

# Workforce and Economic Development | Summer 2020



# IMPORTANT INFORMATION REGARDING COVID-19

York Technical College's Crisis Management Team (CMT) is continuing to follow developments on the recent coronavirus pandemic (COVID-19). We are closely monitoring updates provided by SC Department of Health and Environmental Control (DHEC) and Center for Disease Control and Prevention (CDC).

The majority of classes are currently offered in online and hybrid formats. Courses that require hands-on instruction will be conducted with limited capacity and enhanced cleaning protocols to protect our students and instructors.

Students will be afforded significant flexibility for the in-person lab sessions. These sessions will have a minimal capacity to allow for strict social distancing, and students will be required to wear personal protective devices such as masks and gloves.

We will follow safety protocols and directives from the Centers for Disease Control and the South Carolina Department of Health and Environmental Control during the lab sessions.

For detailed information and guidelines, please refer to the official [STUDENT RETURN TO CAMPUS GUIDE](#).

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## HOW TO READ THE CLASS SCHEDULE

Class Dates	Week Days	Meeting Time	Course Code	L
8/17 - 8/21	M,T,W,Th,F	8:30 a.m. - 3:30 p.m.	XREA 502	INT
8/11	T	8:30 a.m. - 4:30 p.m.	XAOT 529	MC

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

### L = Campus Location Key:

<b>MC</b>	= Main Campus
<b>CH</b>	= Chester Center
<b>IL</b>	= Indian Land Center
<b>TR</b>	= Truck Driver Training Facility
<b>INT</b>	= Online Course

## CAMPUS LOCATIONS

### MAIN CAMPUS

425 S. Anderson Road  
Rock Hill, SC 29730  
(803) 327-8000

### INDIAN LAND CENTER

1245 Rosemont Drive  
Fort Mill, SC 29707  
(803) 396-3820

### CHESTER CENTER

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

### TRUCK DRIVER TRAINING FACILITY

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

# BUSINESS & PROFESSIONAL DEVELOPMENT

## DESKTOP SKILLS

### Adobe Acrobat DC | \$375

Adobe Acrobat allows users to convert documents you create in Word, Excel, PowerPoint or any other application into Portable Document Files (PDF). A PDF can be viewed and printed by any with a copy of Adobe's free Acrobat Reader. In this course you will learn to create and manage PDF files, prepare documents for review, and add navigation aids and security features to their documents. Students will need a copy of Adobe Acrobat DC in order to do coursework. **Software not included.**

Online - Self-paced      24/7      PBUS 590      INT

### Adobe Animate CC | \$375

This course provides hands-on learning with Adobe Animate to create interactive animations for games, apps, and the web. Working through 10 project-based lessons, you will learn step-by-step how to create animations using Adobe's latest version of Animate. This course prepares students to take the Adobe Multiplatform animation using Adobe Animate CC certification exam. **Software not included.**

Online - Self-paced      24/7      PBUS 591      INT

### Adobe Dreamweaver CC | \$375

Adobe Dreamweaver is one of the most powerful programs when it comes to website and app development. Taking this course will provide knowledge in creating interactive and engaging websites and simple applications that can be used on mobile devices. Additionally, gaining fundamental knowledge of website design basics will help you work in numerous environments as well as incorporating animation and video. This course will prepare students to take the Adobe Web authoring using Adobe Dreamweaver certification exam. **Software not included.**

Online - Self-paced      24/7      PBUS 592      INT

### Adobe Illustrator CC | \$375

Adobe Illustrator allows you to create artwork that you can use for web pages or any print or electronic media. In this course, you will create artwork using various tools and learn ways to apply color to your artwork. You will be taught how to work with layers, 3D effects, and symbols. This course prepares students to take the Adobe Graphic design & illustration using Adobe Illustrator certification exam. **Software not included.**

Online - Self-paced      24/7      PBUS 593      INT

### Adobe InDesign CC | \$375

Adobe InDesign allows you to design and produce stunning documents on your desktop or professional printer. You will learn how to convert your documents to PDF format or publish them on a website. This class will walk you through setting up the InDesign workspace, adding text and graphics to your document, creating layouts with frames and applying formatting with styles. Students will be prepared to take the Adobe Print & digital media publication using Adobe InDesign certification exam. **Software not included.**

Online - Self-paced      24/7      PBUS 594      INT

### Adobe Photoshop CC Introduction | \$375

This class will introduce the basics of working with Photoshop for retouching images and drawing. You will learn various techniques for editing and retouching images using painting tools, clone stamp and drawing tools. You will also discover how to create new images using the drawing and painting tools. Students will be able to create and edit images using layers.

**Software not included. A 30-day trial version of Photoshop is available.**

Online - Self-paced      24/7      PBUS 614      INT

### Adobe Premiere CC | \$375

Adobe Premiere gives you powerful video and audio editing tools. You will learn how to add transitions, special effects, graphics, titles, and music to your Premiere project. You can adjust the image quality of videos and edit and mix soundtracks. You will discover how to build picture-in-picture effects, create animated titles, record voice-overs, add motion effects, and publish the results to a variety of formats. Videos created will be ready for playback on a web site. **Software not included.**

Online - Self-paced      24/7      PBUS 595      INT

### AutoCAD 1 - Basic 2D | \$835

Learn the basic 2D features of the latest versions of AutoCAD. This introductory course covers drawing setup, basic construction and editing tools, layer management, object properties, basic annotation with text and dimensions, and an introduction to layouts and plotting. This course is designed for the full, Windows version of AutoCAD.

