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? It’s time to invest in yourself and create your own opportunities.

The Corporate and Continuing Education Division (CCE) of 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 to career-related courses and span topics from motorcycle safety to nursing. There is something for everyone at York Tech. Courses are held at our various locations in York, Chester and Lancaster counties and 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 us 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.
Microsoft® Access 2016 Level 1

Does your work involve some form of data management? If so, this one-day course is for you! Learn how to use Microsoft® Access to collect and manage large amounts of data. You will learn how to create a new database, construct tables, and design forms and reports. With Microsoft® Access 2016, you will use queries to join, sort, and filter data from different tables, create advanced queries, create and format custom reports, and customize Access configuration options. $179

4/5 F 8:30 a.m. - 4:30 p.m. XAOT-530-003 MC

Microsoft® Access 2016 Level 2

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

4/19 F 8:30 a.m. - 4:30 p.m. XAOT-531-003 MC

Microsoft® Access 2016 Bundle

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

3/21 - 4/2 T,Th 6:00 p.m. - 9:00 p.m. XAOT-526-101 MC

Microsoft® Excel 2016 Level 1

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

3/8 F 8:30 a.m. - 4:30 p.m. XAOT-528-003 MC

Microsoft® Excel 2016 Level 2

Take your Excel skills to the next level and leverage the power of data analysis to make informed, intelligent decisions. In this one-day course, you will gain tools and skills to customize the Excel environment, create advanced formulas, analyze data by using functions and conditional formatting, and visualize data by using basic charts. Learn how to use pivot tables, slicers and pivot charts to analyze data. You must have a strong knowledge of Excel or completed Excel Level One. $179

3/22 F 8:30 a.m. - 4:30 p.m. XAOT-529-003 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

2/5 - 2/19 T,Th 6:00 p.m. - 9:00 p.m. XAOT-534-101 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

4/11 - 4/18 T,Th 6:00 p.m. - 9:00 p.m. XAOT-536-101 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

3/5 - 3/12 T,Th 6:00 p.m. - 9:00 p.m. XAOT-535-101 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. You will also learn how to use mail merge and macros features. $289

1/10 - 1/24 T,Th 6:00 p.m. - 9:00 p.m. XAOT-533-101 MC

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. 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

1/10 - 4/25 T,Th 6:00 p.m. - 9:00 p.m. XCPT-500-101 MC
Certified HR Professional SHRM Exam Prep
The SHRM (Society for Human Resource Management) Certified Professional (SHRM-CP) and SHRM Senior Certified Professional (SHRM-SCP) credentials are the new standard for HR professionals. This comprehensive 36-hour program combines expert instruction with the SHRM Learning System for SHRM-CP and SHRM-SCP exam, so you will learn faster and build core HR knowledge. Successful completion of this course does not guarantee passing the exam. For exam eligibility requirements go to certification.shrm.org. $1,049
3/4 - 5/20 M 6:00 p.m. - 9:00 p.m. XMGT-503-102 MC

SHRM Essentials of HR Management
Whether you're a small business owner, new to HR, or a seasoned HR professional looking for development, this 15-hour course covers core topics you need to know. Increase your knowledge of human resources and reduce your organization's risk of potentially damaging lawsuits. Explore real-life HR issues on topics including employment law, recruiting and selection, orientation and training, compensation, and performance management. International personnel wishing to increase their knowledge of U.S. HR practices will benefit from the course. This course is pre-approved for 15 SHRM-CP/SCP and HRCI professional development credits. Materials included. $599
4/10 - 4/17 W 8:30 a.m. - 5:00 p.m. XMGT-500-002 MC

Becoming a Customer Service Star
What impression do you make on customers? Are you a star? How well you communicate with customers determines their level of satisfaction with you and your organization. This one-day course will help you gain an accurate picture of your customer service strengths and weaknesses in five key areas. You will learn how to apply proven techniques to sharpen your communication and listening skills to provide respectful and responsive service to your customers. $179
4/10 W 9:00 a.m. - 4:00 p.m. XBUS-516-004 MC

