WHY CHOOSE YORK TECHNICAL COLLEGE?

Are you looking for an opportunity to increase your existing skills? Does your current occupation require new or different skills? Do your long-term goals include job advancement or changing your focus toward a new position? It’s time to invest in yourself and create your own opportunities.

The Corporate and Continuing Education Division (CCE) of York Technical College offers a wide variety of programs and courses designed to help you meet your personal career goals. Program offerings range from personal enrichment to career-related courses and span topics from motorcycle safety to nursing. There is something for everyone at York Tech. Courses are held at our various locations in York, Chester and Lancaster counties and are offered in day, evening and weekend slots throughout the year.

Online options offer maximum flexibility to fit your busy schedule. Not sure which program may be right for you? Call us or come in and meet with one of our knowledgeable staff who will help you identify your goals and best programs for your needs. Whether you are seeking a short-term, non-credit program or a two-year degree, York Tech can help set you on the path to success.

For over 50 years, York Technical College has been serving York, Chester and Lancaster counties by preparing the workforce and creating opportunities for economic expansion. As our area continues to develop and attract new business and industry, we are poised to help create and develop the workforce needed to support this growth. Come visit us on campus and see how you can be a part of this exciting time in our region.

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HOW TO READ THE CLASS SCHEDULE

<table>
<thead>
<tr>
<th>Class Dates</th>
<th>Week Days</th>
<th>Meeting Time</th>
<th>Course Code</th>
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<tr>
<td>1/14 - 2/22</td>
<td>M,T,W,Th</td>
<td>7:30 a.m. - 4:30 p.m.</td>
<td>XBUS-529-001</td>
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<td>3/27 - 3/28</td>
<td>W,Th</td>
<td>9:00 a.m. - 4:00 p.m.</td>
<td>XTDR-502-002</td>
<td>MC</td>
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</table>

L = Campus Location Key:

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

CAMPUS LOCATIONS

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

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

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

TRUCK DRIVER TRAINING FACILITY
309 S. Wilson Street
Rock Hill, SC 29730
(803) 981-7140
Microsoft® Office Specialist Certificate

The Microsoft Office Specialist (MOS) certification series is a comprehensive 15-week course that prepares you for certification in Word, Excel, PowerPoint, Outlook, and Access. The course includes instructor-led training, labs with exam prep software and certification exams for MOS products. Classes meet in three-hour sessions. To be successful in this course, you must have a basic understanding of computers and keyboarding skills. Course fee includes books, practice software vouchers, and test vouchers for five certification exams. $1,499

9/17 - 12/18  T,W,Th  6:00 p.m. - 9:00 p.m.    XCPT-500  001   MC
9/3 - 12/17   T,Th  6:00 p.m. - 9:00 p.m.    XCPT-500  002   CH

Microsoft® Access Level 1

Learn how to use Microsoft Access to collect and manage large amounts of data. Your will learn how to create a new database, construct tables, and design forms and reports. With Microsoft Access 2016, you will use queries to join, sort, and filter data from different tables, create advanced queries, create and format custom reports, and customize Access configuration options. $179

11/15  F  8:30 a.m. - 4:30 p.m.    XAOT-530  001   MC

Microsoft® Access Level 2

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

11/22  F  8:30 a.m. - 4:30 p.m.    XAOT-531  001   MC

Microsoft® Access 2016 Bundle

Do you need to collect and manage large amounts of data? This 12-hour comprehensive course covers Microsoft Access 2016 level 1 and 2 to help you build a strong foundation. You will learn how to create a database, construct table, design forms and reports, and create queries. You will also learn how to join tables, design a relational database, share data among Access and other applications and customize reports to organize the displayed information and produce specific print layouts. $289

11/12 - 11/21  T,Th  6:00 p.m. - 9:00 p.m.    XAOT-526  001   MC
11/7 - 11/26   T,Th  6:00 p.m. - 9:00 p.m.    XAOT-526  002   CH

Microsoft® Excel Level 1

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

9/20  F  8:30 a.m. - 4:30 p.m.    XAOT-528  001   MC

Microsoft® Excel Level 2

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

9/27  F  8:30 a.m. - 4:30 p.m.    XAOT-529  001   MC

Microsoft® Excel 2016 Bundle

Build a strong foundation in Microsoft Excel with this comprehensive course that covers levels 1 and 2. This 15-hour course will teach you how to create spreadsheets and workbooks, enter text and values, create/edit formulas and enter cell references. You will also learn how to save workbooks in different file formats, move and copy data by using functions and conditional formatting, visualize data by using basic charts and analyze data by using pivot tables, slicers and pivot charts. $289