Online - Self-paced      24/7      PBUS 596      INT

### AutoCAD 2 - Advanced 2D | \$835

Learn the advanced 2D features of the latest versions of AutoCAD. This course covers paper space detailing, multiple layout setup, advanced dimension techniques, blocks and symbol libraries, tables and schedules, attributes, dynamic blocks and parameters, and external references. This course is designed for the full, Windows version of AutoCAD.

Online - Self-paced      24/7      PBUS 597      INT

### AutoCAD 3 - Basic 3D Modeling | \$835

Learn the advanced 3D modeling techniques and basic rendering tools for the latest versions of AutoCAD. This course covers 3D editing tools, advanced solid modeling techniques, surface and mesh modeling methods, and basic render procedures including render settings, camera views, and an introduction to render materials. This course is designed for the full, Windows version of AutoCAD.

Online - Self-paced      24/7      PBUS 598      INT

### AutoCAD 4 - Advanced 3D and Basic Rendering | \$835

This advanced course covers 3D editing tools, advanced solid modeling techniques, surface and mesh modeling methods, and basic render procedures including render settings, camera views, and an introduction to render materials. Designed for the full, Windows version of AutoCAD.

Online - Self-paced      24/7      PBUS 599      INT

### AutoCAD 5 - Advanced Rendering & Customization | \$835

Learn the advanced 3D modeling techniques and basic rendering tools for the latest versions of AutoCAD. This course covers 3D editing tools, advanced solid modeling techniques, surface and mesh modeling methods, and basic render procedures including render settings, camera views, and an introduction to render materials. This course is designed for the full, Windows version of AutoCAD.

Online - Self-paced      24/7      PBUS 600      INT

### Microsoft® Access 2016 Series | \$229

#### Introduction to Microsoft® Access

Take control of your data! In this course you'll learn how to harness the power of Microsoft® Access 2016 to organize, store, edit, manage, and report on hundreds of thousands of records.

#### Intermediate Microsoft® Access

Do you want to take your skills to the next level? In this course, you'll master more advanced techniques for this powerful database program and build an entire database project from scratch.

Online / Instructor-Led\*

7/15 - 8/21	W,F	24/7	B8477	INT
8/12 - 9/18	W,F	24/7	B8477	INT

### Microsoft® Excel 2019 Introduction | \$129

Do you manage large sets of numbers, names, dates, or other pieces of information? If so, then you need to create worksheets to manage, store, organize, and even analyze this information. This course will introduce you to the basic functions and uses of the 2019 version of Excel. You will also learn how to use the function wizard to calculate statistics, future values, and more. In addition, you will get tips on sorting and analyzing data, creating three-dimensional workbooks, and automating frequently-repeated tasks with macros and buttons.

Online / Self-Paced or Instructor-Led\*

7/15 - 9/4	W,F	24/7	IX9	INT
8/12 - 10/2	W,F	24/7	IX9	INT

### Microsoft Excel Level 1 | \$179

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. Learning Excel can help you work more efficiently with data management tasks. You will learn how to use Excel commands, create workbooks, perform calculations, create formulas, modify worksheets, create templates and more.

8/4      T      8:30 a.m. - 4:30 p.m.      XAOT 528      MC

### Microsoft Excel Level 2 | \$179

Take your Excel skills to the next level! Leverage the power of data analysis to make informed, intelligent decisions. In this one-day course, you will gain tools and skills to customize the Excel environment, create advanced formulas, analyze data using functions and conditional formatting, visualize data by using basic charts, use pivot tables, slicers and pivot charts to analyze data. You must have strong knowledge of Excel or have completed Excel Level One to be successful in this course.

8/11      T      8:30 a.m. - 4:30 p.m.      XAOT 529      MC

### Microsoft® Excel 2019 Series | \$329

The Microsoft® Excel 2019 Series includes the basic introductory course and adds intermediate and advanced modules.

**Intermediate Microsoft® Excel** builds on the fundamental techniques learned in the basic course. You will master charting and learn more of Excel's time-saving features like PivotTables, Slicers, and Sparklines. You will also add VLOOKUP, INDEX and MATCH to your repertoire.

**Advanced Microsoft® Excel** will help you master advanced features not known to most users, such as scenarios and data tables to perform what-if data analysis. You will learn advanced techniques for PivotTables, conditional formatting to highlight duplicate entries, and importing external data using the built-in Power Query tool.

