



Corporate and Continuing Education

2011-2012 Course Catalog

Welcome


Welcome to Corporate and Continuing Education at York Technical College!

Pursuing new interests this year? You are sure to find classes at York Tech-- *ranging from cake decorating and motorcycle safety to computer applications and solar technology.*

Short-term, non-credit programs are designed with you in mind. Courses are offered day, evening, weekends and online to meet your busy schedule. You will gain skills in the shortest amount of time through our Fast Track Careers programs. Let us guide you through the process of turning your knowledge and skills into a successful job search or a new exciting career in your own business.

Local employers also find York Tech to be a valuable partner-- *200 companies received customized training for their employees last year and 1000+ held events at our beautiful Baxter Hood Center. I look forward to seeing you on campus or working with your business.*

Sincerely,



Joanne Zukowski, Ed.D.
Associate Vice President,
Economic and Workforce Education
jzukowski@yorktech.edu

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Stay in the Loop!

Updates

Want updates on new programs, seminars, promotions, and upcoming classes in the Corporate and Continuing Education Division?



Go Green

Would you prefer to receive this catalog electronically and conserve paper?

New Classes/Teaching

Are there classes you would like to take that are not currently offered? Perhaps, you are interested in teaching a Corporate and Continuing Education class?

We want to hear from you. Visit us online at www.yorktech.edu/ce/feedback.pdf and fill out the online form.

Registration & General Information

Refunds

Refunds will not be given to persons cancelling less than two business days prior to the start of class. If we are forced to cancel a class due to low enrollment, full refunds will be made. Some certificate programs may have non-refundable seating fees.

Online Registration

1. Go to www.yorktech.edu/ce
2. Web Advisor
3. Continuing Education
4. Register and pay for Continuing Education classes

Mail-In

Send registration form and payment to:
York Technical College Corporate & Continuing Education
452 S. Anderson Rd
Rock Hill, SC 29730

In Person

Corporate & Continuing Education, Building C
Monday – Thursday 8:00 A.M. - 6:00 P.M.
Friday 8:00 A.M. - 5:00 P.M.

Fax

Companies may fax letters of authorization or purchase orders for registration.
FAX: 803.981.7327
Attention: Corporate & Continuing Education

Phone-In

Have Charge Card & Schedule Handy For Charge Card Registration
CALL:803.325.2888
Mon. – Thurs 8:00 A.M. – 6:00 P.M.
Friday 8:00 A.M. - 5:00 P.M.

Pay As You Go

All CCE students are required to pay for classes at the time of registration. Register early to ensure you get the class you want.

If you encounter any complications during the registration process, please contact Cynde Marshall, Registration Specialist at 803.981.7185 or cmarshall@yorktech.edu.

Career *Fast Tracks*

Get on the Fast Track to a new job today! Start earning a paycheck sooner than you think.

- √ Start a new career or move up.
- √ Fast-paced programs offer Career Training.
- √ Despite the current economy, there is still a demand for skilled workers in SC.
- √ Industry experts agree that 70% of jobs projected through 2010 will require specific or occupational training, not a four-year degree.
- √ Fast Track programs have been developed for fields where job growth is expected.
- √ Many programs can be completed in less than three months.
- √ Some programs have annual earning potentials over \$60,000.
- √ You may be eligible for tuition assistance.

Check out the CAREER FAST TRACKS training that York Tech offers:

Business

Accounting and Payroll Specialist
Customer Relations Specialist
Office Administrative Specialist
Project Manager

Construction and Trades

Building Analyst/Energy Auditor
Carpenter
Line Worker
Truck Driver/CDL

Weatherization Technician
Welder

Careers/Special Programs

Cake Decorating
Interior Design

Healthcare

Certified Nursing Assistant
EKG Technician
Emergency Medical Technician

Medical Billing/Coding Specialist
Pharmacy Technician
Personal Fitness Trainer
Veterinary Assistant
Medical Transcription Editor
Patient Care Technician
More...

Human Resources Assistant Workshop Series



This workshop is ideal for office professionals who would like to expand their knowledge to gain entry into the field of Human Resources. Workshop lead by an attorney experienced in labor law. Topics include:

- Preparing for Success
- Benefits Administration
- Employment Law
- Attendance Policies
- Staffing Strategies
- Workers Comp, ADA
- Ensuring Compliance
- MLA
- Legalities in Recordkeeping
- Employee Relations
- New Employee Orientation
- Termination Liability
- FLSA and Payroll
- Planning and Best Practices

**For dates and additional information, call
803.325.2888.**

STORM WATER PERMITTING in South Carolina

Revised 2011 Industrial General Permit

This seminar will focus on the revised NPDES General permit requirements for storm water discharges associated with industrial activities recently issued by SC DHEC. It will benefit industrial managers, facility managers, technicians, and owners who are responsible for environmental compliance.



**Water-Law Seminar with
McNair Environmental Attorneys
August 25, 2011 from 8:30 - 11:30 am**

803.981.7020

TEACHER RECERTIFICATION Online Options

Utilize your available time and earn recertification credits with our online course offerings:

- A portion of an eligible teacher's education hour requirements may be taken via continuing education courses
- Prior to enrolling in a course, eligible teachers should get approval from their principal or staff development official
- Teachers are responsible for documenting hours of study and submitting this information for recertification credits

Over 600 courses are available in:

- Classroom computing (including MS Office)
- Tools for Teachers
- Language
- Math
- Reading/Writing
- Science
- Test Prep

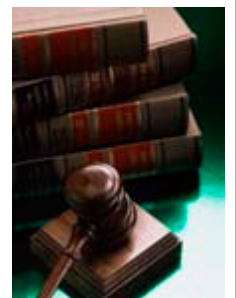
For full descriptions, pricing and registration/payment information, visit www.ed2go.com/yorktech/

Call 803.325-2889 for information or registration.

Law School for Non-Lawyers *A Partnership with the S.C. Bar*

Attorneys will speak on topics of interest to everyone. Areas of the law to be covered during the sessions include:

- Alternative Dispute Resolution
- Juvenile Justice
- Overview of Child Protection Hearings
- Consumer Law and Debt Collection
- Criminal Law and Tort
- Real Estate and Landlord/Tenant Law
- Wills, Estates, and Probate
- Healthcare and Elder Law
- SC Workers Compensation
- Employment Law
- Bankruptcy Law
- Family Law



**For dates and additional
information, call 803.325.2888.**

Credit: 6 hours

CEU's applied for: SC LPC, LMFT, School Psychologists and MSW, SC Bar Association CLEE, SC Criminal Justice Academy, Nurses, Victims Advocate, DSS.

Who Should Attend?

This training is appropriate for those working within or learning about the helping community (substance abuse counselors/providers, clinical social workers, probation officers, attorneys, mental health clinicians, victim advocates) as well as any individual within the community that is interested in working more effectively with juveniles.

October 7, 2011
8:30 am - 4 pm
Baxter Hood Center
\$89
(includes lunch and snacks)

INSIDE CRIMINAL MINDS III

The Domestic Offender (HSC 1860-001)



- Part One:** Understanding Domestic Violence (DV) Offenders
- Part Two:** Treating and Managing Domestic Violence Offenders
- Part Three:** Interactive panel discussion with DV professionals and DV offenders who have completed the treatment.

Call 803.325.2888 to register! Contact Cynde Marshall at cmarshall@yorktech.edu for additional information.

Think You Are Too Busy to Attend Class?

Preview over 400 online business, healthcare and career courses that you can take from the comfort of your home or the convenience of your place of business.

Call 803.325.2888 for more information. Full descriptions, pricing, registration and payment information for these courses may be found at:

www.ed2go.com/yorktech/

and

www.gatlineducation.com/yorktechcomputers/



**Space is filling up,
reserve your spot today**



November 4 - 12, 2011

Enjoy the country side of Tuscany, Italy, from your hotel in the beautiful city of Montecatini. Be amazed as you venture out on day trips to Florence, Pisa, Lucca, Pienza, San Gimignano, Siena, and Rome.

View timeless works of art including Michelangelo's David. Visit Giotto's Bell Tower, the Coliseum, Roman Forum and Palatine Hill.

Make your reservation today by calling World Cultural Tours at 1.977.218.8687.



Careers and Certifications

Looking for a new career? Wanting to supplement your income? We have a variety of career options that you can choose from at York Tech. Many of these options are listed in the specific discipline areas such as healthcare or construction trades in addition to the career programs listed here. If you are unsure about your future, why not begin by enrolling in a Career Assessment and Planning course to prepare for your next step.

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CAKE DECORATING CERTIFICATE

Butter Cream Icing
(CLE 941) \$130
Learn to make and color butter cream icing as you discover different icing consistencies and understand when to use them.

Royal Icing
(CLE 942) \$130
Students learn about icing consistency and proper storage prior to decoration. Flower formers and templates will be demonstrated and practiced.

Fondant & Gum Paste
(CLE 943) \$180
Make breathtaking flowers that look just-picked them from the garden as you learn to cut and shape dough-like icings. Students also will create beautiful textured drapes and graceful borders.

Cake Design
(CLE 944) \$180
Elements of cake design including cornelli lace, sotas, string work, gorgeous borders and ruffle garland will be taught as students learn to build tiered cakes.

CERTIFIED FINANCIAL PLANNER (CFP) CERTIFICATION EDUCATION

*This program contains the career knowledge needed by financial planners, as described by CFP Board. This program is offered over an 18-month period at Midlands Technical College Airport Campus and various other locations via interactive conferencing. CFP certification is a nationally and internationally recognized professional certification. Certified Financial Planner Board of Standards Inc. awards the CFP, CERTIFIED FINANCIAL PLANNER and CFP (with flame design) marks to individuals that fulfill initial and ongoing certification requirements: satisfy the educational requirements, three to five years of work experience in a financial planning field, pass the CFP Certification Examination, compliance with CFP Board's Code of Ethics and Professional Responsibility, continuing education and recertification. **Enroll in all seven courses at a discounted rate of \$3,500.***

Fundamentals of Financial Planning
(CLE 1033) \$695
This course establishes a foundation providing the student with a comprehensive overview of the financial planning process, emphasizing goal and priority setting, data gathering and implementing a financial plan. Also covered is time value of money concepts, financial calculator protocol, legal environment, financial analysis and ethical and professional considerations in financial planning. Approved for 24 hours Insurance CE credit and 3 hour Ethics Insurance requirement. This is the first course in the 2010 CFP (R) Certification Education Program.

Insurance Planning
(CLE 1034) \$695
This course is designed to acquaint the student with the basic principles and various types of insurance devices. Approved for 24 hours Insurance CE credit.

Investment Planning

(CLE 1035) \$695

This course provides an analysis of investment alternatives in a risk return framework with an emphasis on selection, timing and diversification techniques. Approved for 24 hours Insurance CE credit.

Retirement/Employee Benefits Planning

(CLE 1036) \$695

This course provides a complete understanding of the design and planning of retirement needs, including an examination of employer benefits. Approved for 24 hours Insurance CE credit.

Estate Planning

(CLE 1037) \$695

This course covers the planning and managing of federal estate and gift problems and opportunities, including topics such as exemptions and asset valuation. Approved for 24 hours insurance CE credit and 3 hour ethics insurance requirement.

Income Tax Planning

(CLE 1038) \$695

This course examines the federal income tax system with particular reference to the taxation of individuals. Topics include items of gross income, exclusions from gross income, deductions, tax credits, capital gains and losses, and the taxation of life insurance and annuities. The income taxation of partners and partnerships, as well as corporations and their shareholders, is also covered. The application of income tax laws to the transactions of individuals and businesses is important to financial services professionals in planning for the avoidance, minimization, and deferral of taxation. Prerequisite: Fundamentals of Financial Planning (PFP610). The need for and use of electronic calculators will be discussed. Approved for 24 hours Insurance CE credit.

Comprehensive Examination Review

(CLE 1043) \$695

This course emphasizes the integration of various areas of personal financial planning and planning for diversified clientele. This is the final segment of the 18-month financial planning certificate program.

Basic Income Tax Course

(CLE 1048) \$235

This course examines the federal income tax system with particular reference to the taxation of individuals. Topics include items of gross income, exclusions from gross income, deductions, tax credits, capital gains and losses, and the taxation of life insurance and annuities. The income taxation of partners and partnerships, as well as corporations and their shareholders, is also covered. The application of income tax laws to the transactions of individuals and businesses is important to financial services professionals in planning for the avoidance, minimization, and deferral of taxation. Prerequisite: Fundamentals of Financial Planning (PFP610). The need for and use of electronic calculators will be discussed. Approved for 24 hours Insurance CE credit.

CRIMINAL JUSTICE

Private Security Officer

(CLE 1013) \$125

It is anticipated that over the next 5 years the number of private security companies will

more than double. In just 24 hours, students can prepare for a career in the security field. Successful graduates will be earn the certified officer designation. Upon employment by a licensed private security company, and satisfaction of statutory registration requirements, participants may be registered by the South Carolina Law Enforcement Division. Call for schedule.

South Carolina State Constable

(CLE 1025) \$498

SC State Constables assist and augment local law enforcement agency personnel efforts. This program prepares students for this voluntary service. Student will learn arrest techniques, firearms, legal considerations, and more. Before enrolling for this class, students must call State Law Enforcement Division (SLED) at (803) 896-7014 and apply for letter certifying eligibility into the program.

CUSTOMER SERVICE

WorkKeys Assessment

WorkKeys® is a job skills assessment system developed by ACT, a national non-profit testing company. It is used across the nation to help individuals; educators and employer identify the skills needed to be successful on the job and to determine where additional training can help develop a higher caliber workforce. It measures the “real world” skills employers believe are critical to job success. The system is designed to match prospective employees to jobs and careers. WorkKeys® will measure your skills and compare them to the requirements of the jobs that you want. The WorkKeys® assessments present workplace situations, reading materials, problems and messages for the employee to respond to and/or resolve. Each assessment is constructed with a number of levels, with each successive level more complex than the previous. The assessments include:

Business Writing
Listening
Reading for Information
Writing
Applied Mathematics
Applied Technology
Locating Information
Observation
Workplace Observation
WorkKeys® Career Readiness Certificate

If your skill levels meet the job requirements, you can use the WorkKeys® skill reports and certificates to show employers the kind of job you are capable of performing. Your scores help you describe your strengths in terms of skills that are relevant to the workplace. If your skill levels need improving, the York Technical College Workforce Development can provide a targeted training program to help you raise your scores. The program is web-based and mobile, and helps you get the most out of your valuable learning time. The package complements WorkKeys® and is tailored to your personal education and training needs.

Online Course Offerings

www.MySpanishTeacher.com/yorktech \$99

In this era of economic uncertainty, taking online courses can give you added job security. During layoffs, your employer is more likely to keep someone who has taken the initiative

to learn job-related Spanish. In the event of a job loss, the skills you learn here will make your resume more attractive to new employers. And when the economy stabilizes, Spanish gives you an advantage that will continue to be a professional asset in the years to come. Our affordable, online continuing education courses also save you the time and added expense of gas required to travel to a school campus. Enroll today and discover how we can help you “recession-proof” your career.

Mandarin Chinese

Spanish Customized For Your Job

Spanish for Teachers

Spanish for Healthcare

Spanish for Banking

Spanish for Customer Service

Spanish for Real Estate

Spanish for Business and Travel

Spanish for Law Enforcement

Spanish for Corrections

Spanish for 911/Dispatch

Spanish for EMS and Fire

Spanish for Park Rangers

EVENT PLANNING CERTIFICATE \$680

The 48-hour Event Planning Certificate Program is designed for new and aspiring event managers, those considering a career change and those desiring a credential for professional development. The program offers a comprehensive core curriculum designed to acquaint you with the common components of managing well-executed events of any type. Additionally, three specialized tracks are offered to individuals who complete the core curriculum—wedding planning, corporate meetings and conferences, and charity/fundraising events. A certificate of completion will be awarded upon completion of the core curriculum and one specialized track.