9/26 - 10/17  T,Th  6:00 p.m. - 9:00 p.m.    XAOT-534  001   MC
9/26 - 10/17  T,Th  6:00 p.m. - 9:00 p.m.    XAOT-534  002   CH

Microsoft® Outlook 2016 Bundle

This 9-hour comprehensive course covers levels 1 and 2 of Microsoft Outlook 2016. Manage contacts, schedule meetings, and work with tasks and notes. Increase your productivity by learning advanced skills for message, calendar and contact management, as well as how to manage Outlook data files and how to use Outlook workspaces with others. $289

12/5 - 12/12  T,Th  6:00 p.m. - 9:00 p.m.    XAOT-536  001   MC
12/3 - 12/17   T,Th  6:00 p.m. - 9:00 p.m.    XAOT-536  002   CH

Microsoft® Word Bundle

This course will take you from fundamental Word skills such as creating documents, formatting texts and adding tables, to creating complex documents with custom styles, graphics and data illustrations. Learn to control how text flows around graphics, how to use section, page and column breaks, and how to use templates to maintain consistency between documents. You will also learn how to use mail merge and macros features. $289

9/3 - 9/24  T,Th  6:00 p.m. - 9:00 p.m.    XAOT-533  001   MC
9/3 - 9/24  T,Th  6:00 p.m. - 9:00 p.m.    XAOT-533  002   CH

Microsoft® PowerPoint 2016 Bundle

In this comprehensive 9-hour course, you will go from creating basic presentations to designing complex multimedia presentations with advanced graphics and animations. You will also learn how to collaborate on a presentation and securely distribute your presentation. $289

10/22 - 11/5   T,Th  6:00 p.m. - 9:00 p.m.    XAOT-535  001   MC
10/22 - 11/5  T,Th  6:00 p.m. - 9:00 p.m.    XAOT-535  002   CH

HUMAN RESOURCES

Certified HR Professional (SHRM Exam Prep)

The Society for Human Resource Management (SHRM) Certified Professional (SHRM-CP) and SHRM Senior Certified Professional (SHRM-SCP) credentials are the new standard for HR professionals. This course is a comprehensive 36-hour program that combines expert instruction with the SHRM Learning System® for SHRM-CP and SHRM-SCP exam, so you will learn faster and build core HR knowledge. This course is designed to prepare individuals seeking global HR credentials for success on the SHRM-CP and SHRM-SCP exam. $1,149

9/23 - 12/9   M  6:00 p.m. - 9:00 p.m.    XMG-503  001   MC

SHRM Essentials of HR Management

SHRM Essentials of HR Management is a 15-hour introduction to basic HR management principles and practices. Increase your knowledge of HR and reduce your organization’s risk of potentially damaging lawsuits. This course covers real-life HR issues on topics including employment law, recruiting and selection, orientation and training, compensation, and performance management. This course is pre-approved for 15 SHRM-CP/SCP and HRCI professional development credits. Materials included. $599

10/28 - 11/4   M  8:30 a.m. - 5:00 p.m.    XMG-500  001   MC
FALL 2019 COURSE OFFERINGS

INFORMATION TECHNOLOGY

CCNA Routing and Switching Intro to Networks
Get started on a training path that leads to becoming a Cisco Certified Network Associate (CCNA). In the first of four courses that prepare students for the CCNA certification exam, you will learn current and emerging computer networking technology. Gain comprehensive knowledge of safety, networking, network terminology and protocols, and network standards. You will also learn about LANs, WANs, OSI models, cabling, cabling tools, Cisco routers, router programming, star topology, and IP addressing. $545
10/16 - 12/13  T  5:30 p.m. - 9:30 p.m.  XIST-501  001  IL

CCNA Routing and Switching Essentials
This is part of a 4-course series preparing students to earn the Cisco Networking Certificate and take the ICND1 certification exam. Topics of study in this class include LANs, WANs, OSI models, Ethernet, token ring, fiber-distributed data interface TCP/IP addressing protocol, and dynamic routing. $545
8/21 - 10/15  Th  5:30 p.m. - 9:30 p.m.  XIST-502  001  IL