Online / Instructor-Led\*

7/15 - 9/4	W,F	24/7	B9404	INT
8/12 - 10/2	W,F	24/7	B9404	INT

### Microsoft Office Specialist Certificate (Hybrid) | \$1,599

Earning a Microsoft® Office Specialist (MOS) certification can help 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 MOS products. Classes meet in three-hour sessions. To be successful in this course, you must have a basic understanding of computers and keyboarding skills. **Course fee includes books, practice software vouchers, and test vouchers for five certification exams.**

8/18 - 12/4      T,Th      6:00 p.m. - 9:00 p.m.      XAOT 529      MC / INT

### Microsoft® Outlook 2013 Introduction | \$119

Want to learn Microsoft Outlook quickly and confidently without having to memorize a lot of technical mumbo-jumbo? In this course, you'll see what's new in Outlook and get up and running with the most important aspects of the program. From there, you'll quickly learn how to manage your email, calendar, and contacts. You will also learn how to streamline and automate your work with keyboard shortcuts, rules, Search Folders, and Quick Steps. **Online / Instructor-Led\***

7/15 - 8/21	W,F	24/7	IM3	INT
8/12 - 9/18	W,F	24/7	IM3	INT

### Microsoft® PowerPoint 2019 Introduction | \$129

Take your PowerPoint presentations from ordinary to extraordinary! This in-depth course introduces PowerPoint's functions and will teach you how to plan and create professional-quality presentations. You will learn how to catch your audience's attention with PowerPoint's visual features like photo album. As you become acquainted to Office 365, you will learn how to utilize OneDrive and PowerPoint Online's cross-functionality—saving, editing, and sharing your presentations online. This course is perfect for beginners looking to learn how to use the latest PowerPoint software. You will have the opportunity to create a custom presentation with content specific to your needs.

Online / Self-Paced or Instructor-Led\*

7/15 - 9/4	W,F	24/7	IP6	INT
8/12 - 10/2	W,F	24/7	IP6	INT

*\*Not Live Instruction - new lessons released Wednesdays & Fridays*



### Microsoft® Word 2019 Introduction | \$129

Across all industries, the ability to create documents in a word processor is essential in day-to-day functions. From writing reports to Knowing how to use Microsoft Word, the most widely-used word processing program, adds an important skill set to your professional profile. You will learn the basics of Word 2019 needed to write and edit text and to create, format, and organize documents. By the time you're done with these hands-on activities, you will be able to use Word confidently at home or on the job.

**Online / Self-Paced or Instructor-Led\***

7/15 - 8/21	W,F	24/7	IW9	INT
8/12 - 9/18	W,F	24/7	IW9	INT

### Microsoft® Word 2019 Series | \$229

This course bundle will introduce Microsoft Word 2019 and teach you how to use its advanced features.

**Introduction to Microsoft® Word** consists of hands-on exercises, videos, and step-by-step instructions that teach the fundamentals of word processing. You will learn dozens of ways to quickly and easily create, modify, and organize your documents.

**Intermediate Microsoft® Word** will teach you how to use the software's advanced word processing functions. You will learn a number of shortcuts and time-saving techniques to create complex, professional-quality documents. By the end of the course, you will know how to develop and organize tables, manipulate graphics, and merge spreadsheets, amongst other functions, to turn Word into a simple desktop publishing tool. **Online / Instructor-Led\***

7/15 - 9/4	W,F	24/7	B9379	INT
8/12 - 10/2	W,F	24/7	B9379	INT

## INFORMATION TECHNOLOGY

### CIW Advanced HTML5 & CSS3 Specialist | \$399

The CIW Advanced HTML5 and CSS3 Specialist course tests essential HTML5, Cascading Style Sheets (CSS) and JavaScript knowledge. These technologies, known as the Web development trifecta, provide Web pages that easily adapt to smartphones, tablets, gaming devices and smart TVs, as well as to traditional PCs. This course teaches deep knowledge of HTML5 and CSS3, and thus assumes a certain amount of existing knowledge (such as basic HTML coding).

**Online - Self-paced**      **24/7**      **PBUS 603**      **INT**

### CIW Data Analyst Specialist | \$399

Data Analyst is the seventh and final course in the CIW Web and Mobile Design series. In this course you will learn how to use data to analyze all aspects of a company's operation and make appropriate business decisions. You will study how to compare and contrast structured and unstructured data. You will learn how to deploy tools for capturing and analyzing data, including Hadoop, R Project, and custom database solutions.

**Online - Self-paced**      **24/7**      **PBUS 604**      **INT**

### CIW Database Design Specialist | \$399

The CIW Database Design Specialist course provides introductory vendor-neutral training for individuals planning to pursue product-focused database specialization. This course introduces you to DB2, Oracle Database 11g, MS SQL and MySQL. You will also learn about Structured Query Language (SQL) and database optimization through normalization.

**Online - Self-paced**      **24/7**      **PBUS 578**      **INT**

### CIW JavaScript Specialist | \$399

The CIW JavaScript Specialist course teaches developers how to use the features of the JavaScript language to design client-side, platform-independent solutions. Students will also understand and use the most popular applications of JavaScript. These specialized Web language skills can help you begin or grow a career in advanced Web development and technologies.

**Online - Self-paced**      **24/7**      **PBUS 579**      **INT**

### CIW Network Technology Associate | \$349

The Network Technology Associate course prepares you for job readiness in many business and technology-related careers. Understanding the fundamentals of networking, Internet protocols and network security is important for all professionals who use the Internet. This certification proves your mastery of the basics of networking and prepares you for further study in the specialty of your choosing.

**Online - Self-paced**      **24/7**      **PBUS 606**      **INT**

### CIW Perl Specialist | \$349

The CIW Perl Specialist course teaches developers how to fully use the features of the Perl programming language in Web application development. These specialized Web language skills can help you begin or grow a career in advanced Web development and technologies.

