



CORPORATE & CONTINUING EDUCATION COURSE CATALOG

SUMMER 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 long-term goals include job advancement or changing your focus toward a new position? Invest in yourself and create 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 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
5/8 - 5/17	T,Th	1:00 p.m. - 4:00 p.m.	XBUS-522-001	HD
5/21 - 6/29	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

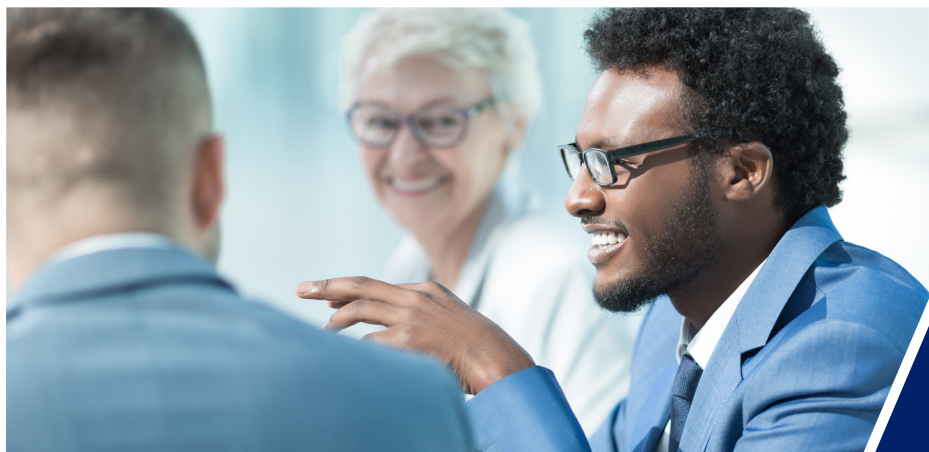
L = Campus Location Key:

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

See inside back cover for more information on each location.

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 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**

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

Microsoft® Excel 2016 Bundle

Build a strong foundation in Microsoft® Excel with this comprehensive course that covers 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**

5/22 - 5/31 T,Th 9:00 a.m. - 12:00 p.m. XAOT-504-001 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 Microsoft® 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**

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

Microsoft® Outlook 2016 Bundle

This comprehensive course covers levels 1 and 2 of Microsoft® Outlook 2016. Manage contacts, schedule meetings, and work with tasks and notes. Increase your productivity by learning 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**

5/29 - 6/7 T,Th 6:00 p.m. - 9:00 p.m. XAOT-527-100 MC
7/24 - 8/2 T,Th 9:00 a.m. - 12:00 p.m. XAOT-527-001 MC

Microsoft® PowerPoint 2016 Bundle

This course will help you use the robust set of Microsoft® PowerPoint tools to create presentations that are interesting, informative and memorable. In this comprehensive 12-hour course, you will go from creating basic presentations to designing complex multimedia presentations with advanced graphics and animations. You will also 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
6/12 - 6/21 T,Th 9:00 a.m. - 12:00 p.m. XAOT-525-001 MC

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**

5/1 - 5/10 T,Th 9:00 a.m. - 12:00 p.m. XAOT-501-001 MC

COMPUTERS/INFORMATION TECHNOLOGY

Microsoft® Office Specialist Certificate

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 each MOS product. Classes meet in three-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**

5/1 - 8/9 T,Th 9:00 a.m. - 12:00 p.m. XCPT-500-001 MC

CISCO CERTIFIED NETWORK ASSOCIATE (CCNA)