The Fundamentals of Event Planning

(CLE 1026) \$85

What are the competencies—knowledge, skills, abilities and attitude for success in the event planning industry? What are the essential start-up considerations when launching a career or business in the event planning industry? These are just a few of the many questions that we will discuss in the initial session of the Event Planners Certificate Program at YTC. Understanding what is required of you and the knowledge base that is required for success in the industry are two of the many considerations in preparing you for overall success. We look at best practices in the 21st century and what you might expect today and in the future in this ever changing industry.

Event Planning as a Profession

(CLE 1027) \$85

Did you happen into the event planning industry or do you have a natural affinity for some aspect of event planning? In this session, we explore the endless opportunities available to you in the event planning industry. Do you want to be a conference/convention planner, party planner, wedding planner or event planner—just where do you desire to fit in? The industry is huge and much of your success begins with defining who you are what you will do as a professional planner.

Special Event Management

(CLE 1028) \$85

Aligning a special event with the specific needs of a client is a critical aspect of successful

event planning. Assessing the need for the event, identifying the funding and resources, setting goals and developing a master plan are important skill sets for any event planner. And that's just the beginning. Staging and programming, audio visual, targeted questions while building collaborative relationships—all requirements for successful events. Managing an event and all its important elements from concept to close out are explored in this session.

Vendor Services, Contracts and Negotiations (CLE 1029) \$85

An event planner's success, in large part, will be attributed to the services provided by vendors for the special event. "If they don't look good, I don't look good" is the mantra of one event planner with 15 years of event planning success. Vendors are the lifeblood of an event, so building a toolbox of qualified and talented vendors is critical. An event planner's ability to solicit and negotiate with vendors throughout the planning process is an essential skill. Developing sound proposals for vendor services, negotiating pricing and understanding contracts and the many issues that may arise from them are key components for both a successful event and successful planning.

Site Selection, Operations and Inspections (CLE 1030) \$85

Determining the best possible site for a client's event can be elusive for the novice event planner. The process for site selection involves an intricate process with many moving parts. In this session we explore issues relating to hotels, conference centers and other venues that house special events. What makes each unique, what are benefits of one over the other, and how do their services align with the needs of your special event? An understanding of "behind the scenes" operations, liability issues, design and décor, transportation and other event considerations—all knowledge essential to event planning success.

Food & Beverage Management (CLE 1031) \$85

Menu selection, event theme, décor, layout and presentation are woven together like a sweet sounding orchestra. One missing component can affect the flow and feel of the best planned event. Effectively managing food and beverage means working with many variables and placing intricate importance on a number of details. The ability to compliment a group's needs with food choices and event presentation, while staying within the budget, can be a daunting task for the unskilled event planner. In this session, we sculpt a framework for addressing the many aspects of hospitality management.

Finance and Budgeting (CLE 1032) \$85

Sound financial management throughout the planning process is your event success. Establishing a clearly defined budget, setting financial goals, setting accurate spending and revenue projects, managing cash flow and evaluating profits and overruns are just a few of the topics related to comprehensive financial planning for your special event.

Specialty Tracks (Choose one):

Track 1 – Wedding Planning (CLE 1040) \$85

The wedding planning industry continues to grow. Brides spent more than \$32 billion

dollars last year and couples will continue to tie the knot with style and beauty. Brides need top-notch wedding planners—they want a perfect day and a professional wedding planner who can ensure the details will be handled from beginning to end. Having the knowledge to assist brides-to-be with the myriad of details associated with their "big day" sets you apart as a seasoned planner in the wedding industry. In this six-hour track, potential wedding planners are introduced to major considerations when planning wedding related events.

Track 2 – Conference and Meeting Planning (CLE 1041) \$85

The conference and meeting industry has grown and become so specialized that companies and organizations rely on the expertise of the most skilled and seasoned professionals to manage the execution of their special events. Where do you begin? How do you ensure the safety of guests attending the event, what are the unique requirements of conference and meeting type events? The details and requirements are endless. In this six-hour track, participants are introduced to the unique requirements of planning larger events.

Track 3 - Fundraising and Charity Event Planning (CLE 1042) \$85

The same event basics apply to charity and fundraising events with one major exception—these events focus on raising dollars. The event planner must develop a unique ability to balance costs of the event with the expectation to raise sizeable amounts of dollars. The event planner working with the not-for-profit organizations is expected to possess a strong business base along with the ability to work with boards, volunteers, the media, celebrities, to name a few. In this six-hour track participants are introduced to the well-defined requirements of planning fundraising events.

FLORAL DESIGN CERTIFICATE \$600

The Floral Design Certificate provides students with an opportunity to you to enhance your resume, learn a new skill, or take classes for your own personal enjoyment! Students may choose to take single courses or complete all four of the courses required for the certificate in Floral Design.

Floral Design I (CLE 994) \$150

Material fee \$150. In this course you will learn the care and handling of flowers and floral material, flower identification, construction of various styles and arrangements, wiring, and taping techniques.

Floral Design II (CLE 995) \$150

Material fee \$150. In this course you will focus in novelty arrangements, potting techniques, sympathy designs, funeral arrangements, gift and fruit baskets as well as hand-tied bouquets.

Floral Design III (CLE 945) \$150

Material fee \$75. In this course will learn all elements of wedding and reception pieces, including corsages, boutonnières, bouquets, arrangements for the church, etc. This session will host a mock wedding and focus on the art of silk floral design.

Floral Design IV (CLE 946) \$150

Material fee \$75. In this course you will re-visit the basic elements of design styles and create something extraordinary with them... the "wow" factor. We will create a contemporary floral art piece by "stepping outside the box" turning it on its side, and decorating it.

HOSPITALITY

The hospitality industry is one of the largest industries in the Carolinas and the world. Get the training you need today to enter the hospitality field through our new and exciting program offered in conjunction with the Baxter Hood Center. Be prepared for entry-level positions in the hotel, food and beverage, event planning, parks and recreation, and other related fields. Start your training with our core hospitality courses, then select either the Food Service Specialist track or the Hotel Operations Specialist track.

CORE HOSPITALITY COURSES

Hospitality Industry 101 \$90

This course offers an overview of the hospitality industry. Students will gain knowledge in operations, guest services, and career paths

Etiquette and Protocol \$90

Course covers proper dining techniques, table settings, conversation, correspondence, telephone skills and email etiquette.

Cost Control Measures for Hotels & Restaurants \$90

This course covers cost control strategies and operations, including computerized cost control methods.

Select one of the following tracks after completing the core hospitality courses. Call for further details on either track.

Food Service Specialist Track \$90

Learn to apply professional standards as well as state and federal guidelines for best practice in the preparation of food in a variety of environments. The following courses are required:

- Principles of Food Production
- Safety & Sanitation
- Basic Food Preparation
- Catering Fundamentals

Hotel Operations Specialist Track \$90

Prepares students for an entry level position in the hotel industry. Operations, sales, and management duties will be covered during the course of studies. The following courses are required:

- Principles of Hotel Operations
- Customer Service Skills in Hotel Industry
- Front Desk Leadership
- Housekeeping Basics
- Teamwork in the Workplace
- Hotelier Fundamentals

**INTERIOR DESIGN CERTIFICATE
\$801**

The 54-hour Interior Design Certificate is designed to provide students with the knowledge and skills needed to implement decoration schemes for residential environments. Students will study the effective use of color, fabrics, lighting and many other design elements.

**Color!
(CLE 1016) \$89**
Students will be introduced to the psychology of color, color schemes, tricks with color, hands-on co-ordination, color wheel, etc. Call for schedule.

**Elements & Philosophy of Design and Creativity
(CLE 1017) \$89**
Learn how to improve one's creativity, history of interior design, elements of a good designer, eclecticism, factors in design and ethics in this 6-hour class.

**Furniture Design & Construction
(CLE 1018) \$89**
Proper use of materials, understanding proportions and utility and what to look for in quality case goods and upholstery will be covered in this module.

**All About Fabrics
(CLE 1019) \$89**
Students focus on fibers, weaves, durability, cleaning codes, suitability, tailoring, and pattern mixing as they continue on their design journey.

**Rendering (Drawing)
(CLE 1020) \$89**
Students will learn design techniques of sketching, drawing, and renderings. Colored pencils and pens required.

**Identifying Historic Furniture Styles
(CLE 1021) \$89**
Future designers learn to identify major historical styles and apply the knowledge of that history to their design class portfolio.

**Walls, Windows and Floors
(CLE 1022) \$89**
A basic understanding of window treatments, paint, wall coverings, rugs and carpets is the focus of this module.

**Accessorizing
(CLE 1023) \$89**
Accessorizing covers the standard rules for selecting bookcases, collections, wall décor, lamps, and table décor.

**Space Planning
(CLE 1024) \$89**
Explore hands-on skills needed to designing floor plans for traffic flow, balance, scale, etc.

REAL ESTATE

**Real Estate Sales I - Pre licensing
(CLE 778) \$475**
This course will prepare you for a career in real estate--if you want to list, sell, purchase, exchange, lease, or dispose of real estate for others in the state of SC. Course covers the basics of real estate sales covers real

property law, agency, federal, and state laws/regulations, pricing of real property, contracts, finance and mathematics. To qualify for licensure, you must be at least 18 years of age, have a high school diploma (or GED), have a satisfactory credit report, have proof of completion of at least 60 hours of approved classroom instruction, and receive a passing score on the State Real Estate exam.

**Real Estate Post Licensing
(CLE 771) \$299**
Successful completion of Post Licensing allows students to meet the new requirements developed by the SC LLR Real Estate Commission. These five 6-hour interactive, multi-media modules will pave the way to success in your chosen profession of real estate!

**Real Estate Broker A – Broker Management
(CLE 895) \$279**
Representing 30 hours of the 150 hours required to become a Broker, this course covers short and long range planning, operating a real estate brokerage, liability of a broker for torts of agents; trust accounting, contracts, and ethics. In addition to the hours, students need three years of experience with a salesperson's license and to pass a state broker's exam. (90 hours of the salesperson's license may be used toward the 150 required hours).

**Real Estate Broker B – Broker Exam Prep
(CLE 896) \$279**
Covering 30 hours of the 150 hours required to become a broker, this course covers real property law; agency, federal, and state laws/regulations; pricing of real property; contracts; finance; math; and closing statements. In addition to the hours, students need three years of experience with a salesperson's license and to pass a state broker's exam. (90 hours of the salesperson's license may be used toward the 150 required hours).

**Real Estate Property Management
(CLE 897) \$279**
This course satisfies the 30 hours of education required by the South Carolina Real Estate Commission to receive a Property Management License. Topics include laws affecting property management, rental agreements, and tenant relations after leasing and insurance.

INSURANCE

**Insurance Licensing Prep: LA & H
(CLE 500) \$310**
Successful participants in this class will be prepared for the SC Licensing exam in L, A & H. SC insurance agents are required by law to complete 40 hours of pre-licensing study before qualifying for a license.

**Insurance Licensing Prep: P & C
(CLE 501) \$310**
Targeted to participants preparing for the SC licensing exam in P & C, this class meets the SC legal requirement to complete 40 hours of pre-licensing study before qualifying for the Property and Casualty agent's license.

**ServSafe Employee Certification
(CLE 999) \$60**
This food safety course is a must for all individuals who work in the food industry- restaurants, soup kitchens, hospitals, resident homes- can benefit from this training. Learn how to keep your customers and operations safe from food borne illness. This course will provide the managers certification from the National Restaurant Association.



Center for Advanced Manufacturing

The Center for Advanced Manufacturing offers specialized industrial courses taught in a simulated manufacturing environment in a 20,000 square foot, state-of-the-art facility. Through a partnership with the Okuma Corporation, students are able to receive quality hands-on training on high tech manufacturing machinery. Companies seeking to improve the up-time of their machinery are encouraged to send their operation and maintenance personnel to us for training. Previous clients include: Rolls-Royce, Boeing, Pratt & Whitney, General Motors, Harley-Davidson, Briggs & Stratton, Ingersol-Rand, Siemens, John Deere, Honda, Toyota, Borg-Warner, and Nissan.

Brenda Odom,
Program Manager
803.981.7144
bodom@yorktech.edu

Registration Assistance:
803.325.2888

CERTIFIED PRODUCTION TECHNICIAN (CPT) CERTIFICATION

MSSC offers industry a new set of tools to ensure that both entering and incumbent workers are flexible, easily trainable, and highly motivated knowledge workers able to keep pace with technological change.

The MSSC Certified Production Technician (CPT) credential will set the quality standard in our nations factories. MSSC benefits to manufacturers include:

- A pipeline of skilled workers by embedding MSSC certification training into the schools
- Decreased recruitment costs by providing job candidates with industry-recognized credentials
- Elimination of remedial training costs by providing well prepared workers
- A diagnostic tool to benchmark incumbent workers against a national standard
- Increased ROI for training by targeting against the gaps identified by MSSC diagnostic tools
- An aid to attracting, motivating and retaining qualified employees.

The courses, training, assessments and credentials are all based upon the four critical work functions (“Modules”) for production, as defined by MSSC’s industry-led, nationally validated skill standards:

- Safety
- Quality Practices & Measurement.
- Manufacturing Processes and Production
- Maintenance Awareness

For further details about the MSSC Certification, contact Brenda Odom at bodom@yorktech.edu or call 803.981.7144.

As part of our partnership with Okuma America, York Technical College offers classes in mechanical and electrical maintenance and CNC programming and operation. All of these classes use Okuma equipment as the foundational support for both classroom instruction and hands-on lab work.

CNC PROGRAMMING (Okuma)

Fundamental CNC Programming & Operation of CNC Vertical Mach. Centers (CNC 5601)

CNC Multi-function Operator Training (CNC 5801)

CNC Multi-function Set Up Technician Training (CNC 5802)

**CNC Multi-function Programmer Training
(CNC 5803)**

**Fundamental CNC Programming &
Operation of CNC Lathes (CNC 5501)**

ELECTRICAL/MECHANICAL (Okuma)

**Elec. Main. Lathes & MCs OSP 5000/5020
(EL 5501)**

**Elec. Maintenance Lathes & MCs OSP 7000
(EL 5701)**

**Elec. Main. Lathes & MCs OSP 100u
Control (EL 5801)**

**Elec. Maint. Lathes & MCs OSP E10/E100
(EL 5821)**

**Elec. Main. Lathes & MCs OSP THINC
(EL 5901)**

**Elec. Main. Lathes & MCs OSP THINC
(EL 5901/EL 5902)**

**Elec. Main. Lathes & MCs OSP THINC
(EL 5902)**

**Mechanical Maintenance Lathes
(MM 5101)**

**Mechanical Maintenance Spindle Rebuild
(MM 5102)**

**Mechanical Maintenance LB-1000 Series
(MM 5103)**

**Mechanical Maintenance MacTurn Series
(MM 5121)**

**Mechanical Maintenance for MacTurn H1
Turret Alignments (MM 5122)**

**Mech. Main. for MacTurn Alignments
(MM 5123)**

**Mech. Main. MULTUS Advanced
(MM 5127)**

**Mechanical Maintenance MB, MF, MU
(MM 5202)**

LEAN

**Principles of Lean Manufacturing:
A Live Simulation (LN 1100)**

This one-day course is a mix of classroom and live manufacturing simulation that illustrates the power of implementing Lean Manufacturing techniques. The results of the first round of simulation provide the basis for continuous improvement, as the participants learn about the different lean techniques and apply them in subsequent simulated rounds. Previous participants have immediately applied the principles and began seeing financial impact. (Our most popular workshop and most requested for on-site training).

Value Stream Mapping (LN 1101)

Learn to “see” the flow of information and materials throughout the value stream in an organization and develop current and future state maps and plan improvements that will provide the most return on investment. Participants will learn to identify and evaluate capacity, value-added and non-value added activities, constraints, resources, and lead times then will learn the steps necessary to eliminate waste in the value stream and identify the changes needed.

**5S Workplace Organization &
Standardization (LN 1102)**

The 5S System is a series of activities designed to improve workplace organization and standardization. This one-day workshop offers you an opportunity to experience firsthand how the 5S System reduces waste in the mounting plate assembly area of a simulated production facility. Participants learn the concepts of 5S and then apply them to transform a cluttered, disorganized production area into a clean, organized and orderly workplace.