CCNA Routing and Switching Scaling Networks
This course is part of a 4-course series that prepares students to earn the Cisco Networking Certificate. You will learn about LANs, WANs, OSI models, Ethernet, token ring, fiber-distributed data interface TCP/IP addressing protocol, dynamic routing, and routing. You will also explore the Network Administrator’s role and function. $545
10/16 - 12/13  Th  5:30 p.m. - 9:30 p.m.  XIST-503  001  IL

CCNA Routing and Switching Connecting Networks
This course is a study of configuring Cisco routers. Students will build competency in LAN design, basic switch concepts and configuration, VLANs, VTP, STP, Inter-VLAN routing and basic wireless concepts and configuration. This course is part 4 in the series to prepare students for the ICND2 and CCNA certification exams. $545
8/21 - 10/15  T  5:30 p.m. - 9:30 p.m.  XIST-504  001  IL

LEADERSHIP AND SUPERVISORY

Foundations of Leadership
Supervisors with effective leadership skills are critical to the success of any organization. These frontline leaders have a strong influence on quality, service and teamwork. This course helps new and seasoned supervisors build the core interpersonal skills to effectively lead work teams. The Foundations of Leadership is a series of seven 3-hour sessions: The Role of the Leader, Communicating for Results, The Power of Accountability, Motivating to Excel, Coaching for High Performance, Leading Work Teams, and Resolving Conflict. $579
9/6 - 10/18  F  9:00 a.m. - 12:00 p.m.  XBUS-500  001  MC
10/21 - 12/2  M  9:00 a.m. - 12:00 p.m.  XBUS-500  002  CH

Project Management Fundamentals
Discover how to apply best practices to plan and execute projects with this introduction to the global standards of the Project Management Institute (PMI). Learn a set of techniques that anyone can apply to achieve goals and manage project work more effectively. These techniques include: determine the scope, determine projects, build scope documents and tools to deliver quality products, build work breakdown structures and assign teams to complete work, build and manage schedules to deliver results on time, create detailed financial plans to maintain project budgets, and effectively close projects to prepare for the next project kick-off. $399
9/25 - 9/26  W, Th  9:00 a.m. - 4:00 p.m.  XBUS-506  001  MC

Survival Skills for New Supervisors
As a supervisor you play a critical role. You are the link between your work group and the rest of the organization. In this course, you will learn five skills that successful supervisors use to lead work teams and make a positive impact on their organizations. You will learn the core skills for guiding the work of others, organizing the work, developing direct reports, managing performance and managing relationships. $199
10/2  W  8:30 a.m. - 12:30 p.m.  XBUS-507  001  MC

PERSONAL DEVELOPMENT

Becoming a Customer Service Star
What impression do you make on customers? Are you a star? Every interaction with a customer is an opportunity to make a positive impression for you and your organization. How well you communicate with customers determines their level of satisfaction or dissatisfaction. This course will help you gain an accurate picture of your customer service strengths and weaknesses in five key areas. $189
10/15  T  9:00 a.m. - 4:00 p.m.  XBUS-516  001  MC

Communicating Effectively with DiSC
The most successful people in life are those who know themselves and understand the behavioral styles of others. This course will help you gain insight into your personal style and discover strategies to improve productivity, teamwork and interpersonal communication using the DiSC Personality Style Assessment. In this course you will also learn to choose behavior styles that build more successful relationships with co-workers, managers, and customers. Increase self-awareness in areas such as responding to conflict and what causes you stress. Facilitate better collaboration and teamwork while reducing communication breakdowns. Manage work interactions more effectively by understanding the behaviors of others. Increase your professionalism and gain more influence in your organization. $199
11/7  Th  9:00 a.m. - 12:30 p.m.  XBUS-508  001  MC

PMP/CAPM Exam Prep Boot Camp
Prepare to become a Certified Professional in Project Management. The PMP certification, awarded through the Project Management Institute (PMI), is the gold standard of project management certification. Recognized by organizations worldwide, the PMP validates your competence to perform as a project manager, leading and directing projects and teams. This 35-hour course will prepare you for the PMP and the CAPM certification exam. $1,699
10/22 - 10/25  T,W,Th,F  8:00 a.m. - 5:30 p.m.  XMGT-507  001  MC