Routing and Switching Essentials

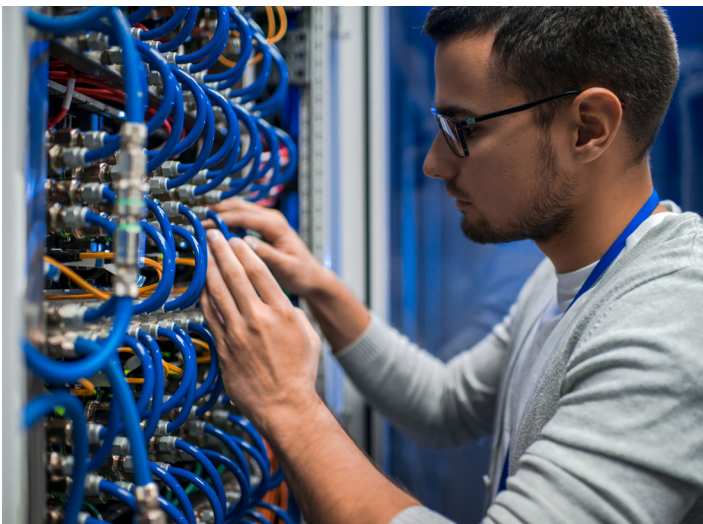
This is part of a four-course series preparing students to earn the Cisco Networking Certificate and to take the ICND1 certification exam. Topics of study in this class include LANs, WANs, OSI models, ethernet, token ring, fiber-distributed data interface, TCP/IP addressing protocol and dynamic routing.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

5/22 - 8/3 T 5:30 p.m. - 8:30 p.m. XIST-502-100 IL

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**

5/24 - 8/3 Th 5:30 p.m. - 8:30 p.m. XIST-504-100 IL



HUMAN RESOURCES

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 Carolina 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**

5/10 Th 8:30 a.m. - 5:00 p.m. XMGT-504-001 HD



PROFESSIONAL DEVELOPMENT

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**

6/5 - 6/7 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 duties. 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**

6/12 - 6/14 T,Th 1:00 p.m. - 4:00 p.m. XBUS-523-001 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 their 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**

5-23 W 8:30 a.m. - 12:30 p.m. XBUS-507-001 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.

American Heart Association CPR for the Healthcare Provider

This Basic Life Support instructor-led course teaches single-rescuer and team basic life support skills for application in both pre-hospital and in-facility environments, with a focus on high-quality CPR and team dynamics. At the end of the course, students are issued a course completion card from the American Heart Association that is valid for two years. **\$69**

5/5	Sat	8:30 a.m. - 1:30 p.m.	XAHS-506-009	MC
5/19	Sat	8:30 a.m. - 1:30 p.m.	XAHS-506-010	MC
6/9	Sat	8:30 a.m. - 1:30 p.m.	XAHS-506-011	MC
6/23	Sat	8:30 a.m. - 1:30 p.m.	XAHS-506-012	MC
7/14	Sat	8:30 a.m. - 1:30 p.m.	XAHS-506-013	MC
7/28	Sat	8:30 a.m. - 1:30 p.m.	XAHS-506-014	MC
8/11	Sat	8:30 a.m. - 1:30 p.m.	XAHS-506-015	MC
8/25	Sat	8:30 a.m. - 1:30 p.m.	XAHS-506-016	MC

American Heart Association Blended Learning (Skills)

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. Participants must bring certification of completion to class in order to get checked off on skills. Students receive a course completion card, valid for two years. **\$39**

5/1 - 6/30	Online	24/7	XAHS-508-200	INT
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EKG Technician

This comprehensive 60-hour certification course prepares students to function as Electrocardiograph (EKG) Technicians and to take the National Healthcareer Association (NHA) EKG Technician exam. This course will include important practice and background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, laboratory assisting, electrocardiography and echocardiography. Additionally, students will practice with equipment and perform hands-on labs including introduction to the function and proper use of the EKG machine, the normal anatomy of the chest wall for proper lead placement, 12-lead placement and other clinical practices. **\$595**

5/26 - 8/11	Sat	8:00 a.m. - 12:00 p.m.	XAHS-576-200	OFF
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EKG Refresher

This online course is designed as a refresher for those already working in the medical field: EMT, Paramedicine, RN, LPN, PA, NP, EKG Technician or other medical professions. This comprehensive 30-hour online course will refresh students on EKG administration, and will include important background information on anatomy of the heart and physiology, medical disease processes, medical terminology, medical ethics, legal aspects of patient contact, laboratory assisting, electrocardiography and echocardiography. **\$199**

5/1 - 5/31	Online	24/7	XAHS-562-200	INT
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EMT Basic