**Setup Reduction – Quick Changeover
(LN 1103)**

This one-day workshop allows participants to learn the principles of Setup reduction and the Single Minute Exchange of Die (SMED) System. Participants will apply the four-step Changeover Improvement Process to achieve Setup Reduction in a simulation exercise. Participants will: Learn the basic principles of SMED, identify and apply proven techniques for converting internal setup to external setup tasks, develop streamlined processes for internal and external setup tasks, and create an improved changeover process that focuses on low (or no) cost solutions.

Problem Solving (LN 1104)

This one-day course is a mix of classroom and practical exercises that illustrate how solving problems and eliminating defects fits into a continuous improvement strategic initiative. Participants will: Learn and use the 5 step DMAIC process for Problem Solving, learn and practice problem solving tools and methods and , learn mistake proofing approaches and guidelines

Total Productive Maintenance (LN 1105)

This one-day Total Productive Maintenance (TPM) workshop offers participants an opportunity to learn how to maximize equipment productivity (OEE) over extended periods. TPM fosters an environment where improvement efforts in Safety, Quality, Delivery, Cost and Creativity are encouraged through the participation of all employees.

Lean Mastery: Online.
www.gatlineducation.com/yorktechcomputers/

TRADITIONAL MANUFACTURING

**Applied Technology for High Performance
Work Teams (TD-1238-003)**

In today’s multi-tasking, multi-craft environment, it is no longer enough to just operate equipment. Today’s manufacturing technicians must be able troubleshoot, perform preventive maintenance and make routine repairs. This 60-hour program provides students with skills in electrical, hydraulic, pneumatic systems; blueprint reading, measurement tools, and more which equates to a more valuable team member. Follows MSSC recommendations. Some Wednesday and Saturday labs may be scheduled.

**Electrical Safety in the Workplace
(TD 1210)**

A review of the changes between the NFPA 70E 2004 guidelines and the newly issued 2009 guidelines, this class provides a strong foundation in support of electrical safety in the workplace.

Lockout/Tagout (TD-1220)

Intended for team leaders, middle managers, human resources personnel, safety and health committee members, and other employees who have recently been appointed to safety and health responsibilities, this course increases the OSHA-required knowledge for Lockout/Tagout regulations. (Contract training or on-demand only)

Confined Space Rescue (TD-1230)

Targeted discussion and activities led by a professional facilitator breaks down the regulations concerning CSR into terms students can understand. In these four hours you will learn practices and procedures to ensure compliance and protect employees. (Contract training or on-demand only)

*Find the full listing of
classes offered through
the Center for Advanced
Manufacturing at
yorktech.edu/CE/CAM.php*



Center for Business Excellence

In today's economy, employers are requiring more from their employees. Prepare yourself for added responsibilities or add skills to your professional portfolio to be positioned for advancement by enrolling in a CCE classroom or online business course. Thinking about starting your own business? Our entrepreneurial courses can give you a solid foundation to launch a successful business idea.

Brenda Odom,
Program Manager
803.981.7144
bodom@yorktech.edu

Registration Assistance:
803.325.2888

CAREER ENRICHMENT

Total Customer Care (SDT-1013-001) \$299

Customer Care is one of the largest growing segments of the job market: a job market that is becoming more competitive as technology increases the demand for specialized training. Understanding what customers want and what the company is able to provide is the essential first step to optimizing customer contact. Being able to turn that contact into a win-win is the ultimate objective in this 40-hour class. If you deal with customers on a regular basis, this is a must-have!

Selling to Win: The Power of Consultative Selling (SDT-989-001) \$299

This 40-hour course provides students with hands-on techniques for engaging customers, leading customers through the problem-solving and decision-making process, and providing information to educate the consumer, which ultimately leads to increased sales. Up-selling techniques, closing and other skills to bring in clients and commissions will be covered.

Legal Secretary \$2095 (Online: 350 hours) Attorneys rely on sharp, motivated legal secretaries to help them start a practice or keep a thriving practice competitive. In this program, you'll learn all the skills you need to enter the fast-paced world of the legal secretary. The demand for this profession is growing faster than average, and attorneys are consistently on the lookout for qualified, professional legal secretaries to augment their practices. In these lessons, you'll master everything from the basics of legal terminology and procedure to practice management tasks, accounting, and QuickBooks skills. Along the way, you'll find out just what it's like to work in this fascinating and growing field. Registration: www.gatlineducation.com/yorktechcomputers.

Administrative Applications (CAP exam prep) \$99 (Online: self-paced) Gain the skills and knowledge you'll need to prepare for the Certified Administrative Professional exam and begin a rewarding career as an administrative assistant. Discover how economics, accounting, business law, organizational behavior, and management affect administrative assistant responsibilities and activities. Determine how the world economy can affect an enterprise, learn the basics of accounting, including the general ledger and key accounting terms, and see how financial statements and controls help keep your organization moving in a positive direction. Understand the fundamentals of business law, contracts, and the principal-agency relationship; discover ethics and organizational politics; and understand the

basics of international business. Learn about key management functions such as planning, control, motivation, and organization, discover how to increase creativity, and find out how marketing differs from sales. Registration: www.ed2go.com/yorktech/

Administrative Fundamentals \$99
(Online: self-paced) Rapid growth in the health, legal services, data processing, management, public relations, and other industries have created many new job opportunities for administrative assistants. This course will help you discover and master the essentials of managerial and staff support, information and records management, communications technology, travel and meeting coordination, space planning, and office ergonomics. You'll become an indispensable member of your team by identifying opportunities and implementing solutions to turn your office into a high productivity machine. Registration: www.ed2go.com/yorktech/

Accounting Fundamentals \$99
Online: Demand for accounting professionals currently exceeds supply. If you're interested in increasing your financial awareness and accountability while also gaining a marketable skill, this course is for you. You'll learn the basics of double-entry bookkeeping, while also learning how to analyze and record financial transactions, as well as prepare various financial reports at the end of the fiscal period. Accounts receivable, accounts payable, payroll procedures, sales taxes, and various common banking activities will be discussed. Registration: www.ed2go.com/yorktech/

Certified Bookkeeper \$1795
(Online: 120 hours) Certified Bookkeepers are to bookkeeping what CPAs are to accounting: the elite of the profession. Becoming a Certified Bookkeeper can increase your earning potential, enhance your professional status, and give you a decisive edge in any job market. This online program was created by the American Institute of Professional Bookkeepers (AIPB) to prepare experienced bookkeepers for the certification exam (not included). The AIPB certification is the only national standard for bookkeepers. Facilitated by Intuit Accounting Professionals Trainer Network certified instructors. Registration: www.gatlineducation.com/yorktechcomputers.

Performing Payroll in QuickBooks \$99
(Online: self-paced) Learn to use QuickBooks 2009 to create paychecks, pay tax liabilities, and produce dazzling payroll reports. You'll discover all the steps you need to take to properly set up your payroll system, troubleshoot common problems, and avoid mistakes. This course is facilitated by a Certified QuickBooks Professional Advisor with experience in banking, small business and education.

QuickBooks Pro for Premier 2009 for Windows software must be installed on your computer before taking this course (not included in cost of class). Registration: www.ed2go.com/yorktech/

Intro to Peachtree Accounting 2009 \$99
(Online: self-paced) Get the training you need to perform everyday accounting tasks using Peachtree Accounting software. First, you'll set up vendors, customers, and inventory items. Then you'll see how easy it is to record typical tasks such as goods purchased, bills paid, items sold, and payments collected. You'll also learn how to handle end-of-month procedures. The facilitator for this course is a certified consultant for Peachtree Accounting Software and is the author of more than 40 books on business and accounting topics.
Must have Peachtree Complete Accounting 2009 installed on your computer (not included in cost of class). Registration: www.ed2go.com/yorktech/

Paralegal \$1795
(Online: 300 hours) Become one of the more than 120,000 paralegals in the United States. Paralegals are involved in sophisticated legal work in traditional law office settings and in the corporate, government, and public arenas. Obtaining a quality education is the best way to prepare for the paralegal profession. This program will get you ready for an entry-level paralegal position. You'll be paired with an instructor for one-on-one assistance. Through a special arrangement with the National Association of Legal Assistants (NALA), your tuition includes free access to seven NALA courses, a value-added addition to your paralegal education. Registration: www.gatlineducation.com/yorktechcomputers.

Purchasing and Supply Chain Management \$2095
The online program will introduce you to the fundamental aspects of the supply chain environment, including enterprise resource planning systems and requirement systems. The interrelationships between purchasing, vendor selection, sources of supply, and technology will also be explored in this program. The focus is on management and the skills and resources that a successful manager needs. Registration: www.gatlineducation.com/yorktechcomputers.

Lean Office Tools See *Quality and Lean* section of this catalog for dates and times. A one-day workshop mixing classroom and live simulation to illustrate the power of Lean, this class provides an overview of lean concepts and their application to office and administrative processes. As a result of this class, participants will be able to measure the impact of improvement efforts and focus on those that really make a difference in effort, efficiency and effectiveness.

HAVE IT YOUR WAY!
Don't see what you need? If we can locate at least five others who need the same class, who can meet at the same time, we will put together a class just for you...at your place or any of our multiple locations (see back cover for list of locations). Call 803-981-7144 to learn more.

COMPUTER TECHNOLOGY

Keyboarding (CSA 1218) \$159
Become proficient on the QWERTY keyboard by learning to type, or improve your speed and accuracy. Focus is on learning touch-typing methods for a QWERTY keyboard while improving proficiency. Textbook purchase is required.

Introduction to Computers (CSA 1290) \$159
Aimed at the novice user, students learn basic technology and skills such as how to: manage files and folders, create and edit documents, send email, protect your computer, search the internet in this comprehensive class. Knowledge of QWERTY keyboard and touch typing techniques are strongly recommended. Textbook required.

Getting in Touch With Your Computer (CSA-1312) \$149
Need to know more about using your *home* computer? Have little to no experience with computers? This 15-hour class will get you on your way. Leave the tech stuff to the professionals and come to enjoy yourself. This 12-hour class is focused on putting you in touch – via emailing, home banking, Facebooking (and other social networking sites), uploading and sending photos, installing software, understanding security risks and protecting yourself from scamming, hacking, etc.

AutoCAD 2011 (CSA-1310) \$369
Computer assisted design is used by industries from architecture to engineering to medicine and beyond. This course will provide foundational skills in CAD design using AutoCAD software. Textbook required.

Intuit® QUICKBOOKS 2008 (CSA-1311) \$299
If you have your own small business, Quickbooks is a necessity for understanding the financial side of being your own boss. Quickbooks enables business owner to see key customer information at a glance with customer snapshot feature; invoice multiple customers at once with batch invoicing; stay on top of receivables, and more. Textbook purchase required.

Computers for the Medical Office (CSA-1292) \$295

Medical offices are fast-paced environments that often require proficiency with a variety of duties specific to the healthcare environment. This class prepares students work in that environment with MS Office 2007 application directly related to medical office settings. Throughout the class, authentic medical documents will provide the context for learning essential computer tasks required for healthcare support professionals. Textbook required.

LEADERSHIP

Performance Management Certificate (SDT-1014-001) \$199

Price is for core classes only. This certificate program consists of three phases: (1) a one-day core class covering four topical areas: Defining Expectations; Setting Goals and Objectives; Coaching and Counseling; Evaluating Performance PLUS (2) three electives from other business/professional development classes noted by an asterisk in the listings above PLUS (3) a self-study capstone assignment. (Phase 2 classes are priced separately). Requirements must be completed within one year of taking first class; Performance Management Certificate is issued after all requirements are completed.

Best Practices for Leading Millenials (SDT-1015-001) \$79

Those who are coming into the workplace of today are very different in their expectations and needs than were their parents and grandparents before them. Understanding what is important to them, how they utilize and process information, how they approach challenges and problems, and how they communicate are some of the topics to be covered in this workshop.

You Can't Make Me! Secrets to Cooperation and Collaboration (SDT-1016-001) \$79

If you are worried because you are unable to motivate your employees, this class will change your perspective. Motivation is an internal driver and whether you are a parent, a supervisor, or a corporate leader, you really don't motivate anyone other than yourself. The secret to gaining cooperation and collaboration lies in understanding what is important to those from whom you need help.

MICROSOFT OFFICE SUITE APPLICATIONS

MS Word 2007® (CSA-1305) \$299

Learn Word 2007 from the basics to the more advanced techniques; pick and choose what you need to know. Students gain solid

familiarity with Word and learn to use their textbook, help screens, and Internet resources enabling them to continue to learn long after they have left the classroom. Textbook required.

MS Excel 2007® (CSA-1306) \$299

Create and edit a worksheet, work with formulas and functions, integrate with other programs. Techniques range from beginner to advanced. Students gain solid familiarity with Excel and learn to use textbook, help screens, and Internet resources enabling them to continue to learn long after they have left the classroom. Textbook required

MS PowerPoint® (CSA-1307) \$179

PowerPoint is one of the simplest computer programs to learn. It is the number 1 program used worldwide for presentations. Anyone can create stunning presentations that look like they were designed by a professional. Widely used by business, in courtrooms, for advertising, and even in church services. This diverse and powerful program is also just plain fun to use! Textbook required.

MS Outlook® (CSA-1308) \$119

Learn how to use one of the most popular email applications and the tools that go along with it. Calendars, contact lists and folder organization will be covered. Textbook required.

MS Access® (CSA-1309) \$279

Become comfortable with the basics of databases, including how to create and maintain tables and records, locate records, and produce reports. This class covers beginning-intermediate level functions. Textbook required

Certified Microsoft Office Specialist (CSA-1292) \$1895

Online: Many employees consider certification when determining who to hire. Certification can help you differentiate yourself in today's competitive market. Students who complete MOS certification training earn about 12% more than employees who are not certified. This MOS program is the only comprehensive, performance-based certification approved by Microsoft to validate business computer skills using Windows Vista and MS Office 2007. Exams must be taken separately. Registration, information, and demo: www.gatlineducation.com/yorktechcomputers/

ONLINE OPTIONS

We offer many computer-related classes online, in the comfort of your home or the convenience of your workplace. A sample of classes are listed below. To check out the details, find more classes or get a

free demo, go to www.gatlineducation.com/yorktechcomputers/

- .NET Training (100 hours)
- 3ds max (300 hours)
- AutoCAD (150 hours)
- AutoCAD 3D (80 hours)
- Cisco CCNA Certification Training (100 hours)
- Comp TIA A+ Certification Training (150 hours)
- Comp TIA Network+ Certification Training (80 hours)
- Comp TIA Security+ Certification Training (80 hours)
- Forensic Computer Examiner (150 hours)
- Help Desk Analyst: Tier 1 Support Specialist (80 hours)
- Microsoft Certified Desktop Support Technician (MCDST) (200 hours)
- Microsoft Certified System Administrator 2003 (MCSA) (440 hours)
- Microsoft Certified System Engineer 2003 (MCSE)
- Microsoft Certified Technology Specialist: SQL Server 2005 (MCTS)

- RFID (Radio Frequency Identification) on the Web (70 hours)
- Web Database Developer (267 hours)
- Webmaster (150 hours)
- Digital Arts Certificate (420 hours)
- Video Game Design and Development (500 hours)
- Web Design Certificate (420 hours)
- Graphic Design with Photoshop (200 hours)

Lean Office Tools \$375

This one-day workshop is a mix of classroom and live office simulation that illustrates the power of implementing Lean Manufacturing techniques in an office environment. The training will provide an overview of lean concepts and their application to office and administrative processes. The participants will be able to measure the impact of their improvement effort.

All Lean & Quality Training is provided by SCMEP instructors who are certified trainers for the Lean Manufacturing workshop series sponsored by the National Institute of Standards and Technology Manufacturing Extension Partnership. All the workshops are held twice a year as open enrollments and are available on-site to our corporate clients as well. Rhonda Huskins, manufacturing specialist, is available to answer SCMEP/Lean questions at (803) 367-1812 or rhuskins@scmep.org.