Small Business Management Certificate: Strengthening Your Business Foundation
The Winthrop Region Small Business Development Center (SBDC) in Rock Hill and York Technical College are partnering to bring the Small Business Management Certificate: Strengthening Your Business Foundation to business owners and aspiring business owners in Indian Land and surrounding areas, as a 5 for $55 special series of 5 workshops. Learn how to set your business up for success (business planning, strategy and legalities), why market research matters, how to get your business online, business financials and record keeping, and how to secure financing. $55
9/17 - 11/12 (every other Tuesday)  T  6:00 p.m. - 8:00 p.m.  XBUS-525  001  IL
### REAL ESTATE

**Advanced Principles of Real Estate**

This 30-hour course of advanced real estate principles and practices is required to obtain a sales license. It is a combination of five six-hour modules: Agency and Property Disclosure, Real Estate Contracts, Ethics and Real Estate, Measurements and Valuation, and Fair Housing. This course meets 30 hours of the 90-hour education requirement to become a licensed real estate agent in SC. **$299**

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<thead>
<tr>
<th>Date Range</th>
<th>Days</th>
<th>Time</th>
<th>Course Code</th>
<th>Cohort</th>
<th>Location</th>
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<td>Sat, Sun</td>
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<td>9/30 - 10/4</td>
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<td>10/7 - 11/6</td>
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<td>11/19 - 12/17</td>
<td>T,Th</td>
<td>6:00 p.m. - 9:00 p.m.</td>
<td>XREA-502 004 IL</td>
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**First Year Sales: Real Estate Pre-Licensing**

Want to get started on a career in the exciting world of Real Estate? This 60-hour course is the first step for those who want to list, sell, purchase, exchange, lease or dispose of real estate for others in the state of South Carolina. Topics discussed in this course include real estate sales; real property law; agency, federal and state laws and regulations; pricing of real property; contracts, finance; and mathematics. This course meets 60 hours of the mandatory 90-hour education requirement by the SC Real Estate Commission. **$499**

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<th>Course Code</th>
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<td>XREA-504 004 IL</td>
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### ALLIED HEALTH CAREERS

#### EKG Technician

Our comprehensive 60-hour EKG Technician Training Program prepares you to function as an EKG Technician. This non-credit course includes important practice and background information on the anatomy and physiology of the heart, medical disease processes, medical terminology, medical ethics, and legal aspects of patient contact. You will practice with EKG equipment and perform hands-on labs including introduction to the function and proper use of the EKG machine, and other clinical practices. This course includes an optional national certification exam, which you may choose to take upon successful course completion. **$1,079**

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<tr>
<th>Date Range</th>
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<th>Time</th>
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<td>XAHS-596 001 MC</td>
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#### IV Therapy for Healthcare Professionals

This 10-hour course is designed to educate healthcare professionals in understanding principles and practice of intravenous therapy with an emphasis on venipuncture techniques, equipment, precautions, complications of intravenous therapy and nursing responsibility. To register, you must be a current RN, Medical Assistant, EMT, Dental Assistant, or Paramedic with a valid proof of credentials prior to entering the course. Upon successful completion, you will receive a certificate of course completion. **$359**

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### HEALTH AND SAFETY

#### Medical Billing and Coding Specialist

Tremendous change in America's healthcare has increased the demand for medical coders. This non-credit 120-hour billing and coding course builds the skills needed to solve insurance billing problems, how to file claims (using the CPT and ICD-10 manual), complete common insurance forms, trace delinquent claims, appeal denied claims and use generic forms to streamline billing procedures. You will learn how to find the service and codes using manuals. **$2,995**

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<td>XAHS-581 001 MC</td>
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#### Nursing Assistant

This 112-hour course; approved by the Department of Health and Human Services (DHHS), will prepare you for the Nurse Aide Competency Exam. You will receive training in basic nursing care through classroom lecture, simulated lab care, and hands-on clinical experience in a long-term care facility. **$1,079**

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<td>XAHS-519 004 MC</td>
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#### Phlebotomy Technician

This non-credit program prepares you to function as a phlebotomist in a medical laboratory, hospital or doctor's office setting. You will learn to obtain blood specimens via primary phlebotomy techniques in order to facilitate collection and testing. Topics include anatomy and physiology of the circulatory system, medical terminology prefixes and suffixes, abbreviations and customer service skills. This course includes an optional national certification exam, which you may choose to take upon successful course completion. **$1,079**

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<th>Date Range</th>
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### DRIVER SAFETY

