



InSight

A York Technical College
Continuing Education Publication

Take Back Your Personal Time



It isn't always easy to relax and reclaim personal time in a world that never sleeps.

The college's Community Interest division offers courses that are an escape from the ordinary. Our courses are designed to stimulate your creative talents and expand your experiences by helping you grow in knowledge of your own hobbies as well as developing and refining new interests and skills.

From floral design to feng shui, our classes focus on self-improvement, and unlike many courses that concentrate on lecture, Community Interest courses usually require more hands-on instruction from some of the most experienced in their fields.

Steve Kodad, who teaches a variety of feng shui classes, is regularly featured in YC magazine and speaks to audiences at the Mint Museum and Daniel Stowe Botanical Garden. He has recently published a book entitled, *"Feng Shui for the Real Estate Agent (and the Homeowner too!)."*

Sue Farnum recently attended the Stained Glass course taught by Rick Neary who has been designing

and repairing stained glass for over 12 years. He enjoys teaching stained glass and sharing his passion with others.

"I got started in stained glass 15 years ago and had forgotten how much I enjoyed it," said Sue.

"This is my refresher course," she said. "I plan to stick with it and continue doing it this time."

Our courses aren't just great for learning recreational skills. While some may learn a new hobby, others take courses to improve their on-the-job skills and make themselves more valuable to their employer and coworkers.

Lack of time is no longer an excuse for not taking a course. Students who aren't able to come to campus can find online courses in a range of topics from computer software to genealogy basics at www.ed2go.com/yorktech. Ed2go is even giving away a free laptop this year to their one millionth registered student, so there is even more reason to register now.

For more information, contact Katie Clamp at (803) 327-8029 or kclamp@yorktech.com. For more information about our computer or business online classes, contact Katie Dykhuis at (803) 981-7273 or kdykhuis@yorktech.com.

Photo by Michael McAllister

Sierra Burris looks through a piece of stained glass by Rick Neary, stained glass instructor, that was on display.



Lean: A Sensible Approach to Organizing

Organization is more than just a way to clean, it is a way to streamline processes and save money and time.

Manufacturing has been using Lean principles to improve their operations for years, and now offices are beginning to see Lean's benefits.

Lean is a way of identifying and eliminating waste through continuous improvement. That means reviewing work objectives and associated processes to improve the method for achieving them. Waste is any activity that does not help meet those objectives in a timely manner.

Missy Gieselmann, Quality System Manager at Wikoff Color, has seen Lean improve her office environment.

Missy's office has used Lean to organize through color coding, charts, clutter-free organization, and better information sharing.

"Lean has made it easier for us to assist each other because of the consistency from one workspace to another workspace," she said.

The Lean process begins with basic training and getting as many people in the workplace involved as possible. Lean training teaches participants to identify the eight forms of waste and introduces the Lean tools. The tools



Photo by M. McAllister

Angie Slaughter and Keith Boyd go over some documents in their Lean office. The office was organized by using charts, color coding, and schedules so that information is shared easily between everyone in the office.

used to reduce or eliminate waste include 5S, Plant and Office Layout improvement, Mistake Proofing (Poke Yoke), POUS (Point Of Use Storage), Kanban, and more.

After basic training, the processes are mapped in order to identify tasks and opportunities for improvement. The mapping is used to figure out which tools will improve the work flow.

"The key to making Lean work is getting management involved. If managers don't believe in the process it will never succeed," says Rhonda Huskins, SCMEP Lean Specialist.

"Someone has to own the process and make the decision to change."

Rhonda says, "Often the hardest part of Lean is sustaining the implemented changes. People tend to want to slip back into their old way of doing things. However, organizations who implement Lean principles and stay the course will see their efforts pay off for years."

For information, contact Rhonda Huskins at (803) 367-1812 or rhuskins@scmep.org. To register for a Lean Office training course, call (803) 325-2888.

Spotlight on Student Success



Tim Moore, owner of Moore on the Move moving/storage in Lake Wylie and Charlotte, attended the Truck Driver Training program.

Tim was interested in the program because the class wasn't just for those interested in getting their CDL license, but focused on the rules and regulations of driving.

"As the owner of a business, if you don't know how to run compliant or how to check your truck, you are just hurting yourself and your bottom line," he said.

Tim hopes to diversify his company soon and get into no touch freight and he knew that the

college's program could give him the knowledge he would need to be successful.

"I wanted to make sure that if I hired new drivers I could answer any questions they had."

Tim believes in the college's program so much that he wouldn't think twice about hiring drivers who had gone through the program.

"The college's staff was unbelievable. You could tell they had a heartfelt desire to insure the public's safety on the roads by giving their students the most information possible."

For more information, contact Jim Mroz at (803) 981-7140 or jmroz@yorktech.com.



Needed: Skilled Operators

Being trapped behind a desk all day isn't for everyone. Heavy equipment operator training at York Technical College is perfect for problem-solving outdoor lovers ready to start a career or looking for a change.

"This country is at the point where baby boomers are starting to retire, people such as carpenters and equipment operators. When they retire, they are leaving large gaps in companies that need to be filled with skilled labor. That's why this is such a valuable program," says Ken Strickland, program manager for Construction Trades.

Transporting, operating, and maintaining heavy machinery such as bulldozers, motor graders, and excavators are the program's main objectives. Some operators have skills in other trades as well.

Students can enroll in the short or long program, based on what their needs are. The short program is eight days, 64 hours of training on a specific piece of equipment and can be modified to fit a student's need. The long program is six weeks, 192 hours of training on four different pieces of heavy equipment. Training takes place on a 26-acre tract located near Chester, South Carolina, using name brand equipment.