Foundations of Leadership
Supervisors with effective leadership skills are critical to the success of any organization. These front line leaders have a strong influence on quality, service, and teamwork. New and seasoned supervisors will build the core interpersonal skills to effectively lead work teams. The Foundations of Leadership series consists of seven 3-hour sessions: The Role of the Leader, Communicating for Results, The Power of Accountability, Motivating to Excel, Coaching for High Performance, Leading Work Team, and Resolving Conflict. $579
3/14 - 4/25 Th 9:00 a.m. - 12:00 p.m. XBUS-500-005 MC

PMP / CAPM Exam Prep Boot Camp
Prepare to become a Certified Professional in Project Management. The PMP certification, awarded through the Project Management Institute (PMI), is the gold standard of project management certification. Recognized by organizations worldwide, the PMP validates your competence to perform as a project manager, leading and directing projects and teams. This 35-hour course will prepare you for the PMP and the CAPM certification exam. $1,599
4/23 - 4/26 T,W,Th,F 8:00 a.m. - 5:30 p.m. XMGT-507-003 MC

Project Management Fundamentals
Discover how to apply widely accepted rules and guidelines to successfully plan and execute projects with this introduction to the global standards provided by the Project Management Institute (PMI). Learn a set of techniques that anyone can apply to achieve goals and manage project work more effectively. These techniques include: how to determine the scope of projects, build scope documents and tools to deliver quality products, build work breakdown structures and assign teams to complete work, build and manage schedules to deliver results on time, create detailed financial plans to maintain project budgets, and effectively close projects to prepare for the next project kick-off. $399
3/27 - 3/28 W,Th 9:00 a.m. - 4:00 p.m. XBUS-506-005 MC

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
2/21 Th 8:30 a.m. - 12:30 p.m. XBUS-507-003 MC

LET US BRING THE TRAINING TO YOU!
York Technical College can offer many courses on a contract basis which can be held on campus or at your place of business.

For more information, contact Corporate and Continuing Education at (803) 325-2888.
American Heart Association CPR BLS Instructor-Led Training

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. American Heart Association BLS Manual and face mask is required for class entry. $69

1/5 Sat 8:30 a.m. - 1:30 p.m. XAHS-506-001 MC
1/26 Sat 8:30 a.m. - 1:30 p.m. XAHS-506-002 MC
2/10 Sat 8:30 a.m. - 1:30 p.m. XAHS-506-003 MC
2/23 Sat 8:30 a.m. - 1:30 p.m. XAHS-506-004 MC
3/9 Sat 8:30 a.m. - 1:30 p.m. XAHS-506-005 MC
3/30 Sat 8:30 a.m. - 1:30 p.m. XAHS-506-006 MC
4/20 Sat 8:30 a.m. - 1:30 p.m. XAHS-506-007 MC
5/11 Sat 8:30 a.m. - 1:30 p.m. XAHS-506-010 MC

Conversational American Sign Language

The purpose of this course is to introduce students to the basics of American Sign Language and culture. The course will be taught using an immersion approach meaning little to no English will be used in the class. If you have always wanted to learn ASL and to be able to communicate with the hearing impaired community, this is a great place to start. After completing this course students will be able to hold basic conversations with an ASL user on a variety of topics. $199

1/29 - 2/28 T,Th 6:00 p.m. - 8:00 p.m. XASL-501-100 MC

Electrocardiography

Learn the basic skills necessary to perform ECGs and interpret basic EKG’s in various healthcare settings, such as hospitals and physician’s offices. 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. $350

1/14 - 5/17 M 9:00 a.m. - 1:00 p.m. XAHS-555-001 MC

EKG Technician

This comprehensive 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. $1,079

3/18 - 5/22 M,W 9:00 a.m. - 12:00 p.m. XAHS-576-001 MC

EMT Basic

This 200-hour course can be offered in a classroom or hybrid setting. Emergency Medical Technicians (EMT) provide 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 SC Department of Health and Environmental Control. You will 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. $1,179

*Students must be 18 years old to take the National Registry certification examination.