**Online - Self-paced**      **24/7**      **PBUS 580**      **INT**

### CIW Site Development Associate | \$349

The CIW Site Development Associate course teaches you essential Web page development skills. You will learn to develop Web sites using Hypertext Markup Language version 5 (HTML5) and Cascading Style Sheets (CSS). You will learn to write code manually, as well as use graphical user interface (GUI) authoring tools. You will also work with images, create hyperlinks, and add tables, forms, video and audio to your Web pages. If you want the knowledge and skills to design or improve Web sites, this course is for you.

**Online - Self-paced**      **24/7**      **PBUS 607**      **INT**

### CIW User Interface Designer | \$399

The CIW User Interface Designer is the second course in the CIW Web and Mobile Design series. In this course, you will learn about the strategies and tactics necessary to design user interfaces, with particular emphasis on creating user interfaces for mobile devices. You will study how to apply essential usability concepts, including clarity, ease of use, simplicity, and detectability. You will learn how information obtained from the client, sales, and marketing is utilized to design and develop compelling visual experience Web sites for multiple platforms, including mobile, tablet, and desktop.

**Online - Self-paced**      **24/7**      **PBUS 608**      **INT**

*\*Not Live Instruction - new lessons released Wednesdays & Fridays*

### CompTIA IT Fundamentals+ | \$499

The CompTIA IT Fundamentals exam focuses on the essential IT skills and knowledge needed to perform tasks commonly performed by advanced end-users and entry-level IT professionals alike, including:

- Using features and functions of common operating systems and establishing network connectivity
- Identifying common software applications and their purpose
- Using security and web browsing best practices

This exam is intended for candidates who are advanced end users and/or are considering a career in IT and is also a good fit for individuals interested in pursuing professional-level certifications, such as A+.

Online - Self-paced      24/7      PBUS 609      INT

### Introduction to SQL | \$375

Structured Query Language (SQL) is the language used to work with databases and the information stored within them. This course will provide a working knowledge of the basic forms of SQL, including how to select and update data from common table formats. Learners will create a database and use SQL to manipulate the data within it.

Online - Self-paced      24/7      PBUS 616      INT

### Java Programming | \$475

You will be introduced to the concepts of Object-oriented programming using Java 9.0. Students will learn the fundamentals of Java programming as they create Java applications. You will create applications that use variables, conditional statements, looping statements, arrays and functions, and learn to create your own classes and modules. No programming background is required for this course. You can use Java SE 9.0 and NetBeans 9.0 to follow along with the course content.

Online - Self-paced      24/7      PBUS 617      INT

## PERSONAL DEVELOPMENT

### Blogging With WordPress | \$255

Blogging is a great way to get the word out about your product, expertise or anything that's on your mind. WordPress is one of the most popular blogging applications, readily available on a lot of web hosts. In this course you will configure WordPress options and customize its appearance. You will explore options for blog topics and getting the word out about your blog. You will write blog entries, publish them and then set up accounts for allowing access to your blog.

Online - Self-paced      24/7      PBUS 601      INT

### Bookkeeping Administration Expert | \$3,965

This course will provide an introduction to the concepts and uses of accounting in a business environment. The primary areas of study in this course include:

- Analysis of business transactions, recording procedures and the use of ledgers and journals
- Accounting for sales and purchases
- Managing cash, payroll, accruals and deferrals
- Preparation and analysis of basic financial statements

After completing this course, students will have solid understanding of business and financial accounting and its role in bookkeeping administration.

Online - Self-paced      24/7      PBUS 570      INT

### CIW Internet Business Associate | \$349

The CIW Internet Business Associate course prepares you to work effectively in today's business environment. In this course, you will learn about the tasks involved in various Web Technology job roles, as well as the skills and technologies to perform them. The career opportunities that demand these common Web-based skills are endless.

Online - Self-paced      24/7      PBUS 605      INT

### CIW Social Media Strategist | \$399

This course teaches the foundations of social media technologies, communication methods and how to engage consumers using various tools. You will learn how social media is used in a business setting, and how to use it to boost brand recognition and achieve organizational goals. You will explore how to build strategies and tactics, build and manage campaigns, and develop content. You will also learn about major social media platforms, when and how to utilize each platform correctly in business to achieve organizational goals and strategies. You will discover how metrics, analytics, reporting and social media optimization drive business goals and strategies.

Online - Self-paced      24/7      PAOT 544      INT

### CompTIA Project+ | \$375

This introductory course follows the CompTIA Project+ exam blueprint and is divided into sections that cover major topic areas. Each section is explained in sufficient detail to become a Project+ certified professional. If you've never taken a certification test before, you'll find that the Project+ exam is a pleasant way to get your feet wet. The test isn't overly complicated or riddled with trick questions; it simply covers the basics of project management. Once you pass the exam and gain confidence in your project management knowledge and skills, you'll be ready to progress to other certifications and be eager to learn the more in-depth topics involved in project management. This course helps you prepare for the exam and set you on the road to certification!

Online - Self-paced      24/7      PBUS 616      INT

### Customer Service Representative Exam Prep | \$395

The customer service representative plays an essential role in an organization's success through providing product and service information and resolving product and service problems. In this course, you will learn about the various duties and responsibilities of the customer service provider, and you will practice these using a variety of exercises, hypothetical interactions, and assignments. The goal of this course is to prepare you to be an outstanding, reliable, and successful customer service representative in a business or other organization. You will be prepared to take nationally recognized customer service certification exams, including the HDI CSR Certification Exam.