Upon completing the program, which features National Center for Construction Education and Research (NCCER) curriculum, students gain the ability to use heavy equipment for land clearing, excavating trenches for utilities, building culverts and ponds, as well as pipe



Photo by M. McAllister
A construction trades student climbs into the cab of a front-end loader at York Technical College's Chester training facility. Students learn on the latest equipment.

laying and road building.

The program and instructors are accredited through the NCCER, a not for profit, national education foundation.

"Equipment operating is one job that can't be sent overseas," says Ken. "In the last 20 years there has been an explosion of building projects, and all building starts with heavy equipment."

The program, the only one of its type in South Carolina, would be impossible without three key partnerships, Blanchard Caterpillar, James River John Deere, and Briggs-Case.

For more information, contact Ken Strickland at (803) 981-7338 or kstrickland@yorktech.com. You can visit the Heavy Equipment program's website for details at www.yorktech.com/constructiontrades.

"Equipment operating is one job that can't be sent overseas."

AutoCAD: Designing a Future World

The recent building boom and the rise of popular make-over shows is making AutoCAD the go-to software for just about everyone.

AutoCAD is a drafting software used to create accurate designs and drawings that can be saved and manipulated. The program is used by land planners, architects, designers, contractors, and engineers, but many people are using it to design their home gardens, patios, and room layouts.

"Knowing AutoCAD will help open doors for me," says Jayne Reid who recently completed the class. Jayne is continuing her design education and hopes to use AutoCAD in architectural and interior design freelancing jobs in the future.

"I enjoyed exploring and using different parts of the program. My knowledge has improved by leaps and bounds," she says.

The program is offered in three different levels: fundamentals, intermediate, and advanced. The course levels start with the basics and grow in difficulty as they evolve. One of the great things about the class is that you don't need any AutoCAD or drafting experience to begin.

Students work hands-on with the software and learn from an experienced instructor. Each course is 16 hours and costs \$299.

For more information, contact Katie Dykhuis at 981-7372 or kdykhuis@yorktech.com or visit www.yorktech.com/BusinessIT.



Captivating Videos for Any Event



The Baxter M. Hood Center is more than a place for social events and business meetings. The center offers a variety of media services for individuals and businesses. The services include in-house A/V, which includes setting up for events, internal and external video work, and training videos.

Sean Stallings, director of media services, helps run the facility for clients. He takes pride in the work he's been able to do at the center. In fact, his work has allowed him to play a pivotal role in bringing many important political campaigns to state viewers.

*Photo by Michael McAllister
Sean sets up a projector in the center for a future business meeting.*

The center utilizes Sean's talents in several ways. One of his most important jobs is creating training videos for clients, often from beginning to end.

The center is ideal for business events. "We have the latest technology from wireless Internet to plasma screens. We handle everything for the client from setting up to breaking down."

Sean credits the staff for the center's appeal. "We have a pleasant staff and the level of service distinguishes us from other places."

For more information about the center's media services, contact Sean Stallings at (803) 325-2899 or [sstallings@yorktech.com](mailto:ssallings@yorktech.com).

YORK TECHNICAL COLLEGE

CONTINUING EDUCATION
452 SOUTH ANDERSON RD.
ROCK HILL, SC 29730

Register Now for Continuing Education Classes

In Person at C-101 in the Continuing Education Division

Phone (803) 325-2888 (Have course information and credit card handy)

Fax course information and billing authorization to (803) 981-7327

Mail course information and payment to: Attn. Continuing Education, 452 S. Anderson Road, Rock Hill, SC 29730

Online at www.yorktech.com/continuinged.asp

Choose Registration → Go to Campus Cruiser → Choose Register and Pay for Continuing Education Classes (wait for the search screen (you will need to pay by credit card) → Follow the steps listed

York Technical College's Continuing Education programs and courses can enhance your career skills or a personal interest. The courses are open to the general public, and you do not have to apply to the college.

To search and register for courses, visit www.yorktech.com/continuinged.asp. Courses are added regularly and not all courses are listed, particularly online courses. Visit program websites for other offerings. Courses are offered on a variety of dates and times and may be customized to fit your organization's needs.

Refund Policy: Cancellations received two or more working days prior to the first class will result in a full refund minus a \$10 processing fee. No refunds will be given to persons who have attended any portion of the course or seminar. If we are forced to cancel a class due to low enrollment, full refunds will be made.

