



**CORPORATE & CONTINUING EDUCATION
COURSE CATALOG**

SPRING 2018

WHY CHOOSE YORK TECHNICAL COLLEGE?

Are you looking for an opportunity to increase your existing skills? Does your current occupation require new or different skills? Do your goals for the new year include a new job? Begin 2018 by investing in yourself and creating your own opportunities.

The Corporate and Continuing Education Division (CCE) at York Technical College offers a wide variety of programs and courses designed to help you meet your personal career goals. Program offerings range from personal enrichment courses to career-related courses and span topics from motorcycle safety to nursing. There is something for everyone at York Tech, and you can find offerings at our various locations in York, Chester, and Lancaster counties. Courses are offered in day, evening and weekend slots throughout the year. Online options offer maximum flexibility to fit your busy

schedule. Not sure which program may be right for you? Call or come in and meet with one of our knowledgeable staff who will help you identify your goals and best programs for your needs. Whether you are seeking a short-term, non-credit program or a two-year degree, York Tech can help set you on the path to success.

For over 50 years, York Technical College has been serving the York, Chester and Lancaster counties by preparing the workforce and creating opportunities for economic expansion. As our area continues to develop and attract new business and industry, we are poised to help create and develop the workforce needed to support this growth. Come visit us on campus and see how you can be a part of this exciting time in our region.

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HOW TO READ THE CLASS SCHEDULE

Class Dates	Week Days	Meeting Time	Course Code	L
3/6 - 3/8	T,Th	1:00 p.m. - 4:00 p.m.	XBUS-522-001	HD
2/26 - 3/30	M,T,W,Th,F	8:00 a.m. - 5:00 p.m.	XTDR-502-002	WS

M - Monday, T - Tuesday, W - Wednesday, Th - Thursday, F - Friday, Sat - Saturday, Sun - Sunday

L = Campus Location Key:

- MC** = Main Campus
- IL** = Indian Land Center
- CH** = Chester Center
- HD** = Hood Center
- WS** = Wilson Street Truck Driver Training Facility
- OFF** = Off Campus (call 803-325-2888 for more information)
- HE** = Heavy Equipment Operator Facility

See inside back cover for more information on each locations.

THE REGION'S SMARTEST AND SAVVIEST PEOPLE CHOOSE YORK TECH. YOU SHOULD TOO!

BUSINESS & PROFESSIONAL DEVELOPMENT



York Tech offers a range of the world's leading training products to help you create a unique portfolio of innovative solutions, to increase your success in the business world.

COMPUTERS/INFORMATION TECHNOLOGY

Microsoft® Access Level 1

Does your work involve some form of data management? If so, this one-day course is for you! Learn how to use Microsoft® Access to collect and manage large amounts of data. You will learn how to create a new database, construct tables, and design forms and reports. By the end of the course, you will use queries to join, sort, and filter data from different tables, create advanced queries, create and format custom reports, and customize Access configuration options. **\$179**

3/9 F 8:30 a.m. - 4:30 p.m. XAOT-530-001 MC

Microsoft® Access Level 2

Are you ready to gain intermediate-level skills in Access? With advanced Access skills, you can build a robust, functional database for your users. Using Microsoft 2016 in this one-day course, you will expand your knowledge of relational database design, write advanced queries, structure existing data, share data across applications, and customize reports. **\$179**

3/23 F 8:30 a.m. - 4:30 p.m. XAOT- 531-001 MC

Microsoft® Access 2016 Bundle

Do you need to collect and manage large amounts of data? This comprehensive course covers Microsoft® Access 2016 levels 1 and 2 to help you build a strong foundation. You will learn how to create a database, construct tables, design forms and reports, and create queries. You will also learn how to join tables, design a relational database, share data among Access and other applications, and customize reports to organize the displayed information and produce specific print layouts. **\$289**

1/9 - 1/25 T,Th 6:00 p.m. - 9:00 p.m. XAOT-526-100 MC

5/8 - 5/17 T,Th 6:00 p.m. - 9:00 p.m. XAOT-526-100 MC

Microsoft® Excel Level 1

Get started with Excel! Learn how to create worksheets and workbooks to organize, manage and analyze data. This one-day course will help you build a strong foundation in Microsoft® Excel 2016. You will learn how to use Excel commands, create workbooks, perform calculations, create formulas, modify and format worksheets, create templates and more. Learning Excel can help you work more efficiently with data management tasks. **\$179**

2/9 F 8:30 a.m. - 4:30 p.m. XAOT-528-001 MC

Microsoft® Excel Level 2

Take your Excel skills to the next level and leverage the power of data analysis to make informed, intelligent decisions. In this one-day course, you will gain tools and skills to customize and format data for more powerful presentations. Customize the Excel environment, create advanced formulas, analyze data by using functions and conditional formatting, and visualize data by using basic charts. Use pivot tables, slicers, and pivot charts to analyze data. You must have a strong foundational knowledge of Excel or completed Excel Level 1. This course uses Microsoft Excel 2016 software. **\$179**

2/16 F 8:30 a.m. - 4:30 p.m. XAOT-529-001 MC

Microsoft® Excel 2016 Bundle

Build a strong foundation in Excel with this comprehensive course that covers Excel levels 1 and 2. This 12-hour course will teach you how to create spreadsheets and workbooks, enter text and values, create/edit formulas, and enter cell references. You will also learn how to save workbooks in different file formats, move and copy data, apply references, work with ranges, and format text. Gain skills to customize the Excel environment, create advanced formulas, analyze data by using functions and conditional formatting, visualize data by using basic charts, and analyze data by using pivot tables, slicers, and pivot charts. **\$289**

3/27 - 4/5 T,Th 6:00 p.m. - 9:00 p.m. XAOT-504-100 MC

Microsoft® Excel Data Analysis with Power Pivot

Looking for a tool to create more sophisticated models and perform powerful data analysis right within the Excel interface? This course helps you gain a solid understanding of Power Pivot. Learn how to organize, manipulate, and report your data in the best way possible. The skills you gain will enable you to use Power Pivot along with Excel to efficiently analyze data from a variety of sources. **\$79**

2/1 Th 9:00 a.m. - 12:00 p.m. XAOT-532-001 MC

5/4 F 9:00 a.m. - 12:00 p.m. XAOT-532-001 MC

COMPUTERS/INFORMATION TECHNOLOGY

Microsoft® Outlook 2016 Bundle

Increase your productivity by learning basic and advanced options for managing your email messages, contacts, and calendar. This comprehensive course covers levels 1 and 2 of Microsoft® Outlook 2016. Manage contacts, schedule meetings, and work with tasks and notes. You will also learn advanced skills for message, calendar, and contact management, as well as how to manage Outlook data files and how to use Outlook workspaces with others. **\$289**

1/30 - 2/13	T,Th	9:00 a.m. - 12:00 p.m.	XAOT-527-001	MC
1/30 - 2/15	T,Th	6:00 p.m. - 9:00 p.m.	XAOT-527-100	MC
5/29 - 6/7	T,Th	6:00 p.m. - 9:00 p.m.	XAOT-527-100	MC

Microsoft® PowerPoint 2016 Bundle

This course will help you use the robust set of PowerPoint tools to create presentations that are interesting, informative, and memorable! In this comprehensive 12-hour courses you will go from creating basic presentations to designing complex multimedia presentations with advanced graphics and animations. You will learn how to collaborate on a presentation and securely distribute your presentation. **\$289**

4/17 - 4/26	T,Th	6:00 p.m. - 9:00 p.m.	XAOT-525-100	MC
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Microsoft® Word 2016 Bundle

Create professional looking documents with this comprehensive Microsoft® Word course covering levels 1, 2, and 3. This course will take you from fundamental Word skills such as creating documents, formatting texts, and adding tables, to creating complex documents with custom styles, graphics, and data illustrations. Learn to control how text flows around graphics; how to use section, page, and column breaks; and how to use templates to maintain consistency between documents. The mail merge and macros features will also be taught. **\$179**

3/6 - 3/15	T,Th	6:00 p.m. - 9:00 p.m.	XAOT-501-100	MC
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Microsoft® Office Specialist Certificate 2016

Earning a Microsoft® Office Specialist (MOS) certification can help you set yourself apart in the competitive job market and broaden your career opportunities. The MOS certification series is a comprehensive 15-week course that prepares you for certification in Word, Excel, PowerPoint, Outlook, and Access. The course includes instructor-led training, labs with exam prep software, and certification exams for each MOS product. Classes meet in 3-hour sessions. There is a one-week break between each Microsoft® product class to provide lab time to take the practice tests and exams. To be successful in this course, you must have a basic understanding of computers and keyboarding skills. A minimum score of Level 3 in WorkKeys Reading and Locating Information is highly recommended. Course fee includes books, practice software vouchers, and test vouchers for five certification exams. **\$1,499**

