We're here for you!
Thank you for considering the opportunities for Career and Technical Education at the Adult & Continuing Education Center of York County School of Technology. Our programs will help you enter or re-enter the workforce, retrain for new technologies, grow with evolving job demands and change careers. You can find our practical and affordable occupation-specific courses on the pages that follow.

LOOK WHAT’S NEW!

- Diesel Technology with CDL Class A
- ASE (Automotive Service Excellence) Prep Clinic
- Advanced Diagnostics Automotive I and II
- Plumbing Training Program
- CCNA (Certified Cisco Network Associate) with Security +
- CCNA (Certified Cisco Network Associate) with A+ Program
- Computer Network Support Specialist I and II
- Fundamental Welding
- Elemental Welding
- Advanced Precision Machining (turning only)

HOW TO REGISTER

The Adult Education Office is open 8:00 am – 8:00 pm Monday thru Thursday, 8:00 am – 4:00 pm Friday, and 8:00 am – noon on Saturday for walk-in registration. To register by phone call 717-747-2130. Payment Methods: We accept Visa, MasterCard, or Discover credit cards. You may also pay by check or money order (made payable to York County School of Technology), purchase order or cash. Do not mail cash! There is a returned check fee of $30.00 for checks returned for insufficient funds. A fee of $25.00 will be charged to any registrant who does not reside in one of the 14 school districts sponsoring the York County School of Technology. Adult & Continuing Education Center Courses are open to anyone 16 years of age or older. There is a $25 non-refundable registration fee for enrollment in all programs of study.

ADULT & CONTINUING EDUCATION STAFF

Dr. Stuart Savin, Supervisor, Adult & Continuing Education Center .................................................. 717-741-0820 ext. 4305
Mary E. Yarnal, Assistant Supervisor, Adult & Continuing Education Center ..................................... 717-741-0820 ext. 4304
Dr. Diane Krasner, Adult Nursing Education Coordinator ................................................................. 717-741-0820 ext. 4311
Robert Shaffer, ABE/GED & New Choices Coordinator ................................................................. 717-741-0820 ext. 4316
Edward Delridge, CDL Coordinator ................................................................................................. 717-846-0137
Ann Mummert, ABE/GED Case Manager ......................................................................................... 717-741-0820 ext. 4315
Sharon Walker, Job Developer, ABE/GED & New Choices ............................................................ 717-741-0820 ext. 4322
Donna Humer, Registrar .................................................................................................................. 717-741-0820 ext. 4317
Vickie Hake, Secretary, Adult Nursing Program .............................................................................. 717-741-0820 ext. 4306
Arlene Rossbach, Secretary, Adult & Continuing Education ........................................................... 717-741-0820 ext. 4300
Madeleine Bradley, Evening/Weekend Receptionist, Adult Education ........................................... 717-741-0820 ext. 4301

YOU CAN FIND OUR PRACTICAL, OCCUPATION-SPECIFIC, AFFORDABLE COURSES ON THE FOLLOWING PAGES:

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All programs are now listed with courses contained under the appropriate trade/technical category. For curriculum detail on complete programs, please refer to our website at www.ytech.edu/adulted
Course completion certificates are issued to students who attend 75% or more of the scheduled course hours and attain a grade of 2.5 or better on a 4-point scale. A York County School of Technology Certificate of Completion or a Program Diploma will be granted to any student who successfully completes all courses in any of our designated programs of study. Students intending to complete a diploma program must complete a Program Registration and pay a $25 registration fee at the time of enrollment in order to earn a diploma.

#101 ALGEBRA 1
Designed for those who need the equivalent of high school algebra skills to further their education or advance in their job. Introduces algebra notation and fundamental algebra skills including simplifying algebraic expressions, properties, computation with signed numbers, and solving linear equations with one variable.
Cost: $450.00 45 hours

#102 ALGEBRA 2
Covers advanced algebraic processes and introduction to trigonometry. Prerequisite: #101 or equivalent knowledge.
Cost: $450.00 45 hours

#110 ALGEBRA ON-LINE:
Learn Algebra from the comfort of your home or at your workplace! This on-line independent study course lets you use your computer to learn at your own pace.
Cost: $450.00 Call 717-747-2130 for information

#103 TECHNICAL MATH 1
Designed to cover basic math skills as used in various trade areas. Covers fractions, decimals, metrics, and basic algebra. Reading of blueprints and other technical operations.
Cost: $450.00 50 hours

#104 TECHNICAL MATH 2
Continues the study of applied math begun in Technical Math 1. Covers basic geometry and trigonometry as used in various trade areas. Prerequisite: #103
Cost: $450.00 50 hours

#300 ACCOUNTING 1
Learn the basics of accounting as it is used in an office setting. Covers terminology, transactions, balance sheets, journals, income statements, subsidiary schedule, and 6-column worksheets.
Cost: $525.00 50 hours twice per week 6:00 – 9:30 pm

#301 ACCOUNTING 2
Expands accounting principles and ideas learned in Accounting 1. Covers purchases, sales, payroll, and financial statements. Learn how to record adjusting and closing entries. Prerequisite: #300
Cost: $525.00 50 hours twice per week 6:00 – 9:30 pm

#302 QUICKBOOKS
Learn computerized accounting using QuickBooks software. Content is applicable to both business and home use. Accounting 1 or equivalent knowledge of accounting terminology, transactions, and worksheets is highly recommended.
Cost: $525.00 50 hours twice per week 6:00 – 9:30 pm

#303 BUSINESS COMMUNICATIONS
Review proper grammar, compose business correspondence, and learn to organize ideas and verbally participate in discussions and make presentations. Includes active listening skills and e-mail etiquette.
Cost: $475.00 25 hours twice per week 6:00 – 9:30 pm

#351 STARTING A SMALL BUSINESS
So you want to start a new business? In this course you will learn about financing, understanding YOUR market drivers, the difference between sales and marketing, and how to recognize your friends and foes. Discover the art of “networking” and how it can work for YOU. Our instructor, Gary LaFulippe, started his own successful customer service business in Red Lion seven years ago. He will share his successes and failures as he presents solid business practices, requirements and regulations for starting a business in Pennsylvania.
Cost: $475.00 20 hours twice per week 6:00 – 9:30 pm

#507 NURSE AIDE PROGRAM
Nurse Aide (NA) is one of the top 10 high demand occupations. YCST Nurse Aid (NA) program will prepare you to perform patient/resident care under the supervision of a licensed nurse. This program is approved by the Pennsylvania Department of Education. You will learn the following basic skills:
- Taking and recording vital signs – Personal Care
- Activities of Daily Living – Restorative/Rehab Care
Successful completion of this course makes you eligible to take the Pennsylvania Nurse Aide Competency Exam and enroll in the NA Registry for Pennsylvania.
Cost (Includes books & supplies): $750.00 (120 hrs.)
Jan. – July 2013 (120 hrs.) $750.00
Day classes (18 days) - Classes start monthly - Theory Class: Mon. – Fri., 8 am – 3:15 pm
Clinical: Mon. – Fri., 6:45 am – 3:00 pm
Evening classes (36 days) – Jan. & Aug. start dates - Theory Class: Mon & Wed., 5:30 – 9:00 pm (12 wks.)
Clinical: Mon. & Wed., 5:30 – 9:00 pm (6 wks.)
For entrance requirements and current schedules please call 747-2135 or visit www.ytech.org/nursing

ADULT NURSING EDUCATION PROGRAMS

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PRACTICAL NURSING PROGRAM

This Practical Nursing (PN) Program is approved by the Pennsylvania State Board of Nursing and is accredited by the National League for Nursing Accrediting Commission. Our graduates are highly regarded in the community and sought after for jobs in a variety of healthcare settings. It is an 11 month Monday through Friday (1540 hours) day program. Upon completion of the program, the student will be prepared to:

- Demonstrate basic knowledge, skills and abilities of a practical nurse
- Utilize the nursing process in meeting the health needs in any healthcare setting
- Function within the legal scope of practice and the standards of nursing conduct related to practical nursing

Classes are admitted twice a year, in Jan. & Aug. – PN Theory Classes, 7:30 am – 2:50 pm
PN Clinical Experiences, 6:45 am – 2:30 pm

Graduates of the PN Program are prepared to complete the National Council Licensing Exam – PN (NCLEXPN) and become a Licensed Practical Nurse in Pennsylvania.

For entrance requirements, tuition & current schedules for Nursing Programs please call 717-747-2135 or visit www.ytech.org/nursing.

ALLIED HEALTH PROGRAMS

Make an appointment with one of our admission counselors to learn more about our full-time evening Allied Health Programs. Our programs meet four nights a week, 13 - 16 hours per week, Monday through Thursday evenings, and can be completed in 9 to 24 months depending on the program. Some programs require CPR Certification for completion. Most programs are approved and listed by PA CareerLink, and are VA and OVR eligible. Some are eligible for Title IV Funds. Most programs are eligible for the American Healthcareer Association Certification after required testing.