Licensing & Certification

		Katie Clamp	(803) 327-8029	kclamp@yorktech.com	www.yorktech.com/licensing	
01/08	01/19	Real Estate Sales I	CLE-778-001	8:30AM-5:30PM	MTWTH	\$475
01/09	03/01		CLE-778-002	6:00PM-10:00PM	TTH	\$475
02/05	02/15		CLE-778-003	8:30AM-5:30PM	MTWTH	\$475
02/06	03/29		CLE-778-004	6:00PM-10:00PM	TTH	\$475
03/05	03/15		CLE-778-005	8:30AM-5:30PM	MTWTH	\$475
03/06	04/26		CLE-778-006	6:00PM-10:00PM	TTH	\$475
04/03	05/24		CLE-778-007	6:00PM-10:00PM	TTH	\$475
04/09	04/19		CLE-778-008	8:30AM-5:30PM	MTWTH	\$475
05/01	06/28		CLE-778-009	6:00PM-10:00PM	TTH	\$475
05/07	05/17		CLE-778-010	8:30AM-5:30PM	MTWTH	\$475
06/04	06/14		CLE-778-011	8:30AM-5:30PM	MTWTH	\$475
06/05	08/02		CLE-778-012	6:00PM-10:00PM	TTH	\$475
01/22	01/26	Real Estate Post Licensing (PL 1-5)	CLE-771-001	8:30AM-3:30PM	MTWTHF	\$299
02/19	02/23		CLE-771-002	8:30AM-3:30PM	MTWTHF	\$299
03/19	03/23		CLE-771-003	8:30AM-3:30PM	MTWTHF	\$299
04/09	05/11		CLE-771-004	6:00PM-9:00PM	MW	\$299
04/23	04/27		CLE-771-005	8:30AM-3:30PM	MTWTHF	\$299
05/21	05/25		CLE-771-006	8:30AM-3:30PM	MTWTHF	\$299
06/18	06/22		CLE-771-007	8:30AM-3:30PM	MTWTHF	\$299
Real Estate Post Licensing individual modules are available during the weeks that PL 1-5 are offered						
03/26	03/29	Real Estate Broker A	CLE-895-001	8:30AM-5:30PM	MTWTH	\$279
04/30	05/03	Real Estate Broker B	CLE-896-001	8:30AM-5:30PM	MTWTH	\$279
02/26	03/01	Real Estate Property Management	CLE-897-001	8:30AM-5:30PM	MTWTH	\$279
03/05	03/28		CLE-897-002	6:00PM-10:00PM	MW	\$279
06/04	06/27		CLE-897-003	6:00PM-10:00PM	MW	\$279
06/25	06/28		CLE-897-004	8:30AM-5:30PM	MTWTH	\$279
01/20	01/28	Real Estate Appraisal L-1	CLE-615-001	8:30AM-5:30PM	SSu	\$279
09/22	09/30		CLE-615-002	8:30AM-5:30PM	SSu	\$279
02/24	03/04	Real Estate Appraisal L-2	CLE-616-001	8:30AM-5:30PM	SSu	\$279
10/13	10/21		CLE-616-002	8:30AM-5:30PM	SSu	\$279
03/31	04/01	Real Estate Appraisal: L-3	CLE-617-001	8:30AM-5:30PM	SSu	\$249
11/10	11/11		CLE-617-002	8:30AM-5:30PM	SSu	\$249
05/05	05/06	Real Estate Appraisal CR-1	CLE-638-001	8:30AM-5:30PM	SSu	\$219
12/01	12/02		CLE-638-002	8:30AM-5:30PM	SSu	\$219
06/02	06/10	Real Estate Appraisal C-1	CLE-923-001	8:30AM-5:30PM	SSu	\$350
07/14	07/22	Real Estate Appraisal C-2	CLE-924-001	8:30AM-5:30PM	SSu	\$375
08/04	08/12	Real Estate Appraisal C-3	CLE-925-001	8:30AM-5:30PM	SSu	\$375
04/26		RE App. MCE Property Inspection	CLE-927-001	8:30AM-5:30PM	TH	\$120
06/28			CLE-927-002	8:30AM-5:30PM	TH	\$120
04/25		RE App. MCE Manufactured Housing	CLE-926-001	8:30PM-5:30PM	W	\$120
06/27			CLE-926-002	8:30AM-5:30PM	W	\$120
04/23	04/27	Home Inspector's Exam Prep	CLE-724-001	8:30AM-5:30PM	MTWTHF	\$954

02/26	03/01	Insur. Licensing Prep: L.A. & H	CLE-500-001	8:00AM-6:00PM	MTWTH	\$280
04/30	05/03		CLE-500-002	8:00AM-6:00PM	MTWTH	\$280
06/25	06/28		CLE-500-003	8:00AM-6:00PM	MTWTH	\$280
01/29	02/01	Insur. Licensing Prep: P & C	CLE-501-001	8:00AM-6:00PM	MTWTH	\$280
03/26	03/29		CLE-501-002	8:00AM-6:00PM	MTWTH	\$280
05/29	06/01		CLE-501-003	8:00AM-6:00PM	MTWTH	\$280

To register for Insurance classes, please contact Brewer Insurance Information Services at (803) 772-0684.