3/6 - 6/14	T,Th	6:00 p.m. - 9:00 p.m.	XCPT-500-100	MC
3/6 - 6/14	T,Th	5:30 p.m. - 8:30 p.m.	XCPT-500-101	CH

CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)

Routing and Switching: Introduction to Networks

Get started on a training path that leads to becoming a Cisco Certified Network Associate (CCNA). In the first of four courses that prepare students for the CCNA certification exam, you will learn current and emerging computer networking technology. You will gain comprehensive knowledge of safety, networking, network terminology and protocols, and network standards. You will also learn about LANs, WANs, OSI models, cabling, cabling tools, Cisco routers, router programming, star topology, and IP addressing. Books are not required. **\$566**

3/13 - 5/1	T	5:30 p.m. - 9:30 p.m.	XIST-501-100	IL
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Routing and Switching Essentials

This is part of a four-course series preparing students to earn the Cisco Networking Certificate and to take the ICND1 certification exam. Topics of study in this class include LANs, WANs, OSI models, ethernet, token ring, fiber-distributed data interface TCP/IP addressing protocol, and dynamic routing. **\$566**

1/11 - 3/1	Th	5:30 p.m. - 9:30 p.m.	XIST-502-100	IL
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Routing and Switching Scaling Networks

This course is part of a four-course series that prepares students to earn the Cisco Networking Certificate. You will learn about LANs, WANs, OSI models, ethernet, token ring, fiber-distributed data interface TCP/IP addressing protocol, dynamic routing, and routing. You will also explore the network administrator's role and function. **\$566**

3/15 - 5/3	Th	5:30 p.m. - 9:30 p.m.	XIST-503-100	IL
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Routing and Switching Connecting Networks

Part of a four-course series that prepares students to earn the Cisco Networking Certificate, this course is a study of configuring Cisco routers. Students will build competency in LAN design, basic switch concepts and configuration, VLANs, VTP, STP, Inter-VLAN routing and basic wireless concepts and configuration. This course prepares students for the ICND2 and CCNA certification exams. **\$566**

1/16 - 2/27	T	5:30 p.m. - 9:30 p.m.	XIST-504-100	IL
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HUMAN RESOURCES

Certified HR Professional (SHRM Exam Prep)

The SHRM (*Society for Human Resource Management*) Certified Professional (SHRM-CPSM) and SHRM Senior Certified Professional (SHRM-SCPSM) credentials are the new standard for HR professionals. This comprehensive 36-hour program combines expert instruction with the SHRM Learning System for SHRM-CP and SHRM-SCP exam, so you will learn faster and build core HR knowledge. It is designed to prepare individuals seeking global HR credentials for success on the SHRM-CP and SHRM-SCP exams. Successful completion of this course does not guarantee passing the exam. For exam eligibility requirements, go to <http://certification.shrm.org/>. **\$1,049**

2/12 - 4/30	M	6:00 p.m. - 9:00 p.m.	XMGT-503-100	MC
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SHRM Essentials of HR Management

Whether you're a small business owner, new to HR, or a seasoned HR professional looking for development, this 12-hour introduction course covers core topics you need to know. Increase your knowledge of human resources and reduce your organization's risk of potentially damaging lawsuits. Explore real-life HR issues on topics including employment law; recruiting and selection; orientation and training; compensation; and performance management. International personnel wishing to increase their knowledge of U.S. HR practices will benefit from the course. This course is pre-approved for 12 SHRM-CP/SCP and HRCl professional development credits. Materials included. **\$599**

3/7 - 3/8	W,Th	9:00 a.m. - 4:00 p.m.	XMGT-502-002	HD
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INSTRUCTOR SPOTLIGHT

Rita Revels, SPHR, SHRM-SCP

Adjunct Instructor, Rita Revels, brings more than 25 years of human resource management experience to our HR courses – Essentials of HR Management, the SHRM Certified HR Professional (exam prep course), and OSHA.



Her extensive experience in human resources, focused in manufacturing, spans all aspects of human resources, including green field start-ups, acquisitions, expansions, and relocations.

She was named Human Resource Manager of the year in Spartanburg County in 2005 and in York/Mecklenburg counties in 2011. She holds an associate degree in engineering from Spartanburg Community College and bachelor's degree from University of South Carolina Upstate. Rita is SPHR and SHRM-SCP certified.

Generations in the Workplace

Learn how to bridge the gap, avoid conflict, and increase productivity in your generationally diverse workplace. Gain insight and learn dos and don'ts for dealing with coworkers of different generations. Explore traits that are associated with each generation and how they impact the workplace. Increase your understanding of how generational stereotypes, both good and bad, can create disrespect and damage working relationships. Discover ways to avoid miscommunication between generations. Understand the importance of respect in the workplace for people of all ages. **\$129**

3/6 - 3/8 T,Th 1:00 p.m. - 4:00 p.m. XBUS-522-001 HD

Professionalism In The Workplace

Professionalism is expected in every job, career, and at all levels of employment. It shows in your attitude, how you treat others, how you dress, speak, write, and perform your job. Explore key behaviors required to project a professional image and win the respect of managers, co-workers, and customers. Define professionalism and discuss why it is important to you and your organization. Explore the "5 Keys to Professionalism" everyone needs to know and use. Learn strategies to manage time and increase personal productivity. Discover the importance of communication skills. Practice effective techniques for communicating and listening, and identify the best practices for professional email communication. **\$129**

3/20 - 3/22 T,Th 1:00 p.m. - 4:00 p.m. XBUS-523-001 HD

Project Management Fundamentals

Discover how to apply widely accepted rules and guidelines to successfully plan and execute projects with this introduction to the global standards provided by the Project Management Institute (PMI). Learn a set of techniques that anyone can apply to achieve goals and manage project work more effectively. These techniques include: how to determine the scope of projects; build scope documents and tools to deliver quality products; build work breakdown structures and assign teams to complete work; build and manage schedules to deliver results on time; create detailed financial plans to maintain project budgets; and effectively close projects to prepare for the next project kick-off. **\$399**

2/27 - 2/28 T,W 9:00 a.m. - 4:00 p.m. XBUS-506-001 HD

PMP / CAPM Exam Prep

Prepare to become a certified Professional in Project Management. The PMP certification, awarded through the Project Management Institute (PMI), is the gold standard of project management certification. Recognized by organizations worldwide, the PMP validates your competence to perform as a project manager, leading and directing projects and teams. This 35-hour course will prepare you for the PMP and the CAPM certification exam. **\$1,599**

4/10 - 4/14 T-Sat 9:00 a.m. - 4:00 p.m. XMGT-507-001 HD

Survival Skills for New Supervisors

As a supervisor you play a critical role. You are the link between your work group and the rest of the organization. Learn five skills that successful supervisors use to lead work teams and make a positive impact on their organizations. Explore core skills for guiding the work of others, organizing the work, developing direct reports, managing performance, and managing relationships. This half-day course provides the tools and techniques to help you make a strong start as a new supervisor. **\$199**

3/15 Th 8:30 a.m. - 12:30 p.m. XBUS-507-001 IL

HR PROFESSIONALS CONFERENCE

This energizing one-day conference is designed to enrich the skills and knowledge of HR professionals. The conference is offered in partnership with the Carolinas Chapter of Society for Human Resources Management. Participants will hear from dynamic speakers and HR leaders presenting information on current HR trends and topics. The conference provides an opportunity for HR professionals to network and share best practices. The registration fee includes continental breakfast and lunch. **\$129**

5/17 Th 8:30 a.m. - 5:00 p.m. XMGT-504-001 HD

PROFESSIONAL DEVELOPMENT

Foundations of Leadership

Supervisors with effective leadership skills are critical to the success of any organization. These front line leaders have a strong influence on quality, service, and teamwork. New and seasoned supervisors will build the core interpersonal skills to effectively lead work teams. The Foundations of Leadership Series consists of seven three-hour sessions: The Role of the Leader, Communicating for Results, The Power of Accountability, Motivating to Excel, Coaching for High Performance, Leading Work Team, and Resolving Conflict. **\$579**

2/22 - 4/5 Th 1:30 p.m. - 4:30 p.m. XBUS-500-002 CH

4/11 - 5/23 W 9:00 a.m. - 12:00 p.m. XBUS-500-001 HD

HEALTH & HUMAN SERVICES



Do you have a passion for helping others? A healthcare career may be perfect for you. York Tech can help you prepare in as little as five weeks, or enhance your basic skills for career advancement.

