- QuickBooks - Beginner’s Edition
- The ABC’s of Being a Tax Compliant Entrepreneur/Financial Planner
- Flagger Novice
- Basic Work Zone
- Microsoft Excel – Intermediate
- Professional Services and Construction Contract Acquisition
- Certified Erosion Prevention & Sediment Control Inspection (CEPSCI)
- Certified Erosion Prevention & Sediment Control Inspection - Exam Prep (CEPSCI)
- Trenching & Excavating
- Blue Print Reading Beginner’s & Intermediate Training
- Temporary Traffic Control Design & Supervision
- Project Management Documentation/ Evaluation & Contractual Documentation Materials
- Effective Business Management
- Building Your Business Plan
Classes by Quickview ................................................................. 3
Business & Administrative Training ........................................... 4 – 5
OSHA & Safety Training .............................................................. 5 – 7
Construction Industry Skills Training ......................................... 8
Training Registration Form .......................................................... 9
Training Tuition Assistance Program .......................................... 10
Training Tuition Reimbursement Form ....................................... 11

All Class Times & Dates Are Subject to Change
<table>
<thead>
<tr>
<th>DATE</th>
<th>COURSE</th>
<th>DETAILS</th>
</tr>
</thead>
<tbody>
<tr>
<td>January 14, 2020</td>
<td>QuickBooks- Beginner's Edition SCDOT Headquarters Building, 955 Park Street Room G-14, Columbia, SC</td>
<td>Page 4</td>
</tr>
<tr>
<td>January 24, 2020</td>
<td>The ABC’s of Being a Tax Compliant Entrepreneur/ Financial Planning, SC Dept. of Archives &amp; History 8301 Parklane Rd, Columbia, SC</td>
<td>Page 4</td>
</tr>
<tr>
<td>February 5, 2020</td>
<td>Flagger Novice Southeastern Chapter National Safety Council Training Facility, Irmo, SC</td>
<td>Page 5</td>
</tr>
<tr>
<td>March 10, 2020</td>
<td>Basic Work Zone Southeastern Chapter National Safety Council Training Facility, Irmo, SC</td>
<td>Page 6</td>
</tr>
<tr>
<td>March 12, 2020</td>
<td>Microsoft Excel – Intermediate SCDOT Headquarters Building, Room G-14 955 Park Street, Columbia, SC 29201</td>
<td>Page 4</td>
</tr>
<tr>
<td>March 26, 2020</td>
<td>Professional Services and Construction Contract SCDOT Headquarters Building, Room 115-B 955 Park Street, Columbia, SC</td>
<td>Page 8</td>
</tr>
<tr>
<td>April 1 &amp; 2, 2020</td>
<td>Certified Erosion Prevention &amp; Sediment Control Inspection (CEPSCI) 5605 Bush River Rd, Columbia, SC</td>
<td>Page 6</td>
</tr>
<tr>
<td>April 22, 2020</td>
<td>Trenching &amp; Excavating – Competant Person SCDOT Headquarters Building, Room 115-B 955 Park Street, Room, Columbia, SC</td>
<td>Page 7</td>
</tr>
<tr>
<td>May 5 &amp; 6, 2020</td>
<td>Temporary Traffic Control Design &amp; Supervision Southeastern Chapter National Safety Council Training Facility, Irmo, SC</td>
<td>Page 7</td>
</tr>
<tr>
<td>May 5 &amp; 6, 2020</td>
<td>Blue Print Reading Beginner’s &amp; Intermediate Training Carolina Construction School, 1456 Kershaw Camden Hwy, Lancaster SC</td>
<td>Page 8</td>
</tr>
<tr>
<td>May 7, 2020</td>
<td>Flagger Novice Southeastern Chapter National Safety Council Training Facility, Irmo, SC</td>
<td>Page 5</td>
</tr>
<tr>
<td>May 13, 2020</td>
<td>Project Management Documentation/Evaluation &amp; Contractual Documentation SCDOT Headquarters Building, 955 Park Street Room G-10, Columbia, SC</td>
<td>Page 4</td>
</tr>
<tr>
<td>May 20, 2020</td>
<td>Effective Business Management KRJ Consulting, LLC, 425 Summit Terrace Court, Building 6, Columbia, SC</td>
<td>Page 5</td>
</tr>
</tbody>
</table>
QUICKBOOKS - BEGINNERS EDITION

The beginner’s program is an introduction to QuickBooks. The main objective is to introduce attendees to the basic features in QuickBooks and give business firms an opportunity of hands-on practice in a computer lab. Your business will learn about the type of information needed for tracking financial data and entering information in QuickBooks.