Emergency Medical Technicians (EMT) provide emergency care to the critically ill and injured at an emergency scene. The modern Emergency Medical Services (EMS) system has been developed to provide what is known as pre-hospital or out-of-hospital care. There are four levels in this career path: emergency medical responder, emergency medical technician, advanced emergency medical technician and paramedic. Our EMT program is certified and regulated by the S.C. Department of Health and Environmental Control. You learn skills, rules and guidelines for providing emergency care. Successful completion qualifies you to take the National Registry certification examination and become certified in South Carolina. This 200-hour program meets the new National Registry and SC DHEC/EMS standards. **\$1,079**

7/9 - 9/26	M,W	8:30 a.m. - 4:30 p.m.	XAHS-514-206	OFF
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EMT Basic: Hybrid

This is a 200-hour hybrid course, with classes held online and in the classroom. Emergency Medical Technicians (EMT) provide emergency care to the critically ill and injured at an emergency scene. The modern Emergency Medical Services (EMS) system has been developed to provide what is known as pre-hospital or out-of-hospital care. There are four levels in this career path: emergency medical responder, emergency medical technician, advanced emergency medical technician and paramedic. Our EMT program is certified and regulated by the S.C. Department of Health and Environmental Control. You learn skills, rules and guidelines for providing emergency care. Successful completion qualifies you to take the National Registry certification examination and become certified in South Carolina. This program meets the new National Registry and SC DHEC/EMS standards. **\$1,079**

5/21 - 8/9	M,W,Th	6:00 p.m. - 9:00 p.m.	XAHS-514-205	MC
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ALUMNI SPOTLIGHT

Adrayll Gordon, EMT Graduate

York Technical College Corporate and Continuing Education provided me with an opportunity to pursue a career I never thought possible. I was diagnosed with a rare liver disorder in 2015 and was told that I may not live much longer. My treatment required many trips to hospitals and emergency rooms under the care of some very patient and caring EMTs. It was then I knew that if I ever got a second chance at life, I wanted to be an EMT or a paramedic. I received a liver transplant in April 2017 and started the EMT class at York Technical College in September 2017. Due to an awesome instructor, Andrew Ross, I am now an EMT and pursuing additional studies to become a certified EKG technician and a certified phlebotomy technician.



Medical Billing and Coding Specialist

Medical billers and coders play a vital role in the connection between health care providers, patients and insurance companies. As a medical biller and coder, you'll need to read patient charts to determine medical history, including diagnoses and treatments given. Based on these charts, you'll use a set of established medical codes to transcribe patient history into a type of "shorthand" that will be used by both health care providers and insurance companies. This 168-hour course will cover medical terminology with anatomy and physiology, as well as the study and practical application of a medical vocabulary system. You will obtain a better understanding of the medical terminology that you are learning. You will be provided with an understanding of the International Classification of Diseases, Current Procedural Terminology and Healthcare Common Procedures Coding System codes that are essential for working with medical records, patient billing, insurance forms, procedures and admitting. You will also become familiar with the health insurance industry, legal and regulatory issues, and differences in reimbursement methodologies. **\$2,589**

5/1 - 11/1	T,Th	6:00 p.m. - 9:00 p.m.	XAHS-581-100	MC
5/1 - 11/1	Online	24/7	XAHS-581-200	INT

Medical Coding Certificate

The international classification of diseases (ICD) is a standardized coding system that correlates diseases and diagnosis. In this 96-hour online course, you will be provided with an understanding of the ICD, Current Procedural Terminology and Healthcare Common Procedures Coding System codes essential for working with medical records, patient billing, insurance forms, procedures and admitting. You will also become familiar with the health insurance industry, legal and regulatory issues, and differences in reimbursement methodologies. You will also become familiar with the health insurance industry, legal and regulatory issues, and differences in reimbursement methodologies. **\$1,894**

7/31 - 11/1	T,Th	6:00 p.m. - 9:00 p.m.	XAHS-580-100	MC
7/31 - 11/1	Online	24/7	XAHS-580-200	INT

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, call (803) 325-2888.