CPR for the Healthcare Provider

This course, designed for the healthcare provider, teaches CPR skills for victims of all ages. Instructors present proper ventilation with a barrier device, bag-mask device and oxygen, as well as relief of foreign body airway obstruction. Use and operation of an Automated External Defibrillator (AED) will also be taught. Successful completion receives registration through the American Heart Association. (AHA) Basic Life Support Manual and face mask required for class entry. **\$69**

1/13	Sat	8:30 a.m. - 12:30 p.m.	XAHS-506-001	MC
1/27	Sat	8:30 a.m. - 12:30 p.m.	XAHS-506-002	MC
2/10	Sat	8:30 a.m. - 12:30 p.m.	XAHS-506-003	MC
2/24	Sat	8:30 a.m. - 12:30 p.m.	XAHS-506-004	MC
3/10	Sat	8:30 a.m. - 12:30 p.m.	XAHS-506-005	MC
3/24	Sat	8:30 a.m. - 12:30 p.m.	XAHS-506-006	MC
4/7	Sat	8:30 a.m. - 12:30 p.m.	XAHS-506-007	MC
4/21	Sat	8:30 a.m. - 12:30 p.m.	XAHS-506-008	MC
5/5	Sat	8:30 a.m. - 12:30 p.m.	XAHS-506-009	MC
5/19	Sat	8:30 a.m. - 12:30 p.m.	XAHS-506-010	MC

CPR Skills Check - Blended

This course is designed for those needing to know CPR and other basic cardiovascular life support skills in a wide variety of in-facility and pre-hospital settings. Learn skills online using the latest technology and a variety of eLearning assets such as dramatizations, eSimulations, animations, self-directed learning, and interactive activities. Work at your own pace, applying knowledge to real-time decision making and skills development. Blended training also supports the need for hands-on learning of psychomotor skills. Once you complete the online course, an appointment must be made with a York Tech instructor to test your skills. **\$28.50 (course), \$30 (test)**

1/1 - 6/30	Online	24/7	XAHS-508-200	MC
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Dental Nitrous Oxide Oxygen Monitoring

This course is approved by the State Board of Dentistry to meet the requirements for training dental hygienists and dental assistants. This course consists of lecture, discussion, and hands-on demonstrations. The participant will be provided the opportunity to gain didactic and clinical competence in monitoring nitrous oxide and oxygen conscious sedation. 1 CEU awarded by State Board of Dentistry. **\$119**

1/19 - 1/26	F	09:00AM-12:00PM	XAHS-512-001	MC
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EMT Basic

Students must be 18-years old by the course end date and have a high school diploma or GED. Participants receive medical knowledge to provide care to the ill and the injured at the scene and enroute to a medical facility. This course is DHEC approved and includes CPR training, law, patient assessment, practice, use of defibrillators and new patient assisted medications procedures using epinephrine auto injectors and prescribed inhalers. **\$1,079**

1/8 - 3/28	M,W	8:00 a.m. - 4:30 p.m.	XAHS-514-201	OFF
1/9 - 5/30	T,Th	6:00 p.m. - 10:00 p.m.	XAHS-514-103	OFF
	S	8:00 a.m. - 5:00 p.m.		
1/10 - 6/6	M,W,Th	6:00 p.m. - 10:00 p.m.	XAHS-514-100	MC
1/10 - 6/6	M,W,Th	9:00 a.m. - 12:00 p.m.	XAHS-514-001	MC
4/9 - 6/27	M,W	8:00 a.m. - 4:30 p.m.	XAHS-514-202	OFF

EMT Basic: Hybrid*

This 200-hour hybrid course (online learning and hands-on lab practice) includes all the skills necessary for students to provide emergency medical care under the SC DHEC guidelines. Access to a working computer with Microsoft® Office and internet capabilities is required. You MUST be prepared to dedicate time for online learning and attending the hands-on skills practice sessions as well as the ride-along experiences. **\$1,079**

1/22 - 4/11	TBA	6:00 p.m. - 9:00 p.m.	XAHS-514-102	OFF
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*Meeting dates will vary for the EMT Hybrid Course.

Ninety percent of the class will be online. Class will meet periodically at the Chester campus for skills checks on the following dates:

- January 30
- February 8, 22
- March 12, 19, 26
- April 9, 10, 12

Nursing Assistant

This course will teach all of the basic care skills necessary to be employed as a nursing assistant, nursing tech, or patient care assistant. Those who successfully complete this course will be eligible to take the South Carolina Certified Nursing Assistant (CNA) Certification. **\$1,079**

For additional entry requirements, 803-325-2888.

1/10 - 2/16	M,T,W,Th	9:00 a.m. - 2:00 p.m.	XAHS-519-001	MC
1/16 - 5/3	T,Th	4:30 p.m. - 8:30 p.m.	XAHS-519-200	MC
2/5 - 3/23	M,T,W,Th	9:00 a.m. - 2:00 p.m.	XAHS-519-002	MC
3/12 - 4/20	M,T,W,Th	9:00 a.m. - 2:00 p.m.	XAHS-519-003	MC
4/9 - 5/18	M,T,W,Th	9:00 a.m. - 2:00 p.m.	XAHS-519-004	MC
5/21 - 6/29	M,T,W,Th	9:00 a.m. - 2:00 p.m.	XAHS-519-005	MC

EKG for Healthcare Professionals - Hybrid

This course is for medical professionals only.

Concepts are presented in a flexible, progressive approach to allow for self-paced or classroom learning. Chapters cover basic electrophysiology, waves and measurements, rhythm analysis, and the five major groups of arrhythmias. Basic arrhythmias include appendices on clinical implications, cardiac anatomy and physiology, 12-lead electrocardiography, basic 12-lead interpretation, and pathophysiology of arrhythmias. Practice EKG rhythm strips are included in most chapters to give students extensive, realistic hands-on practice—the single most important element in developing arrhythmia interpretation skills. Upon completion of the EKG course for healthcare professionals, you are eligible to sit for the Certified EKG Technician (CET) certification from National Healthcareer Association. **\$329**

1/13 - 3/16	S	09:00AM-11:00AM	XAHS-565-001	OFF
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Intro to Phlebotomy: Hybrid

Orientation required pre-registration. This hands-on course is designed for medical professionals who are interested in becoming a certified phlebotomist. It explores essentials in phlebotomy with an emphasis on the equipment, techniques, and the common laboratory tests. Students practice venipunctures and capillary punctures on a training arm and eventually progress to actual “patients” with role-playing exercises to simulate patient interaction during the blood draw. White or khaki scrubs and white shoes/sneakers required for every class meeting. Upon completion of the phlebotomy course, you are eligible to sit for the Phlebotomy Technician Certification (CPT) certification from the National Healthcareer Association. **\$459**

1/20 - 3/24	Sat	9:00 a.m. - 2:00 p.m.	XAHS-566-001	OFF
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ONLINE RADIOGRAPHY COURSES

Limited General Radiography

Gain the basic training needed to perform limited general radiographic procedures of the chest, abdomen, and skeletal system. This course is designed for individuals who have their own clinical site at their workplace that provides for all types of required radiography exams. You must secure an approved clinical site prior to registration with your employer. Course must be completed within a maximum of 78 weeks. **\$1,395**

Radiography Chiropractic Assistant

This 48-hour course is presented by the S.C. Chiropractic Association, in partnership with York Technical College. It includes intro to radiation physics, x-ray generation, radiographic film storage and handling, applications, screen characteristics, construction of intensifying screens, automatic processing, and artifact analysis. A clinical component is included. Course work must be completed within a max of 52 weeks. **\$825**

Radiography Podiatric Module

This online module covers the basic information needed to perform limited podiatric radiographic procedures. The curriculum, which takes two weeks to complete, covers topics such as anatomy, pathology, and position of the foot and ankle. This course satisfies six hours of basic continuing education requirements. **\$135**

Radiography: Bone Densitometry

This course can be taken in its entirety or in modules.

Module 1: Osteoporosis and Bone Health

Module 2: Methods of Bone Densitometry

Module 3: Radiation Safety in X-Ray Densitometry

\$149 each or \$425 for the full course

Go to: yorktech.edu/Health-and-Human-Services/ and scroll down to “Popular Online Trainings” for more information on these and other health and human services courses.

