practice in an accredited skilled nursing setting. The curriculum covers essential concepts related to nursing care for elderly and chronically ill adult populations, with a focus on effective communication, patient safety, and core responsibilities involved in providing quality care. Upon successful completion, students will be eligible to take the SC Nurse Aide Exam to obtain certification.

**\$2095** | Various locations

8/12/25-10/23/25	T Th	9:00am-2:30pm	5000/5319 & 5320
8/26/25-12/4/25	T Th	5:00pm-9:15pm	Hartsville/TBA
9/2/25-12/4/25	T Th	5:00pm-9:15pm	Mullins/M114
9/8/25-12/15/25	M W	5:00pm-9:15pm	HSC/TBA
9/8/25-11/24/25	M W	9:00am-2:30pm	5000/TBA

**EMERGENCY MEDICAL TECHNICIAN (EMT)**

This course provides the foundational knowledge and skills necessary to assist in emergency medical situations. Upon completion, graduates are qualified to provide essential care in various emergency scenarios and are often employed by ambulance services, fire departments, or hospitals. Online background check (\$44) and online pre-assessment (\$5) due prior to registration. Non-refundable student fee of \$40 due at registration.

**\$4000** | Various locations

8/18/25-2/16/26	M Th	6:00pm-10:00pm	Mullins/M114
	Sa	9:00am-5:00pm	
8/25/25-3/12/26	M Th	6:00pm-10:00pm	Hartsville/H108
	Sa	9:00am-5:00pm	
9/8/25-11/20/25	M Th	9:00am-3:00pm	SiMT/S263

**CPR**

Be prepared to save a life! No prior medical training is needed for this course, which leads to the American Heart Association Cardiopulmonary Resuscitation (CPR) Certification.

**\$135** | HSC

8/16/25	Sa	9:00am-3:00pm	HSC/F165
9/20/25	Sa	9:00am-3:00pm	HSC/F165
10/18/25	Sa	9:00am-3:00pm	HSC/F165
11/15/25	Sa	9:00am-3:00pm	HSC/F165

**EKG TECHNICIAN**

This program is designed to provide students with the knowledge and skills necessary to accurately obtain and analyze EKGs. The course covers the anatomy and physiology of the heart, the electrical conduction system, and the principles behind EKG monitoring. Students will learn to identify normal and abnormal heart rhythms, recognize life-threatening arrhythmias, detect signs of cardiac ischemia, and understand symptoms of cardiac compromise. Emphasis is placed on appropriate responses to abnormal and critical EKG findings. Upon successful completion, students will be eligible to sit for the EKG Technician Certification exam offered by the National Healthcareer Association (NHA).

**\$1595** | HSC | Please call 843.413.2715 for more information

9/9/25-12/9/25	T Th	5:30pm-9:30pm	HSC/TBA
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**STERILE PROCESSING TECHNICIAN**

The Sterile Processing Technician course equips students with the knowledge and skills to become competent and safety-conscious Sterile Processing and Distribution Technicians (SPDT) in various healthcare settings. Students will learn the principles and procedures for the decontamination, sterilization, preparation, storage, and distribution of medical instruments and equipment. The curriculum includes instruction on operating sterilization units and monitoring sterilization effectiveness. Through a combination of classroom learning and hands-on clinical experience, students will be prepared to take the Sterile Processing and Distribution Technician

Certification Exam and begin a career in sterile processing.

**\$3000** | HSC | Please call 843.413.2715 for more information

8/11/25-11/12/25	M W	5:30pm-9:00pm	HSC/TBA
	T Th	4:00pm-8:00pm	

**PHARMACY TECHNICIAN (HYBRID COURSE)**

This comprehensive Pharmacy Technician course is designed to equip students with the knowledge, skills, and confidence needed to pass the Pharmacy Technician Certification Board (PTCB) exam and succeed in the dynamic field of pharmacy. Students will explore key areas of pharmacy practice, including drug classifications, dosage forms, pharmaceutical math, patient safety, pharmacy law, and sterile compounding. Through a combination of textbook study, online exercises, and supervised clinical experience, students will apply their knowledge in real-world settings. This hands-on training provides valuable exposure to the daily operations of a pharmacy, including drug preparation, dispensing, inventory management, and patient interaction.