Writing Essentials (SDT-1011-001) \$169

Master the essentials of writing! Taught by a seasoned professional journalist, this course

allows you to hone the skills you need to communicate clearly. You'll improve your writing skills by learning to pick the right words, punctuate to perfection, and avoid common spelling errors. Then you'll find out how to put it all together by crafting well-written sentences, building effective paragraphs, and organizing your material logically. Appropriate for your business and personal writing goals. Hands-on activities will help you put your powerful new skills to use right away. Purchase of text required.

Effective Business Writing for the Electronic Age

(SDT-1012-001) \$169

Do you have a nagging suspicion that a small improvement in your writing skills might also improve your career prospects? Here's how to fill in those gaps in your business writing skills so you can reach your full potential. You may be a clerical worker, an engineer, or an executive. If you communicate with others in writing, you need this course to help you identify and eliminate problem areas. By the end of this course, you'll know the secret to developing powerful written documents-including e-mail-that immediately draw readers in and motivate them to do what you want. Purchase of text required.

High Speed Project Management \$99

(Online: self-paced) With accelerated schedules driving many technology projects today, the smart project manager must rapidly retool his skill set. This course offers a breakthrough model for dealing with the realities of managing projects at supersonic speeds. Learn to meet and win the challenges of truncated timelines, short-staffed project teams, skimpy budgets and crippling risks. Facilitated by a certified project manager and graduate of George Washington University's Project Management program who has been active in managing information technology projects for more than twenty years. Registration: www.gatlineducation.com.yorktechcomputers.

Successful Grant Writing \$2095

(Online 300 hours) If you want to learn the essentials of writing or acquiring grants for private, public, or government use, this program is perfect for you. You'll discover how to develop successful grants by focusing on the skills needed to prepare professional, competitive, compelling grant proposals. An experienced grant writer will show you how to create proposals that get funded.

Non-Profit Fundraising Essentials \$99

(Online: self-paced) Take your first step toward a rewarding career in fundraising for nonprofit organizations! First, you'll identify the skills you'll need to become a successful fundraiser. Next, you'll discover where the best corporate and foundation fundraising jobs are and how to apply for them. After that, you'll delve into different types of fundraising

activities, exploring everything from annual and special funds to corporate and foundation relations, major gifts, and planned giving. And finally, you'll see how fundraising software can make your efforts far more effective. By the end of the course, you'll have a wealth of new ideas for fundraising, and you'll be well on your way to success in this exciting career field. Registration: www.gatlineducation.com/yorktechcomputers/

WAREHOUSING, DISTRIBUTION, AND LOGISTICS

Certified Logistics Technician

Logistics is a growing field, and certified technicians will gain a foothold on that career path. To enhance the competency of the supply chain logistics workforce and to help individuals increase their chances of success on MSSC Assessments, we offer both foundational and mid-level courses toward the certified logistics technician (CLT) designation.

CLA Course (Foundational Level)

This course provides students with the foundational knowledge needed to understand the world of supply chain logistics and related core competencies. Learning materials include PDF textbook and e-learning modules. Students will have an enjoyable learning experience and at the same time prepare for their credential. This course includes: safety, quality control, communications, teamwork, good workplace conduct and familiarity with the key computer systems that underpin supply chain operations.

CLT Course (Mid-Level Technical)

This course provides students with the mid-level technical knowledge needed to understand the world of supply chain logistics and related core competencies. Learning materials include: PDF textbook and e-learning modules. Students will have an enjoyable learning experience and at the same time prepare for their credential. This course includes: product receiving, product storage, order processing, packaging and shipment, inventory control, safe handling of hazardous materials, evaluation of transportation modes, customs, and dispatch and tracking operations.

The following courses are currently offered online. Call 803-325-2889 for registration information.

Distribution and Logistics Management

<http://www.ed2go.com/yorktech/>

Freight Broker/Agent

www.gatlineducation.com/yorktechcomputers/network.htm

SHORT and CAREER COURSES

Too busy to attend a class? Preview over 400 online business and career courses that you can take from the comfort of your home or the convenience of your workplace.

Full descriptions, pricing and registration/payment information for these courses may be found at: www.ed2go.com/yorktech/

- Business Law for the Small Business Owner
- Start Your Own Small Business
- Creating a Successful Business Plan
- Effective Business Writing
- Introduction to Business Analysis
- Marketing Your Business on the Internet
- Mastery of Business Fundamentals
- Start Your Own Arts and Crafts Business
- Successful Construction Business Mgmt.
- How to Start and Operate Your Own Publishing Business
- Start and Operate Your Own Home-based Business
- Business and Marketing Writing
- Effective Selling
- Professional Sales Skills
- Purchasing Fundamentals
- Quickbooks
- Secrets of the Caterer
- Understanding Basic Human Resources Functions
- Horticulture for Fun and Profit
- Introduction to Internet Writing Markets
- Start Your Own Consulting Practice
- Wow, What a Great Event!
- Achieving Top Search Engine Positions
- Designing Effective Websites
- Marketing Your Business on the Internet

CAREER COURSES

This is just a sample of course offerings.

- Entrepreneurship: Start-Up and Business Owner Management (360 hrs)
- Freight Broker/Agent Training (150 hrs)
- Purchasing and Supply Chain Mgmt. (300 hrs)
- Non-profit Management (300 hrs)
- Certified Mediator (120 hrs)
- Chartered Tax Professional (200 hrs)
- Paralegal (300 hrs)
- Digital Arts Certificate (420 hrs)
- Game Art Certificate (420 hrs)
- Web Design Certificate (420 hrs)
- Certified Architectural Glass Tech. (170 hrs)
- Certified Window and Door Installer (120 hrs)
- Certified Auto Glass Technician (120 hrs)



Construction Trades

Opportunities for good-paying jobs in the construction industry begin here. York Tech has a solid reputation for quality instruction supported by the National Center for Construction Education and Research (NCCER) nationally-recognized curriculum. Individuals can gain hands-on proficiency in heavy equipment operation or master the skills required for entry-level Utility Line Work at our Heavy Equipment/Line Worker Center in Chester.

Ken Strickland,
Program Manager
803.981.7338
kstrickland@yorktech.edu

Becky Cannon,
Administrative Specialist
803.981.7087
bcannon@yorktech.edu

Ben Ross,
Program Coordinator
803.325.2877
bross@yorktech.edu

HEAVY EQUIPMENT TRAINING

- ± Classes noted with this symbol are at the Chester Heavy Equipment/Line Worker Center.
- ✖ Classes noted with this symbol are at the Wilson Street Campus.

± 4 piece
CONC 521 \$4995

± 3 piece
CONC 620 \$3750

± 2 piece
CONC 613 \$2995

This specialized training allows you to choose the number of pieces of equipment found on construction sites today: backhoe, excavator, bulldozer, and loader. Each student receives 48 hours of classroom and hands-on training on each piece of equipment selected. Fee includes books and personal protective equipment (PPE); student must provide his/her own work boots.

✖ Industrial Lift Truck
CON 573 \$375

This safety-focused course teaches students how to prevent workplace injury and to minimize property damage for employees required to operate lift trucks. Fee includes books

✖ Mobile Crane Training
CON 572 \$5500

This program combines classroom (142 hours) and field instruction (72 hours) providing modular, competency-based courses taught by NCCER-accredited instructors. Fee includes books.

± Utility Line Worker Training
LWT 500, 501 & 502 \$5500

Department of Labor predictions are favorable for this entry-level occupation, particularly for electrical power-line installers and repairers, with earnings higher than many other occupations not requiring postsecondary education. This program covers basic math, basic electricity, CPR, OSHA safety, the makeup of a straight underground splice, a 200 amp elbow, the hook-up of a pad mounted transformer, and the basic operations of a utilities excavator. A one-week precertification session introduces basic pole climbing and safety; final five weeks consists of learning overhead line construction techniques. To enroll, you must be 18 years of age, be a high school graduate or have completed a GED, and

submit a signed acknowledgement of risk and information sheet. Fee includes books. Students are required to purchase lineman boots, safety glasses, and hand tools.

**Welding: Beginners to Advanced
(CON 634)**

\$175

Tell us what you want to learn! This course for beginning to advanced welding students; limited enrollment allows each student to identify the welding skills needed for personal career enhancement and growth.

**Building Analyst Quick Start Program
BPI BA Certification**

Focused on the principles of green buildings, this course includes topics ranging from insulation to indoor air quality and enables successful participants to perform comprehensive building assessments.

**HOME ENERGY RATING
SYSTEM**

Energy efficient homes cost much less to heat, cool, and illuminate. Did you know that York Technical College was the first college in the nation to receive Home Energy Rating System (HERS) training provider accreditation?



This accreditation from the Residential Energy Services Network (RESNET) enables us to train Energy Star raters in both North and South Carolina raters are capable of analyzing home construction plans and conducting onsite inspections to ensure efficiency and savings.

Call us to learn how we can train your professionals in this growing area.



Corporate Training

Workforce Skills Training

Keta Stogner,
Program Manager
(803) 327-8029
kstogner@yorktech.edu

WorkKeys Assessment

Kiwanna Brackett,
Program Manager
(803) 981-7372
kbrackett@yorktech.edu

Preparing Your Workforce with Skills Essential to Workplace Success

The key to training success is having the right focus and the right people involved in the process. The College has a staff of more than 400 instructors and partnerships across 16 technical colleges, making us a viable resource for handling both your administrative and technical training needs.

Working with your subject matter experts or yours, our experienced instructors can deliver services that add value to your internal training team or Human Resources Department...at an extremely competitive cost.

Diagnosis to Evaluation

Our instructional design team uses a four-step approach to ensure an accurate diagnosis and successful training intervention.

Discovery

We work to ensure all organizational systems are aligned. By using multiple techniques for identifying issues—interviews with stakeholders, focus groups, data collection, process observations—we establish training goals that support the organization's employee development plan and mission.

Program Development

Equipped with data and feedback from the Discovery phase, we provide you with a customized diagnosis of specific training needs. Then, together with your key staff members, we determine the appropriate training solution: the right mix of training intervention type, training format and learning methodologies, and evaluation measurements to determine your return on investment.

Delivery

Our instructors and staff tailor all training to the client's specific management or operational needs. Training can be provided at your workplace or on any of our campuses—wherever is convenient for you, resulting in minimal impact to your work schedule and saving you costly travel dollars.

Evaluation

Our program managers follow up with your management team during the evaluation phase. It is a critical period for understanding how the recently-acquired skills and knowledge are being used and the impact of training on workplace performance. It is also the ideal time to assess and remove roadblocks that impede long-term success for the trainees and your organization.

The college has a track record of proven success in workforce development. We can help you to identify opportunities that reshape the professional skills and talents of individuals in your organization. Call today for an extensive assessment of your training needs.

WorkKeys® Job Profiling

The WorkKeys® Job Profiling system is a job analysis system developed by ACT® that helps businesses identify the skills and skill levels employees must have to perform particular jobs effectively. It also gives individuals a clear picture of the skill levels they need to qualify for and be successful in the jobs they want. When used with the assessments, instruction, and reporting, job profiling allows students and workers to make decisions about appropriate jobs and to identify areas they need to strengthen in pursuing their education and career goals.

WorkKeys® job profiling is conducted by job analysts who have been trained and authorized by WorkKeys® industrial/organization psychologists. The profiling procedure is designed to systematically develop accurate profiles through a task analysis that is used to select the tasks most critical to a job, a skill analysis that is used to identify the skills and skill levels required at the entry level and for effective performance on that job, and skill ranking, which determines which WorkKeys® skills are the most critical to the job.

WorkKeys® Assessment System

The WorkKeys® Assessment System is a comprehensive system for measuring, communicating and improving the common skills required for success in the workplace. It allows these skills to be quantitatively assessed in both individual persons and in actual jobs. Therefore the WorkKeys System can allow you to identify individuals who have the basic skills required to be successful in a given position or career. When properly used, businesses can make hiring and promotion decisions based on WorkKeys with confidence and security.

The WorkKeys® Assessment System evaluates the following areas:

Communication: Business Writing, Listening, Reading for Information, and Writing

Problem Solving: Applied Technology, Applied Mathematics, Locating Information and Workplace Observation

Interpersonal: Teamwork

The National Career Readiness Certificate uses three WorkKeys® foundational skill assessments to verify to employers that an individual has essential employability skills. These essential skills include reading for information, applied math, and locating information.

WorkKeys® Performance Assessment

Part 1 of this test is an integrity test that measures general work attitudes which will

predict counterproductive work behaviors, task and job performance, and organizational citizenship behaviors. Scores from this part of the assessment correlate to productivity, absenteeism, resilience to work related stress, team orientation and employee work satisfaction.

Part 2 of this test is a risk reduction determiner. This part contains items that focus on avoidance of work-related accidents and unnecessary risk-taking in a work environment, as well as organizational conduct that may impact the individual or others. Scores from this part collate with reduced risk of work-related accidents, working under the influence of alcohol or drugs, outbursts of physical or verbal aggression and coworker complaints about conduct or harassment.

WorkKeys Talent Assessment

The WorkKeys Talent Assessment is a selection and employee-development tool that measures a candidate's work-related attitudes and behaviors. It measures these facets of personality: carefulness, cooperation, creativity, discipline, goodwill, influence, optimism, order, savvy, sociability, stability, and striving.

WorkKeys Fit Assessment

The Workkeys Fit Assessment matches individual interests and values to the work environment. A good fit between employee and occupation contributes to job satisfaction and commitment. The WorkKeys Fit Assessment measures an individual's interests and values, providing information that can help determine how well a candidate matches up with occupations in an organization. This tool assesses work-related interests and a broad range of work-related values, such as Autonomy, Physical Activity, Influencing Others, and Precision. For ease of use, information from both interests and values are combined into a single Fit Index. The WorkKeys Fit Assessment consists of two instruments: the ACT Interest Inventory and the ACT Work Values Inventory.

Apprenticeship Opportunities

Partner with York Technical College and receive tax credits for your company while gaining the skilled employees your company needs.

The College's Corporate & Continuing Education works in conjunction with Apprenticeship Carolina to create an accredited apprenticeship program based on your company's specific training needs.

 **York Technical College**



Receive Tax Credits

Companies receive \$1000 state tax credit per apprentice per year for up to four years. One company described the tax credit as "huge."

Targeted Clusters

Advanced Manufacturing and Technologies
Construction Technologies
Energy
Healthcare
Tourism & Creative Industries
Transportation and Logistics

Don't miss out on this exciting opportunity! Apprenticeship programs in South Carolina have increased 208% since July of 2007.

To find out more details on how this program can work for your company, contact:

Keta Stogner
Business Development Manager
803.327.8029
kstogner@yorktech.edu

QUALITY CORPORATE EDUCATION WITH RESULTS

Whether your company is small, medium or large, York Tech's corporate training solutions can design the ideal program to meet your needs and boost your productivity. A wide range of customized technical and professional programs of study are available; all can be completed in a short amount of time so that employees can readily apply their learning back on the job.

Many York Tech courses earn industry recognized certifications, continuing education units, or meet requirements for professional licensing.

More than 200 courses can be taken online, reducing the time employees are away from the workplace and saving dollars spent on travel. A combination of interactive classroom and online training can be developed, giving your organization both flexibility and affordability.

Samples of Available Training Programs Include:

Industrial

- Lean Manufacturing/Six Sigma
- Setup Reduction
- Electrical Safety
- Failure Analysis
- Total Productive maintenance
- AutoCAD
- Lockout/Tagout
- Confined Space Rescue
- Production Technician

Energy & Environmental

- Solar Technician
- Green Building Principles
- Sustainability
- Bio-fuel Production
- Wind Energy
- Licensed Pool/Spa Operator
- Refrigerant Recovery
- Wastewater Treatment
- Air Quality
- HAZWOPER and HAZMAT

Business

- Leadership
- Law School for Non-Lawyers
- Small Business
- Consultative Service and Sales
- Computer Technology
- Communications
- Teambuilding
- Lean Office

Health and Safety

- Workplace First Aid/CPR
- First Responder (DOT) approved
- Bloodborne Pathogens

Trades

- Industrial Lift Truck
- Welding
- Utility Line Worker
- OSHA
- BPI Certification
- Heavy Equipment

Our clients include...