CLINICAL MEDICAL ASSISTANT PROGRAM: $12,600.00
EKG TECHNICIAN PROGRAM: $8,045.00
MEDICAL BILLING & CODING PROGRAM: $8,550.00
MEDICAL SECRETARY PROGRAM: $9,760.00
MEDICAL TRANSCRIPTION PROGRAM: $7,460.00
PHLEBOTOMY I PROGRAM: $3,820.00
PHLEBOTOMY II PROGRAM: $4,220.00

ALLIED HEALTH COURSES

ANATOMY & PHYSIOLOGY

Students learn the structure and function of all the body systems, including study of the organs and structures found within each system and the pathology associated with those organs.

Cost: $545.00 50 hours

PROFESSIONAL CAREER SUCCESS

Interactive course prepares individuals to successfully work with the public. Gain understanding of customer service, phone conversations and written documents, prepare for productive employment by learning job search strategies, resume writing, interviewing techniques, presenting a professional image, career exploration and job survival skills. Students will develop the skills necessary for success in their careers, including goal-setting, team building, locating resources, leadership, effective communication and critical thinking.

Cost: $400.00 50 hours

CLINICAL SKILLS

Students learn basic clinical skills with an emphasis on the fundamentals and procedures for patient care in a family practice. Topics include medical asepsis and infection control, infectious disease/blood borne pathogens, patient assessment, office procedures, and vital signs. Students learn to position patients, assemble equipment, prepare exam rooms, and provide patient education. Prerequisite: #501 and #506

Cost: $600.00 50 hours

MEDICAL LAB 1

Students learn laboratory procedures including electrocardiography, and are introduced to the physician’s office laboratory. Prerequisite: #530

Cost: $715.00 50 hours

MEDICAL LAB 2

Students learn additional laboratory procedures. Emphasis is placed on phlebotomy skills and includes hematology, blood chemistry and serology. Phlebotomy externships are available for successful course completers. Prerequisite: #530

Cost: $715.00 50 hours

PRACTICAL MATH

Students learn the basic math skills necessary to be competent in medical measurement and medication administration as well as the trades. The course includes a review of fractions, decimals as applied in dosage calculations, metrics and basic algebra.

Cost: $450.00 50 hours

MEDICAL TERMINOLOGY

Introduces the student to the language of medicine. Using a systematic approach students learn root words, prefixes, suffixes, and combining forms to build a solid medical vocabulary, and will practice using medical terms and abbreviations.

Cost: $545.00 50 hours
#581 BASIC PHARMACOLOGY
Course uses a systems approach to learn major classifications of drugs and drugs of choice for selected disease processes and pathological conditions. Included are medication administration techniques. Prerequisite: #583
Cost: $495.00 50 hours

#532 DIAGNOSIS AND TREATMENT OF DISEASE
Students will examine the etiology, signs and symptoms, diagnostic procedures, treatment, prognosis, and prevention of selected diseases and disorders for each body system. Prerequisite: Courses #501 and #506
Cost: $475.00 50 hours

#523 MEDICAL OFFICE PROCEDURES
Course provides a focus on the organization of the medical office by following a patient from check-in to check-out including the use of innovative software used in scheduling and running daily reports. Students are introduced to the basic healthcare environment and learn the impact of managed care and current health trends in today's medical environment. Prerequisite: #501 and #506
Cost: $600.00 50 hours

#575 MEDICAL TRANSCRIPTION I / SCRIBING
Students learn basic transcription techniques and how to transcribe medical records using correct terminology, punctuation and spelling, proofreading, and keyboarding skills. Prerequisite: #501, #506 and #581
Cost: $600.00 50 hours

#567 MEDICAL TRANSCRIPTION II
In the intermediate transcription course students will focus on accurately transcribing patient-identifying information and reports, utilizing correct punctuation, grammar and spelling and edits for inconsistencies. Students will utilize reference materials for medical procedures and terminology and become efficient in the processing of important medical records. Prerequisite: #575
Cost: $600.00 60 hours

#577 MEDICAL TRANSCRIPTION III
In the advanced transcription course students will focus on developing speed, accuracy and overall proficiency in transcribing medical reports. Students will be introduced to all aspects of the transcriptionist duties including distribution of transcribed reports, following up on physician's missed or late dictation and performing quality assurance checks based upon a variety of settings in the health care field. Prerequisite: #575, #576
Cost: $600.00 60 hours

#590 CERTIFICATION REVIEW
This course will provide students with an intensive review of Allied Health Programs in preparation for certification exams through the school's credentialing body, the National Healthcareer Association. (Phlebotomy Tech, EKG Tech, Medical Billing & Coding Specialist, and Clinical Medical Assistant)
Cost: $415.00 50 hours

#552 MEDICAL CODING – ICD-9/10
Introduces students to International Classification of Diseases, Clinical Modification (ICD-CM) format and conventions, current coding practices for diagnoses/procedures. The Diagnosis Coding course will give students a basic understanding of medical reimbursement and health information management systems. The focus is on the process of assigning appropriate code numbers to medical diagnoses and procedures to meet patient health record and insurance billing requirements. Emphasis is placed on coding outpatient and medical offices/clinics. Prerequisites: #501 and #506
Cost: $600.00 50 hours

#553 MEDICAL CODING – CPT
Introduction of Current Procedural Terminology (CPT) codes for reporting medical services and procedures performed by physicians. The coder will be able to apply the knowledge of coding language, intent of each code and exactly what procedures the physician completed to translate services into reimbursement. Prerequisites: #501 and #506.
Cost: $600.00 50 hours

#554 INSURANCE BILLING/ELECTRONIC MEDICAL RECORDS
Course introduces students to the terminology relevant to processing of insurance claims including a working understanding of the electronic health record. Students will learn to complete a variety of insurance forms. They will also learn to work with electronic health records. Prerequisites: #552 and #553.
Cost: $600.00 50 hours

#587 MEDICAL LAW/ETHICS/HIPAA
The course is designed to introduce students to the history and definition of medical ethics and professional liability in the medical arena. Students will gain knowledge of the patient's right to privacy as covered under the HIPAA rules and regulations.
Cost: $525.00 50 hours

ALLIED HEALTH EXTERNSHIPS
The following externships are required or available as an option for some of our Allied Health Programs:

#591 MEDICAL ASSISTANT EXTERNSHIP
This work-based learning experience consists of 200 hours conducted in a health care environment such as an acute care, medical office or clinic setting. Students will have the opportunity to work with healthcare professionals observing treatments and procedures and where applicable and appropriate, learn to operate equipment, follow protocols and interact with healthcare professionals and patients in a supervised setting. Students will have mid-term and final evaluations by their on-site supervisor; included in the evaluation will be soft skills, attendance, clinical procedures, techniques and skills relevant to their placement and/or assignment.
Cost: $12,600.00 200 hours
#592 EKG TECHNICIAN EXTERNSHIP
This work-based learning experience consists of 50 hours conducted in a health care environment such as an acute care, medical office or clinic setting. Students will have the opportunity to work with stationary and portable equipment and will be able to interact with healthcare professionals and patients in a supervised setting. Students will have mid-term and final evaluations by their on-site supervisor which will include attendance.
Cost: $400.00
85 hours

#593 PHLEBOTOMY TECHNICIAN EXTERNSHIP
This work-based learning experience consists of 120 hours conducted in a health care environment such as an acute care, medical office or clinic setting. Participants will learn by observing other members of the healthcare team as well as having hands-on experience in blood collecting techniques. Students will have mid-term and final evaluations by their on-site supervisor which will include attendance.
Cost: $400.00
120 hours

#594 PHARMACY TECHNICIAN EXTERNSHIP
This work-based learning experience consists of 120 hours conducted in a retail or healthcare environment. Students will learn by observing the pharmacist and other members of the pharmacy team as well as having hands-on experience. Students will have mid-term and final evaluations by their on-site supervisor which will include attendance.
Cost: $600.00
120 hours

**APPRENTICESHIP PROGRAMS**

Our Related Training (RT) Apprenticeship Programs are intended for individuals currently working in the trade whose employer is in a state-approved apprenticeship program. These courses provide theory to support hands-on training received on-the-job. Each level requires the successful completion of 144 hours. Classes meet for 72 hours per semester. (Some RT classes are included in other programs of study and/or are offered as stand-alone courses. See Admission Counselors for more information.