5/21 - 6/29	M,T,W,Th	9:00 a.m. - 2:00 p.m.	XAHS-519-006	MC
5/22 - 8/2	T,Th	4:30 p.m. - 9:30 p.m.	XAHS-519-201	MC
6/18 - 8/3	M,T,W,Th	9:00 a.m. - 2:00 p.m.	XAHS-519-007	MC
7/23 - 8/31	M,T,W,Th	9:00 a.m. - 2:00 p.m.	XAHS-519-008	MC

Phlebotomy Technician: Hybrid

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 are required for every class meeting. Upon completion of the phlebotomy course, you are eligible to sit for the Phlebotomy Technician Certification certification from the National Healthcareer Association. **\$595**

5/5 - 7/14	Sat	9:00 a.m. - 2:00 p.m.	XAHS-501-002	OFF
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ONLINE RADIOGRAPHY COURSES

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 26 weeks. **\$825**

7/15 - 12/15	Online	24/7	XAHS-527-201	INT
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Radiography Chest Course

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**

7/15 - 12/15	Online	24/7	XAHS-529-201	INT
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Radiography: Bone Densitometry

This course can be taken in its entirety or in modules.
\$179 each or \$537 for the full course

Module 1: Osteoporosis and Bone Health

6/1 - 6/30	Online	24/7	XAHS-545-202	INT
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Module 2: Methods of Bone Densitometry

6/1 - 6/30	Online	24/7	XAHS-546-203	INT
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Module 3: Radiation Safety in X-Ray Densitometry

6/1 - 6/30	Online	24/7	XAHS-526-204	INT
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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.

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**

5/7 - 5/24	M,T,W,Th	8:00 a.m. - 5:00 p.m.	XBCT-522-003	WS
7/16 - 8/2	M,T,W,Th	8:00 a.m. - 5:00 p.m.	XBCT-522-004	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 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

5/7 - 6/14	M,T,W,Th	8:00 a.m. - 5:00 p.m.	XBCT-510-003	HEO
6/25 - 8/9	M,T,W,Th	8:00 a.m. - 5:00 p.m.	XBCT-510-004	HEO
8/13 - 9/20	M,T,W,Th	8:00 a.m. - 5:00 p.m.	XBCT-510-005	HEO

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**

6/18 - 6/19	T,W	8:00 a.m. - 5:00 p.m.	XBCT-506-003	HEO
8/10 - 8/11	T,W	8:00 a.m. - 5:00 p.m.	XBCT-506-004	HEO

Welding: Beginning to Advanced

This course is open to beginning through advanced students in welding. Instructors will provide guidance in improving students own personal skills, taking them to the next level. **\$250**

4/21 - 5/19	Sat	9:00 a.m. - 12:00 p.m.	XWLD-500-002	MC
7/14 - 8/11	Sat	9:00 a.m. - 12:00 p.m.	XWLD-500-003	MC

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**

4/30 - 5/10	M,T,W,Th	7:30 a.m. - 4:30 p.m.	XELW-502-003	HEO
7/9 - 7/19	M,T,W,Th	7:30 a.m. - 4:30 p.m.	XLEW-502-004	HEO

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**

5/14 - 5/17	M,T,W,Th	7:30 a.m. - 4:30 p.m.	XELW-501-003	HEO
7/23 - 7/26	M,T,W,Th	7:30 a.m. - 4:30 p.m.	XELW-501-004	HEO

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**

5/21 - 6/21	M,T,W,Th	7:30 a.m. - 4:30 p.m.	XELW-500-003	HEO
7/30 - 8/30	M,T,W,Th	7:30 a.m. - 4:30 p.m.	XLEW-500-004	HEO

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.

ELECTRICAL MAINTENANCE COURSES

Electrical Maintenance of Okuma OSP E100 Control

Learn how to troubleshoot, diagnose and repair 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**

6/11 - 6/15	M,T,W,Th	8:30 a.m. - 4:30 p.m.	XMTT-517-004	MC
	F	8:30 a.m. - 12:30 p.m.		