#### Advanced Motorcycle Rider

Take your skills to the next level. This course uses the proven curriculum of the Motorcycle Safety Foundation (MSF) Experienced Rider Course Suite, with some enhancements developed by Harley-Davidson enthusiasts. Participants will use their own motorcycles to practice the control at low speed, risk management, limited space maneuvers, cornering judgement, stopping quickly in a curve, swerving and stopping quickly, multiple curve maneuvers, and surmounting objects. Motorcycle permit is required prior to beginning this class. **$150**

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### First Aid and CPR

#### Basic Life Support Provider (CPR/AED)

The American Heart Association's new Basic Life Support (BLS) Course includes science and education from the 2015 Guidelines Update for Cardiopulmonary resuscitation (CPR) and Emergency Cardiovascular Care (ECC). Learn both single-rescuer and team basic life support skills for application in both prehospital and in-facility environments, with a focus on high-quality CPR, automated external defibrillator (AED), and team dynamics. In the Instructor-led course, you participate in simulated clinical scenarios and learning stations. You work with an AHA BLS Instructor to complete BLS skills practice and skills testing. You also complete a written exam. $69

<table>
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<th>Date</th>
<th>Days</th>
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<th>Course Code</th>
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<td>12/7</td>
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<td>XAHS-506 006</td>
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#### Basic Life Support Hands-On Skills Check

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

Participants must bring certification of completion to class in order to get checked off on skills. $39

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<th>Date</th>
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<th>Course Code</th>
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### Occupational Safety

#### OSHA 10 General Industry

This course covers general industry safety and health principles, OSHA policies and procedures, and general industry standards. Special emphasis is placed on the most hazardous areas using OSHA standards as a guide. Participants who successfully complete the course will receive a card from OSHA certifying completion of the course. $109

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### Emergency Medical Services

#### EMT Basic

The EMT Basic course prepares you to take the National Registry exam. EMTs, also known as First Responders, work in a variety of settings, including county emergency services departments, private ambulance and transport companies, and hospitals. EMTs are in great demand. $1,179

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### Driver Safety Continued

#### Basic Motorcycle Safety

Ride Safe and Smart! York Technical College and Cox’s Harley-Davidson to provide Motorcycle Riding Academy classes. A blend of classroom instruction and range riding, the MRA New Rider Course delivers the basics of motorcycle operation in Harley-Davidson style. Learn in a relaxed, supportive environment from instructors certified by both the Motorcycle Safety Foundation (MSF) and Harley-Davidson. After passing written and riding skills evaluations, you’ll receive an MSF Rider Course Completion Card that may qualify you for insurance discounts. Completion of this course qualifies you to take the SC skills test. Upon completion, you will receive a SC waiver form to take to the SCDMV to complete your motorcycle endorsement. $350

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#### Defensive Driving

Licensed drivers may take this eight-hour National Safety Council course every three years. Successful completion will remove up to four points (except DUI) on a SC driver’s license, including CDL, and may reduce insurance costs. Learn defensive driving techniques through lectures, videos, and classroom demonstrations. NOTE: Arrive 10 minutes early. No late arrivals will be admitted. Bring a pen or pencil to class. Driver’s license number and state required when registering. $99

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**INDUSTRIAL TRADES**

**FORKLIFT OPERATION**

Fork Lift Operator

Students must be 18 years of age. Valid Driver’s License required. Learn the correct use and care of forklift equipment. Topics include information from OSHA’s Powered Industrial Truck Standard (OSHA Standard 1910.178). Successful students receive a three-year forklift certificate. Safety requirements prohibit open, cloth, or high-heeled shoes. $375

10/11  F  8:00 a.m. - 5:00 p.m.  XBTC-504  001  TR

**PRODUCTION OPERATIONS**

**MSSC Certified Production Technician**

The Manufacturing Production Technician Certificate from the Manufacturing Skills and Standards Council (MSSC) is a great way to get started. This industry-leading program will help you develop the core skills and knowledge needed for front-line manufacturing positions in production and material handling. You will receive 120 hours of training in four essential areas: safety awareness, quality assurance, production and processes and maintenance awareness. The course prepares you for assessments leading to the nationally recognized MSSC Certified Production Technician Credential. Assessment fees are included. You must pass the assessments to earn the credential. $2,495