COMING IN APRIL 2018 NEW COURSES IN HEALTH AND HUMAN SERVICES

MEDICAL BILLING AND CODING

The medical office billing and coding specialist has more responsibility than ever with the advent of electronic health records. This certificate prepares you to sit for the CPC exam administered by the American Academy of Professional Coders and/or Certified Billing and Coding exam administered by the National Healthcareer Association (NHA). You must successfully complete Medical Terminology to begin the program.

INTERESTED IN ANY OF THESE COURSES? CALL (803) 325-2888 FOR MORE INFORMATION.

IV THERAPY

This certificate program is designed to educate healthcare professionals in understanding principles and practice of intravenous therapy with an emphasis on venipuncture techniques, equipment, precautions, complication of intravenous therapy, and nursing responsibilities.

Qualifications for this course:

Phlebotomist, Medical Technician, Paramedic, Physician's Assistant (PA), Medical Assistant (MA), Licensed Practical Nurse (LPN), Dental Hygienist, or Registered Nurse (RN).
MUST SHOW CURRENT CERTIFICATION.



York Technical College is committed to contributing to the economic growth of the communities we serve and the state of South Carolina as a whole. For over 50 years, we have provided opportunities for individuals to reach their personal and professional career goals and have supported the needs of local businesses by generating a talent pool of exceptionally qualified candidates to meet their workforce needs during a period of incredible change.

We are committed to paving the path for new talent and idea generators of all ages and backgrounds to advance our local workforce. Together with our students, we can advance our community through education, job development and a shared passion for the place we call home.

Corporate and Continuing Education Division
(803) 325-2888 | CEadmin@yorktech.edu

 **York Technical College**

CONSTRUCTION & UTILITY TRADES



York Technical College offers comprehensive programs of competency-based instruction in the field of building construction with a focus on equipment operation, construction management, electrical, plumbing and utility workers.

Brick Mason Tender

Mason tenders work alongside the brick mason, maintaining cleanliness, keeping materials on hand, and anticipating the mason's needs without being told. As a mason tender, you do many of the behind-the-scenes tasks that allow the mason to do complicated brickwork. In short, you keep everything organized for the mason. This 96-hour course covers the basic skills required to work as a mason tender. **\$1,500**

1/22 - 2/8	M,T,W,Th	8:00 a.m. - 5:00 p.m.	XBCT-522-001	WS
3/12 - 3/29	M,T,W,Th	8:00 a.m. - 5:00 p.m.	XBCT-522-002	WS
5/7 - 5/24	M,T,W,Th	8:00 a.m. - 5:00 p.m.	XBCT-522-003	WS

Heavy Equipment Operator – 4 Piece

Heavy equipment operators transport, operate, and maintain heavy machinery such as bulldozers, backhoes, loaders and excavators. This course prepares students to obtain a National Center for Construction Education and Research (NCCER) certification as a heavy equipment operator by providing instruction on operation and maintenance of four major pieces of heavy equipment: dozers, excavators, backhoes, and skid steers. **\$4,995**

1/15 - 3/1	M,T,W,Th	8:00 a.m. - 4:00 p.m.	XBCT-510-001	CH
3/12 - 4/26	M,T,W,Th	8:00 a.m. - 4:00 p.m.	XBCT-510-002	CH
5/7 - 6/14	M,T,W,Th	8:00 a.m. - 4:00 p.m.	XBCT-510-003	CH

Welding: Beginning to Advanced

This course is open to beginning through advanced students in welding. Enrollment is limited since instruction is based individually dependent upon knowledge, experience, and needs. **\$250**

1/13-2/17	Sat	9:00 a.m. - 12:00 p.m.	XWLD-500-001	MC
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POWER UP YOUR CAREER

Lineworker Program

York Tech and utility companies and contractors in North and South Carolina have partnered to offer a comprehensive training program preparing you for entry-level line worker positions. This eight-week certificate program includes classroom, lab, and field instruction in pole climbing and both overhead and underground line installation. You will be assessed throughout the training in hands-on skill performance, relevant subject area knowledge, and safety compliance. Graduates will be ready for entry-level employment with utility and cable companies. **\$5,400**

Underground

The first two weeks of the lineworker program covers proper wire splicing, basic excavator operation, and underground power cable installation. **\$1,350**

1/8 - 1/18	M,T,W,Th	8:00 a.m. - 5:00 p.m.	XELW-502-001	CH
3/5 - 3/15	M,T,W,Th	8:00 a.m. - 5:00 p.m.	XELW-502-002	CH

Pre-Certification

The second portion of the program is one week and assesses your ability to climb utility poles and work with basic lineman hand tools while on the pole. Passing this section is required to advance to the overhead line installation portion. **\$675**

1/22 - 1/25	M,T,W,Th	8:00 a.m. - 5:00 p.m.	XELW-501-001	CH
3/19 - 3/22	M,T,W,Th	8:00 a.m. - 5:00 p.m.	XELW-501-002	CH

Overhead

The third and final portion of the program is five weeks. Those who progress to this point will repair and install power lines on poles up to 40-feet high, as well as learn how to work from a bucket truck. **\$3,375**

1/29 - 3/1	M,T,W,Th	8:00 a.m. - 5:00 p.m.	XELW-500-001	CH
3/26 - 4/26	M,T,W,Th	8:00 a.m. - 5:00 p.m.	XELW-500-500	CH



OSHA TRAINING

OSHA 10 Construction

Increase your safety awareness and reduce the risks of construction site hazards. This OSHA 10-hour course is designed for construction workers, foremen, job supervisors, safety coordinators, and anyone working in the construction industry. You will learn to identify, avoid, control, and prevent basic health and safety hazards specific to construction. You will receive training required by the Occupational Safety and Health Administration to obtain an OSHA 10-hour certification card. **\$199**

2/13 - 2/14	T,W	8:00 a.m. - 5:00 p.m.	XBCT-506-001	CH
4/24 - 4/25	T,W	8:00 a.m. - 5:00 p.m.	XBCT-506-002	CH

OSHA 30 Construction

This OSHA 30-hour course is designed to train workers and supervisors on hazard recognition and OSHA safety standards specific to the construction industry. Whether you are a construction worker, foreman, job supervisor, safety coordinator, or anyone working in the construction industry, this course is critical to maintaining a safe and OSHA-compliant work environment. You will receive training required by the Occupational Safety and Health Administration to obtain an OSHA 30-hour certification card. **\$499**

2/19 - 2/22	M,T,W,Th	8:00 a.m. - 5:00 p.m.	XBCT-507-001	CH
4/9 - 4/12	M,T,W,Th	8:00 a.m. - 5:00 p.m.	XBCT-507-002	CH



American Welding Society

Interested in becoming a Certified Welder?
 Call today to set up an appointment with our
 Certified Welding Inspector.
 York Technical College is an accredited testing facility
 for the American Welding Society.

MSHA TRAINING

The state of South Carolina provides mine health and safety training for miners, mine operators, and contract employees who work at mining locations throughout the state. Classes are offered through York Technical College at locations in Lancaster and Chester counties. Special arrangements for training to be delivered at mine sites or in regional locations to better accommodate mining industry employees can be made if class size makes it practical.

Courses are presented in:

- 30 CFR parts 46 and 48 Annual Refresher Training
- 30 CFR parts 46 and 48 New Miner Training
- Statutory rights of miners and their representatives under the Act; authority and responsibility of supervisors
- Self-rescue and respiratory devices
- Transportation controls and communication systems
- Introduction to work environment
- Escape and emergency evacuation plans; fire warning and firefighting
- Ground control; working in areas of high walls, water hazards, pits, and spoil banks; illumination and night work
- Health
- Hazard recognition
- Electrical hazards
- First Aid I CPR I AED
- Explosives
- Health and safety aspects of the tasks to which the new miner will be assigned including HazCom information

Many of these classes are integrated into the 30 CFR parts 46 and 48 Annual Refresher and New Miner training.

For a complete schedule of classes see:
<http://www.yorktech.edu/MHSATraining/>

SOUTH CAROLINA LICENSURE PREP COURSES

York Technical College offers many prep courses that will prepare participants to take South Carolina license exams in various areas of the construction industry.

This is just a sample of the fields of study that are offered:

- Electrical Contractor
- Plumbing Contractor
- HVAC
- Limited General Contractor
- Unlimited General Contractor
- Residential Builder

For more information on these and other possibilities, please contact Corporate and Continuing Education at 803.325.2888.

INDUSTRIAL TRADES



York Tech's Industrial Trade programs offer world class training using the latest generation of computer controlled machine tools, simulators and CAM software.