Community Interest

Katie Clamp		(803) 327-8029	kclamp@yorktech.com	www.yorktech.com/community		
01/09	01/30	Cake Decorating 101 (Basic)	CIC-1185-008	6:00PM-9:00PM	T	\$130
04/03	04/24		CIC-1185-009	6:00PM-9:00PM	T	\$130
02/06	02/27	Cake Decorating 102 (Interm. A)	CIC-1185-010	6:00PM-9:00PM	T	\$130
05/01	05/22		CIC-1185-013	6:00PM-9:00PM	T	\$130
03/06	03/27	Cake Decorating 103 (Interm. B)	CIC-1185-012	6:00PM-9:00PM	T	\$130
06/05	06/26		CIC-1185-014	6:00PM-9:00PM	T	\$130
02/02	02/23	Cake Design (Advanced)	CIC-1185-011	6:00PM-9:00PM	F	\$130
06/01	06/22		CIC-1185-015	6:00PM-9:00PM	F	\$130
03/26		Feng Shui and the Garden	CIC-1200-001	6:00PM-9:00PM	M	\$65
01/22		Feng Shui for Success	CIC-1199-001	6:00PM-9:00PM	M	\$65
01/09	01/25	First Time Home Buyers	CIC-1196-001	6:30PM-8:30PM	TTH	\$89
03/06	03/22		CIC-1196-002	6:30PM-8:30PM	TTH	\$89
05/01	05/17		CIC-1196-003	6:30PM-8:30PM	TTH	\$89
03/17		Boater Safety	CIC-1162-001	9:00AM-3:00PM	S	\$20
04/21			CIC-1162-002	9:00AM-3:00PM	S	\$20
05/12			CIC-1162-003	9:00AM-3:00PM	S	\$20
03/10		Hunter Safety	CIC-1161-001	9:00AM-4:00PM	S	\$20
04/14			CIC-1161-002	9:00AM-4:00PM	S	\$20
02/21		Getting Paid to Talk	CIC-1195-001	6:30PM-9:00PM	W	\$70
01/13		North Carolina Concealed Weapons	CIC-1204-012	8:00AM-5:00PM	S	\$75
03/17			CIC-1204-013	8:00AM-5:00PM	S	\$75
05/12			CIC-1204-014	8:00AM-5:00PM	S	\$75
01/27			CIC-1204-001	8:00AM-5:00PM	S	\$75
02/24			CIC-1204-002	8:00AM-5:00PM	S	\$75
03/31			CIC-1204-003	8:00AM-5:00PM	S	\$75
04/28			CIC-1204-004	8:00AM-5:00PM	S	\$75
05/26			CIC-1204-005	8:00AM-5:00PM	S	\$75
06/30			CIC-1204-006	8:00AM-5:00PM	S	\$75
02/03		NRA Basic Pistol	CIC-1148-002	8:00AM-5:00PM	S	\$75
03/31		NRA Personal Protection	CIC-1207-001	8:00AM-5:00PM	S	\$75
02/07		Piano for the Hopelessly Busy	CIC-1171-003	6:00PM-9:30PM	W	\$70
02/17		South Carolina Concealed Weapons	CIC-1203-012	8:00AM-5:00PM	S	\$75
04/21			CIC-1203-013	8:00AM-5:00PM	S	\$75
06/16			CIC-1203-014	8:00AM-5:00PM	S	\$75
01/06			CIC-1203-001	8:00AM-5:00PM	S	\$75
02/10			CIC-1203-002	8:00AM-5:00PM	S	\$75
03/10			CIC-1203-003	8:00AM-5:00PM	S	\$75
04/14			CIC-1203-004	8:00AM-5:00PM	S	\$75
05/12			CIC-1203-005	8:00AM-5:00PM	S	\$75
06/09			CIC-1203-006	8:00AM-5:00PM	S	\$75
01/09	02/22	Spanish Conversational I	CIC-902-001	6:30PM-8:30PM	TTH	\$160
03/06	04/24		CIC-902-002	6:30PM-8:30PM	TTH	\$160

Beginning early 2007: Defensive Driving, Gun Safety, Signing, and Floral Design.

INTERIOR DECORATING CERTIFICATE courses will begin again in early 2007. Interested parties are required to attend a free orientation. This session will provide information on the curriculum and requirements. Preregistration is required. Contact Katie Clamp at (803) 327-8029 or kclamp@yorktech.com to get your name on the list.

Community Interest offers a variety of other classes and is continually adding new courses. Please check the website or contact Katie Clamp for further information.

Online classes for personal enrichment, including Digital Photography, Video, Art, History, Psychology, Literature, Personal Finance, Wealth Building, Test Prep, and many more, may be found at www.ed2go.com/yorktech.

Construction Trades/Heavy Equipment

Ken Strickland		(803) 981-7338	kstrickland@yorktech.com	www.yorktech.com/constructiontrades		
01/08	02/16	Mobile Crane Opr. Levels I-III	CON-572-001	8:00AM-5:00PM	MTWTHF	\$5500
02/26	04/06		CON-572-002	8:00AM-5:00PM	MTWTHF	\$5500
04/16	05/25		CON-572-001	8:00AM-5:00PM	MTWTHF	\$5500
06/11	07/20		CON-572-002	8:00AM-5:00PM	MTWTHF	\$5500
02/23	02/24	Mobile Crane Certification Prep.	CON-581-001	8:00AM-5:00PM	FS	\$395
04/13	04/14		CON-581-002	8:00AM-5:00PM	FS	\$395
06/08	06/09		CON-581-001	8:00AM-5:00PM	FS	\$395
01/27		Industrial Lift Truck Operator	CON-573-001	8:00AM-5:00PM	S	\$375
04/28			CON-573-002	8:00AM-5:00PM	S	\$375
01/08	02/15	Heavy Equipment Operator - 4 Pcs	CONC-521-001	8:00AM-5:00PM	MTWTH	\$4995
02/26	04/05		CONC-521-002	8:00AM-5:00PM	MTWTH	\$4995
04/09	05/17		CONC-521-001	8:00AM-4:30PM	MTWTH	\$4995
05/21	06/28		CONC-521-002	8:00AM-4:30PM	MTWTH	\$4995
02/10	02/17	Grades Part I	CONC-579-001	8:00AM-5:00PM	S	\$375
03/10	03/17		CONC-579-002	8:00AM-5:00PM	S	\$375
01/08	01/11	NCCER Backhoe - Basic	CONC-520-001	8:00AM-5:00PM	MTWTH	\$895
02/26	03/01		CONC-520-002	8:00AM-5:00PM	MTWTH	\$895
05/21	05/24		CONC-520-001	8:00AM-4:30PM	MTWTH	\$895
01/15	01/18	NCCER Backhoe - Intermediate	CONC-519-001	8:00AM-5:00PM	MTWTH	\$895
03/05	03/08		CONC-519-002	8:00AM-5:00PM	MTWTH	\$895
05/28	05/31		CONC-519-001	8:00AM-4:30PM	MTWTH	\$895
04/16	04/19	NCCER Bulldozer - Basic	CONC-524-001	8:00AM-5:00PM	MTWTH	\$895
06/18	06/21		CONC-524-001	8:00AM-4:30PM	MTWTH	\$895
04/23	04/26	NCCER Bulldozer - Intermediate	CONC-525-001	8:00AM-5:00PM	MTWTH	\$895
06/25	06/28		CONC-525-001	8:00AM-4:30PM	MTWTH	\$895
01/22	01/25	NCCER Excavators - Basic	CONC-522-001	8:00AM-5:00PM	MTWTH	\$895
03/12	03/15		CONC-522-002	8:00AM-5:00PM	MTWTH	\$895
06/04	06/07		CONC-522-001	8:00AM-4:30PM	MTWTH	\$895
04/09	04/12	NCCER Excavator - Intermediate	CONC-523-001	8:00AM-5:00PM	MTWTH	\$895
06/11	06/14		CONC-523-001	8:00AM-4:30PM	MTWTH	\$895
03/19	03/22	NCCER Front End Loader - Basic	CONC-526-001	8:00AM-5:00PM	MTWTH	\$895
03/26	03/29	NCCER Front End Loaders - Interm.	CONC-527-001	8:00AM-5:00PM	MTWTH	\$895
02/19	03/03	AC/Heating Contractors Lic. Prep.	CON-590-001	6:30PM-10:30PM	MTWTHF	\$500
				8:00AM-5:00PM	S	
06/11	06/23		CON-590-001	6:30PM-10:30PM	MTWTH	\$500
				8:00AM-5:00PM	S	
03/05	03/17	Electrical Contractors Lic. Prep.	CON-592-001	6:30PM-10:30PM	MTWTHF	\$500
				8:00AM-5:00PM	S	
06/25	07/07		CON-592-001	6:30PM-10:30PM	MTWTH	\$500
				8:00AM-5:00PM	S	
04/09	04/21	General Contractors Lic. Prep.	CON-589-001	6:30PM-10:30PM	MTWTHF	\$500
05/28	06/09		CON-589-001	6:30PM-10:30PM	MTWTH	\$500
				8:00AM-5:00PM	S	
03/19	03/31	Plumbing Contractor Lic. Prep.	CON-593-001	6:30PM-10:30PM	MTWTHF	\$500
				8:00AM-5:00PM	S	
04/05	02/17	Residential Builders Lic. Prep.	CON-588-001	6:30PM-10:30PM	MTWTHF	\$500
05/07	05/19		CON-588-001	6:30PM-10:30PM	MTWTH	\$500
04/27	04/28	Well Driller Regulation Review	CON-587-001	8:00AM-5:00PM	FS	\$250