1/18 - 5/30 T,Th 6:00 p.m. - 10:00 p.m. XAHS-514-200 OFF
1/14 - 6/3 M,W,F 9:00 a.m. - 1:00 p.m. XAHS-514-001 MC
1/22 - 4/29 M,T 6:00 p.m. - 9:30 p.m. XAHS-514-201 MC
2/5 - 6/6 M,Th 6:00 p.m. - 9:00 p.m. XAHS-514-102 MC

Medical Billing and Coding Specialist

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. $2,995

2/5 - 7/25 T,Th 6:00 p.m. - 9:00 p.m. XAHS-581-101 MC

Nursing Assistant

This course will teach all of the basic care skills necessary to be employed as a nursing assistant. Those who successfully complete this course will be eligible to take the South Carolina Certified Nursing Assistant (CNA) Certification. This is a South Carolina State Approved Nursing Assistant Training Program, and all areas of the state approved core curriculum are addressed according to survey approval requirements. Students must complete 100 hours, including 40 classroom hours, 20 lab hours, and 40 clinical hours. $1,079

For additional entry requirements, call (803) 325-2888.
Phlebotomy Technician

This hands-on course is designed for those who are interested in becoming a certified phlebotomist. It explores essentials in phlebotomy with an emphasis on the equipment techniques and 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. Upon completion of the phlebotomy course, you are eligible to sit for the Phlebotomy Technician Certification from the National Healthcareer Association. $1,179

“Classes start in January. Please contact us for details. 803-325-2888 | ceadmin@yorktech.edu”

ONLINE OPTIONS IN HEALTHCARE

Busy schedule? Looking for Flexible Alternatives? Perhaps an online class will meet your needs.

Courses can be completed in as little as 6 weeks!

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

• Alternative Medicine
• Dental Assistant
• Medical Terminology
• Pharmacy Technician
• Veterinary Assistant
• Women’s Health

See page 12 for additional information

QUESTIONS? Call us at (803) 325-2888

CONSTRUCTION & UTILITY TRADES

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

Pricing for 1, 2 or 3 piece training is available on request.

1/14 - 2/22   M,T,W,Th  7:30 a.m. - 4:30 p.m.   XBCT-510-001   HEO
3/4 - 4/12   M,T,W,Th  7:30 a.m. - 4:30 p.m.   XBCT-510-002   HEO
4/22 - 5/31   M,T,W,Th  7:30 a.m. - 4:30 p.m.   XBCT-510-003   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

1/24 - 1/25   Th,F    8:00 a.m. - 5:00 p.m.   XBCT-506-001   HEO
3/14 - 3/15   Th,F    8:00 a.m. - 5:00 p.m.   XBCT-506-002   HEO
5/16 - 5/17   Th,F    8:00 a.m. - 5:00 p.m.   XBCT-506-003   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

1/19 - 2/16   Sat    9:00 a.m. - 12:00 p.m.   XWLD-500-001   MC
3/2 - 3/30   Sat    9:00 a.m. - 12:00 p.m.   XWLD-500-002   MC
4/20 - 5/11   Sat    9:00 a.m. - 12:00 p.m.   XWLD-500-003   MC

Utility Lineworker Fundamentals Program

York Technical College has partnered with utility companies and contractors in North and South Carolina to offer a comprehensive training program preparing you for entry-level line worker positions with utility and cable companies. This 8-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. $5,400

1/14 - 3/7     M,T,W,Th  7:30 a.m. - 4:30 p.m.   XEL W-503-001   HEO
4/8 - 5/31    M,T,W,Th  7:30 a.m. - 4:30 p.m.   XELW-503-001   HEO

SOUTH CAROLINA LICENSURE PREP COURSES

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

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

• Electrical Contractor
• Plumbing Contractor
• HVAC

• Limited General Contractor
• Unlimited General Contractor
• Residential Builder

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

Programming and Operation of Okuma CNC Lathes
This course is designed to provide the required knowledge to fully set up and operate the machine tool, as well as teach the fundamental requirements of creating a CNC lathe part program for use with the Okuma OSP control. $1,400

1/28 - 2/1 M,T,W,Th F 8:30 a.m. - 4:30 p.m. XMTT-500-002 MC
4/29 - 5/3 M,T,W,Th F 8:30 a.m. - 12:30 p.m. XMTT-500-005 MC

Programming and Operation of Okuma CNC VMCs
This course is designed to provide the required knowledge to fully set up and operate the machine tool, as well as teach the fundamental requirements of creating a CNC vertical machine part program for use with the Okuma OSP control. $1,400