**Electrical Apprenticeship (4 years, 8 semesters) Fall and Spring**
- #720 – RT Electrical: year 1 Cost: $1,370.00
- #721 – RT Electrical: year 2 Cost: $1,370.00
- #722 – RT Electrical: year 3 Cost: $1,370.00
- #723 – RT Electrical: year 4 Cost: $1,370.00

**Plumbing Apprenticeship (4 years, 8 semesters) Fall and Spring**
- #710 – RT Plumbing: year 1 Cost: $1,370.00
- #711 – RT Plumbing: year 2 Cost: $1,370.00
- #712 – RT Plumbing: year 3 Cost: $1,370.00
- #713 – RT Plumbing: year 4 Cost: $1,370.00

**Journey Machinist (4 years, 8 semesters) Fall and Spring (NIMS Credentials)**
- #730 – RT Machinist: year 1 Cost: $1,640.00
- #731 – RT Machinist: year 2 Cost: $1,640.00
- #732 – RT Machinist: year 3 Cost: $1,640.00
- #734 – RT Machinist: year 4 Cost: $1,640.00

**Machine Builder (5 years, 10 semesters) Fall and Spring (NIMS Credentials)**
- #740 – RT Machine Builder: year 1 Cost: $1,640.00
- #741 – RT Machine Builder: year 2 Cost: $1,640.00
- #742 – RT Machine Builder: year 3 Cost: $1,640.00
- #743 – RT Machine Builder: year 4 Cost: $1,640.00
- #744 – RT Machine Builder: year 5 Cost: $1,640.00

**CNC Set Up/Program Turning (4 years, 8 semesters) Fall and Spring (NIMS Credentials)**
- #750 – RT CNC Set Up/Program Turning: year 1 Cost: $1,640.00
- #751 – RT CNC Set Up/Program Turning: year 2 Cost: $1,640.00
- #752 – RT CNC Set Up/Program Turning: year 3 Cost: $1,640.00
- #753 – RT CNC Set Up/Program Turning: year 4 Cost: $1,640.00

**CNC Set Up/Program Milling (4 years, 8 semesters) Fall and Spring (NIMS Credentials)**
- #760 – RT CNC Set Up/Program Milling: year 1 Cost: $1,640.00
- #761 – RT CNC Set Up/Program Milling: year 2 Cost: $1,640.00
- #762 – RT CNC Set Up/Program Milling: year 3 Cost: $1,640.00
- #763 – RT CNC Set Up/Program Milling: year 4 Cost: $1,640.00

**CNC Set Up/Program Turning & Milling (5 years, 10 semesters) Fall and Spring (NIMS Credentials)**
- #770 – RT CNC Set Up/Program Turning & Milling: year 1 Cost: $1,640.00
- #771 – RT CNC Set Up/Program Turning & Milling: year 2 Cost: $1,640.00
- #772 – RT CNC Set Up/Program Turning & Milling: year 3 Cost: $1,640.00
- #773 – RT CNC Set Up/Program Turning & Milling: year 4 Cost: $1,640.00
- #774 – RT CNC Set Up/Program Turning & Milling: year 5 Cost: $1,640.00
AUTOMOTIVE/DIESEL TECHNOLOGY PROGRAMS

# 3070 AUTOMOTIVE TECHNOLOGY PROGRAM:  Tuition: $5,350.00
# 3071 COLLISION REPAIR TECHNICIAN PROGRAM:  Tuition: $3,545.00
# 3072 DIESEL MECHANICS PROGRAM:  Tuition: $3,790.00
NEW! #3074 DIESEL MECHANICS PROGRAM WITH CDL CLASS A:  Tuition: $9,290.00
# 3073 SMALL GAS ENGINE TECHNICIAN PROGRAM:  Tuition: $2,865.00

AUTOMOTIVE/DIESEL TECHNOLOGY COURSES

#220 AUTOMOTIVE TECHNOLOGY – Module 1 – ENGINES
Learn the basic parts of the internal combustion engine and its components. Course includes both theory and shop.
Cost: $645.00 48 hours FALL ONLY

#221 AUTOMOTIVE TECHNOLOGY – Module 2 – DRIVE TRAIN AND DRIVEABILITY
Learn to use the scan tool and gain a basic understanding of sensors. Covers theory and basic service techniques for both standard and automatic transmissions, clutches, U joints, drive trains and transaxles and differentials.
Cost: $1035.00 78 hours November Start TBA

#222 AUTOMOTIVE TECHNOLOGY – Module 3 – CHASSIS
Learn the parts of the chassis including suspension, brakes, ABS brakes, steering and wheel balance. Use of the brake lathe and tire service will also be covered.
Cost: $645.00 48 hours SPRING ONLY

NEW COURSES!
#227 ADVANCED DIAGNOSTICS 1
Learn to diagnose problems in the engine, powertrain, ABS and TPMS and air conditioning. Prerequisites: #220, #221, #222 or equivalent knowledge.
Cost: $600.00 24 hours starting May 15, 2013 SUMMER ONLY

#228 ADVANCED DIAGNOSTICS 2
Covers advanced front-end alignment and ball joint replacement, exhaust system, welding and high performance modifications. Prerequisites: #220, 221, 222, 227 or equivalent knowledge.
Cost: $600.00 24 hours

#226 ASE PREPARATION CLINIC
Intended to prepare experienced Automotive Technicians to take ASE tests.
Cost: $400 16 hours

#201 COLLISION REPAIR – MODULE 1 – BASIC BODY WORK/REPLACEMENT/ALIGNMENT
Identify, select, and use the correct tools for basic bodywork. Learn to use the correct tools to remove and replace panels and front sheet metal, and align all parts of the body. Learn to straighten and repair sheet metal, mix, apply and level body fillers and polyesters, and techniques for repairing plastics and SMC fiberglass. Learn to set-up and use the MIG welder and to mix and spray primers.
Cost: $1285.00 90 hours Sat., 8:00 am – 2:00 pm FALL ONLY

#203 COLLISION REPAIR – MODULE 2 – REFINISHING
Learn to mix and spray primers, sealers, and topcoats and to match and blend paints. Wet sanding, buffing, detailing and pin-striping are also covered.
Cost: $1285.00 90 hours Sat., 8:00 am – 2:00 pm SPRING ONLY

#207 DIESEL TECHNOLOGY – Module 1 – ENGINES
Learn the basic parts of a diesel engine including the characteristics of diesel fuel, tune-up and adjustment, and engine code reading. Shop safety will be stressed.
Cost: $710.00 45 hours FALL ONLY

#208 DIESEL TECHNOLOGY – Module 2 – BRAKES, POWERTRAIN & ELECTRICAL SYSTEM
Learn to fix brake systems and earn Brake System certification. Understand transmissions and learn to test, inspect and diagnose power trains. Basic electrical and electronic systems will be covered.
Cost: $1145.00 72 hours November Start TBA

#209 DIESEL TECHNOLOGY – Module 3 – ENGINES
Learn all the internal systems of a diesel engine by tearing down an engine, taking necessary measurements and reassembling the engine.
Cost: $710.00 45 hours SPRING ONLY

#210 SMALL GAS ENGINE REPAIR
Learn proper maintenance for two and four cycle engines. Students will practice with lawn mowers and other yard and garden equipment before advancing to the maintenance of motorcycles, snowmobiles and other recreational vehicles.
Cost: $795.00 90 hours twice per week 6:00 – 9:00 pm

#216 STATE INSPECTION CERTIFICATION TEST:
Classes 1, 2, 3, 4 – Car, Motorcycle, Truck, Reconstructed
Held each month year round Call 717-741-2130 ext. 4300 for Current Schedule
Cost: $170.00 (includes manual and printed materials) 20 hours
Tactile retest: $40.00 Special categories: $40.00

Annual Course Listing 2013–2014  www.ytech.edu/adulted
#215 EMISSIONS INSPECTOR CERTIFICATION (E.I.C.)
This course satisfies the classroom training requirement for the E.I.C., and prepares participants to take the computer-based E.I.C. tactile test. Successful completion of both the written test at the end of the classroom training and the tactile test is required to become a Pennsylvania Certified Emissions Inspector. (Includes student instructional materials containing Inspector Reference Guide and information regarding tactile test on CD)
Cost: $200.00  12 hours  Call 717-747-2130 for current schedules

#214 EMISSIONS INSPECTOR RECERTIFICATION
Cost: $85.00  Written or Tactile retest $40.00  Call 717-747-2130 for current schedules

#212 CDL CLASS A TRACTOR TRAILER DRIVING PROGRAM
Prepare to drive the big rigs and obtain a Class A CDL license with all endorsements. Using classroom theory and behind-the-wheel practice, students learn interstate, city, and rural driving. The course covers coupling, shifting, braking, and parking as well as pre-trip, inspection, maintenance checks, doubles/triples, Hazmat and tank endorsements. Recruiters from trucking companies routinely visit classes to recruit qualified students. Preparation for knowledge test provided. Road test included. Students require DOT physical and drug screen, 10 year MVR (driving record), and “authorization to test” document prior to the start of class.
Cost: $5,500.00  200 hours  Mon. – Fri., 8 am – 4:30 pm OR Sat. & Sun. 8 am – 4:30 pm

#213 CDL CLASS B Driver Training Program
Learn to drive delivery vans, dump trucks, cement mixers, utility trucks and many other commercial vehicles that require a Class B driver’s license. Course provides theory and practical behind-the-wheel practice. Road test included. Students require DOT physical and drug screen, 10 year MVR (driving record), and “authorization to test” document prior to the start of class.
Cost: $2,450.00  50 hours  Sat & Sun, 8 am – 2 pm
Call Ed Delindge, CDL Coordinator at 846-0137 for start dates and questions

#217 CDL SKILLS TEST
Test complies with the Commercial Vehicle Safety Act.
Cost: $185.00  Retest for each skill area: $55.00 – 3 hours
Administered year round by appointment – Call 846-0137 to schedule.