Institute for Manufacturing Productivity

Bill Beaver (803) 981-7349 bbeaver@yorktech.com www.yorktech.com/imp

01/15	01/19	Electrical Maintenance OSP P100	EL-5901-002	\$1000
06/04	06/08		EL-5901-001	\$1000
02/05	02/09	Fund. of CNC Prog./Oper. Lathe	CNC-5501-001	\$1000
05/21	05/25	Lathe Spindle Rebuild Mechanic	MM-5102-001	\$1000
03/26	03/30	Mechanical Horizontal HMC	MM-5301-001	\$1000
06/18	06/22		MM-5301-001	\$1000
02/05	02/09	Mechanical MacTurn	MM-5121-001	\$1000
02/19	02/23	Mechanical Maint for MacTurn	MM-5122-001	\$1000
01/22	01/26	Mech. Maint./LT 200/300 Series	MM-5141-001	\$1000
02/12	02/16	Mech. Maint./MacTurn Alignments	MM-5123-001	\$1000
01/08	01/12	Mechanical Maintenance/Lathes	MM-5101-001	\$1000
03/19	03/23		MM-5101-003	\$1000
04/02	04/06		MM-5101-004	\$1000
04/30	05/04		MM-5101-001	\$1000
01/29	02/02	Mechanical Vertical Machining	MM-5201-002	\$1000
03/05	03/09		MM-5201-001	\$1000
06/04	06/08		MM-5201-001	\$1000
01/08	01/12	OSP E10/E100 Electrical	EL-5821-001	\$1000

All the above classes meet Monday - Thursday 8:30AM - 4:30PM and Friday 8:30AM - 12:00PM.

01/16	02/22	Metallurgy for the Non-Metallurgist	MS-5101-001	6:00PM-9:00PM	TTH	\$1365
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Business & Information Technology

Katie Dykhuis (803) 981-7372 kdykhuis@yorktech.com www.yorktech.com/BusinessIT

We offer computer training and business courses in traditional classroom-based settings and through convenient online courses. Private, customized courses can be developed to meet your specific needs and can be delivered on-site at your workplace or on campus.

To learn more about course offerings or to see the course schedule, please visit www.yorktech.com/BusinessIT or contact Katie Dykhuis at 803-981-7372 or kdykhuis@yorktech.com.

Traditional classroom-based training is available in the following topics:

- Introduction to Computers
- Microsoft Word, Excel, Outlook, PowerPoint, Access, and FrontPage
- AutoCAD
- QuickBooks
- Web page design
- Small business topics
- Buying and selling on eBay
- CFP Certification Education®
- Supervisory and leadership skills
- Achieve Global and Development Dimensions Int'l (DDI)
- Others upon request

Online business and information technology classes at www.ed2go.com/yorktech

Over 200 online classes are available through our partner, Ed2Go, the world's largest provider of online learning opportunities. Courses start each month, run for six weeks, and start at \$96. Popular topics include: computer skills for the workplace, programming and database management, web page design, supervisory and leadership skills, management, marketing, accounting and business writing.