2/18 - 2/22 M,T,W,Th F 8:30 a.m. - 4:30 p.m. XMTT-504-001 MC

Operation and Set-up of Okuma Multus / B / U Series
This course is designed to provide the required knowledge to fully set up and operate the Multus U machine tool, as well as navigate the many display screens of the OSP-P300S control. $1,400

1/7 - 1/11 M,T,W,Th F 8:30 a.m. - 4:30 p.m. XMTT-509-002 MC
3/18 - 3/22 M,T,W,Th F 8:30 a.m. - 12:30 p.m. XMTT-509-003 MC
5/13 - 5/17 M,T,W,Th F 8:30 a.m. - 12:30 p.m. XMTT-509-006 MC

ELECTRICAL MAINTENANCE COURSES

Electrical Maintenance of Okuma OSP-U100 / U10 Control
This course is designed for a service person who has had limited exposure to Okuma controls; to provide the information needed to diagnose electrical problems on any Okuma machine with the OSP-P200 A (Type II) / P300 controls. $1,400

1/14 - 1/18 M,T,W,Th F 8:30 a.m. - 12:30 p.m. XMTT-516-002 MC
2/25 - 3/1 M,T,W,Th F 8:30 a.m. - 12:30 p.m. XMTT-516-003 MC
4/29 - 5/3 M,T,W,Th F 8:30 a.m. - 12:30 p.m. XMTT-516-006 MC

Electrical Maintenance of Okuma OSP-E100 / E10 Control
This course is designed for a service person who has had limited exposure to Okuma controls; to provide the information needed to diagnose electrical problems on any Okuma machine with the OSP-E100 / E10 controls. $1,400

2/18 - 2/22 M,T,W,Th F 8:30 a.m. - 12:30 p.m. XMTT-517-002 MC

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

4/22 - 4/26 M,T,W,Th F 8:30 a.m. - 12:30 p.m. XMTT-533-003 MC

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

4/15 - 4/19 M,T,W,Th F 8:30 a.m. - 12:30 p.m. XMTT-534-003 MC

Mechanical Training Class for Okuma LB-EX Series Machines
This course will help you troubleshoot and diagnose mechanical issues and maintain performance of Okuma LB-EX series machines. This course is designed for the service person who has had some exposure to Okuma lathes. $1,400

5/6 - 5/10 M,T,W,Th F 8:30 a.m. - 12:30 p.m. XMTT-535-003 MC

Mechanical Installation and Alignment of Okuma Multus
This course is designed specifically for the service person who has prior experience with Okuma lathes or machine centers. It will cover proper installation and/or alignment of the Multus Multi-Axis Turning Center during initial start-up or following repair work. $1,400

1/28 - 2/1 M,T,W,Th F 8:30 a.m. - 12:30 p.m. XMTT-536-002 MC
3/25 - 3/29 M,T,W,Th F 8:30 a.m. - 12:30 p.m. XMTT-537-003 MC
**Mechanical Maintenance of Okuma 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**

- **5/27 - 5/31**
  - M, T, W, Th 8:30 a.m. - 4:30 p.m.
  - F 8:30 a.m. - 12:30 p.m.
  - XMTT-537-003 MC

**Mechanical Maintenance of Okuma CNC Lathes**

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

- **3/4 - 3/8**
  - M, T, W, Th 8:30 a.m. - 4:30 p.m.
  - F 8:30 a.m. - 12:30 p.m.
  - XMTT-538-003 MC

- **4/1 - 4/5**
  - M, T, W, Th 8:30 a.m. - 4:30 p.m.
  - F 8:30 a.m. - 12:30 p.m.
  - XMTT-538-004 MC