Duke Energy, Proctor and Gamble, Abitibi Bowater, Omnova, Schaeffler Group, Meritor, PPG Industries, Lexington Precision, Ajax Rolled Ring, Allvac, City of Rock Hill, and Transaxle Manufacturing.

Contact Keta Stogner at kstogner@yorktech.edu or 803.327.8029 for further information about quality customized education options.



Energy and Environmental

Corporate and Continuing Education can prepare you to meet the demands of energy efficiency and environmental conservation through a variety of programs, some of which are offered online for your convenience and qualify individuals for certifications /re-certifications.

George Russell,
Program Manager
803.981.7020
grussell@yorktech.edu

Registration Assistance:
803.325.2888

Green Business Conference (ERG 600)

Join with others to do your part in protecting South Carolina's environment and become part of a sustainable community. This one-day comprehensive conference will provide you and your business, institution, organization or non-profit with new and innovative ways to go green and even save some money in the process. Sessions will focus on air quality, alternative energy, business recycling, green building, green cleaning, green hospitality, green landscaping and your facility's carbon footprint. In addition, the conference will feature green vendors, service providers and opportunities to earn CEU's.

Water Law Seminar

(ERG 601)

\$49

This 3-hour seminar scheduled for August 25, 2011 (8:30 am – 11:30 am) will focus on the revised NPDES General Permit for storm water discharges associated with industrial activities, recently issued by the South Carolina Department of Health and Environmental Control (DHEC). This seminar will cover the new storm water permit requirements and how the complex 150-page document affects the 29 different industrial sectors in South Carolina. This seminar will benefit industrial managers, facility managers, technicians and owners who are responsible for environmental compliance at their facilities. Please plan on attending. The environmental attorneys from McNair Law firm will be present to answer questions.

Pulp and Paper Manufacturing Symposium (ERG 602)

Are you interested in a career in technology or the sciences? Have an aptitude for math or enjoy the complexities of chemistry and want to help save the world by working with renewable resources? Test drive a career in the Pulp and Paper Industry by attending the Summer workshop sponsored by the National Network for Pulp and Paper Training Technology (npt)² and the National Science Foundation (NSF). During this 2-day, hands-on workshop, participants will apply science and physics principles related to chemical and paper technology; learn about renewable energy, recycling, reducing waste and receive practical experience with chemicals and pulp and paper products. High school and college students and faculty are invited to attend. A visit to a local mill and speakers from the industry will allow attendees to get a first-hand look into the industry.

Solar Technician Training (ERG 1100)

Position yourself or your business to stay in front of the growing demand for clean sources of energy. Learn more about the capabilities of

Photovoltaics in providing alternative sources of energy and a “how-to” training course on the installation of photovoltaic panels as they apply to the whole building system. This course is intended for individuals in the construction, roofing, building operations/ maintenance and electrical fields, who understand the basics of electricity and electric generation. Students will be able to design and size systems and see what is involved with interconnection to utilities. Training blends classroom and lab teaching method. Registrants will get the opportunity to apply their knowledge and participate in a step by step on-site installation of solar and solar hot water panels. Upon completion of this course participants will be able to assess the Return on Investment (ROI) of PV systems. Students will also have the knowledge to sit for the North American Board of Certified Energy (NABCEP) Certified PV installer exam upon completion of this course.

Licensed Pool Operator (ERG 1200)

Based on state DHEC regulations, this class provides students with the skills and knowledge necessary to safely operate a pool or spa. The test is administered at state-designated locations, but all information needed to prepare for the test is provided.

Physical/Chemical Wastewater Review (ERG 1201)

General P/C Recertification Review LEVELS A, B, C & D. This program covers process units such as pH control, neutralization, chemical precipitation, clarification, solids handling and advance treatment including metals recovery and water recycling. Meets requirements for 8-hours towards recertification

Certified Pool Operator (CPO) (ERG 1202)

This course is designed to provide individuals with the basic knowledge, techniques and skills of pool and spa operations and enables you to obtain the National Swimming Pool Foundation’s Certified Pool Operator credential, a national certification recognized and widely accepted by health departments, hotels and fitness centers internationally. The seminar is taught by a certified CPO instructor and covers information from the National Swimming Pool Foundation (NSPF) Pool and Spa operator handbook. The exam is provided the second day of the course and graded on site. Students receive a manual and math book which is included in the course fee. Certification fee is also included.

Well Driller Regulation Review (ERG 1244)

Between July 1st and June 30th, of every odd

year, every well driller must obtain twelve (clock hours) continuing education units. The South Carolina Environmental Certification Board accepts continuing education for licensed well drillers as courses that are relevant to well drilling or well construction. Examples of relevant material covered in this course includes: safety, operation and maintenance of equipment, geology, math, engineering, environmental subjects, first aid and water chlorination.

Let the Environmental Training Center come to you! Through our recent partnership with The South Carolina Environmental Training Center in Sumter, SC we are pleased to announce that the following courses are now offered by York Technical College.

SHORT SCHOOL CLASSES

Short Schools are intensive training sessions designed as a comprehensive review for operators of water and wastewater treatment facilities who are preparing for the state certification exam. State “Standards of Performance” for operators are used as the topical outline for each Short School and the Sacramento manuals are used as reference texts. Tuition includes a Sacramento Manual

Physical /Chemical Wastewater Operator Short School/Exam Prep (24-hour Classroom) (ERG 1204)

Physical/Chemical Wastewater Operator Short School/Exam Prep (40-hour Online) (ERG 1205)

Biological Wastewater Short School/Exam Prep (40-hour Online) (ERG 1206)

Water Treatment Short School/Exam Prep (40-hour Online) (ERG 1207)

Water Distribution Short School/Exam Prep (20-hour Online) (ERG 1208)

REVIEW CLASSES

Review courses are intended for water and wastewater operators desiring to earn 6 or 12 hours of continuing education credit to maintain their water and/or wastewater operator certification and who are not preparing for the state certification exam. Glossaries, crossword puzzles, slide presentations, and quizzes enhance the learning experience.

General Wastewater Review (6-hour Online) (ERG 1210)

Physical/Chemical Wastewater Review (12-

hour Online) (ERG 1215)

Biological Wastewater Review (12-hour Online) (ERG 1216)

Water Treatment Review (12-hour Online) (ERG 1217)

Water Distribution (12-hour Online) (ERG 1218)

General Water Treatment/Distribution (6-hour Online) (ERG 1227)

Basic Math for Operators (6-hour Online) (ERG 1296)

Basic Math for Operators (12-hour Online) (ERG 1297)

These introductory math courses are beneficial for water and wastewater operators who are preparing for basic level state certification exam or for operators who desire a refresher course in mathematics. Courses involve practicing basic math calculations that apply to treatment facilities.

Advanced Math for Operators (6-hour Online) (ERG 1298)

Advanced Math for Operators (12-hour Online) (ERG 12989)

These advanced math courses are beneficial for water and wastewater operators who are preparing for an advanced level state certification exam or for operators who desire a refresher course in mathematics. Courses involve learning advanced math calculations that apply to treatment facilities. Topics include a general math review and problems related to coagulation, chemical feeders, clarification, chlorination, fluoride, filtration, hydraulics, motors, pumps, and flow rates.

Refrigerant Recovery (ERG 1300)

The EPA requires certification in the handling of materials used by refrigerant technicians. This class prepares students for that exam. Students have the opportunity to take the exam immediately following successful completion of the class. (This material taught in our CFC certification course can be applied towards the Universal Refrigerant Certification)

Introduction to Brownfields (ERG 1400)

This course will define and introduce students to what a Brownfield really is and some potential causes of Brownfields. Funding opportunities, tax incentives and liability transfer will be discussed as well as environmental benefits, life cycle costs and opportunities for future uses (industrial, commercial, recreation, residential, mixed-use, etc.) This course will also touch on Phase-I and Phase- II Environmental Assessment

and Clean-up activities and how the EPA, local jurisdictions and the SC Brownfields Program can provide incentives for public and private entities in the form of development opportunities. Various remediation strategies will be discussed including removal, capping and isolating and the cost benefit matrix of each based on projected development and use.

**40-hour HAZWOPER (Online)
32-Hours Online Training & 8-Hrs
Hands-On (ERG 1501)**

Content for the academic portion of the course will be provided through web sites, text, manuals, assignments and exercises. Students will also be required to participate in 8 hours of hands-on training in the proper use of personal protective equipment, site control, safe work practices, and the use of engineering controls an employee can use to help the employer reduce waste site hazards.

8-hour HAZWOPER Review (ERG 1502)

PREREQUISITE- Current HAZWOPER Certification. Course required annually to maintain HAZWOPER qualification. Topics reviewed and updated include hazards, safety plan, toxicology, hazardous communication, monitoring, handling procedures, medical surveillance, personal protective equipment, and decontamination. Field exercise included.

**8-hour HAZMAT DOT Emergency
Response Awareness (ERG 1503)**

This course will enable the student to identify hazardous materials, the different classes of hazardous materials, and how to respond to them in the safest manner. The course identifies the responsibilities of the first responders and the levels of training required for them. The DOT guideline book on emergency response will also be reviewed.

**EPA Lead Based Paint Renovate, Repair
and Painting (RRP) Program (ERG 1504)**

This course meets the requirements for the National EPA lead based paint certification and recertification credentials. April 2010 was the EPA implementation date for new rules for contractors who renovate or repair housing, childcare facilities or schools built before 1978. Under the new rules, trained contractors and workers must follow lead-safe work practice standards to reduce potential exposure to dangerous levels of lead during renovation and repair activities, specifically builders, painters, plumbers, and electricians. As of April 2010, this certification was made mandatory for anyone who could potentially expose children to lead dust during renovation activities. Enrollment will close 7 days prior to the course offering date in order to notify EPA of student

information in a timely manner. Students will be asked to provide their home address, birth date and social security number for EPA record keeping purposes. All information is kept strictly confidential.

GREEN INDUSTRY COURSES ONLINE

Through a partnership with Gatlin, the following courses are offered online. Fees vary. Enroll at: <http://www.gatlineducation.com/yorktechcomputers>.

Principles of Green Buildings (PGB)

Program explains the science that individuals in the building, remodeling, or trade industries need to know in order to make buildings perform more efficiently.

Senior Certified Sustainability Professional

Are you prepared for an exciting career as a leader in the green collar economy? The Senior Certified Sustainability Professional Online Training Program will prepare you to set the course and coordinate an enterprise's sustainability strategy.

Solar Power Professional

Learn the fundamentals of photovoltaic solar powered energy systems, gaining the knowledge you'll need for an entry level position with a dealer, installer, or other photovoltaic industry company.

Wind Energy Professional

With the explosive growth rate of wind energy jobs, wind technicians may earn up to \$55,000 per year to start, depending on geographic location. This entry-level Wind Energy Apprentice program prepares you for a career in the wind energy industry

Certified Indoor Environmentalist

Would you like to become an indoor air quality or green building consultant? Would you like to better understand how to create a healthy home or building by preventing, diagnosing, and resolving indoor environmental problems? The Certified Indoor Environmentalist Program will help you take the next step in your career.

**Performing Comprehensive Building
Assessments**

This program will give you a thorough understanding of the building assessment process, focusing on the skills you need to professionally conduct visual building inspections, perform diagnostic testing, determine improvement opportunities, and prepare a work scope that will guide the homeowner's decision-making process for making the improvements.

**Building Analyst Quick Start Program
BPI BA Certification**

Focused on the principles of green buildings, this course includes topics ranging from insulation to indoor air quality and enables successful participants to perform comprehensive building assessments.

Certified Green Supply Chain Professional

Help your company achieve its environmental goals with the Certified Green Supply Chain Professional Online Training Program. Gain the skills you'll need to make a green impact on global sourcing, material management, procurement and buying, transportation and logistics, and new product development.

Certified Indoor Air Quality Manager

Are you a facility manager, building engineer, or health and safety officer who wants to improve the indoor air quality of your building? If so, the Certified Indoor Air Quality Manager Program is for you.

Natural Gas Plant Operations

For decades to come, natural gas will be produced and consumed in the United States, creating an ongoing demand for natural gas plant operators. This online program provides the fundamental technical background you need to get started in this field.

**Biofuel Production Operations Online
Training Program**

Get the education you need to work as a biofuel production operator, inspecting and repairing equipment, operating computer systems, and handling lab equipment.

Through a partnership with ED2GO, the following courses are offered online. Fees vary. Enroll at: <http://www.ed2go.com/yorktech>

Going Green at the Workplace

Learn how to position your business as a responsible environmental leader in a world of green consumers and carbon-conscious regulators. Explore ways to save energy, save money, and save the environment by making your building's lighting, HVAC, and information systems more efficient. In addition, discover simple and cost-effective ways to reduce your carbon footprint by conserving water, using alternative transportation fuels and vehicles, and generating your own renewable energy on-site.



Health and Human Services

Given the rapidly growing healthcare industry, it is no surprise that the demand for trained healthcare workers is high. York Tech has a reputation for quality accredited instruction in the field resulting in licensure pass rates that exceed the national/state average. CCE programs can prepare individuals for a healthcare career in as little as five weeks or can enhance basic skills for career advancement. Specialty areas include nursing assistant, patient care technician, medical secretary, medical coding/billing specialists, personal trainers, EMT, and more. DSS-approved programs in early childhood education are also available. Most programs are taught at all York Tech campus locations or can be delivered at your facility.

Linda Bolick,
Program Manager
803.981.7194
lbolick@yorktech.edu

Brooke Pound,
Program Coordinator
803.981.7348
bpound@yorktech.edu

Nursing Assistant \$496 (HSC 5570, HSCC 5570 Chester, HSCK 5570 Kershaw, or HSC 5479)

Course is \$563 in Chester. Nursing assistants perform routine tasks under the supervision of nursing and medical staff. Employment opportunities include positions with long-term care facilities, hospitals, medical offices, home health agencies, and others. Students that successfully complete this state-approved course are eligible for testing to become certified.

Nursing Assistant Online Blended (HSC 5479) \$496

Nursing assistants perform routine tasks under the supervision of nursing and medical staff. Employment opportunities include positions with long-term care facilities, hospitals, medical offices, home health agencies, and others. Students that successfully complete this state-approved course are eligible for testing to become certified. Online portion must be completed prior to attending assigned lab/clinical. Register a minimum of two weeks prior to assigned lab date to be able to complete the online portion. Below schedule is based on the lab start date.

Nursing Assistant Refresher Course

Nursing Assistants needing review in order to take the state exam will find this course invaluable. A student must have completed a state approved nursing assistant program in the past and meet DHHS criteria. Call for dates and times.

Advanced Skills for the Nursing Assistant (HSC 1154, HSCC 1154 Chester, or HSCK 1154 Kershaw) \$295

Advanced skills enhance the skills of certified nursing assistants or equivalent to care for patients in specialized settings.

CPR COURSES

CPR - BLS for the Healthcare Provider (HSC 5521, HSCC 5521 Chester, or HSCK 5521 Kershaw) \$50

This course is for those who provide health care to patients in a wide variety of settings, including in-hospital and out-of-hospital. Credentials issued through the American Heart Association. Call for details and group rates.

CPR Skills Check (HSC 1097) \$25

Call to schedule for skill check off, after completion of AHA online course.

CPR – Heartsaver with First Aid and AED (HSC 1061, HSCC 1061 Chester, HSCK 1061 Kershaw) \$50

For those who must be prepared to provide emergency intervention outside of healthcare settings – such as daycare and business settings - this course provides the essential skills to allow the student to administer immediate care

until healthcare professionals can arrive. Use of automated external defibrillator (AED) is included. Call for details and group rates.

**CPR- BLS Instructor Course
(HSC 1445) \$199**

This course provides instructor candidates with the knowledge and skills necessary to teach potential BLS providers and Heartsaver courses and includes core curriculum. BLS HCP certification required. Call for dates and course requirements.

EMERGENCY MEDICAL RELATED COURSES

**EMT- Basic
(HSC 1129, HSCC 1129 or HSCK 1129) \$696**

This DHEC approved course is designed to prepare students for emergency medical technician- basic level, EMT-Basics serve as a vital link in the chain of the health care team. Special pre-testing and pre-requisites apply. Additional expenses include clinical transportation, malpractice insurance, pre testing qualification, etc.