Electrical Maintenance of Okuma OSP P300A Control

Gain the basic skills to troubleshoot, diagnose and repair 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 Okuma machine tools with OSP P300A controls. **\$1,400**

6/4 - 6/8	M,T,W,Th	8:30 a.m. - 4:30 p.m.	XMTT-530-004	MC
	F	8:30 a.m. - 12:30 p.m.		

Electrical Maintenance of Okuma OSP 5000 Control

Gain the basic skills 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 Okuma machine tools with OSP 5000 controls. **\$1,400**

6/25 - 6/29	M,T,W,Th	8:30 a.m. - 4:30 p.m.	XMTT-519-005	MC
	F	8:30 a.m. - 12:30 p.m.		

MECHANICAL MAINTENANCE COURSES

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**

6/11 - 6/15	M,T,W,Th	8:30 a.m. - 4:30 p.m.	XMTT-534-004	MC
	F	8:30 a.m. - 12:30 p.m.		

Mechanical Maintenance of Multus Advance

This course is designed for the service person who has had extensive exposure to Okuma lathes. It is an intermediate level course designed specifically for Multus Turning Centers. **\$1,400**

6/4 - 6/8	M,T,W,Th	8:30 a.m. - 4:30 p.m.	XMTT-536-001	MC
	F	8:30 a.m. - 12:30 p.m.		

For more information on the Okuma programs at York Technical College, e-mail oti@yorktech.edu.

See the Okuma Technology Institute page on the York Tech website for class syllabi and additional schedules: yorktech.edu/okuma

MECHANICAL MAINTENANCE COURSES

Mechanical Maintenance of Okuma LB1000

Learn how to successfully diagnose and troubleshoot mechanical issues on the Okuma LB1000. 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 the manuals and machine's self-checking capabilities, to keep the LB1000 operating smoothly. **\$1,400**

6/18 - 6/22 M,T,W,Th 8:30 a.m. - 4:30 p.m. XMTT-535-005 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 VMC equipment. This course will help you troubleshoot issues and keep them running smoothly. **\$1,400**

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.

PROGRAMMING AND OPERATION COURSES

Programming and Operation of Okuma CNC Lathes

Gain the skills and knowledge needed to create a CNC program that converts stock material into finished product on an Okuma lathe. This 32-hour course provides classroom instruction and hands-on operation of a CNC lathe to build your programming skills. **\$1,400**

6/4 - 6/8 M,T,W,Th 8:30 a.m. - 4:30 p.m. XMTT-500-005 MC
F 8:30 a.m. - 12:30 p.m.

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**

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

TRANSPORTATION & 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.

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**

6/4 - 6/8 M,T,W,Th,F 8:00 a.m. - 5:00 p.m. XTDR-503-004 WS
7/30 - 8/3 M,T,W,Th,F 8:00 a.m. - 5:00 p.m. XTDR-503-005 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. This 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 DMV. **\$2,195**

6/4 - 6/15 M,T,W,Th,F 8:00 a.m. - 5:00 p.m. XTDR-500-004 WS
7/30 - 8/10 M,T,W,Th,F 8:00 a.m. - 5:00 p.m. XTDR-500-005 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**

6/4 - 7/20 M,T,W,Th,F 8:00 a.m. - 5:00 p.m. XTDR-502-004 WS
7/30 - 9/7 M,T,W,Th,F 8:00 a.m. - 5:00 p.m. XTDR-502-005 WS

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**

4/27 F 8:00 a.m. - 5:00 p.m. XBCT-504-004 WS
5/18 F 8:00 a.m. - 5:00 p.m. XBCT-504-005 WS
6/22 F 8:00 a.m. - 5:00 p.m. XBCT-504-006 WS
7/27 F 8:00 a.m. - 5:00 p.m. XBCT-504-007 WS
8/24 F 8:00 a.m. - 5:00 p.m. XBCT-504-008 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**