**\$4295** | Various locations | Please call 843.413.2715 for more information

7/28/25-12/15/25	M W	4:30pm-8:00pm	Online 5000/TBA
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**PHLEBOTOMY TECHNICIAN**

This comprehensive Pharmacy Technician course is designed to equip students with the knowledge, skills, and confidence needed to pass the Pharmacy Technician Certification Board (PTCB) exam and succeed in the dynamic field of pharmacy. Students will explore key areas of pharmacy practice, including drug classifications, dosage forms, pharmaceutical math, patient safety, pharmacy law, and sterile compounding. Through a combination of textbook study, online exercises, and supervised clinical experience, students will apply their knowledge in real-world settings. This hands-on training provides valuable exposure to the daily operations of a pharmacy, including drug preparation, dispensing, inventory management, and patient interaction.

**\$1695** | Various locations | Please call 843.413.2715 for more information

8/18/25-11/10/25	M W	5:30pm-9:30pm	HSC/TBA
9/9/25-12/2/25	T Th	9:00am-1:00pm	HSC/TBA
9/15/25-12/8/25	M W	5:00pm-9:00pm	Hartsville/TBA

**FORKLIFT (POWERED INDUSTRIAL VEHICLE - PIV)**

This course will prepare you to safely operate a forklift. Many construction, industrial and manufacturing employers in the Pee Dee seek certified Forklift Drivers regularly.

**\$160** | Various locations

8/1/25	F	8:00am-5:00pm	SiMT/S252
8/29/25	F	8:00am-5:00pm	Continuum/517
9/5/25	F	8:00am-5:00pm	SiMT/S252
10/3/25	F	8:00am-5:00pm	SiMT/S252
10/24/25	F	8:00am-5:00pm	Continuum/517
11/7/25	F	8:00am-5:00pm	SiMT/S252

**PLUMBING LEVEL 1**

**\$5000** | Continuum | Please call 843.413.2715 for more information

8/5/25-11/18/25	T Th	5:30pm-9:30pm	Continuum/511
	Sa	8:00am-5:00pm	

**NCCER ELECTRICAL LEVEL 1**

**\$5000** | Continuum | Please call 843.413.2715 for more information

8/5/25-11/20/25	T Th	5:30pm-9:30pm	Continuum/517
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### TRUCK DRIVER TRAINING (CDL)

A few short weeks to fast wages! This course will prepare you to sit for the CDL (Commercial Driver's License) exam, and to go to work as a truck driver. Weekend and weekday classes offered!

**\$5000** | SiMT

8/4/25-8/28/25	M-Th	7:00am-5:30pm	SiMT/TBA
9/2/25-9/25/25	M-Th	7:00am-5:30pm	SiMT/TBA
9/6/25-10/26/25	M-Th	7:00am-5:30pm	SiMT/TBA
9/29/25-10/23/25	M-Th	7:00am-5:30pm	SiMT/TBA
10/27/25-11/20/25	M-Th	7:00am-5:30pm	SiMT/TBA
11/24/25-12/18/25	M-Th	7:00am-5:30pm	SiMT/TBA

**How do I register?** Please visit <http://ancoraed.com/FDTC> or call (866.937.1850) to register for the class and submit the required information.

- You must submit the following pre-requisites (required information) before registering for a class:
  - your Motor Vehicle Report
  - a valid DOT physical
- Your welcome packet from Ancora Education will contain all the information you need to schedule these appointments.
- You must obtain your Commercial Learner's Permit prior to the start of class; see your welcome packet for more information.