Online Linux training

We are partnering with JIT Resources/HotLabs to offer the Linux Certification Toolkit: an online, self-paced, multimedia learning experience that will help you: 1) Become comfortable with Linux; 2) Guide you through the topics necessary to achieve certification; and 3) Provide you with the preparation materials to pass the LPI Level 1 Certification exams. This training costs \$295 and can be started anytime. To learn more or sign up, please visit www.yorktech.com/BusinessIT/computer.asp

Online Project Management Master's Certificate Program

This online program is offered through our partner Cheetah Learning, a Project Management Institute (PMI®) Registered Education Provider and a respected industry leader. Cheetah Learning has helped thousands of project managers increase their value in the global job market with its proven accelerated learning techniques. This program is for those who want to learn project management tools, methodologies, techniques and how to implement them in the workplace. To learn more or sign up, please visit www.yorktech.com/BusinessIT/PM.asp



Member of the BizHub Network, a non-profit organization that serves entrepreneurs and small business owners in the Charlotte Region. Call 704-330-OPEN or visit www.bizhub.org to learn about the resources available.

Health and Human Services - Allied Health

Linda Bolick

(803) 981-7194

bolick@yorktech.com

www.yorktech.com/alliedhealth

Start any time	Educode - Each of 6 Segments		ONLINE	Varies	\$295
Start any time	Computerized Medical Billing	HSC-1190-070	ONLINE	Varies	\$119
Start any time	Medical Secretary Certificate	HSC-1060 -070	ONLINE	Varies	\$1288
Start any time	Pharmacy Tech. National Cert.	HSC-1172-070	ONLINE	Varies	\$79
Start any time	Overview of Legal Nurse Consulting	HSC-970-070	ONLINE	Varies	\$88
Start any time	Legal Nurse Consulting Cert.	HSC-971-070	ONLINE	Varies	\$1285
Start any time	First Aid Basic	HSC-968-070	ONLINE	Varies	\$50
Start any time	Bloodborne Pathogens	HSC-1014-070	ONLINE	Varies	\$38
Start any time	Radiography Modules and Courses		ONLINE	Varies	\$Varies
Start any time	Radiography Limited General	HSC-867-070	ONLINE	Varies	\$1195
Start any time	Radiography Chiropractic Assist.	HSC-1150-070	ONLINE	Varies	\$795
Start any time	Servesafe - Food Handling, Ident.	HSC-1194-070	ONLINE	Varies	\$199
03/19 05/02	Med. Transcription-Human Diseases	HSC-1187-070	ONLINE	Varies	\$185
01/15 02/26	Med. Transcription-Using the Trans.	HSC-1184-070	ONLINE	Varies	\$159
03/05 04/30	Med. Transcription-Intro. to MT	HSC-1290-070	ONLINE	Varies	\$349
01/24 04/25	Med. Transcription-Transcription	HSC-1188-070	ONLINE	Varies	\$525
01/02 01/16	Med. Transcription-Intro. to CE	HSC-1169-070	ONLINE	Varies	\$39
02/06 02/20		HSC-1169-071	ONLINE	Varies	\$39
03/07 03/21		HSC-1169-072	ONLINE	Varies	\$39
04/11 04/25		HSC-1169-073	ONLINE	Varies	\$39
02/01 03/16	Med. Transcription-Anatomy	HSC-1145-070	ONLINE	Varies	\$185
01/03 02/14	Med. Transcription-Med. Term.	HSC-1143-070	ONLINE	Varies	\$159
03/19 05/02	Med. Transcription-Pharmacology	HSC-1146-070	ONLINE	Varies	\$185
01/10 05/17	EMT Basic	HSC-1129-004	6:00PM-10:00PM	Varies	\$665
01/16 05/29		HSC-1129-002	9:30AM-1:30PM	Varies	\$665
01/16 05/29		HSC-1129-003	6:00PM-10:00PM	Varies	\$665
03/07 07/12		HSC-1129-008	10:00AM-2:00PM	Varies	\$665
06/04 10/03		HSC-1129-007	6:00PM-10:00PM	Varies	\$665
06/04 07/18	EMT Refresher	HSC-1128-001	6:00PM-10:00PM	Varies	\$265
EMT course class days vary each week. Visit our website for exact dates.					
04/18 06/13	Med. Coding-Anat. & Physiology	HSC-1389-001	6:00PM-10:00PM	W	\$295
01/30 03/27	Med. Coding-Billing Processes	HSC-1162-001	6:00PM-10:00PM	T	\$295
02/01 03/29	Med. Coding-CPT Coding	HSC-1163-001	6:00PM-10:00PM	TH	\$295
04/19 06/14	Med. Coding-CPT & ICD-9 Coding	HSC-1164-001	6:00PM-10:00PM	TH	\$295
04/17 06/12	Med. Coding-Medical Office	HSC-1161-001	6:00PM-10:00PM	T	\$295
01/29 03/26	Med. Coding-Medical Terminology	HSC-1160-001	6:00PM-10:00PM	M	\$295
04/16 06/11		HSC-1160-002	6:00PM-10:00PM	M	\$295
01/31 03/28	Med. Coding-Pharmacology	HSC-1388-001	6:00PM-10:00PM	W	\$295
01/19 01/26	Dental-NO ₂ Monitoring	HSC-929-001	12:00PM-3:30PM	F	\$99