**MSSC Certified Production Technician (CPT)**

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

- **3/11 - 5/1**
  - M, T, W, Th 8:30 a.m. - 12:30 p.m.
  - XMTT-505-006 CH
TRANSPORTATION & LOGISTICS

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

3/4 - 3/8 M,T,W,Th,F 8:00 a.m. - 5:00 p.m. XLOG-500-001 CH

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

5/6 - 5/10 M,T,W,Th,F 8:00 a.m. - 5:00 p.m. XLOG-501-006 CH

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

1/25 F 8:00 a.m. - 5:00 p.m. XBCT-504-001 TR
2/22 F 8:00 a.m. - 5:00 p.m. XBCT-504-002 TR
3/22 F 8:00 a.m. - 5:00 p.m. XBCT-504-003 TR
4/26 F 8:00 a.m. - 5:00 p.m. XBCT-504-004 TR
5/24 F 8:00 a.m. - 5:00 p.m. XBCT-504-005 TR

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 pounds GVWR. Students must have their Class B permit before the start of class, which includes general knowledge and air brakes test at the Department of Motor Vehicles. $2,195

3/4 - 3/14 M,T,W,Th,F 8:00 a.m. - 5:00 p.m. XTDR-500-002 TR
4/22 - 5/3 M,T,W,Th,F 8:00 a.m. - 5:00 p.m. XTDR-500-003 TR

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

1/14 - 2/22 M,T,W,Th,F 8:00 a.m. - 5:00 p.m. XTDR-502-001 TR
3/4 - 4/12 M,T,W,Th,F 8:00 a.m. - 5:00 p.m. XTDR-502-002 TR
4/22 - 5/31 M,T,W,Th,F 8:00 a.m. - 5:00 p.m. XTDR-502-003 TR

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

3/4 - 3/8 M,T,W,Th,F 8:00 a.m. - 5:00 p.m. XTDR-503-002 TR
4/22 - 4/26 M,T,W,Th,F 8:00 a.m. - 5:00 p.m. XTDR-503-003 TR

OCCUPATIONAL OUTLOOK

Did You Know?

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. This percentage increase is about as fast as the average for all occupations.

South Carolina: North Carolina:
Employment: 27,610 Employment: 55,430
Employment per 1,000: 13.74 Employment per 1,000: 12.90
Annual Mean Wage: $42,260 Annual Mean Wage: $42,490

The economy depends on truck drivers to transport freight and keep supply chains moving. As the demand for goods and the frequency of online shopping increases, more truck drivers will be needed. York Tech can provide the training you need to obtain gainful employment in this field.

*All job data is current as of May 2017, according to the Bureau of Labor Statistics.
For more info on these and other occupations, refer to BLS.gov.
REAL ESTATE

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

Broker A: Broker Management
Looking for a career as a Real Estate Broker? This course provides 30 hours of the 150-hour education requirement by the South Carolina Real Estate Commission to become a broker. (Licensed sales agents may use 90 hours of sales education toward the total requirement.) In this course, you will learn short and long-range planning, how to operate a real estate brokerage, and broker liability for torts of agents. You will also learn about trust accounting, contracts and professional ethics. In addition to meeting education requirements, you will need three years of experience as a licensed real estate salesperson and pass the state broker’s exam. $289

Broker B: Broker Exam Prep
Get ready for the real estate broker exam! This course provides 30 hours of the 150-hour education requirement by the South Carolina Real Estate Commission to become a broker. (Licensed sales agents may use 90 hours of sales education toward the requirement.) Learn about real property law, agency, federal and state law, regulations, pricing of real property, contracts, finance, math and closing statements. In addition to meeting education requirements, you will need three years of experience as a licensed real estate salesperson and pass the state broker’s exam. $289

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

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

Property Manager-In-Charge
Trust Accounting for Property Managers-in-Charge is a seven-hour course designed to meet the additional educational requirement for licensed property managers aspiring to become property managers-in-charge. Current trust accounting laws and practices are presented in detail through a combination of lecture and discussion, interspersed with frequent hands-on activities. Topics also include reviews of current licensing requirements, primary duties and responsibilities of property managers-in-charge, and both permitted and prohibited activities of unlicensed employees. Mastery of the material is measured through multiple assessments. $129
PERSONAL INTEREST