### CDL PERMIT | No Fee

8/4/25-8/28/25	M-Th	7:00am-5:30pm	SiMT/TBA
9/2/25-9/25/25	M-Th	7:00am-5:30pm	SiMT/TBA
9/6/25-10/26/25	M-Th	7:00am-5:30pm	SiMT/TBA





GTAW (TIG) WELDING

In this course, students gain basic TIG welding skills and learn about welding safety and equipment. Upon successful completion, students will be able to produce fillet welds to visual criteria, in several positions. This course will expand the knowledge gained in basic TIG welding concepts, and provide more advanced instruction in TIG welding applications. Upon successful completion, students will be able to produce open butt welds made to visual criteria, including pipe.

\$2500 | Main Campus

8/11/25-10/15/25	M W	5:30pm-9:30pm	200/2111
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PIPE WELDING

To qualify you must pass a 3/8" plate vertical weld test. Students will learn how to TIG weld carbon steel pipe and stick weld carbon pipe in 2G,5G and 6G positions. This course prepares students to work in the industry as an entry level pipe welder. Successful graduates can expect to find employment with mechanical and industrial contractors.

SMAW (STICK) WELDING

This course introduces the Shielded Metal Arc (Stick) welding process. The course covers the safety, equipment, and skills used in Stick welding. Emphasis is placed on padding, fillet, and groove welds in various positions with SMAW electrodes. Upon completion, students should be able to perform SMAW fillet and groove welds on carbon plate with prescribed electrodes. Students will also learn to set up equipment and proper electrode selection.

\$2500 | Main Campus

8/11/25-10/15/25	M W	5:30pm-9:30pm	200/2111
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STRUCTURAL WELDING

This course provides training for code quality welding on plate in all positions and covers safety, equipment, and skills used in Structural welding. Students will prepare for entry-level construction work and fab shops. Instruction will focus on SMAW and GTAW in various positions and include Joint Fit-up and alignment.

\$3500 | Main Campus

8/25/25-12/10/25	M-W	5:30pm-9:30pm	200/2111
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GMAW (MIG) WELDING

This course introduces the Gas Metal Arc (MIG) welding process using a hardwire. The course covers safety, equipment, and skills used in MIG welding. Students will use a MIG welder to perform the basic positions of a lap, tee, v-groove style joints in various positions.

\$2500 | Main Campus

8/11/25-10/15/25	M W	5:30pm-9:30pm	200/2111
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GMAW (MIG) FLUX-CORE WELDING

This course introduces the Gas Metal Arc (MIG) welding process using Flux-Core wire. The course covers safety, equipment, and skills used in MIG welding. Students will use a MIG welder to perform the basic positions of a lap, tee, v-groove style joints in various positions.

\$2500 | Main Campus

8/11/25-10/15/25	M W	5:30pm-9:30pm	200/2111
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### Move Your Career Forward with SHRM Certification

It's time to make your move. Earning your SHRM-CP or SHRM-SCP credential can help you enhance your HR expertise, empower positive change in your workplace, and increase your earning potential.

### The Impact of SHRM Certification

Did you know 92% of HR executives agree that it will be important for HR professionals to be SHRM-certified in the future? \*

If that's not convincing enough, here are a few more reasons to earn your SHRM certification.

### Enhances HR Expertise

- HR professionals who earn SHRM certification report significantly higher levels of credibility with peers and organizational leaders.

### Increases Earning Potential

- HR professionals who pass the SHRM certification exam report earning salaries 14%-15% higher than peers who do not.\*

### Advances Career

- 71% of HR executives agree that SHRM certification increases the likelihood of obtaining a promotion in HR and list it as a preferred qualification.\*

*\*Source: 2020-2021 Certification & Certification Preparation Resource Guide, SHRM*

### A Course Designed for Your Success

This course combines expert instruction with the most comprehensive and effective way to prepare for success on your SHRM-CP or SHRM-SCP exam. The interactive SHRM Learning System is a personalized roadmap to help you master the SHRM Body of Applied Skills and Knowledge™ (SHRM BASK™) and prepare you for the SHRM certification exams.