Training by Ms. Allison Ford, Burkett, Burkett & Burkett, CPAs, West Columbia, SC

Date: January 14, 2020
Time: 9:00 am – 3:00 pm
Location: SCDOT Headquarters Building
955 Park Street, Room G-14
Columbia, SC

THE ABC’S OF BEING A TAX COMPLIANT ENTREPRENEUR/FINANCIAL PLANNING

The first half of the training will cover the following:

Changes which may affect the entrepreneur or small business owner; News about what is changing in Healthcare that may also affect an entrepreneur; How to handle 1099’s/Payroll; Potential tax write-offs; What is required as of the entrepreneur during tax time that may affect your bottom line.

Training by Ms. Kadenia Javis, of Javis Tax Service, Columbia, SC

The second half of the class will cover:
Financial Management/Planning for private business owners to include investments, retirement planning, various insurance, buy/sell planning, and asset protection.

Training by Chuck Davis, CLU, ChFC - Managing Principal of Main Street Financial, Charleston, SC

Date: January 24, 2020
Time: 9:00 am – 3:00 pm
Location: SC Dept. of Archives & History
8301 Parklane Rd
Columbia, SC

MICROSOFT EXCEL – INTERMEDIATE

This 10-Hour Construction Safety Course Upon successful completion of the class, students will be able to create multi-part formulas, design pivot tables and pivot charts, define named ranges and conditional formatting rules, and utilize workbook protection and collaboration features. Prerequisites for this class are a working knowledge of file management, workbook navigation, simple formulas, and cell references.

Limited to 15 DBEs

Date: March 12, 2020
Time: 9:00 am – 4:00 pm
Location: SC Dept. of Transportation
955 Park Street, Room G-14
Columbia, SC

PROJECT MANAGEMENT DOCUMENTATION/ EVALUATION & CONTRACTUAL DOCUMENTATION MATERIALS

This one-day course on Project Management Documentation for Construction has been tailored to suit the needs of site managers, project managers, construction managers and contract managers. Participants will gain a good understanding of basic project management construction documents administration.

Target Audience: Startup business, small business owners, junior site managers, operations assistants and stakeholders

Date: May 13, 2020
Time: 9:00 am – 4pm
Location: SCDOT Headquarters Building
955 Park Street, Room G-10
Columbia, SC
EFFECTIVE BUSINESS MANAGEMENT

Ms. Karen Jenkins of KRJ Consulting, LLC, of Columbia, will cover the basics of current operational systems and outline managerial strategies that will assist the small business in effectively managing day-to-day operations, including staff, clients and overall improvement in operating more efficiently.

Date: May 20, 2020
Time: 9:00 am – 3:00 pm
Location: KRJ Consulting, LLC
425 Summit Terrace Court, Building 6
Columbia, SC

BUILDING YOUR BUSINESS PLAN

Creating a business plan is one of the most important steps you need to take as a business owner. Your business plan is your road map that serves as an outline of how you will grow your business. This one-day training course will give you the tools to project several years ahead and outline the route you intend to take to reach your yearly milestones, including revenue projections. Your business plan is a working document that will help you to step back and think objectively about the key elements of your business and assist you in decision-making on a regular basis.

Date: June 25, 2020
Time: 9:00 am – 3:00 pm
Location: KRJ Consulting, LLC
425 Summit Terrace Court, Building 6
Columbia, SC

FLAGGER NOVICE

This four hour training objective is to train flaggers to provide safe passage of traffic through construction work areas and to minimize confusion by bringing standard flagging procedures to our nation’s highways.

This course is a must for novice construction work zone flaggers in both one- and two-person flagging operations. Experienced flaggers can attend this course as a refresher. All attendees receive a certificate of course completion.

You will learn:
- Thorough understanding of flagging procedures and proper use of required equipment.
- Improved flagging skills from hands-on training, classroom activities and a flagging skills test.
- Increased ability to coordinate traffic movement through the work zone.