5/5 - 5/19	Sat, Sun	8:30 a.m. - 3:30 p.m.	XREA-502-001	MC
6/4 - 6/8	M,T,W,Th,F	8:30 a.m. - 3:30 p.m.	XREA-502-002	IL
6/4 - 7/11	M,W	6:00 p.m. - 9:00 p.m.	XREA-502-100	IL
7/23 - 7/27	M,T,W,Th,F	8:30 a.m. - 3:30 p.m.	XREA-502-003	IL
8/13 - 9/17	M,W	6:00 p.m. - 9:00 p.m.	XREA-502-100	MC

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**

5/7 - 5/17	M,T,W,Th	8:30 a.m. - 5:30 p.m.	XREA-504-001	IL
6/12 - 8/7	T,Th	6:00 p.m. - 10:00 p.m.	XREA-504-100	MC
7/9 - 7/19	M,T,W,Th	8:30 a.m. - 5:30 p.m.	XREA-504-002	IL

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**

6/4 - 6/8	M,T,W,Th,F	8:30 a.m. - 5:30 p.m.	XREA-503-001	IL
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STAY MARKET READY

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

Don't procrastinate -- Enroll 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.

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**

4/18	W	1:30 p.m. - 5:30 p.m.	XREA-510-002	HD
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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**

5/22	T	3:00 p.m. - 5:00 p.m.	XREA-508-001	HD
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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**

5/9	W	8:30 a.m. - 12:30 p.m.	XREA-507-001	MC
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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**

5/16	W	8:30 a.m. - 12:30 p.m.	XREA-500-001	HD
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PERSONAL INTEREST



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

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 & 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+

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**

5/4 - 5/7	M,F	5:30 p.m. - 8:30 p.m.	XLOG-502-003	MC
	Sat,Sun	8:00 a.m. - 5:00 p.m.		
5/18 - 5/21	M,F	5:30 p.m. - 8:30 p.m.	XLOG-502-004	MC
	Sat,Sun	8:00 a.m. - 5:00 p.m.		
6/8 - 6/11	M,F	5:30 p.m. - 8:30 p.m.	XLOG-502-006	MC
	Sat,Sun	8:00 a.m. - 5:00 p.m.		
6/22 - 6/25	M,F	5:30 p.m. - 8:30 p.m.	XLOG-502-005	MC
	Sat,Sun	8:00 a.m. - 5:00 p.m.		
7/6 - 7/9	M,F	5:30 p.m. - 8:30 p.m.	XLOG-502-007	MC
	Sat,Sun	8:00 a.m. - 5:00 p.m.		
7/20 - 7/23	M,F	5:30 p.m. - 8:30 p.m.	XLOG-502-008	MC
	Sat,Sun	8:00 a.m. - 5:00 p.m.		
8/10 - 8/13	M,F	5:30 p.m. - 8:30 p.m.	XLOG-502-009	MC
	Sat,Sun	8:00 a.m. - 5:00 p.m.		
8/24 - 8/27	M,F	5:30 p.m. - 8:30 p.m.	XLOG-502-010	MC
	Sat,Sun	8:00 a.m. - 5:00 p.m.		

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**

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
6/2	Sat	8:30 a.m. - 5:30 p.m.	XLOG-504-006	MC
6/5 - 6/7	T,Th	6:00 p.m. - 10:00 p.m.	XLOG-504-106	MC
7/14	Sat	8:30 a.m. - 5:30 p.m.	XLOG-504-007	MC
7/17 - 7/19	T,Th	6:00 p.m. - 10:00 p.m.	XLOG-504-107	MC
8/4	Sat	8:30 a.m. - 5:30 p.m.	XLOG-504-008	MC
8/7 - 8/9	T,Th	6:00 p.m. - 10:00 p.m.	XLOG-504-108	MC

The Tax Savvy Retiree

We all need a plan for our future. This six hour course is for retirees and pre-retirees and will teach participants how to implement a holistic financial plan. What sets this course apart is that it is not solely for comprehensive financial planning education, but it enables participants to consider and plan for a tax-efficient future. Participants will take away concrete strategies to help them keep more of their retirement income in their own pockets. This course is offered in partnership with Continuum Capital Advisory. **\$49**

5/15 - 5/22	T	6:00 p.m. - 9:00 p.m.	XBAF-500-001	MC
5/17 - 5/24	Th	6:00 p.m. - 9:00 p.m.	XBAF-500-002	MC

+ Requirements needed for ALL motorcycle classes:

- Motorcycle learner's permit is required prior to starting
- 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



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:

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

For more information on these and other possibilities, contact Corporate and Continuing Education at (803) 325-2888.