Online - Self-paced      24/7      PBUS 610      INT

### Financial Planning and Wealth Management | \$575

Financial Planning and Wealth Management are key skills needed for today's leaders. In this course you will be presented with the key information needed to help you understand the basic aspects of estate planning and various methods of property transfers, gifts and gift tax. Additionally, information is presented regarding The Gramm-Leach-Bliley Act which requires institutions to disclose privacy policies, and limits instances in which consumer information can be shared. Also covered is Insurance Concepts, Mutual Funds & Retirement Planning.

Online - Self-paced      24/7      PBUS 612      INT

### Grammar Essentials | \$149

This course is designed to help you improve your writing and review the rules of grammar. You will have the opportunity to brush up on your skills and review some common rules of grammar that may have been forgotten. This course will improve your written expression by providing grammatical lessons and reference materials.

Online - Self-paced      24/7      PBUS 611      INT

### Introduction to Six Sigma | \$225

The Six Sigma introduction course will give students a flavor of some of the methodologies used in this popular quality tool. Students will receive an overview of the Six Sigma movement itself and some DMAIC, control, and causal methodologies. **All necessary materials are included.**

Online - Self-paced      24/7      PBUS 615      INT

### Intuit QuickBooks Online Plus | \$999

In this course, you will learn how to use QuickBooks Online Plus by completing two monthly accounting cycles. In the first lessons, accounting for selling service items will be covered. In later lessons, both service items and inventory items that are sold will be covered. Preparing payroll and creating a new company will also be included. Prior to taking this course, you should be familiar with the accounting cycle and how it is related to a business. While no prior knowledge of QuickBooks Online is required, it will be beneficial to have an understanding of accounting principles.

Online - Self-paced      24/7      PBUS 571      INT

### Six Sigma Black Belt Certification Prep | \$2,295

The Six Sigma Management System has evolved to become an integration of business best practices that unleashes the power of the Six Sigma tools and methods in a way that fosters focused execution and breakthrough improvements. Using the Six Sigma Management System as the overall context for driving business improvement, this course provides unique insight for Black Belts, Six Sigma leaders, and all Six Sigma practitioners for how to apply the wide variety of tools and methods that sit inside of the Six Sigma tool set.

Online - Self-paced      24/7      PBUS 575      INT

### Six Sigma Green Belt Certification Prep | \$1,775

The purpose of this course is to prepare students to be an certified Six Sigma Green Belt professional. Students will develop a thorough understanding of all aspects within the phases of D-M-A-I-C. They will also develop an understanding of how to perform and interpret Six Sigma tools and how to use standard principles of Lean.

Online - Self-paced      24/7      PBUS 576      INT

### Technical Writing Fundamentals | \$375

In this course students will be introduced to the basics of technical writing through hands-on writing projects. Students will learn the process of technical writing including identifying the audience, organizing the content, and document revision. Students will also learn good document design. Students will practice their skills on various kinds of documents and writing types, including writing for the web, definitions, descriptions, instructions, reports, and basic business communications.

Online - Self-paced      24/7      PBUS 624      INT

### Typing Essentials | \$149

In this Typing Essentials course, we introduce you to the fundamentals of learning to type or keyboard. We'll cover the layout of the keyboard, proper posture, finger and hand position, as well as learning how to use the proper finger for striking the different keys on the keyboard. The course utilizes a typing software tool that provides instruction, practice activities, and skill checks. Whether you are new to keyboarding or looking to enhance your current capabilities, this is for you! Learn to build confidence, enhance accuracy and speed in your typing skills!

Online - Self-paced      24/7      PBUS 625      INT

## REAL ESTATE

### Advanced Principles of Real Estate (Online) | \$299

This 30-hour course of advanced real estate principles and practices is required to obtain a sales license and fulfills 30 hours of the 90-hour requirement to become a licensed real estate agent in South Carolina.

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.

**Book is not included in the registration fee.** Students must purchase the book:

**AWARE in South Carolina, 10th edition**

Book is available at [www.wyattinstitute.com/store/](http://www.wyattinstitute.com/store/).

8/17 - 8/21      M,T,W,Th,F      8:30 a.m. - 3:30 p.m.      XREA 602      INT

### First Year Sales: Real Estate Pre-licensing (Online) | \$499

Want to get started on a career in the exciting world of Real Estate? This 60-hour online course is the first step to become a licensed real estate salesperson in the state of South Carolina. Through interactive online learning, you will gain valuable knowledge for the SC Real Estate exam. Topics include real estate sales; real property law; agency, federal and state laws and regulations; pricing of real property; contracts, finance; and mathematics. This course meets 60 hours of the mandatory 90-hour education requirement by the SC Real Estate Commission.

**Book is not included in the registration fee.** Students must purchase the book:

**AWARE in South Carolina, 10th edition**

Book is available at [www.wyattinstitute.com/store/](http://www.wyattinstitute.com/store/).