Option of one of two Sessions

Session 1: February 5, 2020
Date: 8:30 am - 12:30 pm
Location: Southeastern Chapter National Safety Council Training Facility
Irmo, SC

or

Session 2: May 7, 2020
Date: 8:30 am – 12:30 pm
Location: Southeastern Chapter National Safety Council Training Facility
Irmo, SC

Final paperwork required two weeks before training. Each class is limited to 15 DBEs.
CERTIFIED EROSION PREVENTION & SEDIMENT CONTROL INSPECTION (CEPSCI)

Day 1 will be a one day workshop which teaches attendees the latest techniques for erosion prevention and sediment control. It introduces a variety of erosion control practices including the most environmentally effective techniques for various terrains. Instructors will demonstrate how to review grading & drainage plans, as well as Best Management Practice (BMP) details. Participants will be taught how to conduct field inspection of erosion prevention and sediment control practices. Some knowledge of erosion control is needed to attend this class.

Day 2 is ½ day for CEPSCI testing

Date: April 1 & 2, 2020
Time: 8:00 am – 5:00 pm

Conducted and Held by Clemson University
Location: The River Center-Saluda Shoals Park
Co 5605 Bush River Rd
Columbia, SC

BASIC WORK ZONE

How to recognize and utilize the federal guidelines in The Manual on Uniform Traffic Control Devices (MUTCD) • How to recognize the parts of a temporary traffic control zone • The different types of tapers and how to set them up • The different types of temporary traffic control devices and how to set up basic work zones based on the MUTCD and SCDOT guidelines • Mobile Operations MUTCD and SCDOT requirements • Flagging Operations MUTCD and SCDOT requirements • Worker Safety requirements

Attendees participate in tabletop exercises to practice setting up temporary work zones. Previous Work Zone Experience is NOT required to attend this course. Completion of the course and passing exam grade are required for a certificate of completion. This is an 8-hour course.

Date: March 10, 2020
Time: 9:00 am – 4:00 pm
Location: The Southeastern Chapter
National Safety Council Training Facility
421 Mission Court, Irmo, SC

Final paperwork required two weeks before training. Each class is limited to 15 DBEs.

BIDDING AND ESTIMATING FOR HIGHWAY SUB CONTRACTORS II

This intensive 16 hour, 2 day class is designed to teach participants how to develop detailed estimates for horizontal construction trades. To assure maximum results, participants in this class should have a strong knowledge of reading blue prints. It is strongly advised for each participant to bring their laptop so estimating templates can be downloaded for their use after the class concludes. Simulated estimates and bids will be completed in class. A certificate will be awarded to those who complete the class.

Date: March 21 & 22, 2019
Time: 8:00 am – 5:00 pm
Location: 955 Park Street, Room G-22
Columbia, SC

Final paperwork required two weeks before training. Each class is limited to 15 DBEs.

CERTIFIED EROSION PREVENTION & SEDIMENT CONTROL INSPECTION - EXAM PREP (CEPSCI)

Please Note: If you have already taken the class via the SCDOT Business Development Center in the past year and did not pass the exam, we are scheduling a prep class for those that may need additional assistance.

Date & Time: TBD
Location: TBD
TRENCHING & EXCAVATING

This 8 hour course is focused on OSHA standards and on safety aspects of performing work in excavation and trenching. This is the same National Award winning Excavation course used to train nearly every SC LLR OSHA Compliance Employee and NC DOL OSHA Compliance Employee over the past 20+ years.

Working in trenches and other types of excavations continue to be one of the most hazardous operations. Many workers have been killed or seriously injured working in and around excavations. OSHA now requires a “Competent Person” to directly oversee all excavation and trenching operations on job sites nationwide. The competent person must have specific training in and be knowledgeable about soil analysis, the use of a variety of protective system to prevent cave-ins and other requirements of OSHA Subpart P.

• You will be introduced to practical soil mechanics and its relationship to the stability of shored and un-shored slopes and walls of excavation.

• Understand the OSHA regulations and types of competency necessary for an employee to be designated by their employer as a “Competent Person” during excavation operations.

• Demonstrate hands-on soil classification exercises where each student performs the visual and manual test required in the OSHA Subpart P Excavation Standard with a variety of soil samples that represent OSHA soil types A, B and C.

Date: April 22, 2020
Time: 8:30 am – 5:00 pm
Location: SCDOT Headquarters Building 955 Park Street, Room 115-B Columbia, SC

TEMPORARY TRAFFIC CONTROL DESIGN & SUPERVISION

A two-day course which prepares work zone supervisors to interpret, adapt, and implement Traffic Control Plans. It focuses on specific job responsibilities and covers information in parts I, V, and VI of the Federal Highway Administration’s Manual of Uniform Traffic Control Devices (MUTCD).