**EMT- Basic Refresher
(HSC 1128) \$285**

This DHEC approved course is designed to provide EMT's with a review of the medical knowledge to permit them to provide efficient care to the ill and injured at the scene and en route to a medical facility. Special pre-testing and pre-requisites are required.

**EMT Intermediate
(HSC 5560) \$395**

This DHEC approved course provides candidates with the medical knowledge to permit them to provide efficient care to the ill and the injured at the scene and en route to a medical facility, including use of advanced airway and IV therapy. Course also be taken as an EMT- I refresher. Special pre-testing and pre requisites are required. Additional expenses include clinical transportation, malpractice insurance, pre testing qualification, etc.

**First Responder
(HSC 947) \$295**

This National Registry Certified First Responder course through National Standard Curriculum provides students with the core knowledge, skills and attitudes to function in the capacity of a first responder. The first responder uses a limited amount of equipment to perform initial assessment and intervention and is trained to assist other EMS providers. Call to arrange a class for 6 or more and group rates.

**First Aid
(HSC 968) \$50**

Students will gain a working knowledge of first aid using an online method of training by the AAOS. Call to arrange a class for 6 or more or to enroll online, call for details and dates.

HEALTH RELATED COURSES & PROGRAMS

**EKG
(HSC 1157, HSCC 1157 Chester, or HSCK 1157 Kershaw) \$295**

This course will prepare you for national certification as an EKG technician. Skills necessary for operation of a 12-lead electrocardiograph machine are included in this class: identifying heart rhythms, anatomy and physiology of the heart, the mechanics of the EKG machine and recognition of normal and abnormal patterns in the EKG leads.

**Advanced 12 Lead EKG
(HSC 1774) \$75**

This course is designed for students who wish to further their interest in electrocardiography by learning the basics of 12 lead ECG analyses. Students will study the correlation of 12 lead ECG related to Coronary anatomy and pathophysiology.

**Hospice/Home Care
(HSC 5510) \$406**

Hospice/home health care aides are the critical links between the goals of Hospice and their implementation. This career requires someone with emotional stability, a spirit of dedication and a sincere interest in working with people who are terminally ill. Course includes a clinical rotation that will be from 8am-2pm on MW after four class days of MW during the listed course dates.

**Medical Terminology
(HSC 1777, HSCC 1777 Chester, HSCK 1777 Kershaw) \$295**

Learn proficiency to reiterate and repeat terms and abbreviations used in every day medical language and learn the various surgical procedures and understand the pathological conditions that affect the various organs and disease conditions affecting the body. To enroll in an online section, call for details and dates.

**Medical Terminology Online
(HSC 1481) \$295**

Learn proficiency to reiterate and repeat terms and abbreviations used in every day medical language and learn the various surgical procedures and understand the pathological conditions that affect the various organs and disease conditions affecting the body. To enroll in an online section, call for details and dates.

**Medication Technician
(HSC 1503, HSCC 1503 Chester or HSCK 1503 Kershaw) \$295**

This course will prepare you to be a Medication Technician, working under the supervision of a healthcare professional in specialized settings. This is an approved course by the South Carolina Board of Disabilities.

**Phlebotomy
(HSC 588, HSCC 588 Chester or HSCK 588 Kershaw) \$195**

This course is a basic introduction of the proper

techniques and procedures for collecting blood specimens. Topics include safety, medical terminology, anatomy, isolation, nursery, and special collection techniques. No clinical experience is provided.

**Restorative Aide
(HSC 5509) \$295**

The development of the necessary caregiver skills to assist patients and/or family members in their rehabilitation efforts will be provided in this course. Course includes both classroom and laboratory instruction.

**Medical Unit Secretary
(HSC 1630) \$295**

This course will prepare individuals for career opportunities as a Unit Secretary in single- or multi-physician practices, large healthcare facilities, or allied health organizations.

**Medical Secretary Certificate Online
(HSC 1606) \$1388**

Learn to be a Medical Secretary with formal training in the use of computerized office equipment and software; develop skills in communications, medical terminology, insurance, Office 2000, and more. Fee includes all books and supplies. To enroll online, call for details and dates.

**Pharmacy Technician Online
(HSC 995) \$1499**

The Pharmacy Technician program prepares individuals to qualify for national certification and entry-level positions in pharmacies. (In SC, may work as a registered Pharmacy Technician only). Fee includes all books and supplies. To enroll online, call for details and dates.

**Pharmacy Technician Certification Exam Preparation Online
(HSC 1172) \$79**

The Rx Success Certification Review course thoroughly prepares students for the challenges of the national certification exam for Pharmacy Technicians. Fee includes all books and supplies. To enroll online, call for details and dates.

**IV Therapy Online
(HSC 5557) \$295**

This course focuses on the skills and knowledge needed for a health care provider to perform intravenous therapy. Documentation of 6 successful sticks required at your workplace. To enroll online, call for details and dates.

**Bloodborne Pathogen Training
(HSC 1201, HSCC 1201 Chester or HSCK 1201 Kershaw) \$15**

This training is required by OSHA standards for those who have occupational exposure to blood or other potentially infectious materials.

**Bloodborne Pathogen Training Online
(HSC 1201) \$15**

This training is required by OSHA standards for those who have occupational exposure to

blood or other potentially infectious materials. To enroll online, call for details and dates.

Body Piercing and Tattooing Safety Training (HSC 1245/HSC 1147) \$175/\$259

DHEC requires training in bloodborne pathogens and infection control for those involved in body piercing and tattooing. CPR and first aid can be included for an additional fee. To enroll, call for details and dates.

Nursing- Legal Nurse Consulting (HSC 971) \$1285

The registered nurse will acquire knowledge and skills needed to practice legal nurse consulting as a result of this additional training. Upon completion, students are eligible to receive certification from the American College of Legal Nurse Consulting. To enroll online, call for details and dates.

Nursing CEUs

(varied course numbers-call for details)

We offer many approved courses for Nursing CEUs accredited by the SC Board of Nursing and/or American Nurses Credentialing Center's Commission on Accreditation that is an approved provider for South Carolina To enroll, call for details and dates. A few examples of the courses are certificates: Complementary and Alternative Medicine, Spirituality, Health and Healing Gerontology, Legal and Ethical Issues in Nursing.

Nursing – RN/LPN Refresher Course \$949

In partnership with Greenville Technical College, this in-depth RN refresher course is an excellent way to learn new or practice current skills. Through this course, an inactive licensed RN/LPN is able to renew their licensing and acquire new skills in their field. Involves Online and Lab sessions at Greenville. Clinical hours to be arranged. To enroll, call for details.

CODING AND MEDICAL PROCESSES

Coding for the Medical Office Online (HSC 1923) \$295

Coders for the medical office can review and adjudicate coding of services, procedures and diagnoses on medical claims in the physician-office setting, thus improving the finances and operational efficiency of the practice.

Office Processes Online (HSC 1857) \$295

This course provides practical applications of processes for the medical office. The course includes electronic medical records, medical software applications, ethics, HIPAA and OSHA compliance, legal issues, and customer service. The purpose of this course is to provide the student with a realistic approach to office processes in the healthcare practice.

Insurance Billing Online (HSC 1856) \$295

The purpose of this course is to provide students

with a realistic approach to computerized billing principles for a healthcare practice. Revenue and Reimbursement, Medicare, Medicaid, Worker's compensation, Tri-care, and Commercial Insurance Billing presented.

Anatomy and Physiology (HSC 1389) \$295

This course places an emphasis on the organization of the human body and the differences between nonliving matter and living organisms.

Anatomy and Physiology Online (HSC 1197) \$295

This course places an emphasis on the organization of the human body and the differences between nonliving matter and living organisms. To enroll online, call for details and dates.

Pharmacology (HSC 1388) \$295

This course covers the nature of drugs, their actions in the body and their side effects.

Electronic Medical Records Online (HSC 1623) \$295

Learn how Electronic Medical Records (EMR) systems represent the ability to record and handle medical records for effective health information exchange. To enroll online, call for details and dates.

Educode Plus - Inpatient and Outpatient Coding Online (HSC 5561) \$2295

This AHIMA and AAPC accredited course prepares students for a career in inpatient and outpatient medical coding. Upon successful completion, students will be eligible for certification exams. AAPC recommends 2 years experience prior to taking the CCA/CPC exam. AAPC recommends 3 years experience prior to taking the CCS exam. To enroll online, call for details and dates.

Coding- Advanced Hospital Coding and CCS Preparation Online (HSC 1463) \$2495

Designed for individuals who have coding skills and want to enhance their facility coding skills, mastering these skills will provide students with the opportunity to obtain positions in the best paying sector of the coding profession. Students become more marketable and are prepared to complete the American Health Information Management Association's mastery level credentialing exam, the Certified Coding Specialist (CCS). To enroll online, call for details and dates.

Coding- ICD-10 Medical Coding Online (HSC 1465) \$1595

This nationally recognized ICD-10 Medical Coding online certification training course covers the recently upgraded diagnostic and procedural medical coding system, soon to be

mandated by the federal government for use in the healthcare industry for insurance processing, reimbursement and statistical data gathering. To enroll online, call for details and dates.

Coding- CPC Certification Review Course (HSC 1922) \$195

This course provides a review of materials to help prepare for the CPC certification exam.

HIPAA Compliance Online (HSC 1755) \$195

Upon completion of this course, students are able to protect patients' personal health information, appropriately respond to requests for patients' personal health information, and safeguard electronic exchange of patients' personal health information. To enroll online, call for details and dates.

Medical Transcription Editor Online (HSC 1858) \$2475

The Medical Transcription Editor program trains students as both medical transcriptionists and medical transcription editors-formatting physician-dictated medical records. Books and supplies included. To enroll online, call for details and dates.

Medical Assisting Review for RMA/CMA Certification (HSC 7025) \$495

This comprehensive review course enables Medical Assisting graduates to prepare for the Certified Medical Assisting (CMA) Exam and the Registered Medical Assisting Exam (RMA). With the increasing demand for Medical Assistants, Physician Offices Are requiring Medical Assisting Applicants to be certified or registered to apply for a position with their office. This course assists you in preparing for these exams showing your competence as a medical professional upon passing either exam.

RADIOGRAPHY RELATED COURSES AND CONTINUING EDUCATION UNITS

Radiography - Type A Continuing Education Units

These online courses satisfy ASRT Continuing Education Hours in Type A Certification. To enroll, call for details and prerequisites.

Introduction to Radiography and Mammography S01A \$18

Approved by ASRT for 2 credits in the A category. A short introduction to conventional radiography and mammography presenting the principles of image acquisition, film-screens systems and image quality.

Introduction to Radiation Safety S08A \$20

Approved by ASRT for 2 credits in the A category, this course covers fundamental principles of radiation safety in radiology with an emphasis on nuclear isotopes.

Fundamental principles of radiation safety in radiology with an emphasis on nuclear isotopes. 2.0 credits cat. A for all states.

**Mammography Quality Assurance
S09A \$35**

Approved by ASRT for 3.5 credits in the A category. This course includes fundamentals of mammography, mammography QA and MQSA regulations including the QA program for digital mammography.

**MRI Basics
S10A \$20**

Approved by ASRT for 2 credits in the A category. MRI basics are a detailed introduction to the field of MRI with a focus on instrumentation. Covers not only the basic introduction to the general concepts in MR imaging, coils and QC but also a simple introduction to the fundamental MR techniques such as Spin-Echo, Inversion Recovery, Gradient Echo, etc.

**Digital Radiography and Mammography
S12A \$36**

Approved by ASRT for 4 credits in the A category. Digital radiography and mammography is a review with examples of the conventional and digital radiography and mammography principles. Digital radiography and mammography is a review with examples of the conventional and digital radiography and mammography principles. It is approved for 4.0 credits category A by the ASRT.

**Basics of Radiography
S13A \$20**

Approved by ASRT for 2 credits in the A category. This course is a review of the basic principles of radiography with a short introduction to digital radiography as well. This course is a review of the basic principles of radiography with a short introduction to digital radiography as well. ASRT approved for 1.5 credits cat. A.

**Mammography Review
S14A \$30**

Approved by ASRT for 3 credits in the A category. A detailed presentation of the mammography equipment and imaging techniques plus MQSA.

**Radiation Protection in Radiology
S17A \$20**

Approved by ASRT for 2 credits in the A category. Radiation Protection in Radiology. Comprehensive review of the radiation protection rules in all specialties of diagnostic imaging and radiology.

**Medical Applications of Radioisotopes
S18A \$12**

Approved by ASRT for 1 credits in the A category. A description of the characteristics and properties of the most common isotopes used in medicine. Applies to Nuclear Medicine and radiology credits.

**Clinical Ultrasound Transducers
S19A \$12**

Approved by ASRT for 1 credits in the A category. A comprehensive course on the basic technology of medical ultrasound transducers and their application to diagnostic imaging. 1 CE cat. A ASRT approved. Booklet \$15.95.

**Osteoporosis Diagnostic Imaging
S20A \$35**

Approved by ASRT for 3.5 credits in the A category. A detailed and updated review of the physiology and pathology of osteoporosis and osteopenia followed by a detailed analysis of the current screening and diagnostic imaging techniques. 3.5 category

**Fundamentals of MRI
S25A \$25**

Approved by ASRT for 2.5 credits in the A category. A course is a solid introduction to the hardware, software and basic spin-sequences used in MRI today. This 2.5-credit cat. A course is a solid introduction to the hardware, software and basic spin-sequences used in MRI today.

**Mammography Basics
S26A \$12**

Approved by ASRT for 1.5 credits in the A category. This course covers both conventional and digital mammography and offers a solid basis for understanding the new digital mammography equipment.

**Principles of CT
S27A \$35**

Approved by ASRT for 3 credits in the A category. The course covers basic principles of conventional and helical CT. A detailed explanation of the digitization process as well as helical CT scanning and imaging parameters is given. The course is accompanied by many examples. 3.5 credits cat.

**Digital Radiography Detectors
S28A \$25**

Approved by ASRT for 2.5 credits in the A category. Digital Radiography Detectors covers current aspects of digital radiography, digital detectors, advantages and limitations of the equipment and diagnostic imaging modality.

**X-Ray Diagnostic Imaging
S29A \$76**

Approved by ASRT for 9 credits (4 CE in radiography, 3 CE in mammography and 2 CE in CT) in the A category. This course is a detailed review of the diagnostic imaging field from its very beginnings. Topics covered are: radiography, mammography, fluoroscopy, DSA and CT; it also covers radiation protection for each modality.

**An Overview of Mammography
S30A \$45**

Approved by ASRT for 5 credits in the A category. This course is a detailed overview of the physical principles and clinical applications of mammography including digital

mammography, stereotactic breast biopsy, MRI and ultrasound of the breast, nuclear medicine scans of the breast, MQSA and QA regulations.

**Nuclear Medicine
S31A \$35**

Approved by ASRT for 3.5 credits in the A category. This course describes the fundamental principles and applications of nuclear medicine imaging and radiation safety rules.

**Principles of Radiography
S32A \$20**

Approved by ASRT for 2 credits in the A category. An overview of conventional film radiography as well as digital radiography principles. 2 credits category A as approved by the ASRT. This course is an overview of conventional film radiography as well as digital radiography principles.

**Special Procedures in Radiography DSA
S34A \$12**

Approved by ASRT for 1 credit in the A category. This is a detailed course on the principles of digital subtraction angiography. It described the physical principles and the clinical applications. it describes issues of radiation safety in DSA. 1 credit category A approved by the ASRT.

**Mammography Patient Edu. and Assessment
S35A \$25**

Approved by ASRT for 2 credits in the A category. A detailed overview of the patient education and assessment in mammography; updated statistics on breast cancer incidence, factors and screening modalities.

**Radiation Protection
S36A \$20**

Approved by ASRT for 1.5 credits in the A category. A review of radiation protection with an emphasis on the history of the field. A review of radiation protection with an emphasis on the history of the field.

**Computed Tomography
S37A \$54**

Approved by ASRT for 4 credits in the A category. A detailed overview of computed tomography with an emphasis on helical and multislice CT. A detailed overview of computed tomography with an emphasis on helical and Multi slice CT.