York Tech is proud to partner with **Okuma America** to host the **Okuma Technology Institute**. The College offers distributors and customers hands-on training in Okuma Machine operation and maintenance. Students come from across the country and world to learn at our Advanced Manufacturing Center.

PROGRAMMING AND OPERATION COURSES

Programming and Operation of Okuma CNC HMCs

Gain the skills needed to set up and operate the Okuma CNC Horizontal Machine Center. This 32-hour course teaches the requirements for creating a CNC Horizontal Machine part program for use with the Okuma OSP control. **\$1,400**

2/19 - 2/23	M,T,W,Th F	8:30 a.m. - 4:30 p.m. 8:30 a.m. - 12:30 p.m.	XMTT-505-002	MC
4/30 - 5/4	M,T,W,Th F	8:30 a.m. - 4:30 p.m. 8:30 a.m. - 12:30 p.m.	XMTT-505-003	MC

Programming and Operation of Okuma CNC VMC

Gain the skills and knowledge needed to set up and operate the Okuma CNC Vertical Machine Center. This 32-hour course teaches the requirements for creating a CNC Vertical Machine part program for use with the Okuma OSP control. **\$1,400**

4/16 - 4/20	M,T,W,Th F	8:30 a.m. - 4:30 p.m. 8:30 a.m. - 12:30 p.m.	XMTT-504-004	MC
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Operation and Set-up of Okuma MULTUS / B / U SERIES

Gain the skills and knowledge needed to set-up and operate the Okuma MULTUS B/U Machine Tool. This 32-hour course teaches the set up and operation of the MULTUS B/U as well as the navigation of the many display screens of the Okuma OSP-P300S control. **\$1,400**

2/26 - 3/2	M,T,W,Th F	8:30 a.m. - 4:30 p.m. 8:30 a.m. - 12:30 p.m.	XMTT-509-001	MC
5/14 - 5/18	M,T,W,Th F	8:30 a.m. - 4:30 p.m. 8:30 a.m. - 12:30 p.m.	XMTT-509-003	MC

ELECTRICAL MAINTENANCE COURSES

Electrical Maintenance of Okuma OSP U100 Control

Gain the basic skills required to troubleshoot, diagnose, and repair electrical problems on Okuma CNC machine tools with the OSP 100U control. This 32-hour course will prepare you to work with confidence and efficiency to maintain your Okuma machine tools with OSP U100 controls. **\$1,400**

2/19 - 2/23	M,T,W,Th F	8:30 a.m. - 4:30 p.m. 8:30 a.m. - 12:30 p.m.	XMTT-520-001	MC
4/9 - 4/13	M,T,W,Th F	8:30 a.m. - 4:30 p.m. 8:30 a.m. - 12:30 p.m.	XMTT-520-004	MC

Electrical Maintenance of Okuma OSP E100 Control

Learn how to troubleshoot, diagnose, repair, and maintain electrical problems on any Okuma CNC machine tools with the OSP E100 control. This 32-hour course will prepare you to work with confidence and efficiency to maintain your Okuma machine tools with OSP E100 controls. **\$1,400**

3/26 - 3/30	M,T,W,Th F	8:30 a.m. - 4:30 p.m. 8:30 a.m. - 12:30 p.m.	XMTT-517-001	MC
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Electrical Maintenance of Okuma OSP P300

Learn how to troubleshoot, diagnose, and repair electrical problems on Okuma CNC machine tools with the OSP E300 control. In this 32-hour course, you will gain the basic skills to maintain performance of your Okuma machine tools with OSP-P300. **\$1,400**

3/12 - 3/16	M,T,W,Th F	8:30 a.m. - 4:30 p.m. 8:30 a.m. - 12:30 p.m.	XMTT-530-003	MC
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Electrical Maintenance of Okuma OSP P300A

Gain the basic skills to troubleshoot, diagnose, repair, and maintain electrical problems on any Okuma CNC machine tools with the OSP P300A control. This 32-hour course will prepare you to work with confidence and efficiency to maintain your Okuma machine tools with OSP P300A controls. **\$1,400**

3/12 - 3/16 M,T,W,Th 8:30 a.m. - 4:30 p.m. XMTT-530-003 MC
F 8:30 a.m. - 12:30 p.m.

Electrical Maintenance of Okuma OSP 5000 Control

Gain the basic skills required to troubleshoot, diagnose, and repair electrical problems on Okuma CNC machine tools with the OSP 5000 control. This 32-hour course will prepare you to work with confidence and efficiency to maintain your Okuma machine tools with OSP 5000 controls. **\$1,400**

1/29 - 2/2 M,T,W,Th 8:30 a.m. - 4:30 p.m. XMTT-519-002 MC
F 8:30 a.m. - 12:30 p.m.

Electrical Maintenance of Okuma OSP 7000 Control

Gain the basic skills required to troubleshoot, diagnose, and repair electrical problems on Okuma CNC machine tools with the OSP 7000 control. This 32-hour course will prepare you to work with confidence and efficiency to maintain your Okuma machine tools with OSP 7000 controls. **\$1,400**

3/19 - 3/23 M,T,W,Th 8:30 a.m. - 4:30 p.m. XMTT-518-001 MC
F 8:30 a.m. - 12:30 p.m.

MECHANICAL MAINTENANCE COURSES

Mechanical Maintenance of CNC Lathes

Learn the basic skills required to diagnose issues and maintain mechanical performance of Okuma CNC lathes. This 32-hour course is designed for the service person who has some experience with Okuma lathes or for those who are first-time CNC machine tool users. Learn the fundamental skills to successfully maintain CNC lathes. **\$1,400**

1/8 - 1/12 M,T,W,Th 8:30 a.m. - 4:30 p.m. XMTT-538-001 MC
F 8:30 a.m. - 12:30 p.m.

4/23 - 4/27 M,T,W,Th 8:30 a.m. - 4:30 p.m. XMTT-538-005 MC
F 8:30 a.m. - 12:30 p.m.

Mechanical Maintenance of Horizontal Machining Centers

Learn how to diagnose mechanical issues and maintain performance of Okuma Horizontal Machining Centers (HMC). This 32-hour course is designed for first-time CNC users or service technicians with limited experience on Okuma Horizontal Machining Centers. This course will help you troubleshoot issues and keep HMC equipment running smoothly. **\$1,400**

5/14 - 5/18 M,T,W,Th 8:30 a.m. - 4:30 p.m. XMTT-537-003 MC
F 8:30 a.m. - 12:30 p.m.

Mechanical Maintenance of Lathe Spindle Rebuild

Learn how to diagnose problems and rebuild the milling turret on the Okuma lathe spindle. This 32-hour course is designed for service technicians with some exposure to Okuma lathes, and covers how to properly disassemble and reassemble the milling turret. The skills you learn will help you successfully troubleshoot and resolve issues using the machine's self-checking capabilities. **\$1,400**

4/9 - 4/13 M,T,W,Th 8:30 a.m. - 4:30 p.m. XMTT-534-003 MC
F 8:30 a.m. - 12:30 p.m.

Mechanical Maintenance of LB1000

Learn how to successfully diagnose and troubleshoot maintenance issues on the Okuma LB 1000. This 32-hour course is designed for service technicians with some experience with Okuma lathes. You will learn to disassemble and reassemble the milling turret. You will gain the skills to apply your own experience, along with manuals and the machine's self-checking capabilities, to keep the LB 1000 operating smoothly. **\$1,400**

4/16 - 4/20 M,T,W,Th 8:30 a.m. - 4:30 p.m. XMTT-535-003 MC
F 8:30 a.m. - 12:30 p.m.

Mechanical Maintenance of Vertical Machining Centers

Learn how to diagnose mechanical issues and maintain performance of Okuma Vertical Machining Centers (VMC). This 32-hour course is designed for first-time CNC users or service technicians with limited experience on Okuma Vertical Machining Centers. This course will help you troubleshoot issues and keep VMC equipment running smoothly. **\$1,400**

2/12 - 2/16 M,T,W,Th 8:30 a.m. - 4:30 p.m. XMTT-533-002 MC
F 8:30 a.m. - 12:30 p.m.

3/26 - 3/30 M,T,W,Th 8:30 a.m. - 4:30 p.m. XMTT-533-005 MC
F 8:30 a.m. - 12:30 p.m.

5/7 - 5/11 M,T,W,Th 8:30 a.m. - 4:30 p.m. XMTT-533-007 MC
F 8:30 a.m. - 12:30 p.m.