#218 DEFENSIVE DRIVING COURSE
Covers all phases of defensive driving. Meets some state requirements for points, suspension, and DUI.
Cost: $175.00  6 hours  Call 846-0137 for current schedule.

#231 FORKLIFT OPERATOR TRAINING
Saturday Classes – one-day sessions, 8:00 am – 3:00 pm
Monday & Tuesday Evenings – two sessions required, 6:00 – 9:00 pm
Cost: $125.00 – includes “hands-on” practice
Call 717-741-2130 ext. 4300 for on-site company training. Course uses an OSHA approved curriculum for certification and recertification.

CONSTRUCTION TECHNOLOGY PROGRAMS

CONSTRUCTION TECHNOLOGY COURSES

#4073 HVAC TECHNOLOGY PROGRAM: Tuition: $5,775.00
#4071 ELECTRICAL TECHNICIAN PROGRAM: Tuition: $4,205.00
#4070 CONSTRUCTION TECHNOLOGY PROGRAM: Tuition: $3,520.00
NEW! #6080 PLUMBING TRAINING CERTIFICATE PROGRAM: Tuition: $1,900.00

#401 BLUEPRINT READING FOR THE BUILDING TRADES
Learn to read prints for residential and light commercial buildings. Covers site plans, floor plans, foundation plans, elevations and section views.
Cost: $450.00  50 hours

#404 CARPENTRY 1
Learn the fundamentals of carpentry and building construction. Covers selection and care of tools, building equipment, fastening devices, lumber, building materials and rough framing.
Cost: $635.00  45 hours

#405 CARPENTRY 2
Build on skills learned in Carpentry 1. Covers exterior finishes, roofing, siding, windows, exterior doors and decks. Prerequisite: #404 or equivalent knowledge.
Cost: $635.00  45 hours

#404 CARPENTRY 3
Build on skills learned in Carpentry 1. Covers interior finishes, walls and ceilings, drywall, interior doors, wood flooring, molding and trim. Prerequisite: #404 or equivalent knowledge
Cost: $635.00  45 hours

#406 MASONRY 1
An introduction to brick and block laying for beginners. Course provides hands-on experience.
Cost: $535.00  45 hours

Annual Course Listing 2013–2014  www.ytech.edu/adulted
#407 MASONRY 2
Builds on skills learned in Masonry 1. Intermediate skill projects such as fireplaces or chimneys will provide hands-on experience. Prerequisite: #406 or equivalent knowledge.
Cost: $535.00 45 hours

#714 PLUMBING 101
Students learn entry level plumbing skills including installation, maintenance and repair of standard plumbing equipment.
Cost: $950.00 64 hours twice per week 6:30 – 9:30 pm

#715 PLUMBING 102
Builds on skills learned in Plumbing 101 in the installation, maintenance and repair of standard plumbing equipment.
Cost: $950.00 64 hours twice per week 6:30 – 9:30 pm

#400 INTRODUCTION TO ELECTRICITY (HVAC Focus):
An introduction to essential electrical topics from basic concepts of electricity through motors and controls. Includes safety attire and equipment, relationships between current, resistance, and electromotive force, use of the ammeter, voltmeter and ohmmeter, plus different types of wiring diagrams and how to read simple schematics.
Cost: $285.00 18 hours twice per week 6:30 – 9:30 pm FALL ONLY

#410 HVAC 1 – BASIC WIRING
Learn the basic low and high voltage wiring necessary for heating and air conditioning systems. This course is a prerequisite for the other HVAC courses and will cover the math necessary for working in the trade. Prerequisite: #400 or equivalent knowledge. Technical Math 1 #103 strongly recommended.
Cost: $745.00 60 hours twice per week 6:30 – 9:30 pm FALL ONLY

#411 HVAC 2 – HEATING
Learn the various types of heating systems. Includes installation, service and repair of gas, oil, forced-air, electrical resistance and radiant heating. Green technologies including solar and geo-thermal included. Prerequisite: #410 or equivalent knowledge as determined by the instructor.
Cost: $1,125.00 90 hours twice per week SPRING ONLY

#412 HVAC 3 – AIR CONDITIONING
Learn the principles and processes of air cycles, basic refrigeration and air conditioning systems. Various refrigerant system controls and compression systems will be covered. Prerequisite: #410 or equivalent knowledge as determined by the instructor.
Cost: $745.00 60 hours twice per week 6:30 -9:30 pm SUMMER

#413 HVAC SERVICE AND TROUBLESHOOTING
Learn to recognize and correct installation errors and service problems in HVAC systems. Troubleshoot mechanical and central malfunctions as they relate to the operation of the system. Prerequisite: #410, 411, & 412 or equivalent knowledge.
Cost: $745.00 60 hours twice per week 6:30 -9:30 pm

#415 FREON TESTING
Review topics needed for Freon testing and certification. Call 741-0820 ext. 4300 for current schedule and costs for 8 hour review, books and test

#418 RESIDENTIAL WIRING
Learn the methods and processes used in home wiring. Includes service, installation, and distribution. Students have hands-on practice in the shop and on field trip projects when possible.
Cost: $705.00 60 hours twice per week

#416 COMMERCIAL WIRING
Learn the planning, installation, and modifications necessary for commercial buildings based on the National Electrical Code. Students have hands-on practice in the shop and on field trip projects when possible. Prerequisite: #418
Cost: $705.00 60 hours Sat., 8:00 am –12:00 noon

#616 GEOMETRIC DIMENSIONING AND TOLERANCING
Read dimensions, symbols, and tolerance on drawings. Interpret the drawings with respect to function or relationship of part feature. Includes both positional and form dimensioning.
Cost: $550.00 36 hours

#627 SAFETY
This course taught by an OSHA-authorized instructor covers Introduction to OSHA, Means of Egress & Fire Protection, Electrical Safety, Walking Surfaces, Personal Protection Equipment, Hazardous Communications (Right to Know), and Hazardous Material. Students receive OSHA Approval Card.
Cost: $125.00 12 hours (3 consecutive nights, 5:00 – 9:00 pm))
Call 747-2130 for current schedule.
The need for cosmetologists is expected to grow nationwide by over 15% during the next 10 years. Our convenient and flexibly scheduled programs can train you for this varied and creative field and prepare you to take the appropriate state licensing exams. Learn all areas of cosmetology including hair care, facials, manicures and nail art in our modern new clinic. Students are required to wear uniforms in cosmetology classes.

#951 COSMETOLOGIST
Learn all areas of cosmetology including hair care, facials, and manicures. Required studies include professionalism, sanitary practices, and Pennsylvania State Law. Complete preparation for the State Board Exam and the salon work environment. 1,250 hours
Tuition: $12,725.00* ($1,825.00 per semester – 7 terms)
Mon. through Thurs., 4:30 – 8:30 pm AND every other Sat., 9:00 am – 1:00 pm

#952 ESTHETICIAN
Learn all phases of skin care. Student will learn facial analysis, massage, and the application of skin care products. Prepares student for the State Board Exam, and includes sanitary practices, professionalism, and Pennsylvania State Law. 300 hours
Tuition: $3,185.00* ($1,095.00 per term)
Mon. & Wed., 4:30 – 8:30 pm AND every other Sat. 9:00 am – 1:00 pm

#953 MANICURIST / NAIL TECHNICIAN
Learn how to perform manicures, artificial nail application including gel, acrylic, fiberglass/silk, and nail art. Required studies include professionalism, sanitary practices, and Pennsylvania State Law. 200 hours
Tuition: $2,225.00* ($1,115.00 first term, $1,110.00 second term)
Tue. & Thur., 4:30 – 8:30 pm AND every other Sat. 9:00 am – 1:00 pm

#956 COSMETOLOGY TEACHER PROGRAM
Prepares graduate cosmetologists to become licensed instructors in the state of Pennsylvania. Provides the knowledge, tools, and skills necessary for the development of student cosmetologists. Students will learn how to prepare, organize and present appropriate courses as a general cosmetologist is included.
Tuition: $6,420.00* ($3,210.00 first term and $3,210.00 second term)
Day and Evening Schedules, Individualized with a minimum of 16 hours per week.
*Tuition costs do not include textbooks, workbooks, or supply kits.

DENTAL ASSISTING PROGRAM

#2078 DENTAL ASSISTING PROGRAM: Tuition: $3,440.00
This program will help you to obtain an entry-level position in a dental office, and is appropriate for individuals with no experience, as well as for current or former dental office personnel who wish to enhance their careers.