Traffic Control is based on the most current federal regulations, and reviewed by the leading industry experts. It’s based on real-world situations.

Experienced instructors lead students through problem-solving exercises, using the MUTCD and state guidelines. You can include state and local regulations as well as federal guidelines.

Temporary Traffic Control is for workers responsible for:

• Establishing and maintaining traffic control devices in or near vehicle right-of-way.

• Keeping workers safe while in or near vehicle right-of-way.

• Installing signs and warning devices.

• Controlling traffic flow in construction, maintenance, or utility work zones.

Anyone with at least one year of documented experience in work zone traffic control can attend. It’s also useful for project engineers who want to understand requirements imposed on site supervisors and outside contractors.

Temporary Traffic Control participants will:

• Become familiar with the MUTCD and learn to use it as a reference

• Get the skills and knowledge to interpret a Traffic Control Plan (TCP)

• Learn to verify the accuracy of existing TCPs and adapt or modify them using the MUTCD

• Learn to implement a safe TCP 2.0 Days

Date: May 5 & 6, 2020
Time: 9:00 am – 5:00 pm Southeastern
Location: Chapter National Safety Council Training Facility Irmo, SC

SCNSC registration form and Affidavit of Experience required two weeks before training.

Please note: Seats in this class are limited to 10 participants.
Today’s business owners are challenged to develop additional knowledge and skills so they can competitively compete for opportunities that will contribute to the success and growth of their business. The training is structured to provide information needed to understand both basic professional services and construction contracts acquisition from start to finish—from contract formation to contract completion.

**Learn How To:**
- Interpret contracts and recognize terms and conditions.
- Distinguish which contract clauses must flow down to subcontracts and their requirements.
- Identify allowable and non-allowable cost.
- Identify contact delivery method most advantageous to increasing capacity of subcontractors.

**Date:** March 26, 2020  
**Time:** 9:00 am – 4:00 pm  
**Location:** SCDOT Headquarters Building  
Room 115-B  
955 Park Street  
Columbia, SC

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**BLUE PRINT READING BEGINNER’S & INTERMEDIATE TRAINING**

**Construction Drawings 101 – Day 1**  
Basic introduction to construction drawings. Participants will become familiar with engineering construction plans with an emphasis on SCDOT drawings – symbols, terminology, calculations and other basic information. Review of Plan Layout and Plan Reading Basics. Participants will be given a practical assignment with a construction drawing for next class – Construction Drawings 102.

**Construction Drawings 102 – Day 2**  
In-depth look at an actual Plan example and its applications; to include, Up-front Sheets, Plan Design Sheets, and Cross-sections, Basic Plan Readings, an Plan Applications; to include, calculations and quantity take-offs. A Q & A session will provide participants the opportunity further discuss drawings and their importance to project work and completion.

**Date:** May 5 & 6 2020  
**Time:** 8:00 am - 5:00 pm  
**Conducted and Held by Carolina Construction School**  
**Location:** 1456 Kershaw Camden Hwy, Lancaster, SC

Please note: Seats in this class are limited to 10 participants. Those taking the Beginner’s will obtain an assignment which will carry them to the Intermediate training on the next day.
SCDOT DBE/SBE TRAINING REGISTRATION FORM

If you are interested in attending any of the training programs being offered, please complete the section below.

Training Program: _______________________________________________________________________________

Date: ________________________________________________________________________________________

Attendee Name: ________________________________________________________________________________
   (first)  (last)

Attendee Name: ________________________________________________________________________________
   (first)  (last)

Attendee Name: ________________________________________________________________________________
   (first)  (last)

Attendee Name: ________________________________________________________________________________
   (first)  (last)

Company Name: ________________________________________________________________________________

E-mail Address: ________________________________________________________________________________

Phone: (   ) _____________________ Fax: (   ) _____________________ Cell: (   ) _____________________

Please mail or fax registration form(s) to DBEBusinessDevelopmentCenter@scdot.org via SCDOT’s Division of Minority & Small Business Affairs, P.O. Box 191, Columbia, SC 29202. Fax: 803-737-4681, Phone: 803-737-6426 or contact Juanita Campbell at campbelljp@scdot.org
DISADVANTAGED BUSINESS ENTERPRISE TRAINING TUITION ASSISTANCE PROGRAM

SCDOT is looking to assist Disadvantaged Business Enterprise (DBE) firms with the development of educational skill levels, improving job-related or career-related capabilities with the intent of enhancing a firm's capacity. The Disadvantaged Business Enterprise Training Tuition Assistance Program offers DBE firms the opportunity to receive financial assistance for training. If you are interested in enrolling in additional courses not offered in this training catalog, we encourage you to seek educational opportunities at your local technical college or other avenues that offer courses you feel would enhance your firm's business skills.