### Study According to Your Lifestyle

- Prefer to read on your phone or tablet? Online ePub files are available to download to your favorite device
- Looking for more interaction while studying? Try the enhanced learning modules, an online learning format that includes interactive elements and visuals to help keep you active and engaged as you move through the content
- Printed books can be purchased if that's your preferred reading experience
- At home or on-the-go, the SHRM Learning System is portable and convenient, with 24/7 access to all the materials

### Build Your Knowledge and Confidence with Practice Questions

- More than 2,700 practice questions
- Pretest, Quizzes, Post-test, and Practice Exam are included
- Practice Exam is made up of questions that were previously used on actual SHRM certification exams

### Keep on Track with Your Personal Dashboard

- Track your progress in relation to your exam date
- Quickly see completed tasks, scores, and recommended next steps
- Easily navigate to your next area of study
- Review areas you've already completed to retain learning

### Access Important Testing Resources, Right at Your Fingertips

- SHRM Body of Applied Skills and Knowledge™ (SHRM BASK™), which provides the foundation for both the SHRM-CP and SHRM-SCP exams
- SHRM Certification Handbook
- "Ace Your SHRM Certification Exam" Guide

### Easily Navigate Through Three Steps to Success

- 1-ASSESS: Take the Pretest to evaluate your knowledge gaps
- 2-STUDY: Study the topics and use the online tools to close your gaps
- 3-PASS: Prepare for success on your exam by completing the Post-test & Practice Exam

### SHRM LEARNING SYSTEM: SHRM-CP AND SHRM-SCP EXAM PREPARATION

This course is a comprehensive and flexible study program designed to help HR professionals successfully prepare for and pass their certification exams, thereby enhancing their professional credibility and career opportunities.

**\$1499** | Please call 843.413.2715 for more information

9/4/25-11/20/25

Th

6:00pm-9:00pm

Online

### PROJECT MANAGEMENT (PMP) CERTIFICATE PREPARATION

This course is a structured program designed to provide comprehensive training on project management principles, tools, and techniques, with a strong focus on preparing individuals to pass the certification exam and advance their careers in project management.

Please call 843.413.2715 for dates

### SC REAL ESTATE PRE-LICENSING UNIT 1

**\$699** | SiMT | Please call 843.413.2715 for more information

8/8/25-8/18/25

M F Sa Su

8:30am-5:00pm

SiMT/TBA

### ADVANCED REAL ESTATE PRINCIPLES UNIT 2

**\$425** | SiMT | Please call 843.413.2715 for more information

9/3/25-9/21/25

Sa Su

8:30am-5:00pm

SiMT/TBA



**FRONT END ENGINEERING****\$4500** | To register for this course, please visit [fdtc.quickstart.com](https://fdtc.quickstart.com).

8/26/25-1/20/26	T	8:00am-9:30pm	Lecture/Virtual
	M-Su	7:00am-7:00pm	Self-Pace Study
9/25/25-2/19/26	Th	8:00pm-9:30pm	Lecture/Virtual
	M-Su	7:00am-7:00pm	Self-Pace Study
10/29/25-3/25/26	W	8:00pm-9:30pm	Lecture/Virtual
	M-Su	7:00am-7:00pm	Self-Pace Study
11/25/25-4/14/26	T	8:00pm-9:30pm	Lecture/Virtual
	M-Su	7:00am-7:00pm	Self-Pace Study

**BACK END ENGINEERING****\$4500** | To register for this course, please visit [fdtc.quickstart.com](https://fdtc.quickstart.com).

8/26/25-1/20/26	T	8:00am-9:30pm	Lecture/Virtual
	M-Su	7:00am-7:00pm	Self-Pace Study
9/25/25-2/19/26	Th	8:00pm-9:30pm	Lecture/Virtual
	M-Su	7:00am-7:00pm	Self-Pace Study
10/29/25-3/25/26	W	8:00pm-9:30pm	Lecture/Virtual
	M-Su	7:00am-7:00pm	Self-Pace Study
11/25/25-4/14/26	T	8:00pm-9:30pm	Lecture/Virtual
	M-Su	7:00am-7:00pm	Self-Pace Study
12/11/25-4/30/26	Th	8:00pm-9:30pm	Lecture/Virtual
	M-Su	7:00am-7:00pm	Self-Pace Study

**IT TECHNICIAN BOOTCAMP****\$3995** | To register for this course, please visit [fdtc.quickstart.com](https://fdtc.quickstart.com).