10/28 - 12/6  M,T,W,Th,F  8:30 a.m. - 9:30 p.m.  XIMT-505  001  MC

**MSSC Certified Logistics Associate**

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

9/23 -9/27  M,T,W,Th,F  8:00 a.m. - 12:30 p.m.  XLOG-500  001  MC

**MSSC Certified Logistics Technician**

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

10/14 - 10/18  M,T,W,Th,F  8:00 a.m. - 12:30 p.m.  XLOG-501  001  MC

**WELDING**

Welding Beginning to Advanced

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

8/3 - 8/31  Sat  9:00 a.m. - 12:00 p.m.  XWLD-500  001  MC
10/5 - 11/2  Sat  9:00 a.m. - 12:00 p.m.  XWLD-500  002  MC

**OKUMA TECHNOLOGY INSTITUTE**

**PROGRAMMING AND OPERATION**

**Programming and Operation of Okuma CNC Lathes**

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

8/12 - 8/16  M,T,W,Th,F  8:30 a.m. - 4:30 p.m.  XMTT-500  002  MC
10/14 - 10/18  M,T,W,Th,F  8:30 a.m. - 4:30 p.m.  XMTT-500  003  MC

**Programming and Operation of Okuma HMCs**

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

11/11 - 11/15  M,T,W,Th,F  8:30 a.m. - 4:30 p.m.  XMTT-505  002  MC

**Operation and Set Up of Okuma Multus / B / U Series**

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

8/5 - 8/9  M,T,W,Th,F  8:30 a.m. - 4:30 p.m.  XMTT-509  001  MC
12/2 - 12/6  M,T,W,Th,F  8:30 a.m. - 4:30 p.m.  XMTT-509  002  MC

**Programming and Operation of Okuma VMCs**

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

8/26 - 8/30  M,T,W,Th,F  8:30 a.m. - 4:30 p.m.  XMTT-505  001  MC

**ELECTRICAL MAINTENANCE**

**Electrical Maintenance of Okuma OSP-P200A / P300 Controls**

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

9/16 - 9/20  M,T,W,Th,F  8:30 a.m. - 4:30 p.m.  XMTT-516  001  MC
11/18 - 11/22  M,T,W,Th,F  8:30 a.m. - 4:30 p.m.  XMTT-509  002  MC

**Electrical Maintenance of Okuma OSP-E100 / E10 Controls**

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

8/26 - 8/30  M,T,W,Th,F  8:30 a.m. - 4:30 p.m.  XMTT-517  002  MC
12/2 - 12/6  M,T,W,Th,F  8:30 a.m. - 4:30 p.m.  XMTT-517  002  MC
**ELECTRICAL MAINTENANCE**

**Electrical Maintenance of Okuma OSP-7000 / 700 Controls**

This course is designed for a Distributor Service person in the Accelerated Training Program; to provide the information needed to diagnose electrical problems on any Okuma machine with the OSP-7000 / 700 controls. $1,400

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**Electrical Maintenance of Okuma SOP-5000 / 500 & OSP-5020 Controls**

This course is designed for a Service person who has had limited exposure to Okuma controls; to provide the information needed to diagnose electrical problems on any Okuma machine with the OSP-5000 / 500 and OSP-5020 controls. $1,400

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**Electrical Maintenance of Okuma OSP-P300A Controls**

This course is designed for a service person who has had limited exposure to Okuma controls; to provide the information needed to diagnose electrical problems on any Okuma machine with the OSP-P300A controls. $1,400

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**MECHANICAL MAINTENANCE**

**Mechanical Maintenance of Okuma Lathe Spindle Rebuild**

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

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**Mechanical Maintenance of Okuma LB-EX Series Lathes**

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

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**Mechanical Installation and Alignment of Okuma Multus**

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

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**Mechanical Maintenance of Okuma Horizontal Machining Centers**

Learn how to diagnose mechanical issues and maintain performance of Okuma Horizontal Machining Centers (HMC). This 32-hour course is designed for first-time CNC users or service technicians with limited experience on Okuma Horizontal Machining Centers. This course will help you troubleshoot issues and keep equipment running smoothly. $1,400

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**Mechanical Maintenance of Okuma Vertical Machining Centers**

Learn how to diagnose mechanical issues and maintain performance of Okuma Vertical Machining Centers (VMC). This 32-hour course is designed for first-time CNC users or service technicians with limited experience on VMC equipment. This course will help you troubleshoot issues and keep them running smoothly. $1,400

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**Mechanical Maintenance of Okuma CNC Lathes**