7/13 - 7/24      M,T,W,Th      8:30 a.m. - 12:30 p.m.      XREA 604      MC

# HEALTH AND SAFETY

## ALLIED HEALTH CAREERS

### Administrative Medical Assistant Career Prep | \$1,645

Administrative Medical Assisting is one of the fastest growing careers in the health care industry today. The need for professionals that understand how to utilize computerized medical office software and perform administrative office procedures is growing substantially. Physician practices, hospitals, chiropractic practices, and other health care providers all depend on administrative professionals for day-to-day support. In the Administrative Medical Assistant course you will learn medical terminology, patient confidentiality, scheduling, customer service, basic patient documentation, and basic billing as well as other administrative duties required by front office personnel.

Online - Self-paced 24/7 PAHS 578 INT

### Limited Radiography Hand | \$495

The Hand Radiography course will assist you in the understanding the anatomy of the hand, along with learning the techniques for taking x-rays of the hand.

This course is broken in to 4 modules:

- Radiographic Imaging Equipment and Accessories
- Contrast/Detail / Distortion/Density
- Radiographic Exposure
- Anatomy and positioning

7/1 - 12/2 Online 24/7 XAHS 559 INT

### Medical Billing and Coding Specialist (Online) | \$2,995

Tremendous change in America's healthcare has increased the demand for medical coders. This non-credit 120-hour billing and coding course builds the skills needed to solve insurance billing problems, how to file claims (using the CPT and ICD-10 manual), complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures. You will learn how to find the service and codes using manuals.

8/4 - 12/3 T,Th 6:00 p.m. - 9:00 p.m. XAHS 681 MC

### Nursing Assistant | \$1,079

This 112-hour course; approved by the Department of Health and Human Services (DHHS), will prepare you for the Nurse Aide Competency Exam. You will receive training in basic nursing care through classroom lecture, simulated lab care, and hands-on clinical experience in a long-term care facility.

**Proof of High School Diploma or GED is required and students must take CPR prior to registering for this Nursing Assistant course.**

Potential students must also be aware that each one must meet with Elaine Muffett at least a month before the start of class to obtain a binder for the pre-requirements.

8/19 - 10/8 M,T,W,Th 6:00 p.m. - 9:00 p.m. XAHS 519 MC

### Pharmacy Technician Career Prep Professional | \$1,575

This program prepares students to be professional Pharmacy Technicians dedicated to assisting Registered Pharmacists in operational procedures. Graduates are equipped to assist in filling prescriptions according to doctor's orders, participating in ordering products and inventory control, as well as billing and receiving payments. Trained graduates that pass this course are eligible to sit for a national certification exam.

Online - Self-paced 24/7 PAHS 573 INT

### Physical Therapy Technician Career Prep | \$1,499

This comprehensive course will cover the knowledge, practices, and techniques needed to prepare you for the AMCA Physical Therapy Technician certification exam and satisfy the certification course requirement prior to exam admittance.

Online - Self-paced 24/7 PAHS 574 INT

### Veterinary Assistant Career Prep | \$1,425

Do you love animals? Have you ever thought about a career as a veterinary assistant? In this course, you will discuss and become proficient in the skills, terminology, and procedures necessary to assist in a veterinary office.

Online - Self-paced 24/7 PAHS 575 INT

## CPR AND FIRST AID

### Basic Life Support Hands-On Skills Check | \$39

American Heart Association (AHA) blended learning courses combine the flexibility of online training with in-person skills practice and testing. The online portion provides the flexibility of completing training at your own pace, either at work, home or wherever you have internet access. The hands-on portion includes a skills practice and testing session conducted in person with an AHA Basic Life Support or Heartsaver® instructor. Students receive a course completion card, valid for two years.

**\*Participants must bring certification of completion to class in order to get checked off on skills.**

7/18	Sat	8:30 a.m. - 9:30 a.m.	XAHS 508	MC
7/18	Sat	10:30 a.m. - 11:30 a.m.	XAHS 508	MC
8/15	Sat	8:30 a.m. - 9:30 a.m.	XAHS 508	MC
8/15	Sat	10:30 a.m. - 11:30 a.m.	XAHS 508	MC

## COMMUNITY INTEREST

### Spanish for Health Care | \$169

Interacting with Spanish-speaking patients may arise frequently in a health care position. In a medical career, lacking basic knowledge of the Spanish Language can be inefficient and dangerous. Saving someone's life is difficult if you don't understand what they are saying. Taking this course will boost your professional communication skills in the workplace, as well as make you more comfortable and productive.

Online - Self-paced 24/7 PBUS 622 INT

### Spanish for Law Enforcement | \$169

Spanish for Law Enforcement is a self-paced, online Spanish course designed for Police Officers and Law Enforcement Personnel wanting to communicate with the Spanish-speaking public.

Online - Self-paced 24/7 PBUS 623 INT



## DRIVER SAFETY

### Advanced Motorcycle Rider | \$150

Take your skills to the next level! This course uses the proven curriculum of the Motorcycle Safety Foundation (MSF) Experienced Rider Course Suite, with some enhancements developed by Harley-Davidson® enthusiasts. Participants will use their own motorcycles to practice various control, judgement, maneuvering and stopping skills.