CFC Refrigerant Recovery Certification Prep

Prepare for the North Carolina Refrigerant Recovery Certification Exam. This course will give you the knowledge to test with confidence. The State Board of Refrigeration will charge an additional \$50 exam fee for the test. **\$249**

4/28 Sat 8:00 a.m. - 5:00 p.m. XACR-500-002 MC

Pool and Spa Certification Review

This one-day course provides basic training for those working in public, hotel, condo, municipal and semi-public pool, spa or water park facilities in South Carolina. You will learn the requirements for operating clean, safe, efficient facilities in accordance with S.C. DHEC regulations. You will receive instruction on filtration, disinfection, water testing and treatment, and design considerations. You will also gain knowledge in facility management, risk management, facility troubleshooting, and more. This course will prepare you for the South Carolina certification exam. **\$199**

4/25 W 8:00 a.m. - 5:30 p.m. XEVT-500-002 MC

MSSC Certified Production Technician (CPT)

Earn a Certified Production Technician certificate from the Manufacturing Skills Standards Council (MSSC) to help you stand out in the job market. This industry-led training, assessment, and certification program will help you develop the core skills and knowledge needed for front-line manufacturing positions in production and material handling. You will receive 120 hours of training in four essential areas: safety awareness, quality assurance, production and processes, and maintenance awareness. The course prepares you for the assessments leading to the nationally recognized MSSC Certified Production Technician Credential. Assessments are included with the class. You must pass the assessments to earn the credential. **\$2,399**

3/26 - 5/3 M,T,W,Th 8:30 a.m. - 2:30 p.m. XIMT-505-004 CH

TRANSPORTATION AND LOGISTICS



York Tech partners with area and national trucking companies to provide an excellent truck driver training program that prepares candidates for a career in one of the nation's leading industries.

MSSC Certified Logistics Associate (CLA)

Launch a career in logistics by earning the Certified Logistics Associate credential from the Manufacturing Skills Standards Council (MSSC). This industry-led training, assessment, and certification program will help you build the core skills required by the nation's front-line material handling workers. The 35-hour program prepares you with the essential skills and knowledge to pass the MSSC CLA assessment. You will learn the global supply chain logistics life cycle, logistics environment, material handling equipment, safety principles, safe material handling and equipment operation, and quality control principles. **\$1,000**

2/5 - 2/9 M,T,W,Th 8:00 a.m. - 5:00 p.m. XLOG-500-003 CH
F 8:00 a.m. - 12:00 p.m.

MSSC Certified Logistics Technician (CLT)

Prerequisite: MSSC (CLA) Certification

Go beyond the Certified Logistics Associate (CLA) certification and earn the Certified Logistics Technician credential from the Manufacturing Skills Standards Council (MSSC). This 35-hour program will increase your skills and knowledge in key areas of logistics, including product storage, order processing, packaging and shipment, inventory control, safe handling of hazmat materials, and evaluation of transportation modes. You will also learn about dispatch and tracking, measurements, and metric conversions. You must hold the MSSC CLA certification to enroll in this course. **\$1,000**

3/5 - 3/9 M,T,W,Th 8:00 a.m. - 5:00 p.m. XLOG-501-004 CH
F 8:00 a.m. - 12:00 p.m.

Industrial Lift Truck Operator

Learn the correct care and use of forklift trucks including the OSHA-Powered Industrial Truck Standard, which covers forklift design limitations, uses in material-handling, pre-operation check, operator skills and accident prevention. Upon successful completion of the course, you receive a three-year certification in forklift driving/operation skills. **\$375**

1/26 F 8:00 a.m. - 5:00 p.m. XBCT-504-001 WS
2/23 F 8:00 a.m. - 5:00 p.m. XBCT-504-002 WS
3/30 F 8:00 a.m. - 5:00 p.m. XBCT-504-003 WS
4/27 F 8:00 a.m. - 5:00 p.m. XBCT-504-004 WS

Professional Truck Driving CDL Class B License

Learn to drive commercial vehicles such as delivery and utility trucks with a Class B commercial driver's license. The two-week course provides classroom instruction, yard/field maneuvers and behind-the-wheel/observation training for any single vehicle with gross vehicle weight rating (GVWR) of 26,001 pounds or more, or any vehicle (trailer) not in excess of 10,000 pound GVWR. Students must have their Class B permit before the start of class, which includes general knowledge and air brakes test at the Department of Motor Vehicle. **\$2,195**

1/8 - 1/19 M,T,W 8:00 a.m. - 5:00 p.m. XTDR-500-001 WS

Professional Truck Driving CDL Class A License

Learn to drive large commercial vehicles, such as tractor trailers with a Class A commercial driver's license. This six-week course provides classroom instruction, yard/field maneuvers and behind-the-wheel/observation training. After completing the 240-hour course, students will be prepared to obtain their Class A commercial driver's license. Students participate in classroom training as well as behind the wheel training in the yard and open road. **\$4,295**

1/8 - 2/16 M,T,W,Th,F 8:00 a.m. - 5:00 p.m. XTDR-502-001 WS
2/26 - 3/30 M,T,W,Th,F 8:00 a.m. - 5:00 p.m. XTDR-502-002 WS

Professional Truck Driving Refresher

Do you have a CDL Class A but have been off the road for 12 months or more? Have you acquired a CDL Class A license but not yet gone to work within 60 days of your graduation date? If so, employers may require you to attend a CDL refresher course. This 40-hour refresher course is designed to reinforce key requirements and driving habits necessary for safe operation of Class A vehicles to help you get back on the road and driving again. **\$1,100**

1/8 - 1/12 M,T,W,Th,F 8:00 a.m. - 5:00 p.m. XTDR-503-001 WS

REAL ESTATE



Interested in the exciting field of real estate? The Corporate and Continuing Education Division of York Technical College has day, weekend, and evening courses to prepare you for a career in this rapidly growing market!

Advanced Principles In Real Estate

This 30-hour course of continued education in advanced real estate principles and practices, is required to obtain a sales license. It is a combination of five six-hour modules: Agency and Property Disclosure, Real Estate Contracts, Ethics and Real Estate, Measurements and Valuation, and Fair Housing. **\$299**

1/22 - 1/26	M,T,W,Th,F	8:30 a.m. - 3:30 p.m.	XREA-502-001	IL
3/5 - 4/4	M,W	6:00 p.m. - 9:00 p.m.	XREA-502-100	MC
3/19 - 3/23	M,T,W,Th,F	8:30 a.m. - 3:30 p.m.	XREA-502-002	IL
5/5 - 5/19	Sat, Sun	8:30 a.m. - 3:30 p.m.	XREA-502-001	MC

Broker A: Broker Management

Looking for a career as a real estate broker? This course provides 30 hours of the 150-hour education requirement by the S.C. Real Estate Commission to become a broker. Learn short and long-range planning, how to operate a real estate brokerage, and broker liability for torts of agents. You will also learn about trust accounting, contracts, and professional ethics. In addition to meeting education requirements, you will need three years of experience as a licensed real estate salesperson and pass the state broker's exam. **\$289**

2/19 - 2/23	M,T,W,Th,F	8:30 a.m. - 3:30 p.m.	XREA-501-001	MC
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Broker B: Exam Prep

Get ready for the real estate broker exam! This course provides 30 hours of the 150-hour education requirement by the S.C. Real Estate Commission to become a broker. Learn about real property law; agency, federal and state law; regulations, pricing of real property; contracts; finance; math and closing statements. In addition to meeting education requirements, you will need three years of experience as a licensed real estate salesperson and pass the state broker's exam. **\$289**

2/26 - 3/2	M,T,W,Th,F	8:30 a.m. - 3:30 p.m.	XREA-509-001	MC
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First Year Sales: Real Estate Pre-licensing

This 60-hour course is the first step for those who want to list, sell, purchase, exchange, lease, or dispose of real estate for others in the state of South Carolina. Topics discussed in this course include real estate sales; real property law; agency, federal and state laws and regulations; pricing of real property; contracts, finance; and mathematics. (90 hours is required for the salesperson's license) **\$489**

1/8 - 1/18	M,T,W,Th	8:30 a.m. - 5:30 p.m.	XREA-504-001	IL
1/9 - 2/27	T,Th	6:00 p.m. - 10:00 p.m.	XREA-504-100	MC
3/5 - 3/15	M,T,W,Th	8:30 a.m. - 5:30 p.m.	XREA-504-002	IL
4/7 - 4/29	Sat,Sun	8:30 a.m. - 5:30 p.m.	XREA-504-003	MC
4/10 - 5/29	T,Th	6:00 p.m. - 10:00 p.m.	XREA-504-100	MC
5/7 - 5/17	M,T,W,Th	8:30 a.m. - 5:30 p.m.	XREA-504-001	MC

Property Management

Interested in a property management career? This course meets the 30 hours of education required by the S.C. Real Estate Commission to receive a property management license. Learn about laws affecting property management, rental agreements, tenant relations after leasing, and insurance. **\$289**

1/29 - 2/2	M,T,W,Th,F	8:30 a.m. - 3:30 p.m.	XREA-503-001	IL
4/9 - 5/9	M,W	6:00 p.m. - 9:00 p.m.	XREA-503-100	MC

Property Manager-In-Charge

This seven-hour course is designed to meet the educational requirement for licensed property managers aspiring to become property managers-in-charge. Topics include current trust accounting laws and practices; review of current licensing requirements; primary duties and responsibilities of property managers-in-charge; and both permitted and prohibited activities of unlicensed employees. **\$129**

3/2	M	8:30 a.m. - 4:30 p.m.	XREA-505-001	HD
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NEW REAL ESTATE CONTINUING EDUCATION COURSES!