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

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**TRANSPORTATION**

**Truck Driver Training - Class A**

This 180-hour course will help prepare you to obtain a Class A Commercial Driver’s license. Through a combination of classroom and driving instruction, you will learn trucking regulations, operations and safety in truck transportation, map reading, and logbook management. You will also learn how to perform CLD pre-trip inspections, procedures for coupling/uncoupling and sliding fifth wheel and trailer tandems. Coaching and practice on the driving range will help you build skills. A CDL Class A Permit is required to register for this course. $4,295

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**Commercial Learner’s Permit**

This 14-hour course will help prepare you to obtain a Commercial Driver’s License (CDL) Class A or B permit. $189

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<td>XTDTR-601-001 TR</td>
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<td>10/2 - 10/3</td>
<td>W,Th</td>
<td>8:00 a.m. - 5:00 p.m.</td>
<td>XTDTR-601-002 TR</td>
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York Tech is proud to partner with Okuma America to host the Okuma Technology Institute. The College offers distributors and customers hands-on training in Okuma Machine operation and maintenance. Students come from across the country and world to learn at our Advanced Manufacturing Center. For more information, e-mail oti@yorktech.edu.
York Technical College has partnered with ProTrain Online Training to provide students with a wider range of courses to meet your desired needs and schedules. Whether you are looking for a six-week short course, something for personal enrichment or for a more in-depth course to help you build skills toward a specific career goal or certification, we can assist in helping you find the right solution.

Below is a partial list of courses that can be offered in an online format through ProTrain. For more detailed information on these and other available courses, please see the “Online Offerings” subcategory within the Business and Professional Development and Health and Safety sections at yorktech.augusoft.edu.

**A+, Net+, Security+**
This course prepares students to take the CompTIA A+ 220-901 & 220-902, N10-007: Network+, SY0-501: Security+ certification exams. **$2,545**

**Bookkeeping Administration Expert**
This course will provide an introduction to the concepts and uses of accounting in a business environment. **$3,965**

**CIW JavaScript Specialist**
The CIW JavaScript Specialist course teaches developers how to use the features of the JavaScript language to design client-side, platform-independent solutions. **$399**

**CIW Social Media Strategist**
This course teaches the foundations of social media technologies, communication methods and how to engage consumers using various tools. **$399**

**Administrative Medical Assistant Career Prep**
Administrative Medical Assisting is one of the fastest growing careers in the health care industry today. In the Administrative Medical Assistant course you will learn medical terminology, patient confidentiality, scheduling, customer service, basic patient documentation, and basic billing as well as other administrative duties required by front office personnel. **$4,885**

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**ONLINE OPTIONS**

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**HOW DO I REGISTER?**

**Registering online is easy!**
- Go to [yorktech.edu/continuing-education](http://yorktech.edu/continuing-education)

**Other ways to register:**
- **By phone**
  Use your debit or credit card and call (803) 325-2888

- **In person**
  Visit us on the Main Campus:
  452 S. Anderson Road
  The Comporium Center
  Building C / Room 101
  Rock Hill, S.C. 29730

**CEU Credit**
Students who satisfactorily complete occupational skills courses receive a certificate of completion and Continuing Education Units (CEU) as appropriate. One CEU is awarded for every ten contact hours of a course.

**Financial Aid**
Funding for non-credit programs is available on a limited basis. For more information on available funding, contact the Corporate and Continuing Education Department at (803) 328-2888.

**Refunds**
If you cannot attend a class as planned and wish to cancel your registration, you must notify York Technical College Corporate and Continuing Education Division in writing at ceadmin@yorktech.edu at least five business days prior to the first day of class in order to receive a refund. Refunds will be processed based on the original form of payment.

**Course Date Change**
If you wish to move your registration to a different date, you must notify York Technical College Corporate and Continuing Education Division in writing at ceadmin@yorktech.edu at least five business days prior to the first day of class. Requests for date changes with less than 5 days' notice will result in forfeiture of the registration fee.

If the College is forced to cancel a course due to low enrollment, enrolled students will be provided the option to transfer to a later date without penalty or to receive a full refund.

**NOTE:** Some certificate programs may have a non-refundable seating fee which applies to each instance of registration.
Customized Training

York Technical College can customize any of our programs to fit your company’s learning needs. If you see a course or training program that makes sense for your business, give us a call. We’ll bring the training to your workplace.

We can also review possible eligibility requirements for job training funding.

For more information, call us at 803.325.2888.