9/8/25-12/7/25	T Th	7:00pm-9:00pm	Lecture/Virtual
	M-Su	7:00am-7:00pm	Self-Pace Study
11/15/25-2/22/26	M W	7:00pm-9:00pm	Lecture/Virtual
	M-Su	7:00am-7:00pm	Self-Pace Study

**SOFTWARE ENGINEERING****\$5000** | To register for this course, please visit [fdtc.quickstart.com](https://fdtc.quickstart.com).

8/18/25-1/25/26	M Th	7:00pm-9:00pm	Lecture/Virtual
	M-Su	7:00am-7:00pm	Self-Pace Study
11/17/25-4/26/26	T F	7:00pm-9:00pm	Lecture/Virtual
	M-Su	7:00am-7:00pm	Self-Pace Study

**CYBERSECURITY 2.0****\$5000** | To register for this course, please visit [fdtc.quickstart.com](https://fdtc.quickstart.com).

8/11/25-12/21/25	M W	7:00pm-9:00pm	Lecture/Virtual
	M-Su	7:00am-7:00pm	Self-Pace Study
9/8/25-2/1/26	M F	9:00pm-11:00pm	Lecture/Virtual
	M-Su	7:00am-7:00pm	Self-Pace Study
10/13/25-3/8/26	M W	7:00pm-9:00pm	Lecture/Virtual
	M-Su	7:00am-7:00pm	Self-Pace Study
11/17/25-4/12/25	M W	7:00pm-9:00pm	Lecture/Virtual
	M-Su	7:00am-7:00pm	Self-Pace Study

**DATA ANALYTICS AND VISUALIZATION****\$5000** | To register for this course, please visit [fdtc.quickstart.com](https://fdtc.quickstart.com).

8/11/25-12/21/25	T Th	7:00am-9:00pm	Lecture/Virtual
	M-Su	7:00am-7:00pm	Self-Pace Study
10/23/25-3/8/26*	T Th	7:00pm-9:00pm	Lecture/Virtual
	M-Su	7:00am-7:00pm	Self-Pace Study





### SLED SAFEGUARD SC: CLASSROOM INSTRUCTION CERTIFICATION

This course will prepare you to deliver SLED instruction. Registration with SLED as a security officer with a licensed security company is required.

**\$575** | SiMT

10/20/25-10/24/25	M-F	8:30am-5:30pm	SiMT/S252
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### SLED SAFEGUARD SC: CLASSROOM RECERTIFICATION

This course leads to annual recertification for private security training officers.

**\$115** | SiMT

8/12/25	T	8:30am-12:30pm	SiMT/S249
9/9/25	T	8:30am-12:30pm	SiMT/S249
10/14/25	T	8:30am-12:30pm	SiMT/S249
11/18/25	T	8:30am-12:30pm	SiMT/S249

### SLED SAFEGUARD SC: CLASSROOM FIREARMS

For currently registered SLED security officers, who work with a licensed security company, this course will provide instruction leading to SLED Firearms Certification.

**\$575** | SiMT + Offsite

11/10/25-11/14/25	M-F	8:30am-5:30pm	SiMT/S252
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### SLED SAFEGUARD SC: FIREARMS RECERTIFICATION

For private security officers who are required by their company to carry handguns, this course is part of the recertification that is required annually. Ammunition is not included in tuition.

**\$115** | Offsite

8/12/25	T	1:30pm-5:30pm	Offsite
9/9/25	T	1:30pm-5:30pm	Offsite
10/14/25	T	1:30pm-5:30pm	Offsite
11/18/25	T	1:30pm-5:30pm	Offsite

### DEFENSIVE DRIVING

This course teaches students how to reduce risks associated with driving by anticipating situations encountered on the road and making well-informed decisions behind the wheel. Successful completion of the course will lead to a 4-point reduction and an insurance process reduction, where eligible.