02/10		ECD - Curriculum	HSC-1400-001	8:00AM-1:00PM	S	\$20
04/14			HSC-1425-001	8:00AM-1:00PM	S	\$20
06/30			HSC-1429-001	8:00AM-1:00PM	S	\$20
01/20		ECD - Growth & Development	HSC-1399-001	8:00AM-1:00PM	S	\$20
03/10			HSC-1403-001	8:00AM-1:00PM	S	\$20
05/12			HSC-1426-001	8:00AM-1:00PM	S	\$20
02/17		ECD - Guidance	HSC-1401-001	8:00AM-1:00PM	S	\$20
01/22		ECD - Health & Safety	HSC-1201-001	6:30PM-7:30PM	M	\$10
02/12			HSC-1402-001	6:30PM-8:30PM	M	\$20
03/19			HSC-1201-002	6:30PM-7:30PM	M	\$10
05/21			HSC-1201-003	6:30PM-7:30PM	M	\$10
05/17		ECD - Nutrition	HSC-1427-001	6:30PM-8:30PM	TH	\$20
01/06		ECD - Professional Development	HSC-1398-001	8:00AM-1:00PM	S	\$20
03/24		ECD - Program Administration	HSC-1404-001	8:00AM-1:00PM	S	\$20
06/16		ECD - Program Development	HSC-1428-001	8:00AM-1:00PM	S	\$20
01/13		CPR Healthcare Provider	HSC-502-001	8:30AM-5:30PM	S	\$50
02/03			HSC-502-002	8:30AM-5:30PM	S	\$50
02/12	02/14		HSC-502-003	8:30AM-5:30PM	MW	\$50
03/03			HSC-502-004	8:30AM-5:30PM	S	\$50
04/07			HSC-502-005	8:30AM-5:30PM	S	\$50
04/17	04/19		HSC-502-006	8:30AM-5:30PM	TTH	\$50
05/05			HSC-502-007	8:30AM-5:30PM	S	\$50
06/02			HSC-502-008	8:30AM-5:30PM	S	\$50
06/23			HSC-502-009	8:30AM-5:30PM	S	\$50
01/20		CPR Healthcare Provider Recert.	HSC-503-001	8:30AM-12:30PM	S	\$38
03/10			HSC-503-002	8:30AM-12:30PM	S	\$38
05/12			HSC-503-003	8:30AM-12:30PM	S	\$38
Start any time		CPR Recert. Skills Checkoff	HSC-1097-070	ONLINE	Varies	\$25
1/27		CPR Heartsaver AED W/1st Aid	HSC-1061-001	8:30AM-5:30PM	S	\$50
03/24			HSC-1061-002	8:30AM-5:30PM	S	\$50
05/26			HSC-1061-003	8:30AM-5:30PM	S	\$50
Start any time		Nursing Assistant Online Format	HSC-1079-070	ONLINE	Varies	\$465
01/08	01/31	Nursing Assistant Career Cert.	HSC-507-001	8:30AM-2:00AM	MTWTHF	\$465
01/10	04/02		HSC-507-003	4:30PM-8:30PM	MW	\$465
01/13	04/28		HSC-507-002	8:00AM-2:30PM	S	\$465
01/18	02/09	Nursing Assistant - KERSHAW	HSCK-501-001	8:30AM-2:00PM	MTWTHF	\$465
02/01	02/27		HSC-507-004	8:03AM-2:00PM	MTWTHF	\$465
03/01	03/30		HSC-507-005	8:30AM-2:00PM	MTWTHF	\$465
04/02	04/25		HSC-507-006	8:30AM-2:00PM	MTWTHF	\$465
04/04	06/13		HSC-507-007	4:30PM-8:30PM	MW	\$465
04/23	05/15	Nursing Assistant - KERSHAW	HSCK-501-002	8:30AM-2:00PM	MTWTHF	\$465
05/01	05/23		HSC-507-008	8:30AM-2:00PM	MTWTHF	\$465
05/05	08/11		HSC-507-009	8:00AM-2:30PM	S	\$465
06/04	06/26		HSC-507-010	8:30AM-2:00PM	MTWTHF	\$465
01/17	02/19	Advanced Skill Nursing Assistant	HSC-1154-001	4:30PM-8:30PM	MW	\$229
02/15	02/27		HSC-1154-007	8:30PM-2:00PM	MTWTHF	\$229
03/19	04/18		HSC-1154-002	4:30PM-8:30PM	MW	\$229
04/16	04/25		HSC-1154-008	8:30PM-2:00PM	MTWTHF	\$229
05/02	06/04		HSC-1154-003	4:30PM-8:30PM	MW	\$229
01/09	02/08	EKG	HSC-1157-001	8:30AM-12:30PM	TTH	\$229
03/20	04/19		HSC-1157-002	4:30PM-8:30PM	TTH	\$229
05/01	05/31		HSC-1157-003	8:30AM-12:30PM	TTH	\$229
01/13	02/10	Basic Phlebotomy	HSC-588-001	9:00AM-12:00PM	S	\$129
03/03	04/07		HSC-588-002	9:00AM-12:00PM	S	\$129
04/21	05/19		HSC-588-003	9:00AM-12:00PM	S	\$129
02/13	03/01	Medication Technician	HSC-1151-001	6:00PM-10:00PM	TTH	\$169
04/16	04/24		HSC-1151-002	10:00AM-2:30PM	MTWTH	\$169
06/05	06/21		HSC-1151-003	6:00PM-10:00PM	TTH	\$169
02/06	04/06	Unit Secretary	HSC-1387-001	6:00PM-10:00PM	TTH	\$660
05/01	06/22		HSC-1387-002	6:00PM-10:00PM	TTH	\$660