8/22 Sat 9:00 a.m. - 5:00 p.m. XLOG 503 MC

### Basic Motorcycle Safety | \$350

Ride Safe and Smart! York Tech and Cox's Harley-Davidson® have partnered to provide Motorcycle Riding Academy classes. A blend of classroom instruction and range riding, the MRA New Rider Course delivers the basics of motorcycle operation in Harley-Davidson® style. 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 may qualify you for insurance discounts. Completion of this course qualifies you to take the SC skills test. Upon completion, you will receive a SC waiver form to take to the SCDMV to complete your motorcycle endorsement.

8/28 - 8/30 F 5:30 p.m. - 8:30 p.m. XLOG 502 MC  
Sat, Sun 8:00 a.m. - 5:00 p.m.

### Basic Motorcycle Safety - Women Only Class | \$350

8/21 - 8/23 F 5:30 p.m. - 8:30 p.m. XLOG 502 MC  
Sat, Sun 8:00 a.m. - 5:00 p.m.

**NOTE: First class for Motorcycle courses meet at  
Cox's Harley-Davidson® 1178 Galleria Blvd. Rock Hill, SC 29730**

### Defensive Driving | \$99

Licensed drivers may take this eight-hour National Safety Council course every three years. Successful completion will remove up to four points (except DUI) on a SC driver's license, including CDL, and may reduce insurance costs. Learn defensive driving techniques through lectures, videos, and classroom demonstrations.

**NOTE:** Arrive 10 minutes early. No late arrivals will be admitted. Bring a pen or pencil to class. Driver's license number and state required when registering.

8/8 Sat 8:30 a.m. - 5:30 p.m. XLOG 504 MC

## EMERGENCY MEDICAL SERVICES

### EMT Basic - Hybrid | \$1,379

Emergency Medical Technicians, also known as first responders, are in great demand. You can start a rewarding career as an EMT with just three to six months of training. EMTs work in a variety of settings, including county emergency services departments, private ambulance or transport companies, and hospitals. This course prepares you to take the National Registry exam.

Per Department of Health and Environmental Control regulations, college-level math and reading skills are required to register for this course. Potential EMT students must present copies of proof to be submitted to DHEC prior to registering.

8/17 - 12/10 M,T,W,Th 6:00 p.m. - 10:00 p.m. XAHS 515 MC  
8/17 - 12/10 M,T,W,Th 6:00 p.m. - 10:00 p.m. XAHS 515 MC

Meeting days vary slightly. See website for complete class details.

## INDUSTRIAL TRADES

### Fork Lift Operator (Hybrid) | \$395

Learn the correct use and care of forklift equipment. Topics include information from OSHA's Powered Industrial Truck Standard (OSHA Standard 1910.178). Successful students receive a three-year forklift certificate.

**Safety requirements prohibit open clothing or high-heeled shoes.  
Students must be 18 years of age. Valid driver's license required.**

8/21 F 8:00 a.m. - 5:00 p.m. XBCT 504 TR

### Residential Electrician | \$2,495

With booming infrastructure, new energy conservation projects, and an aging workforce, the demand for skilled electricians is on the rise. In fact, the Bureau of Labor Statistics projects that jobs for electrician will increase 14 percent through the year 2024. This course is designed to teach you general and electrical safety procedures, use of common hardware and materials used in an electrical system, how to read and understand building plans, and more. In addition, you will be prepared for electrician licensing tests, generally required by most states and localities. Check with your state, county, or city for residential electrician licensing rules and whether this course's hours will be accepted towards licensing.

Online - Self-paced 24/7 GES789 INT

## TRANSPORTATION

### Commercial Learner's Permit (Online) | \$199

Prepare to obtain your CDL by earning your commercial learner's permit. This 14-hour course will help prepare for the written examinations required to obtain your permit. A commercial learner's permit (CLP) is required to operate a Class A or B vehicle on the highway under the supervision of a licensed commercial driver.

A Commercial Learner's Permit is also required prior to registration for XTDR 600 Truck Driver Training at York Technical College.

7/9 - 7/14 Online 24/7 XTDR 602 INT  
8/27 - 9/1 Online 24/7 XTDR 602 INT

### Truck Driver Training - Class A | \$4,495

Get started on your career as a Commercial Truck Driver!

This 200-hour course will help prepare you to obtain a Class A Commercial Driver's License. Through a combination of classroom and driving instruction, you will learn trucking regulations, operations and safety in truck transportation, map reading and logbook management. You will also learn how to perform pre-trip inspections, procedures for coupling/uncoupling and sliding fifth wheel and trailer tandems. Coaching and practice on the driving range will help you build skills in braking, shifting and backing. You will progress to the road where you will practice shifting techniques, engine RPM management, stops, starts and turns.

**Potential students are required to possess a commercial learner's permit, meet with the instructor and tour the driver training facility prior to registering for this course.**

9/14 - 10/23 M,T,W,Th,F 8:00 a.m. - 4:30 p.m. XTDR 600 TR

## ADDITIONAL ONLINE OPTIONS



York Technical College has partnered with ed2go to offer online open enrollment programs designed to provide the skills necessary to acquire professional level positions for many in-demand occupations. Courses listed in the **Fundamentals** catalog are quick, low cost, skill building classes that run under 6 months. The **Career Training** catalog includes more in-depth courses that lead to a certification. Instructors are actively involved in your online learning experience, responding to any questions or concerns; offering encouragement and motivation.

Below are just a few examples of the hundreds of courses provided by ed2go.

