

# YORK TECHNICAL COLLEGE CONTINUING EDUCATION OPPORTUNITIES



ONLINE:  
http://www.yorktech.com/CE/transition.php



PHONE:  
803-325-2888



IN PERSON:  
C-101

Students should register at least one week in advance to ensure participation. Book and material costs may not be included in course price.

## LICENSING AND CERTIFICATION

(803) 981-7372  
Kiwanna Brackett  
http://www.yorktech.com/CE/License.php

Ethics in the Marketplace	4/8	1-5pm	Th	\$32
Life and Property Needs	4/8	8am-12pm	Th	\$32
Insur Licensing Prep: L.A. & H	4/19-4/22	8am-9pm	M-F	\$310
To register contact Brewer Insurance Information Service at (803) 772-0684 or www.brewerinsurancechool.com				
REAL ESTATE				
Post Licensing (PL 1-5)	4/12-5/19	6-9pm	MW	\$259
Post Licensing (PL 1-5)	4/19-4/23	8:30am-3:30pm	MF	\$259
Sales I	4/5-4/15	8:30am-5:30pm	M-Th	\$475
LICENSING				
Cake Decorating Fondant/Gum Paste	4/6-4/27	6-9pm	T	\$180

## CONSTRUCTION TRADES/HEAVY EQUIPMENT

(803) 981-7338  
Ken Strickland  
http://www.yorktech.com/CE/construction.php

HERS TRAINING				
Home Energy Rating System (HERS)	5/9	1-5:30 pm	Sun	\$1200
	5/10-5/14	8am-5:30pm	M-F	
Entry Level Line Worker Certificate Program March 22 - May 21, 2010 Mon- Thur., 8 am - 5 pm Prepare for employment as a Line Technician in the utility and communication industries.				
HEAVY EQUIPMENT (All heavy equipment classes held in Chester except Mobile Crane and Industrial Lift Truck)				
Heavy Equipment Operator 4 Pc Adv	4/26-6/3	8am-5pm	M-F	\$5500

## COMPUTER

(803) 981-7144  
Brenda Odom  
http://www.yorktech.com/CE/computer.php

COMPUTER TRAINING				
Keyboarding	4/5-4/16	1:30-4:30pm	M-F	\$99
Introduction to Computers and Windows	4/6-4/22	6-9pm	TTh	\$99
Introduction to Computers and Windows	4/19-4/30	9am-12pm	M-F	\$99
Office 2007 New Features	4/6-4/8	1:30-4:30pm	TTh	\$79
Outlook 2007 Introduction	4/19-4/28	1:30-4:30pm	MW	\$115
Access 2007, Advanced	4/19-4/21	6-9pm	TTh	\$115
Access 2007 Introduction	4/6-4/15	6-9pm	TTh	\$115
Access Intermediate	4/27-4/29	1:30-4:30pm	TTh	\$79
Excel Essentials	4/26-5/5	6-9pm	MW	\$115
Excel Advanced	4/27-4/29	6-9pm	TTh	\$79
Excel Intermediate	4/13-4/22	9am-12pm	TTh	\$115
Powerpoint 2007 Introduction	4/13-4/22	1:30-4:30pm	TTh	\$115
Word Essentials	4/5-4/14	9am-12pm	MW	\$115
Word Essentials	4/27-5/6	9am-12pm	TTh	\$115
Word Advanced	4/19-4/21	6-9pm	MW	\$79
Word Intermediate	4/5-4/14	6-9pm	MW	\$115
Quickbooks 2008 Get Going With	4/17-4/24	8am-2:30pm	S	\$145
Autocad 2010 Fundamentals	4/19-4/28	6-10pm	MW	\$299

Contract Computer Training Available:  
We can bring computer training to your workplace. Courses include Word, Excel, Quickbooks and MUCH MORE! Call for details.  
Our hands on classes are designed for busy people like you. Quickly learn skills that you can apply immediately. Private, customized courses (Computer and/or Supervisory/Leadership) can be delivered at your location or on campus. Call for more information.

## TRUCK DRIVER

(803) 981-7140  
Jim Mroz  
http://www.yorktech.com/CE/truck.php

Have you ever thought of traveling and earning a living at the same time? Get your CDL and travel across the country. In the US, there are unlimited jobs available in the trucking industry!