Heath and Human Services - Criminal Justice

Linda Bolick (803) 981-7194 bolick@yorktech.com www.yorktech.com/cj

06/28		Basic Forensics	HSC-1396-001	5:00PM-9:00PM	TH	\$55
06/05		Cell Phone Forensics	HSC-1397-001	5:00PM-9:00PM	T	\$55
04/24		Confession, Interrogation	HSC-1407-001	5:30PM-9:30PM	T	\$55
05/08		Customer Service for Law Enf.	HSC-1408-001	5:00PM-9:00PM	T	\$55
02/20		Officer Survival	HSC-1430-001	5:00PM-9:00PM	T	\$55
02/15		Police Leadership (preman.)	HSC-1395-001	5:00PM-9:00PM	TH	\$55
05/17	05/24	Spanish for Law Enforcement	HSC-1419-001	1:00PM-7:00PM	TH	\$155
05/15	06/19		HSC-1418-001	1:00PM-7:00PM	T	\$365
05/15	05/22		HSC-1417-001	1:00PM-7:00PM	T	\$155
05/17	06/21		HSC-1420-001	1:00PM-9:00PM	TH	\$365
01/16		Basic Crime Scene Forensics	HSC-1390-001	5:00PM-9:00PM	T	\$55
03/13		Ethics in Law Enforcement a	HSC-1394-001	5:30PM-9:30PM	T	\$55
04/12		Patrol Officer Surveillance	HSC-1406-001	5:00PM-9:00PM	TH	\$55
01/15	02/16	State Constable	HSC-1405-001	5:00PM-9:00PM	MWF	\$498
Start any time		Paralegal Courses		ONLINE	Varies	\$Varies

Industrial & Engineering Technology

Mary Sanderson (803) 981-7020 msanderson@yorktech.com www.yorktech.com/industrial

02/03	03/10	Basic Hydraulics & Pneumatics	IND-1100-001	8:00AM-3:00PM	S	\$350
03/03	03/31	Advanced PLC	IND-1109-001	8:00AM-5:00PM	S	\$425
02/17	03/17	Welding Beginners to Advanced	IND-1035-008	9:00AM-12:00PM	S	\$175
02/05	04/09	Basics of Supply Chain Mgmt.	IND-1056-003	6:00PM-9:00PM	M	\$375
02/26	02/27	10 Hr. OSHA General Industry	IND-1078-002	8:00AM-2:00PM	MT	\$200
02/20		Dot Safety Training	IND-1088-002	8:00AM-5:00PM	T	\$200
03/20		Hazwoper Refresher (8 Hr)	IND-1066-003	8:00AM-5:00PM	T	\$200
04/28		Hazwoper Refresher (8 Hr)	IND-1066-004	7:00AM-4:00PM	S	\$200
02/24		Refrigerant Recovery	IND-1101-001	8:30AM-3:30PM	S	\$100
04/21			IND-1101-002	8:30AM-3:30PM	S	\$100
01/10		Swimming Pool/Spa Operators	IND-1102-001	9:00AM-4:30PM	W	\$150
03/07			IND-1102-002	9:00AM-4:30PM	W	\$150
Start any time		Water Treatment (Introduction)	IND-1105-001	ONLINE	Varies	\$150
03/06	03/15	Wastewater Bio-Level C	IND-1103-001	5:30PM-9:30PM	TWTH	\$489
Start any time		Wastewater Characteristics	IND-1106-001	ONLINE	Varies	\$150
02/03	02/17	Wastewater PC - Level C	IND-1108-001	8:00AM-5:00PM	S	\$489
Start any time		Water Biology	IND-1107-001	ONLINE	Varies	\$150
04/07	04/21	Water Treatment Operator - A&B	IND-1104-001	8:00AM-5:00PM	S	\$489
03/06		5S Workplace Organization	IND-1097-002	8:00AM-5:00PM	T	\$375
02/06		Lean Office Tools	IND-1095-002	8:00AM-5:00PM	T	\$325
01/23		Principles of Lean Manufacturing	IND-1094-002	8:00AM-5:00PM	T	\$325
04/18			IND-1094-003	8:00AM-5:00PM	W	\$325
01/30		Problem Solving/Root Cause Ana.	IND-1092-002	8:00AM-5:00PM	T	\$350
03/20		Set-Up Reduction	IND-1098-002	8:00AM-5:00PM	T	\$375
03/07	03/30	Six Sigma Blackbelt	IND-1086-002	8:00AM-5:00PM	WTHF	\$4850
04/24		Total Productive Maintenance	IND-1099-002	8:00AM-5:00PM	T	\$375
02/20		Value Stream Mapping	IND-1096-002	8:00AM-5:00PM	T	\$375
Start any time		PRIMED Courses		ONLINE	Varies	\$Varies

ENTRY LEVEL LINE WORKER CERTIFICATE - Training includes classroom, lab and field instruction in overhead and underground line installation. Students also receive training in CPR/First Aid, CDL Permit preparation, 10 Hour OSHA Construction certification, and Pole Climbing qualification. Graduates will be prepared for entry level positions with utility and cable companies. More details can be obtained at www.yorktech.com/industrial/lineworker.asp

Truck Driver Training

Jim Mroz (803) 981-7140 jmroz@yorktech.com www.yorktech.com/truckdriver

Call to have these trainings customized for your company.

01/08	02/16	Truck Driver Training (6 Wks)	TRK-509-001	8:00AM-4:30PM	MTWTHF	\$2595
02/19	04/06		TRK-509-002	8:00AM-4:30PM	MTWTHF	\$2595
04/09	05/18		TRK-509-003	8:00AM-4:30PM	MTWTHF	\$2595
05/21	06/29		TRK-509-004	8:00AM-4:30PM	MTWTHF	\$2595

Institute for Workforce Development

Christine Turner (803) 981-7246 cturner@yorktech.com www.yorktech.com/iwd

WorkKeys is a system that matches the skills that employers are looking for with the skills that individuals have. This includes profiling jobs, assessing individuals and developing training to address the gaps.

Command Spanish® is the largest provider of Occupational Spanish programs in the country. The college uses this curriculum in order to provide immediate, relevant Spanish and other language training to individuals who need to learn functional language skills quickly. A few of the courses we offer include Spanish for Nurses and Spanish for Construction.

Pre-Employment Training provides individuals with the foundational skills necessary to become successful workers in new job positions.

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