Please refer to each catalog page for additional offerings:

ed2go Fundamentals - [ed2go.com/yorktech](https://ed2go.com/yorktech)

ed2go Career Training: [careertraining.ed2go.com/yorktech](https://careertraining.ed2go.com/yorktech)

### ED2GO FUNDAMENTALS

[Administrative Assistant Fundamentals](#)  
[Blogging and Podcasting for Beginners](#)  
[Creating Mobile Apps with HTML5](#)  
[Creating WordPress Websites](#)  
[Explore a Career as a Paralegal](#)  
[Human Anatomy and Physiology](#)  
[Introduction to Chemistry](#)  
[Introduction to Interior Design](#)  
[Introduction to Networking](#)  
[Introduction to PC Security](#)  
[Introduction to PC Troubleshooting](#)  
[Introduction to PHP & MySQL](#)  
[Introduction to QuickBooks 2019](#)  
[Medical Terminology: A Word Association Approach](#)  
[Project Management Fundamentals](#)  
[Solving Classroom Discipline Problems](#)  
[Start Your Own Small Business](#)

### CAREER TRAINING

#### ARTS AND DESIGN

[Certified Residential Interior Designer](#)  
[Digital Arts Certificate](#)  
[Video Game Design and Development](#)  
[Web Design Professional](#)

#### BUSINESS

[Digital Marketing Strategist](#)  
[Freight Broker / Agent Training](#)  
[Human Resources Professional](#)  
[Purchasing and Supply Chain Management](#)

#### CONSTRUCTION AND TRADES

[CNC Machinist](#)  
[Foundations of Plumbing](#)  
[Home Inspection Certificate](#)  
[HVAC/R Certified Technician \(Voucher Included\)](#)

#### HEALTH AND FITNESS

[Administrative Dental Assistant](#)  
[Certified Clinical Medical Assistant \(Voucher Included\)](#)  
[Certified Pharmaceutical Sales Rep \(Exam Included\)](#)  
[Medical Terminology](#)  
[Optician Certification Training](#)

#### INFORMATION TECHNOLOGY

[AWS System Operations Certification Bundle](#)  
[Certified Information Security Manager \(CISM\)](#)  
[CompTIA™ A+ Certification Training](#)  
[CompTIA™ Security+ Certification Training](#)

#### CAREER TRAINING courses also offered in:

- [Computer Applications](#)
- [Legal](#)
- [Computer Science](#)
- [Teacher Professional Development](#)
- [Hospitality](#)
- [Writing](#)
- [Language](#)

COURSES STARTING SOON

Learn Online,  
Wherever  
You Are

Staying at home  
is the perfect  
time to learn  
a new skill.



# HOW DO I REGISTER?

## Registering online is easy with our NEW shopping cart type system!

- Go to [yorktech.edu/continuing-education/](http://yorktech.edu/continuing-education/)
- Scroll to bottom and click on: **Search and Register for Classes**
- You will be taken to the new Workforce and Economic Development registration system where you may register, browse for classes, add them to your cart and pay online using a credit or debit card.

### Simple, Fast and Easy!

You may also register **In person** by visiting us on the **Main Campus**:  
**452 S. Anderson Road**  
**The Comporium Center**  
**Building C / Room 101**  
**Rock Hill, SC 29730**

## 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, contact the Workforce and Economic Development Department at (803) 328-2888.

Listed below are community partners that may provide scholarship support for individuals seeking to enroll in continuing education classes:

**Carolina Community Actions** - [www.carolinacommunityactions.org](http://www.carolinacommunityactions.org)

**Project Hope** - [www.dss.sc.gov/projecthope](http://www.dss.sc.gov/projecthope)

**ProTrain Online Training** - [www.protrainedu.org/tuition-assistance](http://www.protrainedu.org/tuition-assistance)

**SC Works** - [www.scworks.org](http://www.scworks.org)

**Vocational Rehab** - [www.scvrd.net](http://www.scvrd.net)

**Women in Trucking** - [www.womenintruckingfoundation.org](http://www.womenintruckingfoundation.org)

*Sponsorship requirements vary by partner. Please contact them directly for questions regarding eligibility.*

## Standard Refund Policy\*

If you cannot attend a class as planned and wish to cancel your registration, you must notify York Technical College Workforce and Economic Development Division in writing at [ceadmin@yorktech.edu](mailto:ceadmin@yorktech.edu)

### Refunds will be issued as follows:

Requests made at least 10 business days prior to start of class will be issued a 100% refund

Requests made between 5 and 10 business days prior to class start will be charged a \$25 service fee.

There will be **NO REFUND** issued on any requests made less than 5 business days prior to class start.

*Refunds will be processed based on the original form of payment.*

**\*Refund policies for real estate, Okuma and online courses may vary slightly. Please call 803-325-2888 for more information.**

## Course Date Change

If you wish to move your registration to a different date, you must notify York Technical College Workforce and Economic Development Division in writing at [ceadmin@yorktech.edu](mailto:ceadmin@yorktech.edu) at least five business days prior to the first day of class. Requests for date changes will be made on a first come, first served basis based on seat availability. 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 for any reason, 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.**



452 South Anderson Rd  
Rock Hill, SC 29730

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PAID  
Rock Hill, SC  
Permit #9



## 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.