- Placement assistance available
- Many companies offer tuition reimbursement
- Financial assistance for those who qualify

Class A	4/5-5/14	8am-5pm	M-F	\$2595
Class B	4/5-4/16	8am-5pm	M-F	\$1495

## PERSONAL INTEREST AND WORKFORCE DEVELOPMENT

(803) 981-7372  
Kiwanna Brackett  
http://www.yorktech.com/CE/commlnt.php

PERSONAL INTEREST				
Cooking: Easter Sunday	4/1	6-9pm	Th	\$65
Will be held at Clover High School				
Digital Photography Advanced	4/13-5/4	6-9pm	T	\$130
Photoshop Elements 8 - Photo Editing	4/6-4/26	6-9pm	M	\$139
Stained Glass - Basic	4/6-5/13	6:30-9pm	MW	\$270
SAFETY				
Defensive Driving	4/3	8:30am-5:30pm	S	\$80
Defensive Driving	4/12-4/14	8-10pm	MW	\$80
Defensive Driving - Ddd4	4/17	9am-1pm	S	\$40
Hunter Safety	4/10	9am-3pm	S	\$10
Motorcycle - Rider's Edge	4/9-4/12	5:30-8:30pm	MF	\$325
		8am-5pm	SSu	
Motorcycle - Rider's Edge	4/23-4/26	5:30-8:30pm	MF	\$325
		8am-5pm	SSu	
Motorcycle - Rider's Edge (ladies Only)	4/30-5/3	5:30-8:30pm	MF	\$325
		8am-5pm	SSu	
Motorcycle - Skilled Rider's Course	4/17	8am-5pm	S	\$125
NRA Basic Pistol	4/17	8am-5pm	S	\$75
SC Concealed Weapon Permit	4/10-4/10	8am-5pm	S	\$85

## TESTING

Wednesdays 1 p.m. - 4 p.m. or  
Thursdays 6 p.m. - 9 p.m.  
Call 803-325-2887 to register.  
Testing may now be administered at both Chester and Lancaster sites. Call for more information.



JOB PROFILING SERVICES FOR LOCAL BUSINESS:  
Call Kiwanna Brackett at (803) 981-7372

## INDUSTRIAL/ENGINEERING TECHNOLOGIES

(803) 981-7144  
Brenda Odom  
http://www.yorktech.com/CE/iet.php

SAFETY AND INDUSTRIAL				
Refrigerant Recovery	4/17	8:30am-3:30pm	S	\$139
Welding Beginners to Advanced	4/10-5/8	9am-12pm	S	\$175
QUALITY/LEAN TRAINING				
Lean Six Sigma Greenbelt	4/13-5/29	6-9pm	TTh	\$3600
		9am-3pm	S	
Problem Solving/Root Cause Analysis	4/2	8am-5pm	F	\$375
Refrigerant Recovery	4/17	8:30am-3:30pm	S	\$139
Total Productive Maintenance	4/16	8am-5pm	F	\$375

## FREE TUITION for Applied Technology Training

### Applied Technology for High Performance Work Teams

Slow rehiring among local industry has been visible lately and at least two small industrial employers will be coming to our area. In order to ensure that your manufacturing experience includes the skills employers are looking for in the new, high-performance work team environment, York Tech is offering the following opportunity...

Classes Start March 29, enrollment is limited so REGISTER NOW!!!  
\$25 Registration fee plus cost of textbooks (\$100)  
High school diploma/GED plus WorkKeys - call for information on testing

Sixty hours of content includes basic skills in:

Workplace Safety, Hand Tools, Problem Solving, Organization and Planning, Computer Navigation, ISO9000, Print Reading, Workplace Math, Analyzing Information, Measuring Instruments, Statistical Process Control, Mechanical Power Transmission, Hydraulics and Pneumatics, Electrical Safety, Voltage, Ampage and Resistance, Basic AC and DC Circuits, Motor Controls, Industrial Computers, Troubleshooting, Process Flow Charts, Predictive Maintenance

### SCHEDULE:

IND-1238-001 (12:30-4:30 PM)  
Mar 29, 30, 31; Apr 1, 6, 7, 9, 12, 14, 16, 19, 23, 26, 31; May 1

IND-1238-002 (5:30-9:30 PM)  
Mar 29, 30, 31; Apr 1, 6, 8, 12, 14, 15, 19, 21, 23, 28, 30; May 7

Please call or email for more information:  
803-981-7144; bodom@yorktech.com

## HEALTH & HUMAN SERVICES

(803) 981-7194  
Linda Bolick  
http://www.yorktech.com/CE/alliedHealth.php

Kershaw classes noted with \* Chester classes noted with \*\*

Electronic Health Records - Open Enrollment - Online Course \$295  
HIPAA - Open Enrollment - Online Course \$295

EMT BASIC AND REFRESHER

EMT Basic	5/3-9/10	6-10pm	varied	\$685
EMT Basic (Meets at Clover ATC)	5/11-9/14	6-10pm	TTh	\$685