DENTAL ASSISTING COURSES

#508 DENTAL LAB 1
Fundamentals for Dental Assisting including head and neck anatomy, oral anatomy, oral pathology, emergency treatment for oral diseases and injuries, oral pharmacology, and the effects of nutrition and diet.
Cost: $795.00 60 hours Wed. 6:00 – 10:00 pm

#509 DENTAL LAB 2
Building on skills learned in Dental Lab 2, covers infection control, sterilization techniques, dental and equipment safety, and dental radiology. Prepares students for the PA State Radiology Exam.
Cost: $795.00 60 hours Wed. 6:00 – 10:00 pm

#510 DENTAL LAB 3
Practice chair-side assisting and preventive dentistry. Covers periodontal and endodontic treatment and oral surgery.
Cost: $795.00 60 hours Wed., 6:00 – 10:00 pm

#515 DENTAL CLINICAL EXPERIENCE
Cost: $70.00 5 hours scheduled by instructor.

#512 DENTAL ASSISTANT CERTIFICATION (CDA) REVIEW
Becoming a Certified Dental Assistant requires that you have been a full-time Dental Assistant for a minimum of 2 years and that you pass the Dental Assisting National Board Certification examination. This course will prepare you for the factual topic areas covered in the examination and for what to expect when taking the exam.
Cost: $425 30 hours Call 717-741-2130 ext. 4300 for current schedule.

#511 RADIOLOGY LICENSE EXAM REVIEW
In this three session course students will prepare for the Radiation Health & Safety (RHS) Exam required in 19 states including Pennsylvania. The course will provide a review of the factual topic areas covered, and is available to any Dental Assistant needing to earn an RHS Certificate of Competency.
Cost: $115.00 12 hours Sat., 8:00 am – 12:00 noon, March 5, 12, 19
INFORMATION TECHNOLOGY CERTIFICATION PROGRAMS
All computer certification programs require Course #312 or equivalent knowledge as a prerequisite.

#6072 COMPTIA III PROGRAM: Tuition: $2,900.00
#6071 CISCO CCNA PROGRAM: Tuition: $3,900.00

NEW!
#6069 CISCO CCNA with A+ PROGRAM: Tuition: $5,525.00
#6068 CISCO CCNA with Security+ PROGRAM: Tuition: $5,000.00
#6066 Computer Network Support Spec. I PROGRAM: Tuition: $7,850.00
#6067 Computer Network Support Spec. II PROGRAM: Tuition: $6,800.00
#6070 Computer Applications For Business Tuition: $7,275.00
This program consists of computer and accounting courses as well as professional knowledge courses that are specific to the success of small businesses.

INFORMATION TECHNOLOGY COURSES

#345 COMPTIA (DELL ACADEMY) A+
Program prepares students as technicians in both A+ Core Hardware Service and A+ Operating System Technologies. Hands-on exercises are included. Students gain the skills and knowledge for installing, configuring, upgrading, troubleshooting and repairing microcomputer systems. CompTIA certification provides students with credibility, recognition of achievement, quality assurance, and career enhancement.

• A+ Learning Outcomes: Hardware
Key focus areas include: installation, configuration and upgrading; diagnosing and troubleshooting; preventive maintenance; motherboard, processors, and memory; printers; basic networking.

• A+ Learning Outcomes: Operating Systems
Key focus areas include: operating system fundamentals; installation; configuration and upgrading; diagnosing and troubleshooting; networks.
Successful completion of the program prepares students to take the CompTIA A+ Core Hardware Service Technician and the A+ Operating System Technologies Examinations. Tuition does not include the cost of testing. However, our students will receive a discount on the cost of CompTIA A+ certification examinations. (Instructional materials & certification tests not included)
Cost: $1,100.00 54 hours

#384 COMPTIA NETWORK+
Network+ is designed to prepare users for CompTIA Network+ certification exam. This course is introductory, with thorough explanations of networking fundamentals, such as protocols, network design and implementation, troubleshooting and support. Specific topics covered include: Introduction to Networking; Networking Standards, Media, Protocols, Hardware, Operating Systems, Security, Management and Troubleshooting; Transmission Basics; WANS Internet Access and Remote Conductivity (Textbook, Lab Manual, Labsim CD & cost of certification test not included)
Cost: $900.00 45 hours

#385 COMPTIA SECURITY+
Designed as an introductory network security course, Security+ is designed to prepare you for CompTIA’s Security+ examination. Topics covered relate directly to exam objectives, and hands-on labs will provide extensive practice for working with cryptography, common attackers, and business communications in a real-world situation. Prerequisites: Network+ or Cisco CCNA (Textbook, Lab Manual, Labsim CD & cost of certification test not included)
Cost: $900.00 45 hours

#340 CISCO CCNA – SEMESTER 1: NETWORK FUNDAMENTALS
The basics of networking including network setup, configuration, and implementation. Topics include the OSI reference model, network topologies, IP addressing, components. Prerequisite: #312 or equivalent knowledge.
Cost: $1,200.00 60 hours

#341 CISCO CCNA – SEMESTER 2: ROUTING PROTOCOLS & CONCEPTS
The basics of router programming. Topics include router set-up, configuration, and programming. Prerequisite: #340
Cost: $900.00 45 hours

#342 CISCO CCNA – SEMESTER 3: LAN SWITCHING AND WIRELESS
Learn advanced router programming covering LAN switching theory and VLANS, advanced LAN and switch design, Novell IPX and threaded case studies. Prerequisite: #341
Cost: $900.00 45 hours

#343 CISCO CCNA – SEMESTER 4: WAN TECHNOLOGY
Learn Wide Area Network (WAN) theory and design, WAN technology, PPP, Frame relay, ISDN, National SCANS Skills. Prerequisite: #342
Cost: $900.00 45 hours

BASIC COMPUTER COURSES
All basic computer classes meet twice per week. Please call 717-747-2130 for current schedules.

#310 KEYBOARDING
Learn to type on the computer keyboard through a self-paced tutorial. This course is a prerequisite for all Microsoft Office programs and required for most Allied Health Programs. If enrolled in a program, students will be expected to type 45 wpm for five minutes with one error per minute by the end of their program of study.
Cost: $600.00 50 hours
#312 COMPUTER BASICS
Provides an introduction to computers for home, business or education purposes. Includes both theory and hands-on. Covers the fundamentals of the Windows environment, launch programs from icons, work with files and directories and use Word programs. Prerequisite: #310 or equivalent knowledge.
Cost: $525.00 50 hours

#315 INTRODUCTION TO MICROSOFT WORD
In this hands-on course learn the basics of word processing with Word, a required skill for the office professional. Includes editing text, applying paragraph and page formats and proofreading tools, creating tables and using graphics. Prerequisite: #312 or equivalent knowledge.
Cost: $525.00 50 hours

#316 ADVANCED MICROSOFT WORD
Learn the more advanced features of Word including wizards and templates to create resumes and other forms, mail merges, and advanced desktop publishing skills. Prerequisite: #315 or equivalent knowledge.
Cost: $575.00 50 hours

#317 INTRODUCTION TO EXCEL
Learn the basics for working in Excel and using Excel to analyze numerical data. Includes creating formulas and using techniques for formatting and printing spreadsheets. Prerequisite: #312 or equivalent knowledge.
Cost: $525.00 50 hours

#318 ADVANCED EXCEL
In this faster paced class which builds on the basics learned in Introduction to Excel, learn to create charts, use advanced functions, and work with database features. Prerequisite: #317 or equivalent knowledge.
Cost: $575.00 50 hours

#319 INTRODUCTION TO MICROSOFT ACCESS
Learn to design and develop relational databases. Includes the use of Wizards and the HELP feature, the design and use of control buttons, combo boxes and lists, macros, and importing data. Prerequisite: #312 or a working knowledge of Windows XP or Windows 7.
Cost: $525.00 50 hours

#320 ADVANCED MICROSOFT ACCESS
Learn to design and develop professional databases using structure design methodology. Develop system project plans and proposals, use Visual Basic code, import, link, and manipulate data, create professional reports and charts. Prerequisite: #319 or equivalent knowledge.
Cost: $575.00 50 hours

#327 MULTIMEDIA
This course gives students an introduction to creating print and electronic communication using multimedia technologies. Topics include. Microsoft Publisher, Microsoft PowerPoint and use of the Internet.
Cost: $575.00 50 hours
Software used in these courses is Microsoft Office 2010.

## MANUFACTURING TECHNOLOGY PROGRAMS

### #6430 INDUSTRIAL CONTROLS AUTOMATION TECHNOLOGY PROGRAM (ICAT) Tuition: $14,225.00
Prepare for a rewarding and challenging career in the troubleshooting and repair of the electrical/electronic control systems that operate the manufacturing equipment used by industry today. Provide hands-on projects at all levels, with individual equipment for each student. These courses must be taken in sequential order. An equivalent knowledge exemption may be requested and will be determined by the instructor. Full-time classes meet Monday/Tuesday/Thursday.
The following ICAT courses are available only to those enrolled in this program.

