



**BERKELEY  
COUNTY SC**

RICH HISTORY.  
BRIGHT FUTURE.  
*One Berkeley*



Contact: Kristen Lanier, Workforce Development Manager  
Berkeley County Economic Development  
843-719-4301 office  
[Kristen.lanier@berkeleycountysc.gov](mailto:Kristen.lanier@berkeleycountysc.gov)

## ManuFirstSC™ Certificate Curriculum

All Classes will be held at Cross High School – 1293 Old Hwy 6, Cross, SC 29436

- Section 1: Automotive Manufacturing and Safety (8 Hours)
  - Saturday, October 19, 8 am – 4:30 pm
  - All approved applicants **must attend the first session**, or they will forfeit their place in the program
  - You must pass the assessment at the end of the day to move on to the next sections.
- Section 2-4: Quality Awareness, Production and Processes, and Maintenance Awareness (44 Hours)
  - Meets Monday – Thursday for 4 hours a day:
    - October 21 – November 12 6 pm – 10 pm
    - You **must attend all classes to receive your certificate**.
- Graduate Ceremony and Employer Meet and Greet – week of Nov 13 – date and time to be announced

## Requirements for Program Entry

1. **Completed Application**, please submit by Oct 4, 2019. (see below for contact and location)
2. **Proof of Bronze WorkKeys® or WIN Score**
  - a. WIN is the new work place readiness assessment supported by the State of South Carolina, but many employers are still accepting WorkKeys®. We suggest you inquire which test your employer is accepting or take both if time allows you to do so. (free practice tests are available online with your Berkeley County Library card)
  - b. You may begin class without providing your scores, but you will not be issued a certificate until you submit your WorkKeys® or WIN scores to TTC.
  - c. If you need to take your WorkKeys® or WIN test, please contact BCSD Adult Education at 843-899-8635 Or stop by their office at 113 East Main Street Moncks Corner, SC 29461
3. **Proof of High School Diploma**, GED, or College Transcript – If you would like to be dual enrolled for your GED and the ManuFirstSC class, please let us know.
4. **Background and Drug Screen Test** - Applicant will be contacted by Berkeley County HR Department during the week of Oct 7 - 11 to schedule appointment for drug screening. Cost of background and drug screening will be included in scholarship. If applicant is concerned with background check, please contact Kristen Lanier to discuss. There are several second chance employers accepting the ManuFirstSC™ certificate. Student will not be allowed to attend the first day of class if they have not taken their drug screening test.

Submit Application to [kristen.lanier@berkeleycountysc.gov](mailto:kristen.lanier@berkeleycountysc.gov) or Berkeley County Government Economic Development Department (Myra), located in the Supervisor's office at 1003 Highway 52 Moncks Corner, SC 29461

Applicant will be notified on or before Oct 17 of scholarship acceptance. Total Value: \$1,200