**Image Formation in Radiography
S38A \$20**

Approved by ASRT for 1.5 credits in the A category. A detailed course dedicated to the concept of image formation and artifacts in radiography. A detailed course dedicated to the concept of image formation and artifacts in radiography.

**Brief History of Diagnostic Imaging
S40A A \$30**

Approved by ASRT for 3 credits in the A category. This course is an engaging review of the history

of diagnostic imaging including radiography, mammography, CT and nuclear medicine.

Radiography- Type B Continuing Education Units

These following online courses satisfy Continuing Education Hours in Type B Certifications only. All courses and modules are approved by SC Radiation Quality Standard Association (SCRQSA) contact hours in the B category. To enroll, call for details and prerequisites.

Module I: Image Acquisition \$149

Instruction and education in Computerized Radiography and Digital Imaging Technology is at premium in today's world. This module prepares practicing radiographers training in this area. Module is SCRQSA-approved for 8 contact hours in the B category.

Module II: Computerized Image Processing \$219

Building on the foundation created in Module I, this course continues to enhance the understanding and comfort level needed for practicing radiographers. Module is SCRQSA-approved for 12 contact hours in the B category.

Bone Densitometry Module 1: Osteoporosis and Bone Health Module \$135

This module covers osteoporosis- history, incidence and types, bone physiology- function, structural anatomy, types of bone, etc., risk factors, consequences, prevention and treatment options. Module is SCRQSA-approved for 8 contact hours in the B category.

Bone Densitometry Module 2: Methods of Bone Densitometry \$135

This module covers anatomy, landmarks, patient preparation and positioning for each method and types of equipment used to perform bone density screening and diagnosis. Module is SCRQSA-approved for 8 contact hours in the B category.

Bone Densitometry Module 3: Radiation Safety in Bone Densitometry \$135

This module covers fundamental principles of radiation safety, biological effects of radiation, radiation measurement, patient exposure and protection, occupational exposure and protection, general protection issues and state-specific requirements/federal guidelines/OSHA requirements. Module is SCRQSA-approved for 8 contact hours in the B category.

Lower Limb Module \$135

This module covers positioning terminology, positioning anatomy of the feet, toes, ankle, upper leg, lower leg, knee, hip, and pelvic girdle. Module is SCRQSA-approved for 8 contact hours in the B category.

Upper Limb Module \$135

This module covers positioning terminology, positioning anatomy of the upper arm, lower arm, elbow, shoulder, fingers, hand and wrist. Module is SCRQSA-approved for 8 contact hours in the B category.

Anatomy and Positioning of the Spine \$135

This module includes basic information needed to perform limited spine radiographic procedures. Topics include anatomy of the spine, routine positions for the entire spine, special views for the spine, and technical considerations for radio graphing the spine. Module is SCRQSA-approved for 8 contact hours in the B category.

Anatomy and Positioning of the Skull \$135

This module includes basic information needed to perform limited skull radiographic procedures. Topics include anatomy of the skull, and positioning of the skull, sinuses and facial bones. Module is SCRQSA-approved for 8 contact hours in the B category.

Chest Radiography Module \$95

Topics includes information needed for continuing education units and include anatomy, pathology and positioning of the chest. Module is SCRQSA-approved for 6 contact hours in the B category.

Radiography- Courses Leading To State Testing For Certification

The following online courses are approved by SC Radiation Quality Standard Association (SCRQSA). To enroll, call for details and prerequisites.

Bone Densitometry Course \$395

This 24-hour SCRQSA-approved course is designed for individuals who have their own clinical site at their workplace that provides for bone densitometry radiography exams. This course is designed to prepare participants for the bone densitometry radiography state certification exam. The course consists of 3 modules: Module 1: Osteoporosis and Bone Health Module covers osteoporosis- history, incidence and types, bone physiology- function, structural anatomy, types of bone, etc., risk factors, consequences, prevention and treatment options. Module 2: Methods of Bone Densitometry covers anatomy, landmarks, patient preparation and positioning for each method and types of equipment used to perform bone density screening and diagnosis. Module 3: Radiation Safety in Bone Densitometry covers fundamental principles of radiation safety, biological effects of radiation, radiation measurement, patient exposure and protection, occupational exposure and protection, general protection issues and state-specific requirements/federal guidelines/OSHA requirements.

Limited Chest Radiography Course \$495

This 36-hour SCRQSA-approved course is designed for individuals who have their own clinical site at their workplace that provides for all the types of chest required radiography exams, the clinical site has a Registered Radiologic Technologist that supports the student's clinical learning experience by serving as their preceptor, and the individual has certification and/or work experience in healthcare. Students must secure an approved

clinical site prior to registration with their employer. This course covers the basic information needed to perform limited chest radiographic procedures. Topics cover areas such as radiographic exposure, equipment, radiation biology and protection, and anatomy, pathology and positioning of the chest. The clinical component of this course is competency-based: participants must identify a facility that can provide the necessary experience and an RT preceptor who will be responsible for supervising and evaluating the participant's competency in performing basic chest radiographic procedures. This course is designed to prepare participants for the limited chest radiography state certification exam.

Limited General Radiography Course \$1195

This 640-hour SCRQSA-approved course is designed for individuals who have their own clinical site at their workplace that provides for all the types of required radiography exams, the clinical site has a Registered Radiologic Technologist that supports the student's clinical learning experience by serving as their preceptor, and the individual has certification and/or work experience in healthcare. Students must secure an approved clinical site prior to registration with their employer. This comprehensive course covers the basic information needed to perform limited general radiographic procedures of the chest, abdomen and skeletal system. Students use a combination of self-directed learning packets to explore: radiographic exposure, equipment radiation biology and protection, anatomy, pathology and positioning of the chest, abdomen and skeletal system coordinated with intensive, highly structured clinical rotations in a basic radiographic setting. The training should include a background in patient care and medical terminology. Prior courses in physical science and human anatomy and physiology are also helpful. This course is designed to prepare participants for the limited general radiography state certification exam.

Radiographic Chiropractic Assistant Course (HSC 1150) \$795

This 48-course is presented by the South Carolina Chiropractic Association in partnership with York Technical College. It includes, but is not limited to Introduction 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 and has to be precepted by the chiropractor. Completion of this course is required to take the South Carolina Chiropractic Radiography Examination to work as a radiographic chiropractic assistant in South Carolina. Approved clinical site must be provided by student. Call for prerequisites and course details.

HUMAN SERVICES

Early Childhood

Course numbers vary **\$20**
Providing DSS approved continuing education, these courses cover: Growth and Development (G&D), Health and Safety (HS), Guidance (Guid), Curriculum Activities (Curr), Nutrition (Nut), Professional Development (PD), Program Administration (PA), Special Needs (SN), Bloodborne Pathogens (BBP) and more.

Pilates

(HSC 1925) \$275
Provides an in depth overview of the theoretical knowledge and practical skills necessary to teach a safe and effective Pilates Mat Class.

Yoga Ball

(HSC 1924) \$175
Yoga ball exercise is used to ease tension, deep-massage tight muscles and stimulate circulation. It combines the mind/body health benefits of yoga with stress-relieving balls that pinpoint the areas you hold stress. Learn how to melt tension while sharpening your attention and focus. Practical information and techniques for teaching yoga postures and poses using stability balls will also be included.

Personal Trainer Certificate- ISCA Certified

(HSC 1926) \$435
Upon completion of this 20-hour course, the student will be certified by the ISCA as a Personal Trainer, Level I, and is immediately eligible for employment in a gym or on his/her own. The certification is good for a two-year period, and can be renewed with 15 Continuing Education Units. The course includes 16 hours of classroom instruction and 4 hours of practical application in a fitness room.

Personal Fitness Trainer Online - ACE Certified

(HSC 1968) \$2095
This interactive, comprehensive web-based professional certificate in personal fitness training (PFT) is offered in partnership with the American Council on Exercise® (ACE). To enroll online, call for details and dates.

Veterinarian Assistant Online

(HSC 1760) \$1795
This course provides skills needed to assist veterinarians in all aspects of basic treatment, surgery, and radiology. It also covers the administrative elements of running a veterinary office. To enroll online, call for details and dates.

Certified National Pharmaceutical Representative Online

(HSC 1936) \$1595
Become an entry-level, certified pharmaceutical sales representative, even if you don't have pharmacology or medical education in this 6 month program. The CNPR Training Program will prepare you for a career in pharmaceutical

sales and make you a more attractive candidate to pharmaceutical companies. To enroll online, call for details and dates.

Dental- Infiltration Anesthesia

(HSC 930) \$195
Infiltration Anesthesia will present course objectives covering psychology of pain control, physiology of pain control via infiltration, effective and safe infiltration technique, management of complications of infiltration, and clinical competence in infiltration anesthesia.

Nitrous Oxide-Oxygen Monitoring

Course numbers vary **\$20**
Designed to acquaint dental hygienists and dental assistants with the proper procedure for monitoring nitrous oxide-oxygen use in a dental office. The participant will be provided the opportunity to gain didactic and clinical competence in monitoring nitrous oxide and oxygen conscious sedation and become eligible for certification by the South Carolina Board of Dentistry and a one-hour CEU will be awarded. This course has been submitted to the South Carolina Board of Dentistry for certification approval.



Personal Interest

Whether you are pursuing a new outside interest or seeking personal enrichment, our Personal Interest classes may be just the answer. Taught by a team of talented instructors, these courses cover topics related to home and garden, photography, piano, reading, motorcycle riding, and more...

Kiwanna Brackett,
Program Manager
803.981.7372
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Registration Assistance:
803.325.2888

ARTS AND CRAFTS

Stained Glass – Basic (CIC 1254) \$270
This class is structured for the beginner. Students will learn the history of Stained glass and the different types of stained glass construction. Students, working with appropriate tools, complete a project in copper foil style.

Upholstery Basic (CIC 1055) \$225
This course will provide students an opportunity to gain practical skills and knowledge for work in the upholstery industry. Focus on handling of equipment and safety. Fabrics, trims, other materials, and hardware.

Upholstery Intermediate (CIC 1304) \$240
Designed for individuals with some basic knowledge and experience with upholstery. In addition to basic upholstery techniques, this course will focus on some sewing, instruction on chording, guidelines for working with stripes and plaids, and quick-strip upholstery methods as well as wood repair and minimum of automobile upholstery.

Upholstery Advanced (CIC 1351) \$135
Prepares individuals in the fundamentals and intermediate techniques of upholstery. Participants will bring their own projects and learn the process for choosing proper padding/fabrics, removing old upholstery, upholstery measuring/patterns, installation of correct base, cutting/fitting foam cushions, tufting seats and much more.

COOKING

Cooking \$65
Get down and dirty with this “hands on” course where each student actually prepares the menu. Students are presented with recipe, ingredients and directions on how to prepare each item with one on one support and instruction with a professional chef. Call for class topic details.

DEFENSIVE DRIVING

Defensive Driving (8 hour) (CIC 1112) \$80
This is the National Safety Council’s 8-hour Defensive Driving course. Successful completion of this course can result in the reduction of up to four points off your driving record once every three years.

Defensive Driving (4 hour) (CIC 1292) \$40
This four-hour course covers the National Safety Council’s Defensive Driving Curriculum. It is not a course on how to drive, but how to drive defensively. It teaches how to adjust to driving circumstances and how to anticipate other drivers’ actions.

FINANCIAL PLANNING

Financial Peace University (CIC 1338) \$160

Financial Peace University is Dave's Ramsey's life changing program that teaches you to achieve your financial goals by eliminating debt, saving for the future, and giving like never before. More than 1 million families have attended FPU with amazing results. You will be challenged and motivated to make a plan for your money and change your family tree forever!

Mutual Fund Investing (CIC 1280) \$20

Nearly everyone has some investment in mutual funds and the world of mutual funds is immense. How should you approach these financial vehicles in retirement? This course shows how mutual funds continue to be valuable financial tools--even into retirement. Covering both bond and stock mutual funds, topics will include understanding mutual funds, the pros and cons of investing in the market, mutual fund strategies in retirement, and how to make financial decisions concerning mutual funds. Call for schedule.

Annuities, Myths and Misconceptions (CIC 1274) \$20

There are many different kinds of annuities being sold and many are difficult to understand. This class demystifies this complex topic and covers index, fixed, and variable annuities, the pros and cons of annuity investing, annuity strategies, and purchase decisions.

Financial Decision Making for Women (CIC 1273) \$20

Specifically designed for women who are at or near retirement, this course discusses investment jargon, understanding investment products, proper asset allocation, clarifying investment risk, estate planning, and estate tax issues. Call to schedule.

Financial Planning for Retirees (CIC 1272) \$20

Finally: a simple yet informative class that focuses on the pressing needs of today's retirees. This class takes a unique, comprehensive look at issues facing individuals at or near retirement, addressing essential areas such as financial products – equities and bonds, proper allocation and investment risk, life insurance, mutual funds and annuities, estate planning, tax issues, and long term care planning. Handouts and helpful literature will be provided. Call to schedule.

Financial Planning for Retirement (CIC 1340) \$29

This course deals with the single most important issue millions of people will be facing in the years to come: affording to retire. It covers determination of the retirement

savings need and subsequently considers both government- and employer-sponsored methods of providing for one's retirement. Distribution options from corporate retirement plans are reviewed. The suitability of an investment portfolio in ensuring a comfortable and profitable retirement is discussed.

Raising Your Credit Score (CIC 1353) \$45

This course will teach the basics about credit scoring and how your actions influence your score. Also explore ways to increase and maintain a higher credit score in order to save.

LANGUAGE

Conversational Spanish – Beginner (CIC 1346) \$185

The Conversational Spanish I is an introduction to the Spanish language and Hispanic culture through conversational patterns using audio-visual and communicative materials with an emphasis on oral performance; for beginners.

Conversational Spanish Intermediate (CIC 1349) \$185

An introduction to the Spanish language and Hispanic culture through conversational patterns using audio-visual and communicative materials with an emphasis on oral performance.

Conversational Spanish Advanced (CIC 1352) \$185

This course provides knowledge needed to increase proficiency and fluidity in the language skills of reading, writing, listening, speaking, and in the cultures of Spanish speaking countries with emphasis on oral communication. Constant conversation practice will cover familiar, real situations that are true to the experience of students. At the end of the course students should be able to express themselves in full, complex sentences, and will also be able to understand the instructor and other participants in the classroom.

Sign Language for Beginners (CIC 1313) \$160

This course is designed to introduce students to the basic components making ASL a visual/spatial language with its own unique syntax including all the hand shapes required to create the alphabet, numbers and signs used in this communication system and the rules associated with them. A brief overview of Deaf culture highlighting its perspective of deafness, history of the language and founding fathers will be discussed. Interactive activities using on-line resources and contact with members of the Deaf community will be required of students who want to progress to the next level.

MOTORCYCLE EDUCATION

Motorcycle - Rider's Edge (CIC 1262) \$325

York Technical College has partnered with Cox's Harley Davidson to provide Rider's Edge®. A proven blend of classroom instruction and range riding, the Rider's Edge® New Rider Course delivers the basics of motorcycle operation in Harley-Davidson style. You'll learn from devoted instructors certified by both the Motorcycle Safety Foundation (MSF) and Harley-Davidson to create a relaxed, supportive environment that fosters camaraderie and confidence.

Motorcycle - Skilled Rider (CIC 1312) \$125

York Technical College has partnered with Cox's Harley Davidson to provide Skilled Rider course. The course uses the proven curriculum of the Motorcycle Safety Foundation® (MSF) Experienced RiderCourse™ Suite, with some enhancements developed by Harley-Davidson enthusiasts. Participants use their own motorcycles to enhance the following skills: control at low speeds, risk management, limited space maneuvers, cornering judgment, stopping quickly in a curve, swerving and stopping quickly, multiple curve maneuvers and surmounting objects.

ONLINE

www.MySpanishTeacher.com/yorktech \$99
In this era of economic uncertainty, taking online courses can give you added job security. During layoffs, your employer is more likely to keep someone who has taken the initiative to learn job-related Spanish. In the event of a job loss, the skills you learn here will make your resume more attractive to new employers. And when the economy stabilizes, Spanish gives you an advantage that will continue to be a professional asset in the years to come. Our affordable, online continuing education courses also save you the time and added expense of gas required to travel to a school campus. Enroll today and discover how we can help you "recession-proof" your career.