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>#433</td>
<td>ELECTRICAL SCHEMATICS FOR MACHINE WIRING</td>
<td>45</td>
</tr>
<tr>
<td>#434</td>
<td>INTRODUCTION TO ELECTRICAL CONTROL CIRCUITS</td>
<td>156</td>
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<tr>
<td>#436</td>
<td>ELECTRONIC SENSING DEVICES</td>
<td>30</td>
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<tr>
<td>#427</td>
<td>PLC FUNDAMENTALS</td>
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<tr>
<td>#435</td>
<td>MOTOR CONTROL DRIVES</td>
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<tr>
<td>#437</td>
<td>ELECTRICAL DRAFTING</td>
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</tr>
<tr>
<td>#445</td>
<td>ADVANCED ELECTRICAL DRAFTING</td>
<td>30</td>
</tr>
<tr>
<td>#443</td>
<td>INTRODUCTION TO INDUSTRIAL WIRING</td>
<td>45</td>
</tr>
<tr>
<td>#440</td>
<td>SOLDERING FOR ELECTRICAL &amp; ELECTRONIC CONTROLS</td>
<td>36</td>
</tr>
<tr>
<td>#441</td>
<td>INTRODUCTION TO PNEUMATICS</td>
<td>24</td>
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<tr>
<td>#442</td>
<td>ADVANCED PNEUMATICS</td>
<td>42</td>
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<tr>
<td>#438</td>
<td>ELECTRICAL CONTROLS TROUBLESHOOTING</td>
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</tr>
<tr>
<td>#439</td>
<td>PLC CONTROL TROUBLESHOOTING</td>
<td>72</td>
</tr>
<tr>
<td>#6431</td>
<td>ELECTRONICS TECHNICIAN PROGRAM</td>
<td>8,350</td>
</tr>
</tbody>
</table>

The selection of the ICAT courses listed below may be used to earn an Electronic Technician Diploma or to satisfy a company Apprenticeship program: #433, #434, #435, #436, #437, #427, and #440. Additional scheduling options available for #6430 and #6431: Mon. & Wed. OR Tue. & Thur. 8:00 to 11:00 am OR 11:00 am to 2:00 pm OR 4:00 to 7:00 pm OR 7:00 to 10:00 pm. Ask how these courses can be used by your employer in a Registered Apprenticeship Program. Please call 717-421-2841 for next available dates. To ensure adequate enrollment you will be asked to indicate your first and second choice of class times when you register

Instructor: Stew Fink, owner of CPU, Electronic Services & ICAT
#6075 WELDING TECHNOLOGY PROGRAM  Tuition: $9,040.00

#6076 FUNDAMENTAL WELDING TECHNOLOGY PROGRAM  Tuition: $5,330.00
#6077 ELEMENTAL WELDING TECHNOLOGY PROGRAM  Tuition: $4,855.00

Students in all welding lab classes are required to wear a welding hood, gloves, safety glasses, sleeves or jacket and work boots. Welding Lab Schedules: Monday thru Thursday, 6:00 – 9:30 pm, Monday & Wednesday, 6:00 – 9:30 pm OR Tuesday & Thursday, 6:00 – 9:30 pm OR Saturday, 8:00 am – 2:00 pm

WELDING TECHNOLOGY COURSES

#810 WELDING INSPECTION
Learn step-by-step procedures for conducting welding inspection and testing, including understanding codes, specifications and record maintenance. Course includes safety, basic welding metallurgy, visual inspection, destructive and non-destructive testing.
Cost: $500.00 38 hours – once per week  FALL AND SUMMER ONLY

#802 WELDING 1 – ARC
Learn the basics of welding using the oxy-acetylene cutting process (manual and semi-automatic). Covers Shielded Metal Arc welding (Stick) including safety, striking an arc, joint design. All welding is done in a flat position. Course welding theory and principles based on AWS standards.
Cost: $1,095.00 90 hours

#803 WELDING 2 – ARC
Builds on skills learned in Welding 1. Learn out-of-position techniques for horizontal, vertical, and overhead welding of steel. Theory includes electrode angles, amperage adjustment, and techniques based on AWS standards.
Cost: $1,095.00 90 hours

#804 WELDING 3 – MIG/FLUXCORE
Learn the proper set-up and adjustment of Gas Metal Arc welding (MIG) and FCAW (Fluxcore) equipment. Theory includes joint design fundamentals and welding techniques used in flat, horizontal, and vertical welding of low carbon steel based on AWS standards.
Cost: $1,095.00 90 hours

#805 WELDING 4 – TIG
Learn the basics of Gas Tungsten Arc welding (TIG). Concentrates on developing the hand-eye coordination skills required for this process. Includes joint design and set-up of the machine and components, types of electrodes, gases, and filler wires based on AWS standards.
Cost: $1,095.00 90 hours

#806 WELDING 5 – PIPE OPEN ROOT 6010/FILL 7018 OR TIG OPEN ROOT/FILL 7018
Learn to weld pipe as outlined by AWS and ASME. Student is required to do an open root weldment in a variety of positions. Includes cutting, fitting, and welding. Student must indicate process choice at registration.
Cost: $1,095.00 90 hours

#809 MAINTENANCE WELDING
Designed for those who would like to learn a specific welding application for auto body work, plumbing, general repair, or hobby. Learn how to weld or a combination of techniques using a curriculum that can be adjusted to meet the specific needs of individuals or customized for specific company or industry requirements.
Cost: $1,095.00 90 hours SATURDAY ONLY

#811 PRACTICAL WELDING METALLURGY/HEAT TREATMENT
This theory course is designed for the beginner or apprentice welder, and anyone interested in working with metal. Understand metals, their uses, and how to weld, case harden and temper them. Learn in one semester practical information for practical use.
Cost: $475.00 40 hours – once per week  FALL AND SUMMER ONLY

#813 PIPE WELDING THEORY
Cost: $600.00 40 hours  Call 747-2130 for information.

#814 PIPE FABRICATION
Cost: $1,595.00 90 hours  Call 747-2130 for information.

#801 BLUEPRINT READING FOR WELDERS
Learn to read and interpret blueprints and symbols used in the welding field. Includes developing sketches and drawings.
Cost: $475.00 50 hours – once per week

#811 PRACTICAL WELDING METALLURGY/HEAT TREATMENT
This course is designed for the beginner or apprentice welder, and anyone interested in working with metal. Understand metals, their uses, and how to weld, case harden and temper them. Learn in one semester practical information for practical use.
Cost: $475.00 40 hours – once per week  FALL AND SUMMER ONLY

#807 WELDING CERTIFICATION TEST
Students are provided the opportunity to earn certificates for national AWS welding codes sought after in today’s job market. All tests are administered by an AWS Certified Weld Inspector (CWI) and are certified by the Welding Technology Training Institute (WTI).
Cost: $495.00
#812 CERTIFIED WELDING INSPECTOR (CWI) SEMINAR AND TEST:
Prepares participants to take the AWS Certified Welding Inspector Test given at the school at a date TBA. Materials are prepared and provided by AWS. Experienced welders and/or welding inspectors may apply and elect to test with either of the AWS offered code book selections. Instructor: Wayne Marier
Cost: $2,275.00 38 hours Call 747-2130 for seminar and test dates.

#7076 AUTOCAD PROGRAM Tuition: $1,400.00
#7075 CAD DESIGN PROGRAM Tuition: $2,150.00

Customized CAD / CAM training using Esprit software is available for industry. Call 717-747-2130 for information.

CAD/CAM MANUFACTURING TECHNOLOGY COURSES

#321 AUTOCAD 1
An introductory self-paced class covering terminology and operation of system. Learn basic commands and features of AutoCAD. Prerequisite: #312 or equivalent knowledge.
Cost: $700.00 45 hours

#322 AUTOCAD 2
This course is a continuation of AutoCAD 1 covering intermediate commands and features of AutoCAD.
Cost: $700.00 45 hours

#615 CAD / CAM PROGRAMMING
Learn basic computer generated CNC programming using Partmaker software. Course includes theory and hands-on instruction. Skills are transferable to more advanced CAD / CAM programs. Prerequisite: #637 or equivalent knowledge.
Cost: $900.00 45 hours

#381 PRO/ENGINEER WILDFIRE 3.0
Course teaches CAD/CAM/CAE applications in this commonly used manufacturing software. Learn interactive freeform surfacing, reverse engineering, advanced photo rendering, solid modeling, 2D and 3D drawing, assembly modeling, tool path creation, and NC simulation, verification, optimization and post-processing. Pro/E Desktop or previous CAD/CAM experience recommended.
Cost: $750.00 45 hours

PRECISION METAL MACHINING PROGRAM

#7073 PRECISION MACHINING – NIMS LEVEL I (500 hours) Tuition: $5,575.00
Earn nationally recognized credentials from the National Institute of Metalworking Skills (NIMS). Courses listed below teach the competencies needed to meet NIMS standards and earn up to seven NIMS Level I credentials as well as a credential of Special Merit. Program requires completion of #103 Technical Math 1.
The cost of each NIMS course is $1,025.00. Textbooks, NIMS Registration and Testing are not included.