OCCUPATIONAL OUTLOOK

EMT / Paramedic

Employment of EMTs and paramedics in North and South Carolina are among the highest in the country and is projected to increase by 15% nationwide (37,400 jobs) by 2026.

South Carolina:

Employment: 5,110
Employment per 1,000: 2.58
Annual Mean Wage: \$32,970

North Carolina:

Employment: 9,880
Employment per 1,000: 2.34
Annual Mean Wage: \$34,150

Heavy Equipment Operator

Employment of construction equipment operators in North and South Carolina are among the highest in the country and is projected to increase by 12% nationwide (52,700 jobs) by 2026.

South Carolina:

Employment: 5,390
Employment per 1,000: 2.72
Annual Mean Wage: \$38,020

North Carolina:

Employment: 11,020
Employment per 1,000: 2.60
Annual Mean Wage: \$37,120

Real Estate Agent

Employment of real estate agents in North and South Carolina are among the highest in the country and is projected to increase by 6% nationwide (24,900 jobs) by 2026.

South Carolina:

Employment: 3,990
Employment per 1,000: 2.02
Annual Mean Wage: \$50,700

North Carolina:

Employment: 5,160
Employment per 1,000: 1.22
Annual Mean Wage: \$62,070

Professional Truck Driver

Employment of heavy and tractor-trailer truck drivers in North and South Carolina is above the national average and is projected to increase by 6% nationwide (108,400 jobs) by 2026.

South Carolina:

Employment: 26,520
Employment per 1,000: 13.39
Annual Mean Wage: \$41,110

North Carolina:

Employment: 54,400
Employment per 1,000: 12.86
Annual Mean Wage: \$41,300

*All job data is current as of May 2016, according to the Bureau of Labor Statistics.

For more info on these and other occupations, refer to BLS.gov.

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 for 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

LANGUAGE AUTHORITY

www.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 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
- » Healthcare IT

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

Veterinary Assistant Series (ed2Go)

Do you love animals? Have you ever thought about a career as a veterinary assistant? This course, taught by a practicing veterinarian and college instructor, will give you the information you need to prepare for work in veterinary hospitals. You'll learn about pet nutrition and a variety of health issues, explore current thoughts on spaying and neutering and learn about specific duties of a veterinary assistant. If you are already employed in a veterinary hospital, this course will be invaluable in helping you understand the veterinarian's decisions and recommendations. If you're a pet owner, this course will help you better assess the quality of veterinary care your pets receive. **\$895**

Administrative Dental Assistant (Career Training)

This nationally recognized Administrative Dental Assistant Online Certificate Program will teach you the essential skills for managing the business aspects of a dental practice and becoming an administrative dental assistant. You will learn about dental terminology and anatomy, medical records management, accounts receivable and reimbursement management, insurance and patient billing, patient scheduling, and procedural and diagnostic coding. **\$1,795**

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**

Certified Residential Interior Designer (Career Training)

The online Residential Interior Design Education (R.I.D.E.) program is available to both aspiring designing individuals and interior designers who are wanting to increase their education, career opportunities and professional status in the interior design industry. The R.I.D.E. certification trains new designers and increases the credentials for designers in current practice. This program will not only give you the basic skills and background you need, but the R.I.D.E. credential will also increase your status with potential clients. **\$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 S. Anderson Road
The Comporium Center
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, 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 and 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 and 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.

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

BAXTER HOOD CENTER

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

INDIAN LAND CENTER

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

HEAVY EQUIPMENT OPERATOR FACILITY

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

WILSON STREET TRUCK DRIVER TRAINING FACILITY

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

CHESTER CENTER

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



York Technical College

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  UP
CAREERS GROW HERE.