STAY MARKET READY

Do you need to renew your South Carolina real estate license by June 30?

Don't procrastinate -- Enroll today!

Complete your continuing education requirement before the busy selling season starts.

We have core and elective courses that meet the continuing education requirements of the S.C. Real Estate Commission.

How many hours of Continuing Education do you need?

For the 2018 renewal cycle, South Carolina real estate licensees must complete 10 hours of continuing education by June 30.

Four hours must be the mandatory core course – TRID Safely in a Flood of Disclosures.

You may choose elective courses approved by the S.C. Real Estate Commission for the remaining hours. Licensee who hold a broker-in-charge (BIC) license must complete the four core hours, four BIC-specific hours and two elective hours.



ELECTIVE CONTINUING EDUCATION COURSES

Agency Law and Relationships

Real estate professionals must take extraordinary caution when acting on behalf of their clients. This two-hour course will sharpen your knowledge of current legal and ethical requirements and options to protect both the real estate licensee and broker. You will explore agency law and relationships, including informed consent and transaction brokerage. **\$39**

4/17	T	3:00 p.m. - 5:00 p.m.	XREA-508-001	MC
5/22	T	3:00 p.m. - 5:00 p.m.	XREA-508-001	MC

Real Estate Contracts

Get your offers accepted and your contracts closed! This three-hour course will help you develop a greater understanding of the S.C. residential real estate purchase contract and associated addenda. You'll get a thorough review of the current purchase contract and the addenda needed for a quality offer and contract. **\$49**

3/7	W	8:30 a.m. - 11:30 a.m.	XREA-507-001	HD
5/9	W	8:30 a.m. - 12:30 p.m.	XREA-507-001	MC

Real Estate Ethics

Ensure you are operating at the highest standards of excellence! This four-hour course reviews the Code of Ethics and Standards and Practice of the National Association of Realtors (NAR) and fulfills the mandatory NAR Ethics Renewal Training requirement. You will explore case scenarios to gain greater insight into the responsibilities and duties required of Realtors®. You will also review the recommended sanctions for violations of the code. **\$59**

3/15	Th	1:30 p.m. - 5:30 p.m.	XREA-500-001	HD
5/16	W	8:30 a.m. - 12:30 p.m.	XREA-500-001	HD

MANDATORY RENEWAL COURSES

Broker-In-Charge: Duties and Responsibilities

As part of 2018 renewal requirements, brokers-in-charge (BIC) must complete the four-hour BIC course. This course meets the core real estate education for brokers-in-charge operating in South Carolina. Brokers-in-Charge must complete this course by June 30, 2018. **\$59**

2/7	W	8:30 a.m. - 12:30 p.m.	XREA-510-001	HD
4/18	W	1:30 p.m. - 5:30 p.m.	XREA-510-002	HD

TRID Safely in a Flood of Disclosures

This four-hour course meets the mandatory core course requirement set by the S.C. Real Estate Commission. The course examines the complexities of the new disclosures and forms required in real estate closings. You will learn how to explain the rules to buyers and sellers regarding the impact the rules will have on their real estate transactions. You will gain information about resources to assist buyers and sellers in understanding the TRID rules and process. This course counts for CORE credit. **\$59**

3/15	Th	8:30 a.m. - 12:30 p.m.	XREA-506-001	HD
4/11	W	1:30 p.m. - 5:30 p.m.	XREA-506-002	MC

PERSONAL INTEREST



Personal Interest courses provide opportunities for enrichment in topics ranging from defensive driving to computers and more.

Defensive Driving: 8-Hour Course

This course meets defensive driving requirements established by the National Safety Council and the S.C. Department of Highway and Public Transportation. Points must be on driving record prior to taking the class. This course can be taken for a four-point credit only once every three years. All out-of-state drivers must check with their state DMV prior to registering for the class. It is the student's responsibility to ensure the class will be honored in their state. **\$99**

1/20	Sat	8:30 a.m. - 5:30 p.m.	XLOG-504-001	MC
1/23 - 1/25	T,Th	6:00 p.m. - 10:00 p.m.	XLOG-504-100	MC
2/3	Sat	8:30 a.m. - 5:30 p.m.	XLOG-504-002	MC
2/20 - 2/22	T,Th	6:00 p.m. - 10:00 p.m.	XLOG-504-101	MC
3/3	Sat	8:30 a.m. - 5:30 p.m.	XLOG-504-003	MC
3/13 - 3/15	T,Th	6:00 p.m. - 10:00 p.m.	XLOG-504-103	MC
4/7	Sat	8:30 a.m. - 5:30 p.m.	XLOG-504-004	MC
4/10 - 4/12	T,Th	6:00 p.m. - 10:00 p.m.	XLOG-504-104	MC
5/5	Sat	8:30 a.m. - 5:30 p.m.	XLOG-504-005	MC
5/8 - 5/10	T,Th	6:00 p.m. - 10:00 p.m.	XLOG-504-105	MC

Law School for Non-Lawyers

Do you know what your rights and responsibilities are under the law? While you may not be an attorney, it is important to know the law and how it affects you. The S.C. Bar Pro Bono Program is sponsoring "Law School for Non-Lawyers," a seven-week course designed to give the public an overview of the S.C. legal system and insight into common legal problems people face. The course will cover the following topics: Overview of state courts and alternative dispute resolution; juvenile justice and overview of child protection hearings; family law, real estate and landlord-tenant law; wills; estates and probate; health care and elder law; S.C. workers' compensation and employment law; bankruptcy law; consumer law and debt collection, criminal law; and torts law. **\$45**

3/20 - 5/1	T	6:00 p.m. - 9:00 p.m.	XLEG 500-100	HD
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LEARN TO RIDE

Our Harley-Davidson Riding Academy course is designed for beginning riders, and we supply the bikes! Gain the knowledge and skills you need to safely operate a motorcycle. Our coaches are certified by both the Motorcycle Safety Foundation and Harley-Davidson.

- 5 hours of classroom and 15 hours of on-cycle instruction
- MSA certificates awarded upon successful completion
- Motorcycles and driving range are provided
- S.C. DMV skills test

Motorcycle Riding Academy*+

*Motorcycle learner's permit is required prior to starting class.

York Technical College partners with Cox's Harley-Davidson to provide Motorcycle Riding Academy (MRA) classes. A blend of classroom instruction and range riding, the MRA New Rider Course delivers the basics of motorcycle operation in Harley-Davidson style. You'll learn in a relaxed, supportive environment from instructors certified by both the Motorcycle Safety Foundation® (MSF) and Harley-Davidson. After passing written and riding skills evaluations, you'll receive an MSF Rider Course Completion Card that could qualify you for discounts on insurance. Completion of this course will also qualify you to take the South Carolina skills test, all at our facility and on a bike you are familiar with. Upon completion, you will receive a South Carolina waiver form to take to the S.C. DMV to complete your motorcycle endorsement. **\$350**

4/20 - 4/23	M,F	5:30 a.m. - 8:30 a.m.	XLOG-502-005	MC
	Sat,Sun	8:00 a.m. - 5:00 p.m.		