PRECISION METAL MACHINING COURSES

#630 MEASUREMENT, MATERIALS & SAFETY (One NIMS Level I credential)
This module is recommended as the prerequisite for all other modules. Topics include quality control and inspection, process management and improvement, general maintenance, industrial safety and environmental protection.
90 hours Mon. & Wed., 6:30 – 9:30 pm OR Sat., 8:00 am – 1:00 pm

#631 JOB PLANNING, BENCHWORK & LAYOUT (One NIMS Level I credential)
Topics include job planning and management, benchwork, and layout. Manual operations also covered.
90 hours Mon. & Wed., 6:30 – 9:30 pm OR Sat., 8:00 am – 1:00 pm

#632 MILLING/DRILL PRESS SKILLSK (Two NIMS Level I credentials)
90 hours Mon. & Wed., 6:30 – 9:30 pm OR Sat., 8:00 am – 1:00 pm

#629 TURNING SKILLS – BETWEEN CENTERS & CHUCKING (Two NIMS Level I credentials)
90 hours Mon. & Wed., 6:30 – 9:30 pm OR Sat., 8:00 am – 1:00 pm

#635 SURFACE GRINDING SKILLS (One NIMS Level I credential)
90 hours Mon. & Wed., 6:30 – 9:30 pm OR Sat., 8:00 am – 1:00 pm

#633 NIMS – TURNING SKILLS
90 hours Mon. & Wed., 6:30 – 9:30 pm OR Sat., 8:00 am – 1:00 pm

#634 NIMS – TURNING/CHUCKING SKILLS
90 hours Mon. & Wed., 6:30 – 9:30 pm OR Sat., 8:00 am – 1:00 pm

#645 NIMS – LATHE LEVEL II – MANUAL TURNING
90 hours Mon. & Wed., 6:30 – 9:30 pm OR Sat., 8:00 am – 1:00 pm

#646 NIMS – LATHE LEVEL II – MANUAL CHUCKING
90 hours Mon. & Wed., 6:30 – 9:30 pm OR Sat., 8:00 am – 1:00 pm
#647 NIMS – MILLING LEVEL II  
90 hours Mon. & Wed., 6:30 – 9:30 pm OR Sat., 8:00 am – 1:00 pm

#648 NIMS – GRINDING LEVEL II  
90 hours Mon. & Wed., 6:30 – 9:30 pm OR Sat., 8:00 am – 1:00 pm

ADVANCED METAL MACHINING PROGRAM

#7542 Advanced Precision Machining – CNC – NIMS Level II, Turning Only  
(820 hours) Cost: $13,865.00

NIMS Level II training is intended to develop the skills necessary for the set-up and operation of industrial “state-of-the-art” production lathes and mills. Courses listed below teach the competencies needed to meet NIMS standards and earn two Level I and II, Level II NIMS credentials in CNC Milling and CNC Turning.

Call 717-747-2130 for current schedule.

ADVANCED METAL MACHINING COURSES

#639 CNC PROGRAMMING and OPERATIONS/Turning

Course begins with the basics of programming and operations, covering reading and construction of prints, geometric dimensioning and tolerancing, and trigonometry related to the formulation of angles associated with CNC tool paths. Topics include language concepts, G & M Codes, interpolation, canned cycles, sub-programs and the Cartesian Coordinate System. Course progresses to hands-on instruction on an industrial CNC lathe performing set-up and operation to complete various projects to blueprint specifications. Drilling, boring, turning, threading, tapping and grooving sequences are covered. Safety and problem solving are stressed as related to actual machine shop conditions. Complete detailed programming will allow the student to be knowledgeable in all aspects of CNC machining of 2 Axis lathes. All CNC concepts are integrated into the course. The course includes the required theory and performance exams needed to earn the appropriate NIMS credentials. NIMS Testing: One-time Registration Fee $40; NIMS Tests $40/each. Prerequisites: #630, #629, #632, or equivalent knowledge. Cost: $6,615.00 (books not included) 270 hours

#638 CNC PROGRAMMING and OPERATIONS/Turning & MILLING

This course includes all coursework found in #639 plus hands-on instruction on an industrial CNC machining center and covers drilling, milling, tapping and slot cutting to blueprint specifications. Complete detailed programming will allow the student to be knowledgeable in all aspects of CNC machining related to 2 Axis lathes and 4 Axis vertical machine centers. This course concludes with the required theory and performance exams needed to earn the appropriate NIMS credentials. NIMS Testing: One-time Registration Fee $40; NIMS Tests $40/each. Prerequisites: #630, #629, #632, or equivalent knowledge. Cost: $8,575.00 (books not included) 350 hours – Course hours are flexible. Call for current schedule. NIMS credentials are recognized for credit in related Associate Degree Programs at Harrisburg Area Community College (HACC)

PROFESSIONAL PROGRAMS

#8071 ENERGY SAFETY SERVICES – PEC CERTIFICATIONS

Our Energy Safety Services programs offer SafeLand /SafeGulf safety awareness courses designed to take the place of multiple operator orientations to give participants a general idea of life and safety issues in the oil and gas industry, upstream, downstream, onshore or offshore. This one-day program meets (API RP 75 & API RP T-1) OSHA, MMS, Shell, Exxon Mobile, Chevron Texaco and BP requirements and provides a basic understanding of relevant safety information. The orientation has become the standard program for the industry. Upon successful completion of any of these courses, the participant is issued a photo ID with a unique barcode. The student information is then stored in an on-line database. The orientation has become the standard program for the gas and oil industry.

#905 PEC BASIC ORIENTATION PROGRAM

Provides a basic understanding of general safety information that an employee working in the gas and oil industry should know before entering a company facility and while performing their assigned work duties. Cost: $200.00 8 – 10 hours ($12/lunch is optional)

#906 PEC CORE TRAINING

Brings together the health, safety and environmental training certifications (OSHA & MMS) most requested by oilfield operators and other host employers. It is accepted by every major and most mid-major operators in the USA, Canada and Qatar. Cost: $600.00 23 – 30 hours ($12/lunch is optional)

#907 PEC REFRESHER

Annual updating of the PEC SafeLand /SafeGulf Safety Awareness Program. The refresher can be utilized to keep an employee’s training records current. The participant must have previously completed the CORE Compliance program. Cost: $200.00 8 – 10 hours ($12/lunch is optional)

#965 FOOD SAFETY CERTIFICATE PROGRAM

This one-day ServSafe Program is offered by the Pennsylvania Restaurant Association at York County School of Technology. Students who successfully complete the workshop and test receive nationally recognized ServSafe Certification. Cost: $135.00 PRA Members $175.00 Non-members For schedules and to register, contact the PA Restaurant Association at 800-345-5353 or visit www.parestaurant.org
CULINARY WORKSHOPS

GLUTEN-FREE COOKING CLASS
Learn to make great tasting gluten free meals with Chef Michael using starches other than wheat flour.
Cost: $100.00 /person  8:00 am—noon  Sat. March 9, 2013

CHOCOLATE, CHOCOLATE, CHOCOLATE
Learn to create melt-in-your-mouth chocolates in this hands-on course... just in time for Easter!
Cost: $130.00 /person (take home what you make)  8:00 am—4:00 p.m.  Sat. March 16, 2013

HOW TO PUT THE PUFF IN THE PASTRY
Learn how to use puff pastry, cream puff éclair paste and pastry cream filling.
Cost: $80.00 /person (take home what you make)  8:00 am—noon  Sat. April 13, 2013

FLORAL DESIGN

#901 FLORAL DESIGN 1
Learn the basic steps of contemporary flower arranging adaptable to various containers and seasons, using fresh, dried and artificial flowers.
Cost: $295.00*  30 hours  Mon., 6:30 – 9:30 pm  September 13

#902 FLORAL DESIGN 2
Advanced principles of design using fresh, silk, or dried materials. Prerequisite: #295*
Cost: $295.00*  30 hours  Wed., 6:30 – 9:30 pm  February 16

#903 FLORAL DESIGN 3
Builds on skills in Floral Design 2. Covers more advanced and in-depth designs such as wedding work. Students may suggest other design areas of interest to them. Prerequisite: #901 & #902 or equivalent experience.
Cost: $295.00*  30 hours  Thur., 6:30 – 9:30 pm  SUMMER ONLY
* Material costs are not included in the tuition for Floral Design courses. Students should plan to pay an average of $15.00 per week for materials.

#904 HOLIDAY FLORAL DESIGN WORKSHOPS THREE 3-HOUR SESSIONS
Make your holidays more festive. Learn how to construct holiday floral decorations for yourself or as gifts.
Cost: $39.00 each session ($99.00 for all three)  (materials not included)

INSTRUCTORS WANTED
The Adult & Continuing Education Center is always looking for skilled industry professionals and qualified educators to fill part-time instructor positions. If you wish to share your knowledge, experience, and expertise please email a resume to mynail@ytech.edu or complete the information below and mail to the Adult & Continuing Education Office at York County School of Technology, 2179 S. Queen Street, York, PA 17402.