**\$130** | SiMT

8/16/25	Sa	8:00am-5:00pm	SiMT/S249
9/20/25	Sa	8:00am-5:00pm	SiMT/S249
10/18/25	Sa	8:00am-5:00pm	SiMT/S249
11/15/25	Sa	8:00am-5:00pm	SiMT/S249



# WE OFFER A VARIETY OF REGISTRATION OPTIONS!



## REGISTER BY PHONE

Call 843.413.2715



## REGISTER IN PERSON at any of our locations!



## REGISTER BY FAX

Dial 843.413.2717



## REGISTER BY MAIL

Send your registration form and payment to:  
**FDTC / Corporate & Workforce Development**  
**P.O. Box 100549**  
**Florence, SC 29502**

## TUITION ASSISTANCE

Our tuition counselors will work with you to determine your eligibility for tuition assistance.

To schedule an appointment, **CALL 843.413.2715**

### CHANGE NOTIFICATION

FDTC CWD reserves the right to make necessary changes to registration fees and course details (changing dates, changing times, canceling course, etc.) Participants will be notified of any changes made to the course and every effort will be made to accommodate students already enrolled.

### REFUND POLICY

Requests for refunds must be made directly to the Continuing Education Office by telephone or in person. Automatic refunds will be processed on courses canceled by the College.

Requests for refunds will be honored as follows:

1. If requested a minimum of 48 hours (2 business days) before the course starts, a full refund, less a \$10 processing fee, will be given.
2. If requested less than 48 hours (2 business days) before the course starts, no refund will be given.
3. No refunds for program related fees.

### TRANSFER FEE

After registering for your initial section with CWD, if you decide to transfer to a different section or new course, there will be a **\$10 processing fee** for each transfer.

### CWD SCWINS FUNDING POLICIES

No Shows:

- Students who do not attend the scheduled class that they registered for using SCWINS funding, will be ineligible to register for another class with SCWINS funding for a period of one year.

Unsuccessful Completion of class:

- Students who are unsuccessful (receive "U" grade) in completing the class that was funded by SCWINS will be ineligible to register for another SCWINS funded class for a period of six months.

Repeat Classes:

- Students who successfully completes a class (receive "S" grade) with SCWINS funding cannot retake the same class at a later time with SCWINS funding.

### NO REFUNDS FOR PROGRAM RELATED FEES

*Policy on Non-Discrimination: Florence-Darlington Technical College is an equal opportunity institution and Florence-Darlington Technical College does not discriminate on the basis of race, color, religion, national or ethnic origin, creed, marital status, veteran status, disability, sex, or age in its admission policies, programs, activities, or employment practices. In compliance with Title IX of the Educational amendments of 1972 and section 504 of the Rehabilitation Act of 1973, Florence-Darlington Technical College offers access and equal opportunity in its admissions policies, its academic programs and services, and its employment to disabled individuals in that no otherwise qualified person will be denied these provisions on the basis of a disability. The College's Title IX coordinator is the Director of Enrollment Management (843.661.8029). The Section 504 Coordinator is the Director of Internal Relations (843.661.8321). They can be reached at the following location: Florence-Darlington Technical College, 2715 West Lucas Street, P. O. Box 100548, Florence, South Carolina 29501-0548, 843.661.TECH(8324). Florence-Darlington Technical College operates under an "open door" policy that welcomes all students without regard to race, color, religion, national or ethnic origin, creed, marital status, veteran status, disability, sex, or age. Admission to the College, however, does not mean students will be admitted immediately to a program with specialized admission requirements. This information is provided in compliance with the Student Right-to-Know and Campus Security Act of 1991 and the Crime Awareness and Campus Security Act of 1990.*



# Ready to join a dynamic team?

## Florence-Darlington Technical College is looking for Adjunct Instructors!

**JOB TITLE:** Adjunct Instructor

**LOCATION:** Florence, SC   **JOB TYPE:** Temporary – Part-Time – Flexible Hours

**JOB RESPONSIBILITIES:** FDTC is seeking adjunct instructors to provide skills and knowledge to participants in our service area. Instructors are needed to teach various courses of one or more of the below related fields to students and /or new and existing workers of the companies we serve.