+Additional requirements for ALL motorcycle classes:

- Ability to ride a bicycle
- A valid automobile driver's license or learner's permit
- A helmet that meets DOT specifications
- Jeans (no shorts)
- Sturdy over-the-ankle boots or shoes
- Full-fingered motorcycle gloves
- A heavy long-sleeved shirt or jacket
- Protective eyewear

ONLINE OPTIONS



York Technical College partners with multiple vendors to deliver a wide range of online training courses to meet your needs. Whether you are looking for a six-week short course, something personal enrichment or for a more in-depth course to help you build skills toward a specific career goal or certification, we can assist in helping you find the right solution. View these and other courses under "Online Trainings" at yorktech.edu/continuing-education/

Below is a partial list of courses that can be offered in an online format. You can also go directly to the partner site to learn more about the specifics of a course by following the links provided.

ED2GO

www.ed2go.com/yorktech

Short six-week courses designed to get you trained in a new skill in no time!

Sample Courses:

- » Adobe InDesign
- » CompTIA Network+ Certification Prep
- » Alternative Medicine
- » Veterinary

CAREER STEP

careerstep.com/york

Offering an abundance of online training resources for healthcare.

Sample courses:

- » Medical Coding and Billing
- » Medical Transcription and Editing
- » Pharmacy Technician
- » ICD-10

LANGUAGE AUTHORITY

languageauthority.com/yorktech

Learn to speak a new language through this online language resource, offering conversational lessons for real-life situations. Through this program, students receive unlimited access to a course for six months.

Sample courses:

- » Spanish for Healthcare
- » Spanish for EMS and Fire
- » Conversational Dutch, French, German, Italian, Mandarin Chinese, Portuguese (Brazil), Spanish (Latin America)

CAREER TRAINING

careertraining.ed2go.com/yorktech/

Designed by professionals from each of the respective fields represented, these programs prepare you for employment in some of today's hottest career clusters such as healthcare and fitness, business, information technology, software development, and many others.

Sample Courses:

- » Home Inspection Certificate
- » Video Game Design and Development
- » Web Design Professional

FEATURED ONLINE COURSES

HEALTH AND HUMAN SERVICES

Human Anatomy and Physiology (Ed2Go)

Course Code: PAHS-513-200

In this course, you'll cover basic histology (the study of the different tissues in the body). You'll also learn about the structure and function of epithelial, connective, nervous, and muscular tissue. You will gain the knowledge to differentiate the sub-types of these tissues, where they're located, and the special jobs they perform.

\$295

Medical Terminology (Ed2Go)

This course teaches medical terminology from an anatomical approach. Root terms are divided by each body system. The origin, a combined form, and an example of non-medical everyday usage is provided for each root term. Word associations are provided as a learning tool. Unusual and interesting information is provided in regards to each term. Root terms are combined with prefixes and suffixes as your learning will culminate in the interpretation of several paragraphs of medical notes. **\$295**

BUSINESS AND PROFESSIONAL DEVELOPMENT

Supply Chain Suite (Ed2Go)

Learn fundamentals of purchasing in this six-week online course. Improve your company's bottom-line profitability by learning and implementing key concepts such as negotiation, supplier sourcing and qualification, outsourcing, and make-or-buy analysis. Learn the basics of supplier partnerships, capital budgeting, and green buying. Learn how to define internal customer needs, generate purchase requisitions and purchase orders; expedite, trace and receive supplier deliveries; maintain effective purchasing records; and create and manage various purchasing budgets. **\$261**

Project Manager with CAPM® and PMP® Prep (Career Training)

Gain a thorough understanding of project management with this online course. Build a solid foundation of concepts, and how to apply them. You will also learn how to select projects, develop strategies, and create a complex schedule model while identifying and assessing any risks in the project. This program is based on PMI's *A Guide to the Project Management Body of Knowledge* (PMBOK® Guide), which establishes the international standard regarding project management discipline. **\$1,995**

HOW DO I REGISTER?

Registering online is easy! Just follow these steps:

- Go to yorktech.edu/continuing-education/
- Scroll down past the course categories and click on the **“Search/Register”** link at the bottom of the page. You will be taken to the *“Continuing Education Menu”* on the York Tech WebAdvisor page.
- On the right side of the page, click **“Register and Pay for Continuing Education Classes.”**
- Enter the course code in the **“Course Code Number”** box and click *SUBMIT*.
- On the next page, check the select box next to the course you would like to register for and click *SUBMIT*.
- On the following page, fill out your personal information, click *SUBMIT* and follow the on-screen instructions to complete payment.

Don't have the Course Code Number?

No Problem! You can also search by entering the name of the course in the *“Search For”* field box and clicking *SUBMIT*.

Not quite sure of the course title?

You can also browse available courses in each category. Toward the bottom of the page is a dropdown menu labeled *“Topic Code,”* which will allow you to browse all of the courses currently offered in a particular category. This is also a great way to see what other courses may be of interest to you.

Other ways to register:

- **By phone**
Use your debit or credit card and call **(803) 325-2888**
- **In person**
Visit us on the Main Campus:
**452 South Anderson Rd.
Building C / Room 101
Rock Hill, S.C. 29730**

Don't Wait! Register Now!

Following these steps can ensure that your selected class stays on the schedule.

- » **Register Early!**
Each class has a minimum required enrollment. Classes will not be given a confirmed start until that number is reached.
- » **Encourage a friend to join you or register in groups.**
Two or three students may make the difference on whether or not a class is cancelled due to low enrollment.

Certifications and Licensures

Professional certifications offer an assurance to employers that you are qualified to perform certain job duties and tasks. In specific fields, certifications are required before candidates will be considered for a position. In many other fields, certifications are highly valued and help job seekers gain a competitive edge in a tough job market. Courses are also available to meet the needs of business and industry and can be customized to their particular specifications when needed. Programs that are approved through state agencies (such as DMV or DHEC) meet special occupational licensure requirements. Several occupational programs are also offered online to enable study from the convenience of home.

Programs for Entrepreneurs, Job Seekers, and Employers

Entrepreneurs can take advantage of specialized courses that will prepare them to do business planning, operations, and marketing. Job seekers can prepare for employment through WorkKeys assessments and skills development that will improve reading, math, and information locating skills to employable levels or to align with specific employer job requirements. Short courses are available for skills in high demand for the local workforce to enable students to build upon or develop skills needed for the competitive job market.

Corporate training solutions can be custom designed to fit any employer's workforce needs. Training can be conducted at the company site or at a college location.

CEU Credit

Students who satisfactorily complete occupational skills courses receive a certificate of completion and Continuing Education Units (CEU) as appropriate. One CEU is awarded for every ten contact hours of a course.

Financial Aid

Funding for non-credit programs is available on a limited basis. For more information on available funding, please contact the Corporate and Continuing Education Department at (803) 328-2888.

Refunds

If you cannot attend a class as planned and wish to cancel your registration, you must notify York Technical College Corporate & Continuing Education Division in writing at ceadmin@yorktech.edu at least five business days prior to the first day of class in order to receive a refund. Refunds will be processed based on the original form of payment.

Course Date Change

If you wish to move your registration to a different date, you must notify York Technical College Corporate & Continuing Education Division in writing at ceadmin@yorktech.edu at least five business days prior to the first day of class. Requests for date changes with less than 5 days notice will result in forfeiture of the registration fee.

If the College is forced to cancel a course due to low enrollment, enrolled students will be provided the option to transfer to a later date without penalty or to receive a full refund.

NOTE: Some certificate programs may have a non-refundable seating fee which applies to each instance of registration.

Locations

Through our locations, York Technical College brings quality higher education opportunities closer to the residents of Chester and Lancaster counties. Centers seek to contribute to the economic growth of the region by responding to the respective county's education and workforce-training needs. Students may take credit and non-credit courses in a traditional classroom setting, through a live interactive teleclass, via the internet, or by computer-assisted instruction.

MAIN CAMPUS

425 South Anderson Rd.
Rock Hill, SC 29730
(803) 327-8000

INDIAN LAND CENTER

245 Rosemont Drive
Fort Mill, SC 29707
(803) 396-3820

CHESTER CENTER

525 College Place
Chester, SC 29706
(803) 385-5884

HEAVY EQUIPMENT OPERATOR FACILITY

1211 SC DOT Road
Chester, SC 29706
(803) 325-2877

TRUCK DRIVER TRAINING FACILITY

309 S. Wilson Street
Rock Hill, SC 29730
(803) 981-7140

BAXTER HOOD CENTER

375 S. Anderson Road
Rock Hill, SC 29730
(803) 981-7100



Customized Training

York Technical College can customize any of our programs to fit your company's learning needs. If you see a course or training program that makes sense for your business, give us a call. We'll bring the training to your workplace.

We can also review possible eligibility requirements for job training funding.

For more information, call us at 803.325.2888



MOVE  P

CAREERS GROW HERE.