Name ____________________________

Phone ____________________________  E-mail ____________________________

Trade/Skill/Experience ____________________________

Program/Course(s) of Interest ____________________________

Availability (Please Circle):  Mornings  Afternoons  Evening

DID YOU KNOW?
You can use your POST-9/11 GI Bill for on-the-job training, apprenticeships, and non-college degree programs.
The Basic Education Skills Training (BEST) Program offers ADULT BASIC EDUCATION / GED PREPARATION as well as job placement services after completion. Call New Choices at 717-741-0820 ext. 4302.

York County Classes – Mar 4 and May 6, 2013
Hanover Class – Feb 11, 2013

holding workshops held throughout York County. Childcare and transportation assistance may be available while attending the workshop.

To inquire about eligibility please call 717-771-4407.

New Choices: New Choices is a program designed for separated, divorced, or widowed persons; single parents including teen parents, homemakers having a disabled spouse, homemakers lacking marketable skills, single pregnant women and individuals in transition. New Choices offers free workshops and may include childcare and transportation assistance, limited tuition assistance, and job placement services.

To inquire about eligibility please call 717-741-0820, ext. 4302.

New Choices / New Options will show you how to increase your self-confidence; set career goals based on your personality, interests, and aptitudes; and prepare and plan for the job search. Both day and evening workshops are held year round at our school and at five off-site locations: CareerLink, York County School of Technology, Dover Library, Lincoln Charter School, King St. Campus, and Jefferson Center. Students pursuing a GED are assessed to determine areas that need improvement. Adults wanting to improve their basic math or reading skills will work with a classroom instructor that you have done in the past, you may be eligible to receive re-training funds through this State agency. To inquire about eligibility please contact 717-771-4407.

Office of Vocational Rehabilitation (OVR). The GED Test is administered at York County School of Technology on Tuesday evenings at 6:00 pm, some Thursday afternoons and evenings, and every other Saturday morning at 8:30 am. Anyone who is 18 years or older and no longer enrolled in high school may apply to take this test. Testing is available to 16 and 17-year old applicants only if they meet special criteria set by the Pennsylvania Department of Education. Visit: www.ged123.org to register. Come to YCST or call to schedule at 717-741-0820. Assessment will be scheduled when you register, and based on your assessment results, a program of study will be designed for you. Morning, afternoon and evening classes available.

GED TESTING
The GED Test is administered at York County School of Technology on Tuesday evenings at 6:00 pm, some Thursday afternoons and evenings, and every other Saturday morning at 8:30 am. Anyone who is 18 years or older and no longer enrolled in high school may apply to take this test. Testing is available to 16 and 17-year old applicants only if they meet special criteria set by the Pennsylvania Department of Education. Visit: www.ged123.org to register. Come to YCST or call to schedule at 717-741-2130.

Cost to take all 5 tests: $100.00
Retests: $20.00 per test

CAREER / EDUCATION COUNSELING
We offer career and education counseling for adults who need assistance in developing an educational program to meet career goals. This service is provided at no charge. Call 717-747-2130 to schedule an appointment.

NEW CHOICES
Free workshops are provided to single parents, displaced homemakers, single pregnant women and individuals in transition. New Choices/New Options will show you how to increase your self-confidence; set career goals based on your personality, interests, and aptitudes; and prepare and plan for the job search. Both day and evening workshops are held throughout York County. Childcare and transportation assistance may be available while attending the workshop as well as job placement services after completion. Call New Choices at 717-741-0820 ext. 4302.

Hanover Class – Feb 11, 2013
York Classes – Mar 4 and May 6, 2013
JOB-TASK ANALYSIS / TRAINING NEEDS ASSESSMENT
We can help you identify skills critical to proficient performance of jobs at your workplace with Job-Task Analysis. This analysis of job tasks can be used for hiring or job reclassifications or to design training programs. Call 741-0820 ext. 4305 for information.

EMPLOYERS SHOULD CONSIDER THE FOLLOWING FUNDING SOURCES:

► WEDnet PA Guaranteed Free Training Program
This program, funded by the PA Department of Community and Economic Development, is intended to help employers train new and existing employees through a variety of educational providers. Please inquire at 717-741-2130 ext. 4300 or at www.wednetpa.com

► Customized Job Training Grants (CJT)
YCST is a recognized Local Educational Agency (LEA) able to apply for CJT funding from the Department of Community and Economic Development to defray training costs for employers or groups of employers. Please inquire at 717-741-2130 ext. 4305.

COMPANY BILLING
If your employer is paying for your course and wishes to be billed, you need to bring a letter or training voucher from your company when you register. The letter needs to be on company letterhead, signed by an authorized company official, and must include: a request to be billed, your identifying information, course information, and an itemized list of what costs the company will cover (i.e. tuition, books, fees.) If your employer wishes to mail or fax this authorization, a completed registration form should accompany the letter.

EMPLOYERS
HERE ARE 5 GOOD REASONS TO CONSIDER YORK COUNTY SCHOOL OF TECHNOLOGY FOR CUSTOMIZED JOB TRAINING:
1. We understand York County and develop our courses with the needs of local employers and employees in mind.
2. We can provide the technical training your employees need.
3. We have the flexibility to offer programs where and when you need them.
4. Our training programs are cost effective. We can even assist you in finding funds to defray the cost of training.

We listen to you.
We want to be your partner in finding solutions to your training needs.
Call us at 717-747-2130 for a no-cost consultation.

NOT SHOWN HERE?
Is there career or technical training that you need but did not find in this brochure? Tell us about it so that we can plan for your needs in the future.

WE’RE HERE FOR YOU.

Adult & Continuing Education Center Mission Statement
To provide quality adult career, technical and basic skills education, training and services in a professional, customer-focused atmosphere that fosters continuous learning and promotes workforce development.

TITLE IX COMPLIANCE – Non-Discrimination Statement
The York County School of Technology will not discriminate on the basis of race, color, national origin, ancestry, religion, age, gender, sexual orientation, or disability or because a person is a disabled veteran or veteran of the Vietnam Era, in its admissions, educational programs, activities or employment policies. Publication of this policy is in accordance with state and federal laws, including the Americans with Disabilities Act, Title IX of the Education Amendments Act of 1972 and Section 504 of the Rehabilitation Act of 1973. Direct all inquiries to the ADA/Title IX/Section 504 Coordinator, YCST, 2179 S. Queen Street, York, PA 17402-4696, (717) 741-0820.

La Escuela de Tecnología del Condado de York no discrimina en base de la raza, color, origen nacional, etnicidad, religión, edad, sexo, orientación sexual, o discapacidad o porque la persona sea un veterano discapacitado de la era de Vietnam, en su proceso de admisión, programas educacionales, actividades o prácticas de empleo. La publicación de ésta poliza es en concordancia con las leyes estatales y federales, incluyendo el Acto de Americanos con Discapacidades, Título 6, Título IX del Acto de Amendación Educativa de 1972 y Sección 504 del Acto de Rehabilitación de 1973 y cualquier otra ley federal y estatal. Preguntas deben ser dirigidas a: Coordinador de ADA/ Título 6, Título IX y Sección 503/504, York County School of Technology, 2179 South Queen Street, York, PA 17402-4696 (717) 741-0820.

Copies of the Title IX and Section 504 Grievance Procedure and Grievance Forms are on file in the School library and at the main desk in the High School Office.

For a comprehensive outline of each program offered, visit our website at www.ytech.edu/adulted and click on the Adult Education tab for the Adult Education’s electronic catalog. Comprehensive information on each program of study, including course content, tuition, fees and hours is available electronically at this location.

*Courses offered, tuition and fees included in this catalog are subject to change.
Allied Health Block Schedule (Subject to change)

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KEEP THIS BROCHURE
It contains all the information you will need to register for our Summer, Fall and Spring Sessions. Keep it in a convenient place so you can refer to it throughout the year.

YCSTech Adult and Continuing Education

You can now visit us on Facebook at YCSTech Adult and Continuing Education for …

- Course Schedules and Information
- General School Information
- School Closing and Delays
- School Updates
- Adult and Continuing Education Activities
- Pictures, Videos, and More!

(Scan QR code with your smart-phone to visit us on Facebook.)
Summer Semester:
May 1, 2013 – August 26, 2013
Registration Begins April 4, 2013

Fall Semester:
Registration begins August 20, 2013

Spring Semester:
January 6, 2014 – April 28, 2014
Registration begins November 2, 2013

Adult Education Open House
(No Classes for AE students)
April 3, 2013 • August 6, 2013
November 6, 2013

WE’RE HERE FOR YOU

All programs are now listed with courses contained under the appropriate trade/technical category. For curriculum detail on complete programs, please refer to our website at www.ytech.edu/adulted

NURSE AIDE PROGRAM

Nurse Aide (NA) is one of the top 10 High Demand jobs! Our NA program will prepare you to perform patient/resident care under the supervision of a licensed nurse. Approved by the PDE, successful completion of this course prepares you to take the PA Nurse Aide Competency Exam and enroll in the NA registry for PA. Day classes scheduled monthly; evening programs run January & August. (See page 4 for details)

(Scan QR code with your smart-phone to visit us on Facebook.)

Ycstech Adult Ed

YCSTech Adult and Continuing Education