CPR

HeartSaver Aed W/1st Aid	4/3	8:30am-5:30pm	S	\$50
Healthcare Provider	4/3	8:30am-2:30pm	S	\$50
Healthcare Provider	4/17	8:30am-2:30pm	S	\$50
Healthcare Provider	4/24	8:30am-2:30pm	S	\$50
Skills Check	By Appointment			\$25

EARLY CHILD DEVELOPMENT

Growth and Development	4/24	8am-1:15pm	S	\$20
Child Guidance	4/17	8am-1:15pm	S	\$20
Health and Safety	4/1	6:30-8:30pm	Th	\$20

NURSING ASSISTANT AND ADVANCEMENT RELATED

Online Nursing Assistant available

Advanced Skill Nursing Assistant	4/3-5/1	8am-4pm	S	\$295
Advanced Skill Nursing Assistant	4/20-4/29	8:30am-2pm	M-F	\$295
Advanced Skill Nursing Assistant	4/27-5/27	4:30-8:30pm	TTh	\$295
EKG	4/21-5/24	8:30am-12:30pm	MW	\$295
EKG	4/21-5/24	4:30-8:30pm	MW	\$295
EKG - 12 Lead EKG	4/17-4/17	8am-4pm	S	\$75
* EKG Kershaw	4/6-5/11	5:30-8:30pm	TTh	\$295
Hospice/Home Health Aide	4/19-5/24	5-9pm	MW	\$395
Medication Technician	4/19-5/12	4:30-8:30pm	MW	\$295
** Medication Technician	4/26-5/4	8:30am-2pm	M-F	\$295
* Medication Technician	4/20-4/28	8:30am-2pm	M-F	\$295
Phlebotomy (Basic)	4/3-5/1	9am-12pm	S	\$195
Phlebotomy (Basic)	4/13-5/11	6-9pm	T	\$195
Restorative Aide	4/20-5/14	8:30am-1:30pm	TF	\$295
Unit Secretary	4/10-5/22	8:30am-5:30pm	S	\$295

Bloodborne Pathogens (classroom and online)

MEDICAL PROCESSES/PROCEDURES

MC-Billing Processes	4/15-6/3	4:30-7:30pm	Th	\$295
MC-Medical Office Process	4/15-5/10	4:30-7:30pm	Th	\$295
MC-Medical Terminology	4/15-5/18	8:30am-1pm	TTh	\$295
Med Trans - Intro to Ce Online	4/8-4/22	online		\$40

CRIMINAL JUSTICE (www.yorktech.com/cj)  
Paralegal online \$1795

### Online occupation courses:

- Medical Transcription
- Legal Nurse Consulting
- Medical Insurance Coding
- Patient Billing
- Personal Fitness Trainer
- Pharmacy Tech
- Many Others
- Medical Secretary Cert.
- Radiography
- Electronic Health Records
- ICD-10 Medical Coding
- Advanced Hospital Coding and CCS Prep
- Advanced Personal Fitness Trainer

## INSTITUTE FOR MANUFACTURING PRODUCTIVITY/ 3D SYSTEMS UNIVERSITY

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

Please visit our website for information about class offerings:  
http://www.yorktech.com/IMP  
http://www.yorktech.com/3dsystems

## BUSINESS

(803) 981-7144  
Brenda Odom  
http://www.yorktech.com/CE/business.php

Supervisory/Leadership Certificate Programs  
For new and emerging supervisors; team leaders who have responsibilities that include some supervision; employees who want to prepare for leading people, or even employees who realize that knowing how to get the best performance from fellow workers can benefit their own career. Register Today - Space is Limited

Unit 1 Building Relationships	4/26-4/29	6-9pm	M-Th	\$199
Unit 1 Building Relationships	4/27-4/29	8-11am	T-Th	\$199

Entrepreneur Network  
Save the Date: May 25, 2010 Small Business Expo, 2nd Annual Young Entrepreneur Contest

Technology Teasdy: Creating Poster W/ Powerpoint	4/27-4/27	6:30-8:30pm	T	\$10 EN members/\$20 non-members
Lunch and Learn (includes a box lunch): Keeping Up With Expenses	4/8-4/8	12-1pm	Th	\$15 EN Members/\$25 non-members

### Customer Support Specialist Certificate

Train for a job in a high-growth industry! Jobs for these graduates are expected to increase 25% over the next 10 years. The 120-hour course focuses heavily on computer proficiency and communication skills.

For more information: http://www.yorktech.com/lwd  
Lancaster residents call: 803-285-6966  
Others call: 803-325-2887 or 2888

Refund Policy: To ensure participation, students should register five business days prior to the start of class. Full refunds will be made if we are forced to cancel a class due to low enrollment. However, refunds will not be given to persons cancelling less than two business days prior to the start of class.