Mandarin Chinese
Spanish Customized For Your Job
Spanish for Teachers
Spanish for Healthcare
Spanish for Banking
Spanish for Customer Service
Spanish for Real Estate
Spanish for Business and Travel
Spanish for Law Enforcement
Spanish for Corrections
Spanish for 911/Dispatch
Spanish for EMS and Fire
Spanish for Park Rangers

PHOTOGRAPHY

Digital Photography 101

(CIC 1321) **\$135**

This course will cover the various shooting modes and multiple features of personal digital cameras. Students will learn aperture, shutter speed, ISO and depth of field applications. Additional course features include learning how to download images to your computer and how to burn a back up CD. No prior photography knowledge required. You must bring your camera and manual.

Digital Photography – Advanced

(CIC 1159) **\$130**

Learn the difference between “lucky” shots and real photography, by exploring and shooting in manual mode! Learn the basics of lighting and different photography “styles; touch on editing and storing your images. Pre-requisite: Digital photography 101 course or a thorough understanding of aperture, shutter speed, depth of field and ISO. Prior experience will be assessed in a phone interview with the instructor. You must bring your camera and manual. A tripod is helpful on location shoot but not required.

Photoshop Elements 8 - Photo Editing and Scrapbooking

(CIC 1315) **\$139**

This course provides beginners the opportunity to fix and enhance pictures taken with their digital cameras; Students perform basic image editing tasks, correct and enhance images.

Photoshop Elements 8 Advanced

(CIC 1322) **\$139**

Go beyond basic photo editing in Photoshop Elements 8 and explore the non-automated tools in Photoshop elements. Class will discuss layers, filters and adjustment layers; composition of detailed collages; advanced editing techniques and fixes for faces; detailed color corrections; editing RAW photos and restoring old and vintage photos.

SAFETY COURSES

Hunter Safety

(CIC 1161) **FREE**

This class will teach you the hunting techniques and safe handling of a firearm from hunting experts in an interactive classroom environment. Anyone 15 yrs. or under must have a parent present in the class. Only the student must be charged tuition unless the parent wants a license.

Boater Safety

(CIC 1162) **FREE**

Learn the basic essentials of boating operations and safety in an interactive classroom environment. Anyone 15 yrs. or under must

have a parent present in the class; tuition charges apply only to the student earning the license. Boaters 15 years of age or younger who intend to operate personal watercraft without supervision (powered by 15hp or more) are required by law to pass an approved boater education course. Call for schedule.

NRA Basic Pistol

(CIC 1148) **\$80**

In this course you will learn the safe handling of a handgun. If you wish to bring your own handgun, please contact DES Training for the requirements and legal transport restrictions of your handgun. DES Training will provide eye and hearing protection for all students involved in the course.

Refuse to Be a Victim

(CIC 1269) **\$45**

Seminar topics include home, automobile, phone, technological, travel and personal security. Seminar participants are presented with a variety of proven crime prevention and personal safety strategies and devices they may integrate into their daily lives. You will get the tools you need to develop your own personal safety strategy.

South Carolina Concealed Weapon Permit

(CIC 1203) **\$85**

In this course, you will learn parts and operation of the handgun, proper and safe storage of a handgun, cleaning of both pistols and revolvers, and techniques for the improving the skills needed for accurate shot placement. Also there will be instructions on the laws and the obligations of the concealed weapon permit carrier. Upon completion of this course you may apply to the State of South Carolina for a concealed weapon permit. Call for schedule.

SKILL DEVELOPMENT

Enhance your Presentation Skills

(CIC 1323) **\$55**

Regardless of your position, you will occasionally be required to present information to others. Whether the presentation is impromptu, casual or formal, you must be able to demonstrate confidence and clarity to effectively deliver your message. This workshop provides strategies, coaching, and practice in developing your presentation skills.

Getting Paid to Talk

(CIC 1195) **\$40**

Numerous aspects of voice acting are used by television, film, radio, and books on tape, documentaries and the internet. The class covers all the basics, including how to prepare the all-important demo, how to be successful and how to earn income in this exciting field. Students will have the opportunity

to ask questions and to hear examples of demos recorded by professional voice actors. Participants will record a commercial script under the direction of our Voicecoaches.com producer! This class is informative, lots of fun, and a great first step for anyone interested in voice acting professionally.

Speed Reading

(CIC 1295) **\$55**

Learning to separate the most important ideas from the less important ones and other specialized techniques can help you read faster with improved comprehension. Discover the barriers to becoming a proficient reader in one day.

Climbing the Family Tree

(CIC 1354) **\$175**

This course is designed for participants to learn techniques and best practices for tracing a family tree successfully and responsibly online. This class will discuss ways to keep information organized, and how to evaluate the information gathered. In addition, participants will learn how to prove or disprove conflicting information and what information should be gathered for citing sources.



Transportation and Logistics

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Truck Driving Class A (TRK 509) \$2795

To be eligible to enroll, individuals must possess a South Carolina (or North Carolina) driver license and have successfully passed a Department of Transportation (DOT) physical and drug screening. Prior to class, students must arrange for a meeting with the instructors to tour the truck driving training facilities. Class A commercial driver license (CDL) is a 6-week 240-hour course approved by the SCDMV.

- 16 driving hours (13 hours behind the wheel plus 3 hours of night driving)
- 32 hours of observation
- 50 hours yard driving (pre-trip review and backing)
- 50 hours of classroom instruction on topics such as map reading, log books, trip planning, and DOT regulations.

To ensure proficiency, our program provides an additional 92 hours for skills practice in the areas needed by the student. As a third-party testing facility, instructors can also conduct the CDL license test on site. Fee include books; additional fees estimated at \$160 for DOT physical and drug screen, CDL fee, and an official 10-year driving record from the DMV.

Truck Driving Class B (TRK 513) \$1595

To be eligible to enroll, individuals must possess a South Carolina (or North Carolina) driver license and have successfully passed a Department of Transportation (DOT) physical and drug screening. Prior to class, students must arrange for a meeting with the instructors to tour the truck driving training facilities. Class B commercial driver license (CDL) is a 2-week 80-hour course approved by the SCDMV.

- 10 driving hours (8 hours behind the wheel plus 2 hours of night driving)
- 10 hours yard driving (pre-trip review and backing)
- 50 hours of classroom instruction on topics such as map reading, log books, trip planning, and DOT regulations.

To ensure proficiency, our program provides an additional 10 hours for skills practice in the areas needed by the student. As a third-party testing facility, instructors can also conduct the CDL license test on site. Fee include books; additional fees estimated at \$160 for DOT physical and drug screen, CDL fee, and an official 10-year driving record from the DMV.



Baxter M. Hood Meeting & Conference Center

State-of-the-art design, ideal location and full-service capabilities combine to make the Baxter M. Hood Center at York Technical College the premier meeting and conference facility in the Carolinas. With more than 40,000 square feet of space, the Hood Center is the largest conference facility in York County only minutes from the Charlotte Metro area. The Ballroom can seat up to 600 for meals, and our Theater can seat up to 200 classroom style with the latest in presentation technology. In addition, we have six breakout rooms of various sizes and configurations that can accommodate groups from 10 to 75.

Chris Cassady,
Program Manager
803.325.2890
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www.hoodcenter.com
www.facebook.com/hoodcenter
www.yorktech.com/ce/hood.php

CORPORATE TRAINING AND MEETINGS

The Baxter M. Hood Center is built for corporate training and meetings. Each room is specifically designed to facilitate a variety of events. From small corporate meetings, to company-wide training, to association trade shows, to recognition dinners, the Baxter Hood Center can accommodate each of these functions and exceed your expectations.

WEDDINGS AND SOCIAL EVENTS

Weddings are special events that are memories to cherish and a day to remember. At the Baxter M. Hood Center we have made that special day possible for hundreds of brides for over 18 years.

The Hood Center has the largest ballroom in York County, a selection of over 15 caterers to choose from, and packages that will fit your budget. Allow us to have the opportunity to make that special day a reality.

AV-VIDEO PRODUCTION SERVICES

A picture is worth a thousand words, and moving images can convey thousands of ideas. For over 13 years the Baxter M. Hood Center has produced videos for our clients to assist them in reaching their goals and achieving their business strategies. Whether it is a corporate informational video or a training DVD on the latest products, the Baxter M. Hood Center can produce a video to meet your needs.

Contact the Baxter M. Hood Center today to obtain additional information at 803.981.7100 or visit <http://yorktech.edu/ce/hood.php>

Campuses & Directions

A Driving Directions to York Technical College-Main Campus, 452 South Anderson Road, Rock Hill, SC 29730

From I-77 North from Columbia

- Merge onto I-77 N toward Charlotte.
- Take the US-21/SC-5 exit, EXIT 77, toward Rock Hill.
- Keep in the right lane and merge onto Anderson Rd S.
- The college is on the RIGHT.

From I-77 South from Charlotte

- Merge onto I-77 S toward Columbia
- Take the US-21/SC-161 exit, EXIT 82, toward Rock Hill/York.
- Take the US-21 S exit, EXIT 82B, on the left toward ROCK HILL.
- Slight right onto Cherry Rd/US-21.
- Take slight left onto Anderson Rd N/US-21-BYP S/SC-121 S/SC-72-BYP S.
- The College is on the left.

B Driving Directions to Professional Truck Driving Facility, 390 South Wilson Street, Rock Hill, SC 29730

From York Technical College - Rock Hill, SC

- Go north on S. Anderson Rd toward W Baskins Rd
- Exit on the left onto S Carolina 122 W/ Dave Lyle Blvd
- Turn right at W Black St
- Take the first left onto S Wilson St
- Turn right at W Moore St/State Route 336
- Destination will be on the left

C Driving Directions to Career Success Network (CSN) Center, 3758 Charlotte Hwy, Lancaster, SC 29720

From Rock Hill, SC:

- Take Anderson Rd S / US-21-BYP / SC-121 / SC-72-BYP toward SC-5
- Take the SC-5 ramp toward Roddey/ Lancaster
- Turn right onto SC-5.
- Merge onto US-521 S toward Lancaster.
- Turn left 0.4 miles past Forever Ln.
- Arrive at destination



D Driving Directions to York Technical College - Chester, 525 College Place, Chester, SC 29706

From I-77 Northbound:

- Take exit #65 for Lancaster/S Carolina 9 toward Chester
- Turn left on Lancaster Hwy(SC-9 N)
- Turn left on Ballymena
- Arrive at the Chester Center.

From I-77 Southbound:

- Take exit #65 for Lancaster/S Carolina 9 toward Chester .
- Turn Right on Lancaster Hwy(SC-9 N)
- Turn Left on Ballymena
- Arrive at the Chester Center.

E Driving Directions to Chester Workforce Development Center, 127 Saluda Street, Chester, SC 29706

From Rock Hill, SC:

- Take Anderson Road S/US-21-BYP/ SC-121/SC-72-BYP toward Techpark Boulevard.
- Keep right at the fork to go on SC-121 S.
- The center will be on the left.

F Driving Directions to YTC-Kershaw-Heath Springs, 3855 Fork Hill Road, Kershaw, SC 29067

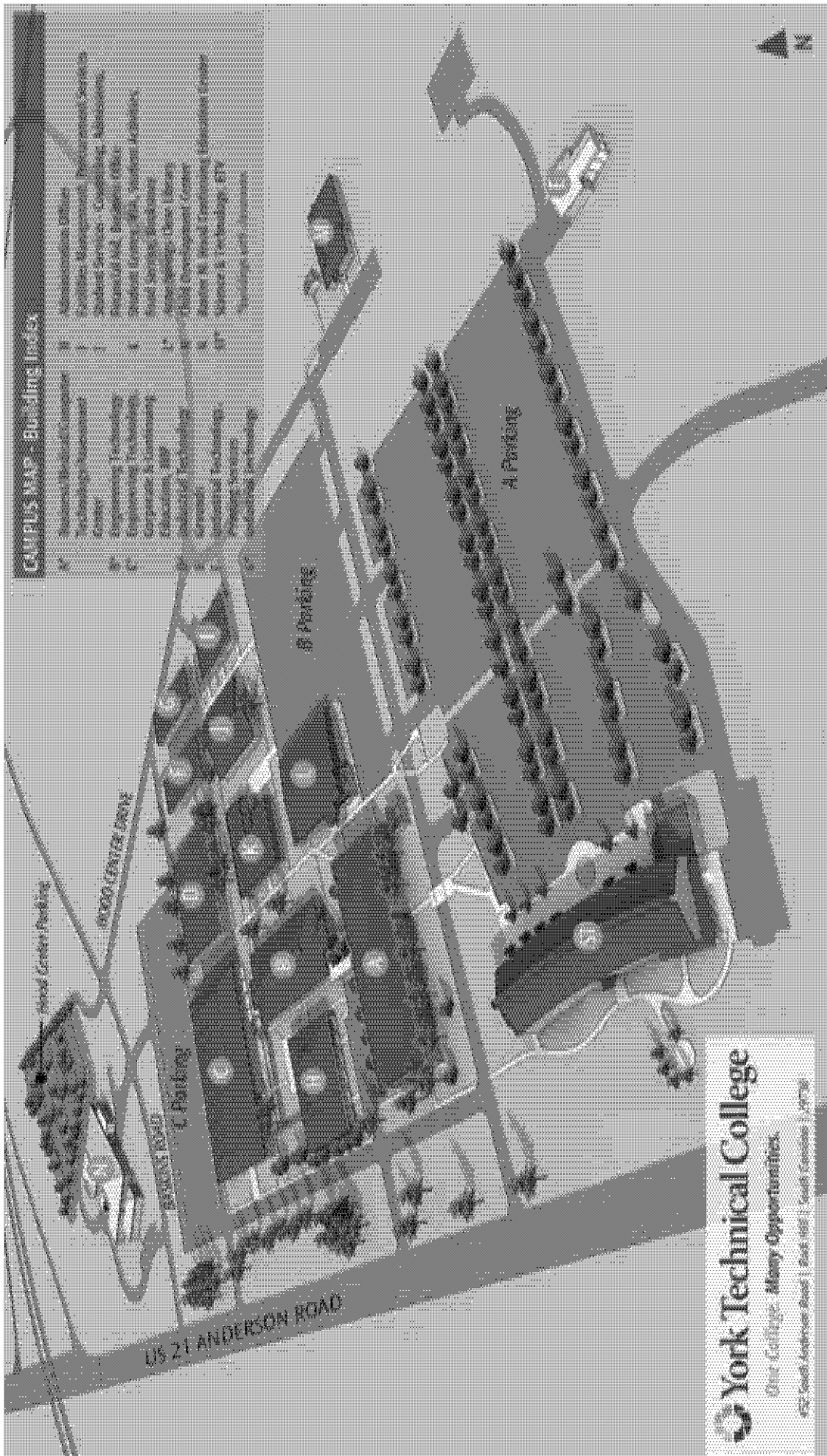
From Rock Hill, SC:

- Turn right on SC-5
- Take ramp onto Charlotte Hwy(US-521 S) toward Lancaster
- Continue on US-521-BR S. Take ramp onto US-521-BYP S to Chesterfield
- Continue on US-521
- Turn left on US-521
- Turn left on a local road
- Turn right on Old Lancaster Hwy
- Turn left on Fork Hill Rd
- Destination will be on the right

G Driving Directions to Heavy Equipment Operator/Line Worker Facility in Chester, S.C. DOT Road, Chester, SC 29706

From Rock Hill, SC:

- Take Saluda St. Hwy 121/72
- Continue to Hwy 121/72
- Turn right on Cochran Bypass
- Turn right at Old York Rd/State Rd 1
- Turn left at S C Dot Rd/State Rd 783
- Destination will be on the left



The logo for York Technical College, featuring a stylized circular emblem composed of four segments in shades of blue and orange.

York Technical College

Corporate & Continuing Education
452 South Anderson Road
Rock Hill, SC 29730
803.325.2888 or 800.922.TECH
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