**Positions for various courses include but are not limited to:**

PIV Truck Trainings (Forklift certifications)	Electrical
HVAC	PLC Training
Welding	Human Resources
Manufacturing Skills	Leadership / Supervisory Skills
Lean Six Sigma Certification	Basic Tools
Basic Skills	EMS Educator
CDL Training	Plumbing
Heavy Equipment Operator	

**MINIMUM AND ADDITIONAL REQUIREMENTS:** Must be certified (in those fields where certification is required) or have general knowledge and experience in the related fields. The applicant must be able to work in a team environment utilizing effective communication skills. The applicant must be able to work independently, exercise sound judgment, and be able to develop programs and curricula to meet industry needs, and have proficient presentation skills.

**PREFERRED QUALIFICATIONS:** One (1) – Three (3) years' experience and extensive knowledge in the related field; to be able to teach the course in the related field.

**TO APPLY:** If you click the center of the QR Code below, it will take you to the FDTC link to apply for any FDTC position on sc.gov.



## FLORENCE-DARLINGTON TECHNICAL COLLEGE CORPORATE & WORKFORCE DEVELOPMENT

### COURSE REGISTRATION FORM

#### STUDENT INFORMATION

Name \_\_\_\_\_ DOB \_\_\_\_\_ SSN \_\_\_\_\_  
Mailing address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_ County \_\_\_\_\_  
Phone # \_\_\_\_\_ Email address \_\_\_\_\_  
☐ Hispanic ☐ Non-Hispanic Race \_\_\_\_\_ Gender: ☐ Male ☐ Female  
Desired course \_\_\_\_\_ Start date \_\_\_\_\_ Location \_\_\_\_\_  
Employment: ☐ Not employed ☐ Employed ☐ Employed in Field of Study  
Disabled: ☐ Yes ☐ No Veteran: ☐ Yes ☐ No  
Prior Education: ☐ High School Diploma ☐ GED ☐ Associate's Degree ☐ Bachelor's Degree

#### DECLARATION OF CITIZENSHIP

The South Carolina Illegal Immigration Reform Act (S.C. Code Ann. €59-101-430 (Westlaw 2008)) prohibits those unlawfully present in the United States from attending a public institution of higher education in South Carolina and from receiving a public higher education benefit. By signing this statement you attest that you are a U.S. citizen, a legal permanent resident in the United States, or an alien lawfully present in the United States. In addition, the college may require you to submit documentation that supports your claim. Any student providing false information may be subject to dismissal from the college. Any student who is found to be unlawfully present in the United States will be dismissed from the college.

Print name \_\_\_\_\_ Signature \_\_\_\_\_  
Date \_\_\_\_\_ DOB \_\_\_\_\_ Driver's license # \_\_\_\_\_  
Driver's license issue date \_\_\_\_\_

#### PAYMENT METHOD

☐ Cash ☐ Check ☐ Credit card ☐ Sponsorship  
Type of credit card: ☐ Visa ☐ MasterCard ☐ American Express ☐ Discover  
Card number \_\_\_\_\_  
Card expiration date \_\_\_\_\_ Card ID (3 numbers on back) \_\_\_\_\_  
Student signature to process card payment \_\_\_\_\_  
If sponsorship, name of sponsor \_\_\_\_\_

#### MEDIA RELEASE

By registering for this course, I hereby authorize Florence-Darlington Technical College to use my name and photograph in any media and/or marketing efforts. I understand that if I do not want my image used for these purposes, it is my responsibility to notify the photographer/videographer or remove myself from the area being captured.

#### COURSE INFORMATION (OFFICE USE ONLY)

Number \_\_\_\_\_ Title \_\_\_\_\_  
Meeting date(s) \_\_\_\_\_ Campus \_\_\_\_\_ Price \_\_\_\_\_

*Revised 4/1/24*





**Florence-Darlington Technical College**  
**Corporate & Workforce Development**  
2715 W. Lucas Street  
PO Box 100549  
Florence, SC 29502-0548

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