The Training Tuition Assistance Program offers DBE firms the opportunity to receive financial assistance for training. Eligible DBE firms may receive approval for assistance up to $1,500 per year. Tuition assistance will be made in the form of reimbursement. All requests for Training Tuition Assistance must be made in accordance with the SCDOT Disadvantaged Business Enterprise (DBE) Training Tuition Assistance Policy. Denial of tuition assistance is at the final discretion of SCDOT.

Training Reimbursement Approval Criteria:

- Only a South Carolina DBE certified firm, who has been on the Department’s Unified Certification Program Directory list for the last two (2) years and considered in good standing, is eligible for consideration.
- Only “key” employees of the DBE firm will be approved for participation. A “key” employee is someone in a position whose decision directly impacts the day-to-day operations of the business.
- Firms must have attended at least two (2) SCDOT sponsored training events within the last two years.
- Requested assistance must be directly related to training programs which will enhance a firm’s business skills.
- When evaluating the requests for assistance, consideration will be given based on the adherence to the stipulated request process, the firm’s program eligibility, the purpose of the training and the benefit of the training to enhance the firm’s business and technical skills.

If you are interested in participating in the Training Tuition Assistance Program, please complete the reimbursement form on the following page, mail or fax to:

SCDOT’s Division of Minority and Small Business Affairs, Business Development Center, (BDC) P.O. Box 191, Columbia, SC 29202 Phone: 803-737-6426 / Fax: 803-737-4681

Form must be submitted for approval prior to enrolling in course.

Training Tuition Assistance is being implemented in conjunction with the Department’s DBE Supportive Services Program.
SCDOT DBE TRAINING TUITION ASSISTANCE REQUEST & REIMBURSEMENT FORM

***PLEASE TYPE OR PRINT***

COMPANY NAME: ________________________________________________________________

COMPANY ADDRESS: __________________________________________________________________

COMPANY MAILING ADDRESS, IF DIFFERENT: __________________________________________

__________________________________________________________________________________

TELEPHONE NUMBER: ______________________________ FAX NUMBER: ____________________

E-MAIL ADDRESS: ___________________________________________________________________

ORIGINAL SCDOT CERTIFICATION DATE: ________________ LAST CERTIFICATION RENEWAL DATE: ______________

MY FIRM HAS ATTENDED THE FOLLOWING SCDOT SPONSORED TRAINING EVENTS DURING THE LAST TWO (2) YEARS:

Event/Training & Date: ________________________________________________________________

Event/Training & Date: ________________________________________________________________

Event/Training & Date: ________________________________________________________________

REIMBURSEMENT REQUESTED FOR:

NAME & TITLE: ____________________________________________________________________

TITLE OF PROGRAM (attach announcement/registration form): ________________________________

TRAINER: ____________________________ TRAINING LOCATION: __________________________

COST OF TRAINING: $ ________________ AMOUNT REQUESTED: $ ________________

{PLEASE PROVIDE A BRIEF SUMMARY OF TRAINING AND HOW IT WILL ENHANCE YOUR FIRM’S/EMPLOYEE’S BUSINESS SKILLS. You may attach additional pages, if necessary.}

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

__________________________________________________________________________________

I understand that reimbursement is contingent upon prior written approval, attendance/satisfactory completion of the above mentioned program and my compliance with the attendance acknowledgement procedure. My failure to adhere to the stipulated guidelines will result in my ineligibility of reimbursement and jeopardize my eligibility for future training tuition assistance. I understand that denial of assistance is at the final discretion of the SCDOT.

_________________________________________ Date: _____________________

SignatureDate

__________________________ RECOMMENDED □ NOT RECOMMENDED □

(TTA Program Coordinator)

*******************************************************************************

□ APPROVED □ DENIED

_________________________________________________________________________ Date: _____________________

Director of Supportive Services & Business Development

(TTA-1) Revised 01-2020