Defensive Driving: 8-Hour Course

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

1/15 - 1/17  T,Th  6:00 p.m. - 10:00 p.m.  XLOG-504-100  MC
1/26  Sat  8:30 a.m. - 5:30 p.m.  XLOG-504-001  MC
2/5 - 2/7  T,Th  6:00 p.m. - 10:00 p.m.  XLOG-504-101  MC
2/23  Sat  8:30 a.m. - 5:30 p.m.  XLOG-504-002  MC
3/5 - 3/7  T,Th  6:00 p.m. - 10:00 p.m.  XLOG-504-102  MC
3/16  Sat  8:30 a.m. - 5:30 p.m.  XLOG-504-003  MC
4/2 - 4/4  T,Th  6:00 p.m. - 10:00 p.m.  XLOG-504-103  MC
4/13  Sat  8:30 a.m. - 5:30 p.m.  XLOG-504-004  MC
5/7 - 5/9  T,Th  6:00 p.m. - 10:00 p.m.  XLOG-504-104  MC
5/18  Sat  8:30 a.m. - 5:30 p.m.  XLOG-504-005  MC

Law School for Non-Lawyers

Do you know what your rights and responsibilities are under the law? While you may not be an attorney, it’s important to know the law and how it affects you. The South Carolina Bar Pro Bono Program sponsors this seven-week course designed to give non-lawyers an overview of the SC legal system and insight into common legal problems. The course will cover an overview of state courts, juvenile justice, child protection, family law, real estate and landlord-tenant law. Wills, estates, probate, health care and elder law will also be reviewed. The registration fee includes all course materials. $45

3/19 - 4/30  T  6:00 p.m. - 9:00 p.m.  XLEG-500-100  MC

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

* First night of class meets at Cox’s Harley-Davidson

3/8 - 3/10  F  5:30 p.m. - 8:30 p.m.  XLOG-502-001  MC
Sat,Sun  8:00 a.m. - 5:00 p.m.
3/22 - 3/24  F  5:30 p.m. - 8:30 p.m.  XLOG-502-002  MC
Sat,Sun  8:00 a.m. - 5:00 p.m.
4/12 - 4/14  F  5:30 p.m. - 8:30 p.m.  XLOG-502-003  MC
Sat,Sun  8:00 a.m. - 5:00 p.m.
4/26 - 4/28  F  5:30 p.m. - 8:30 p.m.  XLOG-502-004  MC
Sat,Sun  8:00 a.m. - 5:00 p.m.
5/10 - 5/12  F  5:30 p.m. - 8:30 p.m.  XLOG-502-005  MC
Sat,Sun  8:00 a.m. - 5:00 p.m.
5/24 - 5/26  F  5:30 p.m. - 8:30 p.m.  XLOG-502-006  MC
Sat,Sun  8:00 a.m. - 5:00 p.m.

Skilled Motorcycle Rider+

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 enhance their skills such as: control at low speeds, risk management, limited space maneuvers, cornering judgement, surmounting objects and multiple curve maneuvers. $150

4/20  Sat  8:00 a.m. - 5:00 p.m.  XLOG-503-001  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

Looking for a driver training course for your teen?

York Tech’s Corporate and Continuing Education has a new program starting soon!

Call 803.325.2888 for more information.

Passport to Retirement

Passport to Retirement is a comprehensive financial planning course that educates people on how to best prepare for and execute a successful retirement. This course includes topics such as how to assess the cost of retirement, determine your retirement income sources, manage investment risk, and prepare your estate for your heirs. This class also covers important topics such as how to address the effects of inflation, how to manage your tax liability, and preparing for the need of long term care. Registration includes the textbook, which contains examples, case studies and exercises, all designed to help you prepare for retirement. $49

1/29 – 1/31  T,Th  6:00 p.m. - 9:00 p.m.  XBAF-503-100  MC
2/5 – 2/7  T,Th  6:00 p.m. - 9:00 p.m.  XBAF-503-101  MC
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:
» Healthcare IT
» Medical Transcription and Editing
» Pharmacy Technician
» Physical Therapy Aide

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

Campus Locations

York Technical College brings quality higher education opportunities close to home for the residents of Chester, Lancaster and York counties. Through its off-campus centers and training facilities, the College contributes to the region’s economic growth by providing high quality training and education for today’s workforce 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

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

HEAVY EQUIPMENT OPERATOR FACILITY
1211 SC DOT Road
Chester, SC 29706
(803) 325-2877
Registering online is easy! Just follow these steps:

- Go to [yorktech.edu/continuing-education/](http://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

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.
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.